



**TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING AGENDA**

The Town of Boone Historic Preservation Commission will meet on **Tuesday, May 8, 2018 at 3:00 p.m.** in the Planning & Inspections - Upstairs Conference room located at 680 West King Street. The following items will be on the agenda:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Approval of Minutes**
 - March 20, 2018 TC/HPC/CAC Workshop
 - April 8, 2018 Union Soldier Ceremony
 - April 10, 2018
- 4. Discussion of "This Place Matters" Event**
- 5. Update on Boone Flood Marker**
- 6. Update on Phase I Survey Report**
- 7. Discussion on dates to go back to cemetery**
- 8. Discussion of Town Council Action on Building Heights, Setbacks, and Appearance Standards**
- 9. Discussion on the History Design Guidelines and Handbook**
- 10. Other Matters by Commission Members or Staff**
 - Set agenda for next meeting
- 11. Adjournment**

TOWN OF BOONE
TOWN COUNCIL, COMMUNITY APPEARANCE COMMISSION AND HISTORIC PRESERVATION
COMMISSION
TUESDAY, MARCH 20, 2018
6:00 P.M.

COUNCIL MEMBERS PRESENT: Mayor Rennie Brantz, Mayor-Pro Tem Loretta Clawson, Lynne Mason, Connie Ulmer, Sam Furgiuele and Marshall Ashcraft

COMMUNITY APPEARANCE COMMISSION MEMBERS PRESENT: Chairperson Brian Williams, Vice-Chairperson Jason Selong Sarah Davis Cagle and Daniel Johnson

HISTORIC PRESERVATION COMMISSION MEMBERS PRESENT: Chairperson Eric Plaag, Teresa Pearman, Bettie Bond, Chuck Watkins and Bill Dixon

STAFF PRESENT: Jane Shook-Director of Planning and Inspections, Brian Johnson-Urban Design Specialist, Christy Turner-Senior Planner, Marty Little-Planner and Marlene Crosby-Board Secretary

OTHERS PRESENT: Brittney Clark-Downtown Development Coordinator

CALL TO ORDER

Mayor Rennie Brantz called the workshop for the Boone Town Council, Community Appearance Commission and the Historic Preservation Commission to order at 6:00 p.m. in the Council Chambers located at 1500 Blowing Rock Road. Mayor Brantz welcomed everyone to the workshop.

INTRODUCTIONS

Ms. Jane Shook Director of the Planning and Inspections Department asked each Council Member, Commission Member and Planning Staff Member present to introduce themselves.

Ms. Shook said that the purpose of this workshop is to update the new Council Members and Commission Members on the Downtown Design Guidelines.

HISTORY/REVIEW SUMMARY

Ms. Shook and Mr. Brian Johnson, Urban Design Specialist gave a brief history of the work that has been completed on the Downtown Design Guidelines (permanently attached).

Mr. Johnson talked about the December 2017 workshop. He said at that workshop there was discussion on proposing another district called the "Warehouse District" which will serve as a transition area along Howard Street between the Historic Core and Interface Area. He noted that

at that workshop it was agreed that the HPC and CAC Chairpersons would meet with the Planning Staff and draft suggested boundaries which will be presented at this workshop.

PRESENTATION OF NEW MAP/DISCUSSION OF WAREHOUSE DISTRICT

Mr. Johnson talked about the proposed district map that was discussed at the last CAC meeting in January of 2018 (permanently attached). He said this proposed map has been revised and is in the workshop packet. He said the purple area on the proposed map is outlining the proposed "Warehouse District" and also includes other suggested boundaries to be discussed at this workshop.

Mr. Johnson said that the CAC has not looked at drafting regulations for the proposed "Warehouse District" yet. He said there has been discussion about extending this district to the west end of Town towards the end of the Town limits. CAC Chairperson Brian Williams noted that previously the boundary stopped at the Poplar Grove Connector.

Mr. Johnson pointed out that there are some properties on the proposed map designated with hash marks. He said the properties are owned by Appalachian State University. He said the CAC had previously discussed whether or not to include these properties within the boundaries. He said based on the Town Attorney's opinion the properties could be included. He said these properties can be discussed at this workshop. He also said the boundaries set on the proposed map have been determined from all the Town meeting discussions and they are up for discussion at this workshop.

CAC Chairperson Williams added at the last CAC meeting because of the increased building development the CAC decided to use the proposed "Warehouse District" as a place holder for a potential future "Warehouse District". He said it was discussed to apply the Interface Area rules to the proposed "Warehouse District" in the interim so the CAC can move forward with making recommendations for getting the draft Downtown Design Guidelines approved. He said the CAC chose to go this route rather than to stop and try to figure out what the old buildings were in terms of design elements in the proposed "Warehouse District".

In summary, Ms. Shook explained that the area shown in blue on the proposed district map is reserved for more Historic-type buildings, the area shown in yellow on the proposed district map is reserved buildings where more contemporary-like features are allowed and the area shown in purple is the proposed "Warehouse District" that may be a transition between the Historic Core and Interface Area.

