

**TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
MAY 7, 2024, 3:00 p.m.
Planning & Inspections Department & WebEx Video Conferencing**

Historic Preservation Commission Members in Attendance: Vardell Smyth-Chair, Bettie Bond-Vice-Chair, Krystal Carter, and Hannah Williams

Council Liaison: Virginia Roseman (via WebEx)

Town Staff in Attendance: Jessica Mitchell-Advanced Planning Specialist, Mike James-Commercial Zoning Administrator, and Brenda Henson-Board Secretary

Others in Attendance: Allison Meade-Town Attorney (via WebEx)

Call to Order

Chair Smyth called the Boone Historic Preservation Commission meeting held in the Planning & Inspections Conference Room at 680 West King Street and via WebEx to order at 2:59 p.m.

Adoption of Agenda

Commission Member Carter made a motion, seconded by Commission Member Williams, to adopt the agenda as presented.

Vote: Aye – All
Nay – None

The motion passed.

Quasi-Judicial Standards of Decision

Allison Meade, Town Attorney, stated that the Town Council did approve HPC's recommendation to hold pre-application workshops. She noted that the Council asked her to do some training with the HPC relevant to both the workshops and the regular hearings. Ms. Meade stated that the meeting packet contained excerpts from the UDO directly related to the HPC. She suggested that members refresh themselves with the procedures and keep a printed copy with them at every meeting to help keep them on course and in a formal mindset. Ms. Meade acknowledged that the pre-application workshops were not quasi-judicial, but they still needed to be formal in that they would lead to a quasi-judicial hearing. She added that the HPC would not want to lead applicants astray by being less restrictive or less formal in the workshop than they would be in the hearing.

Commission members were provided a handout provided by Ms. Meade that contained an outline of the COA approach and analysis and a copy of 160D-947 with areas of specific importance highlighted. She referred to 160D-947(c), which stated that before any action to enforce a landmark or historic district regulation, the commission shall (i) prepare and adopt rules of procedure and (ii) prepare and adopt principles and standards not inconsistent with this Part to guide the commission in determining congruity with the special character of the landmark or district for new construction, alterations, additions, moving, and demolition. Ms. Meade stated that Commission members should look at the historic district standards to help guide them in determining the special character of the district. She noted that the HPC's decisions should not be based on their opinion or individual tastes but should be grounded firmly in the particular standards applied to a case.

Ms. Meade referred to the COA approach and analysis on the handout. She stated that Commission members needed to be very specific about the particulars of a case and whether or not the proposal would comply with the district standards that were applicable and how. Ms. Meade noted that the ultimate question was whether or not the proposal would be congruent or in harmony with the special character of the historic district. She emphasized that this was per the statutory requirements of 160D-947.

Ms. Meade stated that Commission members needed to determine what characteristics made the project congruous with the district, such as massing, scale, materials, texture, overall architecture, etc. Additionally, the HPC needed to identify what facts or evidence they were using to make their analysis, such as photos in the meeting packet.

Ms. Meade encouraged Commission members to practice and ensure that they drilled down their preparation of the standards provided by staff as they took up their next case.

Chair Smyth, Vice-Chair Bond, and Council Member Roseman stated they could not attend the May 14, 2024, HPC meeting. There was a discussion of an alternate meeting date. Members indicated they could attend on May 28, 2024, at 3:00 p.m. Mr. James said he would try contacting the applicant to ensure they could attend on that date.

Stoneman's Raid Interpretative Panel

Ms. Mitchell stated that she had been reviewing the application material and the submittal requirements. She noted that one requirement was a human-scale photo of the site, and that had been done. When completed, the application would also need approval from Town Manager Davis. Ms. Mitchell recommended sending the application to the Town Council for information since this was a town-funded project. She stated that she would try to contact potential stakeholders to see if there was a willingness to help fund the project.

Vice-Chair Bond suggested removing the words (*your left*) from the first paragraph of Version 3.5 of the Stoneman's Raid panel text.

Chair Smyth presented Commission members with several location maps to choose from to be placed on the panel (**on file**). Commission members decided to use the local map with some revisions by Chair Smyth.

Ms. Mitchell suggested that the final version be presented for a vote at the next advisory meeting and sent to the town council in June.

Commission Member Carter made a motion, seconded by Commission Member Williams, to continue with the changes so that the recommendation could be presented to the Town Council.

Vote: Aye – All
Nay – None

The motion passed.

Boone Cemetery Interpretative Panels Update

Ms. Mitchell stated that the revised panels were shown in the meeting packet. She recommended presenting the proposed panels to the Town Council at one of their June meetings.

Chair Smyth made a motion, seconded by Commission Member Carter, to send the proposal to the Town Council and recommend that they approve the production of the marker.

Vote: Aye – All
Nay – None

The motion passed.

Staff Updates

Statement of Conformity Report

Ms. Mitchell noted the report in the meeting packet showing the current applications for Statements of Conformity, which included cases received since September 2023. She stated that follow-up was needed on the request for Ram's Rack, the request for South End Brewing Company was complete and needed to be closed by staff, and the request for Espresso News was still pending and awaiting documents from the applicant.

Jones House Local Historic Landmark Report Update

Ms. Mitchell noted that former Commission Member Zeigler was completing her internship and had not had an opportunity to work on the report. She hoped to provide an update in June.

Other Discussion

Ms. Mitchell stated that two local historic landmark designation requests would be presented at the May 29, 2024, Public Hearing/Planning Commission meeting beginning at 6:00 p.m. HPC members indicated they could attend that meeting. Ms. Mitchell stated that HPC members could meet that evening in the Planning & Inspections Conference Room and attend the Public Hearing via WebEx. Ms. Mitchell said that she would present the staff reports for the landmark cases, and HPC members would be present if there were any questions.

Mr. James stated that he had not heard back from the applicant regarding rescheduling the May 14 meeting to May 28.

Chair Smyth made a motion, seconded by Commission Member Carter, to move the May 14, 2024, HPC meeting to May 28, 2024, at 3:00 p.m. in the Planning & Inspections Conference Room and via WebEx, providing the applicant could attend on that date. Otherwise, the May 14 meeting would move to the regularly scheduled meeting date of June 4, 2024.

Vote: Aye – All
Nay – None

The motion passed.

The agenda for the June 4, 2024, meeting would include the 174 S Depot Street COA case and an update on the Jones House report.

ADJOURNMENT

Vice-Chair Bond made a motion, seconded by Commission Member Carter, to adjourn the meeting at 3:56 p.m.

Vote: Aye – All
Nay – None

The motion passed.

Vardell Smyth, Chair

Brenda Henson, Board Secretary