Ms. Shook said at this point in time the CAC have draft guidelines for the Historic Core and Interface Area. She said the HPC has been working on the potential for a "Historic District".

Ms. Shook said there has been discussion on how the draft guidelines would be explained to the public. She said it was the goal for the HPC and CAC to have their proposed guidelines adopted at the same time. She talked about the Staff's concerns of rolling out different topics at different times and causing confusion. She said another option would be to adopt other stop-gap measures until all of the draft guidelines can be rolled out at the same time.

CAC Chairperson Williams asked HPC Chairperson Plaag for clarification on the goal to align the Historic Core with what the HPC believes to be achievable with the SHPO in terms of a truly Historic District. HPC Chairperson Plaag said this is correct.

HPC Chairperson Plaag said the HPC has discussed extending the Historic Core on the west end of Town to include the Smithey's building where the Ram's Rack is currently located. He explained his moderate concerns on this. He said he was concerned that SHPO might possibly ask why the district is being extended on one side and not on the other side of the street. He said he felt like it is close enough that it may not be an issue.

HPC Chairperson Plaag talked about the buildings in the proposed "Warehouse District". He said a lot of them are old warehouses or garages from a lot of old automobile parts manufacturing and selling took place. He said these types of buildings generally differed in purpose from those on King Street and also were largely built during a second, later wave of development in Boone during the 1940's.

HPC Chairperson Plaag talked about including in the Warehouse District the Galileo's building on the corner of Poplar Grove Connector and King Street because it fits with the rest of the architecture in that section of Town.

PRESENTATION OF CURRENT PROPOSED REGULATIONS FOR THE HISTORY CORE/INTERFACE AREA

Ms. Shook said there has not been much change to the draft guidelines. She noted that both the CAC and the HPC have followed the Secretary of Interior Guidelines as closely as possible. She said that the HPC has offered suggestions that the CAC has taken into consideration regarding the draft guidelines.

HPC Chairperson Plaag prefaced his comments by saying he understands the desire to roll everything out at once. He said there may be a way to roll out the CAC guidelines that includes that these guidelines are in preparation for the establishment of a Historic District in Downtown Boone with the understanding that this is a process that will take several months. He said this would show that the CAC and HPC are linked in their efforts to propose guidelines and it would buy the Town the protection it needs in the interim for future development.

UPDATE FROM HISTORIC PRESERVATION COMMISSION CHAIRPERSON

HPC Chairperson Plaag said the HPC was tasked in 2015 to begin a historic survey of the Municipal Service District. He said that he and two technicians ruled out buildings built before 1980 which were not eligible to be included in a "Historic District" because of their age. He said next they photographed the architecture and the changes in architecture to the extent that they could. He said at that point the approved hours for the technicians ran out. And since then, he has been writing the survey entries using the draft architectural descriptions, plus very expensive research on the history.

HPC Chairperson Plaag said the HPC members have seen a draft of most of the survey entries that have been completed. He said this level of detail goes beyond what would normally be done in a survey. He said his intention for this level of detail was to be able to give the Town a document that would aid them in managing a "Historic District" for the next 20 years without having to do research on additional properties. He said the survey report is intended to be a comprehensive Historic document about Downtown Boone.

HPC Chairperson Plaag said the HPC made a recommendation at the December 2017 meeting in terms of what the boundary of the "Historic District" should be based on the findings of the draft survey.

HPC Chairperson Plaag said he hopes that the draft survey report and its recommendations from the survey team can be submitted to Council for their review in May of 2018. He added that the draft survey report would go through a public hearing process. It was noted that it takes 30 days for the draft survey report to be reviewed at the State level. Then the survey report comes back to the HPC with any suggested changes, then it would go back to Council for their review and the establishment of a "Historic District". He said the earliest possible date this could happen would be September of 2018.

Ms. Shook opened the floor for questions and if they were comfortable with the information they had just heard regarding the draft guidelines and survey report or the process that is currently being worked on.

Council Member Ashcraft asked if there is a standard public review process between the time the Council gets the information and the time that the Council acts on the establishment of a "Historic District". HPC Chairperson Plaag said there is no mandated public comment period other than what would happen at the Council meeting. He continued to explain that it would be an absolute mistake to not have a separate, distinct public comment meeting that is solely dedicated to the discussion of the "Historic District". He said it is essential to explain to Downtown business owners about the "Historic District" to get the buy-in needed for it to be successful.

Mayor Brantz asked HPC Chairperson Plaag to explain what happens to the "Historic District" once it is accepted by the State. HPC Chairperson Plaag explained that the HPC is already a quasi-judicial board. He said the HPC has already designated two local landmarks or three which are the Linney House, the Linney Law Office and the Downtown Boone Post Office. He explained for example, if the Town wanted to make a change to the Downtown Boone Post Office, they would have to come before the HPC to request a Certificate of Appropriateness for making the change. He explained that there would be a hearing with the property owner requesting the change. He said the HPC would take testimony from the property owner. He explained the differences between major and minor changes. He said if there are changes to the roof or façade, the changes would be reviewed to see they meet the design standards in order for the COA to be granted.

Discussion ensued on UDO Section 25.01 Applicability. Council Member Furgieuele said that the ordinance says that 70 percent of an element is seen. He suggested lowering this percentage to

make it more stringent in the B-1 zoning or Historic District. He asked if there was any previous discussion on this topic. His concern was that there could be an obscuring of features from vegetation. Mr. Johnson said this topic was not discussed. CAC Chairperson Williams said there was discussion on how easily things are seen from all over in the Downtown area. He said there was discussion on whether all the buildings have to be brick on all sides which may not be keeping with what has been done historically.

Member Furguele asked about the Building Design Standards section of the ordinance and the Historic Core and the Interface Area. Ms. Shook said that section of the ordinance is a working draft and it is waiting on the CAC's recommendations to complete it.

Member Furguele asked about the section of the ordinance regarding the contemporary architectural features allowed in the Interface Area are included but not limited to pending discussion. Ms. Shook said there was discussion of more contemporary features that were probable at that time. She said this section of the ordinance needs more research and not intended to be left open-ended.

HPC Chairperson Plaag commented on the lowering of the threshold in the Downtown area. He said conceivably a Downtown property owner with a building of two-stories in height under the current threshold, could alter the historic storefront of their building to a modern or non-appropriate look and not change the second story of the building. He said he thinks this is what Council Member Furguele is pointing out with his proposed change of lowering the 70 percent threshold. HPC Chairperson Plaag agreed that the threshold should be lowered for the reason he pointed out earlier in this workshop.

CAC Chairperson Williams talked about UDO Section Article 25.6.4. Design Standards of Renovations of Existing Buildings (permanently attached). He said this section of the UDO is where the Secretary of the Interior Standards were used the most.

Discussion ensued on Downtown buildings being publicly visible. Council Member Furguele asked Ms. Shook if the percentage is 31 percent or 70 percent. He further explained that if 31 percent of a building is screened, you can only see 69 percent of it. He said doesn't this mean that the standards are not applicable. He said he is reading the language as saying that if less than 70 percent of the building is visible, it is not considered a publicly visible element.

HPC Chairperson Plaag asked CAC Chairperson Williams to explain the thresholds for applicability. CAC Chairperson Williams explained that the thresholds come from the current UDO language for the entire Town. And he said the thresholds were not discussed nor were they changed by the CAC.

Council Member Furguele said he feels strongly that the standards should apply to the Downtown buildings that have a vantage point. He further stated that the standards should be more stringent than any other place in Town. Ms. Shook noted that the Staff agrees with Council Member Furguele. She also noted that the Staff wants to protect the interior walls of the buildings in the Downtown area. Member Furguele suggested duplicating the language in the UDO.

Ms. Shook said that she and Mr. Johnson had previously discussed creating a separate section in the UDO for the Downtown Design Guidelines to help make it more clear what standards need to be applied to Downtown buildings. Council Member Furguele agreed that this is a good idea.

Ms. Shook talked about the design features of Downtown buildings. She said there needs to be discussion on these features which would be different from what Article 25 requires.

HPC Chairperson Plaag suggested addressing the applicability element by saying it is applicable to any elevation that is publicly visible in any portion. He suggested leaving the flexibility for a building owner to request a waiver of that requirement to account for the fact the things behind the building will not be seen as long as the view is obstructed. He noted that he has the same understanding of the Applicability language as Council Member Furguele. He said he understands the language is saying that the entire section of the UDO is dependent upon the applicability element. And if the sides of the Downtown buildings do not meet this requirement, the Town has no say in what the sides of the buildings look like.

CAC Chairperson Williams agreed that the language should be put in a separate section of the UDO because if it is in the Downtown area, it is applicable.

Ms. Shook said the UDO currently regulates primary and secondary facades but only in the Wellness District.

It was noted that there was consensus from the members present to have a separate section in the UDO for the Downtown standards and to look at visibility to include the primary, secondary and tertiary facades. Ms. Shook asked if there were any concerns on these topics.

Council Member Furguele talked about his concern regarding the Historic Preservation process. He said he feels that we should do everything we can to protect the Downtown area while the standards are being put together, especially with the upcoming construction.

Ms. Shook explained that the Staff is reviewing new applications and they are having to use the current UDO language while reviewing them. She noted that the public may not be happy with what the construction will produce but the Staff's hands are tied at this point.

Ms. Shook said the CAC wants to roll out their guidelines. She explained that her concern with rolling out the CAC guidelines is that she would like to include the proposed "Warehouse District" with these guidelines and not have to come back and discuss it.

HPC Chairperson Plaag talked about a short-term fix to get the protection needed in the interim. He said that Council could conceivably pass a design standard for the Historic Core. He said it could include that once the ordinance is passed and included in the UDO that any proposed construction within the Historic Core will be reviewed by the Planning Staff according to the Secretary Interior Standards for Rehabilitation.

HPC Chairperson Plaag said this is how the HPC has managed where they have had to adopt standards and they had not yet written the standards. He explained that the Secretary Interior Standards has ten items that are sufficiently flexibility enough to use in the interim.

HPC Chairperson Plaag talked about the process for getting the proposed short-term fix to Council. It was noted that there would need to be a public hearing process and a special meeting could be arranged for it. He said this could be done within the month and be a part of the UDO by May of 2018 or sooner.

Discussion ensued on the implementation of the standards. Ms. Shook asked if an overlay district with design guidelines knowing with "Overlay Districts" with the State are exempt. She explained that the "Overlay District" lays over the existing zoning. She said this does not change the use, it changes the form. She asked would this whole area be rezoned to B-1 so that that the uses and the form are together. It was noted that some of these proposed properties are now R-3.

Council Member Furgiuele suggested making the Historic Core a requirement of the B-1 zoning district to get some protection now. He said the zoning could be modified later to cover the other areas, if necessary. It was noted that all of the blue color shown on the map is currently zoned B-1 except for the Linney House.

Ms. Shook asked HPC Chairperson Plaag how difficult would it be for Staff to apply the Secretary of the Interior Standards for rehabilitation. He noted that number ten is intended to apply to new construction, while the others apply to existing buildings.

Ms. Shook asked if we would lose any protections that we currently have as far as the primary façade materials. HPC Chairperson Plaag said a way to handle that is to insert the Secretary of the Interior Standards into the beginning of the section of the UDO where applicable. He said to continue with in addition the following existing elements of appropriate materials would apply.

Council Member Furgiuele said you can add, to the extent of the language of the UDO you must comply with the standards.

Council Member Furgiuele asked Ms. Shook about a proposed UDO amendment change that is on the next public hearing agenda. He explained that if a building is torn down in the B-1 zoning district you can only get approval for a different building through either the Special Use Permit process or through the conditional district zoning process.

Ms. Shook confirmed that the proposed amendment change that Council Member Furgiuele is referring to is on the March 26, 2018 public hearing agenda.

Discussion ensued on stop-gap measures. CAC Chairperson Williams talked about the most recent stop-gap measure that was put in place in the B-1 zoning district as it relates to certain building materials.

Ms. Shook said the Staff is getting into situations where building materials are being proposed that are not appropriate in the B-1 zoning district.

HPC Chairperson Plaag said that using the Secretary of the Interior Standards would protect the Town from an applicant proposing inappropriate changes to a historic building. He further explained that the Staff would do the design review and let the applicant know why they cannot do certain changes because of the requirements of the Secretary of the Interior Standards.

Discussion ensued on letting the community know about the temporary stop-gap measure. HPC Chairperson Plaag said a way to explain to the public is that the Town is going to use the Secretary of the Interior Standards Guidelines until the current standards document has been revised with protections in place and making the HPC and CAC guidelines fit together. He said the HPC is going to ask Council to put the Secretary of the Interior Standards in to the UDO. He said the same end can be accomplished by the CAC submitting their guidelines now and then adopting the district and the HPC will work on completing their guidelines. He said by the end of 2018 all of it would be completed.

CAC Chairperson Williams talked about the words recommended and not-recommended that are used in the Secretary of the Interior Standards. He said the CAC stripped out these words from the CAC guidelines because he was concerned that others might think that the use of these two words might mean the applicant does not have to do a certain requirement. Council Member Furguele said this can be solved by putting in the UDO language that the recommended standards are required.

Ms. Shook talked about making sure that protections are in place for new construction related to existing historic properties versus a property that is vacant. Council Member Mason said it has to be in relation to what exists. Ms. Shook confirmed that if we are going to use the guidelines, we may need to put in additional language to cover possible changes that may not be in the guidelines.

CAC Chairperson Williams said he thought the guidelines do specifically speak to within a property or if you are adding onto a building itself.

Council Member Furguele asked Ms. Shook if the limitations to declare a Moratorium are for multi-family.

Mr. Johnson asked if the guideline language can be modified. Council Member Furguele said it can be done now. HPC Chairperson Plaag said he saw a loophole in the in-fill lots. HPC Chairperson Plaag said the language could be modified to say that it applies to all lots within the B-1 zoning district regardless of whether there are existing structures.

Ms. Britney Clark, Downtown Boone Development Coordinator asked how long after a building is torn down is the vacant lot considered as in-fill. Ms. Shook said as soon as the lot is vacant.

Council Member Furguele said a 60 day moratorium could be done. Ms. Shook confirmed that the language says that a greater height of an existing building cannot be increased.

Ms. Shook talked about the timeline for the State to review the proposed guidelines and Staff bringing back proposed language to the April 2018 Council meeting. Ms. Shook said if the Council would give approval on this topic, she could advertise it for the April 2018 public hearing. She said that Council approval would be needed prior to the Council meeting. She noted that this is the fastest that it can be done.

Motion and Vote:

Council Member Furguele made a motion seconded by Mayor Pro-Tem Clawson to allow the Planning Staff to develop for the April 2018 public hearing the following proposal to put the restrictions in the B-1 zoning district where the applicants have to comply with the stricter standards along with the further requirement that there has to be compliance to the extent that it is not inconsistent with the Secretary of the Interior Standards but those standards are made mandatory and not permissive or recommended. Also with the understanding that the Planning Staff will provide the Council with the draft proposal prior to the April 2018 Council meeting.

Vote:

Aye - All

Nay - None

The motion passed.

Ms. Shook asked if everyone was comfortable with the CAC moving forward and working on the Interface Area, Warehouse District and Historic Core based on the discussions at this workshop. It was the consensus of the members present for the CAC to move forward and working on the Downtown Design guidelines based on the discussions at this workshop.

NEXT STEPS REGARDING TIMELINE(S), SCALE AND MASSING AND ZONING MAP AMENDMENT (REZONING OR OVERLAY)

Ms. Shook said that the UDO regulates height and building features. She said the UDO does not regulate mass and scale and most importantly in the Downtown area. She reviewed the material in the workshop packet for this topic (permanently attached). The Planning Staff asked Council for permission to work on scale and massing in the Downtown area and bring those proposed regulations to Council with the CAC's recommendations to help massing and scale. Ms. Shook said the Planning Staff feels like these topics should be addressed.

Ms. Shook said that the Staff wants to provide good examples that go along with building height. Ms. Shook added that whatever the Staff creates for the Downtown area would be applied across Town. It was the consensus of the Council that this is an important topic and they wanted the Planning Staff to move forward with it.

Ms. Shook asked the Council to be thinking about how they would like the CAC standards to be implemented. She said the options are to create a zoning map amendment and rezone the properties to B-1 or go through an Overlay District and use the design standards over the existing zoning.

Council Member Furguele noted that he is interested in moving forward quickly and by implementing it in an Overlay District to include the Interface Area and do modifications if needed as other processes develop. He noted that once there is an approved Overlay District, there will need to be text amendments created for it.

Council Member Mason confirmed that the differences between the Historic Core, Interface Area and Warehouse District would be covered in the Overlay District.

CAC Chairperson Williams said he would be concerned about the uses that are allowed, if all of the Downtown area were rezoned to B-1. Some concern was noted regarding some of the buildings on Straight Street and Bent Street being zoned B-1. Ms. Shook said this area has a potential for the buildings to be changed from residential use to office use because they are zoned B-1. Ms. Shook said as we move through some of the processes, Council may want to review some of these zonings because of interest in protecting residential areas. It was noted that the B-1 zoning district does not provide the greatest protection for the residential areas. It was noted that it is non-conforming. Ms. Shook said that an application can be made to convert a single family dwelling into an office.

HPC Chairperson Plaag asked Ms. Shook how the Staff handled the Downtown Boone Post Office and the Linney House as far as how it was applied. Ms. Shook said at the time she thought there had to be a zoning map amendment for these properties. She said she asked about them and she was told that it only was applied to the district. She said that the Council voted to treat them as historic landmarks. She said no map amendment has been created for these properties in either a zoning or overlay capacity. She noted that she did have concerns about how that was applied to these properties.

Discussion ensued with the Council Members regarding considering a Moratorium in the Downtown area. Council Member Furguele asked how many potential properties are affected right now by the construction activity that is going on. Ms. Shook said there have been discussions on two current applications and one pending application. It was noted that even with a moratorium there is nothing that can be done about the applications that have already been submitted to the Planning Department.

HPC Member Bill Dixon asked if the Council can enact a moratorium without a public hearing. Council Member Furguele said there has to be a public hearing but it involves a less extensive process. He said it is a temporary process with only a 60 day limitation on it.

Council Member Mason asked for clarification on what part of the three Downtown districts are not currently located in the B-1 zoning district. Ms. Shook said the properties past the Poplar Grove

Extension, as you get to Greasy Corner right after First Baptist Church on that side of the road, the old Hospitality House property and everything past that property is not zoned B-1.

Council Member Mason said as we do an Overlay District, we need to look at the best zoning because the first part of King Street is still zoned R-3. She said a lot of people still consider this area a part of Downtown. She agrees that the Overlay concept is a good idea as long as the regulations are real specific for the Historic Core, Interface Area and the Warehouse District.

Ms. Shook said the Planning Staff can create a list of properties for the Council to review that are in the R-3 zoning districts that could be rezoned from residential uses.

It was the consensus of the Council for the Planning Staff to move forward with creating said list of properties.

OTHER MATTERS BY COUNCIL MEMBERS, COMMISSION MEMBERS OR STAFF

Ms. Shook asked Council if the Staff can delay working on some of the other projects that they had directed the Planning Staff to work on as Council adds new items to the Planning Staff workload. She said the Planning Staff is trying very hard to do the things that have laid out for them to work on but some of those things may be delayed by a month or two. It was the consensus of the Council for the Planning Staff to move forward with delaying some of the things, they have been tasked with by Council.

CAC Chairperson Williams noted that the CAC will move forward with their scheduled meeting on Tuesday, March 27, 2018 at 5:30 p.m.

Ms. Shook said that at some point the Planning Staff will want to request another meeting to update everyone on the work progress and make sure that everyone is working together.

ADJOURNMENT

Mayor Brantz adjourned the workshop at 7:30 p.m.

MAYOR, RENNIE BRANTZ

CAC CHAIRPERSON, BRIAN WILLIAMS

HPC CHAIRPERSON, ERIC PLAAG

BOARD SECRETARY, MARLENE CROSBY

**Boone Historic Preservation Commission
Union Soldier Headstone Re-Dedication Service
Minutes
Sunday, April 08, 2018 at 2 p.m.**

Council Members and Historic Preservation Commission Members in Attendance: Mayor Rennie Brantz, Mayor Pro-Tem Loretta Clawson, Council Member Lynne Mason, Council Member Connie Ulmer, Eric Plaag-HPC, Chairperson, Teresa Pearman-HPC, Vice-Chairperson, HPC Member Bettie Bond and HPC Member Bill Dixon

Town Staff in Attendance: Christy Turner-Senior Planner and Marlene Crosby-Board Secretary

Call to Order

Boone Mayor Rennie Brantz opened the Major General George Stoneman's Camp No. 6 Department of North Carolina Sons of Union Veterans of the Civil War service at 2 p.m. in the Boone Cemetery located off of Howard Street.

There were seven members of the camp in attendance at this service. Commander Robert Crum directed the service. A bugler was present to play Taps. There were also members of the Town Council, Boone Historic Preservation Commission, Boone Planning Department Staff and members of the public in attendance. There were approximately 35 people in attendance including the service participants.

The purpose of the service was to rededicate the three Union soldiers, Private William T. Bradley, Private Henry P. Evans and Private John E. Maricle with the unveiling of their new headstones. The three headstones were provided by the Veterans Administration to replace the Union grave markers that stood for many years in the Boone Cemetery.

All three Union soldiers served in the 2nd North Carolina Mounted Infantry, which was organized in Knoxville, Tennessee, in October of 1863 and saw action in eastern Tennessee and western North Carolina throughout the latter half of the Civil War. All three Union soldiers died of disease.

Dr. Eric Plaag gave his remarks at the rededication service, speaking for himself as a historian and preservationist. More information on Dr. Plaag's remarks at this memorial service of these three Union soldiers can be found at Dr. Eric Plaag's consulting business website at www.carolinahistorical.com/blog/ and in the outline of the memorial service program (permanently attached).

The service included the Chaplain invoking the Divine Blessing, unveiling of the three headstones. A musket with fixed bayonet, canteen and haversack and knapsack were placed upon the center headstone as a symbol of the army. Three wreaths of evergreen were placed upon each grave as a symbol of an undying love for the comrades of the war. Three white roses were laid upon each grave as a symbol of purity. Three wreaths of grapevine were placed on the graves as a symbol of honor, victory and eternal life. There were three flags placed at each headstone on

behalf of the Grand Republic for whose integrity and unity our late Comrade Bradley, Comrade Evans and Comrade Evans and Comrade Maricle offered their services during the War of the Rebellion. Three volleys were fired. Taps was played and the Chaplain gave a closing prayer.

Adjournment

Upon the dismissing of the Camp by Commander Robert Crum the memorial service ended at 2:23 p.m.

Rennie Brantz, Mayor

Eric Plaag, HPC Chairperson

Marlene Crosby, Board Secretary

**Boone Historic Preservation Commission
Meeting Minutes
April 10, 2018**

Historic Preservation Commission Members in Attendance: Eric Plaag-Chairperson, Teresa Pearman-Vice-Chairperson, Bettie Bond, Chuck Watkins, Loretta Clawson, Bill Dixon and Rennie Brantz

Town Staff in Attendance: John Ward – Town Manager, Brittney Clark-Downtown Development Coordinator, Brian Johnson-Urban Design Specialist and Marlene Crosby-Board Secretary

Call to Order

Chairperson Plaag called the meeting of the Boone Historic Preservation Commission, held in the Planning & Inspections upstairs conference room located at 680 West King Street, to order at 3:02 p.m.

Adoption of Agenda

Member Clawson made a motion, seconded by Member Brantz to accept the agenda as written.

Vote:

Aye –
Nay – None

The motion passed.

Approval of Minutes

Member Clawson made a motion, seconded by Member Brantz to accept changes to the previously approved with amendments February 13, 2018 and March 20, 2018 meeting minutes.

Chairperson Plaag and the HPC members asked for further correction and voted to approve those changes to the February 13, 2018 meeting minutes in paragraph four of the description of the Warehouse District under the Discussion of Revised Downtown Appearance District Map agenda topic.

Chairperson Plaag requested the following changes to the March 20, 2018 meeting minutes: Beginning on page two in paragraph one in the third sentence change “safely” to safety”. On page two in paragraph three in the third sentence change “follies” to “volleys”. On page two in the fifth paragraph in the sixth sentence change “he can have them made” to “Chairperson Plaag said that Mr. Crum will make these wreaths”. On page three in paragraph four in the first sentence change “properties left to choose” to “similar properties where some could be left out”. On page four in the first paragraph under Boone Flood Marker Update in the second sentence change the name “Boyd” to “Boye” and remove permanently attached. On page three in the seventh paragraph change “May 1, 2018” to “June 1, 2018”. On page five in paragraph six in the

second sentence add the word “to” between equivalent and the. On page six in the third paragraph in the sixth sentence change “amount” to “remaining balance”. On page seven in third paragraph in the third sentence change “you can use” to “it can be used”. On page seven in the third paragraph in the third sentence change “publish it” to “authorize publication”. On page seven in the third paragraph in the fifth sentence change “or anything beyond research copies to “anything beyond what Digital Watauga owns”. On page seven, after The Motion Passed, add the following text “After the above agenda item was discussed, Chairperson Plaag resumed his responsibilities as the Chairperson of the HPC”. On page eight in paragraph one in the third sentence change “He” to Ms. Turner”.

Vote:

Aye – 5 (Bond, Brantz, Clawson, Plaag, Watkins)
Nay – None
Abstain – 1 (Dixon)

The motion passed.

Chairperson Plaag recognized two guests that attended this meeting. Mr. Andy Feimster a local property owner and a female journalism student from the Appalachian State University.

Update on the Union Soldier Dedication Update

Chairperson Plaag noted that the Union Soldier Dedication Ceremony was held on Sunday, April 8, 2018 at 2 p.m. in the Boone Cemetery. He said that about 35 people were in attendance at the ceremony. The HPC members thought the ceremony was done very well. It was noted that no protesters came to the ceremony.

Chairperson Plaag said that it has been requested by some of the Council Members for him to put his opening remarks of the ceremony online. He sent a short version of his opening remarks to the newspaper per some of the Council member’s request. He said that the full version of his opening remarks can be read at his business website at www.carolinahistorical.com/blog/.

Chairperson Plaag suggested that the Boone Mayor’s office send Major General George Stoneman’s Camp No. 6 (The Sons of Union Veterans of the Civil War) a “thank you” letter to show the Town’s appreciation for their involvement in the Union Soldier Dedication Ceremony. It was also suggested by the HPC members to also include the link to the newspaper’s website that has the information regarding the ceremony. Mr. John Ward, Town Manager and Member Brantz requested that Chairperson Plaag email them the mailing address for the Camp. Mr. Ward also requested the mailing address of the bugle player who played at the Ceremony.

“This Place Matters” Update

Chairperson Plaag explained that he and Member Bond had recently met with Ms. Brittney Clark, Downtown Development Coordinator to discuss the activities for “This Place Matters”. He said they agreed upon focusing on five Downtown Historic buildings beginning on the first Friday in May of 2018. It was noted that the tours would go from 5:00 p.m. until 7:00 p.m. with each tour lasting about 30 minutes. The last tour would be at 7:00 p.m.

The following HPC members will act as tour guides on the sidewalk of each of the following buildings. Chairperson Plaag: Mast buildings, Vice-Chairperson Pearman: 1889 Jail House, Member Bond: the Appalachian Theatre, Member Brantz: Linney Law Office and Member Watkins: Downtown Boone Post Office.

Chairperson Plaag said that he hopes this will be an annual event and next year the HPC will focus on five more historic buildings in the Downtown area.

Chairperson Plaag said he would write up the scripts for each historic building for the HPC members to use during the tours. He asked that each HPC member know their material and said they may add any historical information that they know about a building as they are reading their scripts as long as what is being shared is accurate.

Chairperson Plaag explained that he would like to provide one or two photos of each building during some historical period for each HPC member to show during their presentation. It was noted that the size of the photos could be 8" x 10" in size.

Chairperson Plaag explained that Ms. Clark is working on providing t-shirts and dinner for the HPC members working on the first Friday in May, 2018.

Chairperson Plaag explained that Ms. Clark wants to showcase one of the historical building sites per week, starting every Monday.

Boone Flood Marker Update

Chairperson Plaag explained that he had received the Town logo from Ms. Christy Turner, Senior Planner; but was not able to use it because the resolution was too low. Chairperson Plaag noted that he needs a vector file with a black and white photo which is the same color as the text. Mr. Brian Johnson, Urban Design Specialist said that the Town Staff is looking for the email containing the request for the vector file. Chairperson Plaag explained that he needs the text and vector file and Town logo to request an estimate on the flood marker. Chairperson Plaag further explained that once he receives the estimate, he would send the estimate information to Mr. Ward to handle the payment of it.

Discussion ensued on the timeline for the setting of the Boone Flood Marker. Member Bond said the HPC has recommended to Council to have the flood marker setting event on Monday, August 13, 2018 at 5:30 p.m. at Jimmy Smith Park.

Phase I Survey Report Update

Chairperson Plaag presented individual slides from a recent presentation he made as a guest speaker for the Watauga County Historical Society's Speaker Series. These slides consisted of schematics showing buildings in Downtown Boone highlighted according to the decade in which they were constructed, ranging from Pre-1920s up through the 1960s. Chairperson Plaag indicated that he would likely incorporate something similar into the subsequent public presentation on the proposed "Downtown Historic District."

Discussion ensued on various buildings in the Downtown area. Mr. Ward noted that a demolition permit may be applied for the old A & P building because of a possible hotel being proposed on this site. Mr. Andy Feimster noted that his father owned the Varsity Men's Wear store in Downtown Boone. Mr. Ward asked Mr. Feimster, if he knew when the alley had been filled in. Mr. Feimster said the alley was filled in before his father moved to Boone in 1959.

Discussion ensued on working with building owners to change their building facades. Mr. Ward said that he and Ms. Clark are working with other building owners to change their building façade. Mr. Ward said they are making progress on this topic.

Chairperson Plaag talked about the fire damage at the Vetro building on W. King Street. He said around 1970 a fire destroyed most of this building and it was noted that the inside of the building was stripped down. Mr. Ward said he talked to the property owner who is Mr. Vetro about making a change to the side of the Vetro building that faces Town Hall.

Chairperson Plaag noted that he is writing up the last of the survey entries and he will email this information out when it is complete. He said at the May 2018 HPC meeting, he would like for the HPC members to review any changes that need to be made to the survey entries prior to this meeting. He said that he would like for the HPC to devote most of the May meeting to the survey entries discussion and possible recommendation for Council. He suggested that the HPC members begin discussion on the public education and the public hearing process at the next HPC meeting.

Discussion ensued on putting the Boone Buildings presentation that was reviewed at this meeting on the Town's website. Chairperson Plaag said he needs to speak with the Town's GIS person regarding getting a higher resolution version of the images.

It was noted that this information could be valuable for the public. Mr. Ward said he would like to see a press release done for this presentation and would like to see it put on the Town website.

Discussion ensued on the demolition of the buildings at the corner of Rivers Street and Water Street. Mr. Ward said from the old Southern States building all the way to the G & B Oil building are in the path of an approved project. He said that the demolition of these buildings may happen in May of 2018. It was noted that the blue building in this area was an old lumber shed. Ms. Clark asked if there was a way to move it. Chairperson Plaag explained that the HPC had previously discussed the relocation of this building. Chairperson Plaag said the HPC had discussed with Ms. Pilar Fotta, Director of Cultural Resources about dis-assembling the building and moving it to the Farmers Market and re-assembling it at that location. It was agreed that this would be a great preservation for that building. It was noted this building was not used by Tweetsie Railroad.

Discussion on Dates to go Back to the Cemetery

Chairperson Plaag suggested tabling discussion on this agenda item until the May, 2018 HPC meeting. It was noted that there might be two more days of work left in the cemetery and the HPC will discuss this when they want to complete this work.

Discussion on the History Design Guidelines and Handbook

Chairperson Plaag began on page 34 of the handbook. He talked about the process of establishing a Historic District. He explained that if a property owner wants to make modifications to their historic building, they would have to go through a Certificate of Appropriateness process.

Chairperson Plaag talked about the Evaluation Criteria for Proposed Construction. He said as a preview for the COA process, these things need to be reviewed by the Planning and Inspections Department to see if a COA is required. He explained differences between the Primary Area of Visual Concern, Secondary Area of Visual Concern and the Tertiary Area of Visual Concern.

Chairperson Plaag talked about the Types of Exterior Projects. He explained that the three exterior work items are divided into three categories: routine maintenance, major work, and minor work.

Discussion ensued on the routine maintenance of a building. Chairperson Plaag said he felt that this language is acceptable for routine maintenance. Mr. Ward suggested for clarification purposes, to add language about the repointing of brick because of the differing degrees of repair or maintenance. Chairperson Plaag strongly recommended not putting the repainting of brick under the routine maintenance category. Chairperson Plaag explained that in the past, Portland cement has been used on the outside of buildings and in around ten years or so the cement begins to crack because the cement is too hard for the brick. Mr. Ward noted that it is this type of thing that needs to have very specific language. Mr. Ward explained that what will happen is someone will come in to apply for a permit for repair work and they will have to provide specific information up front to determine, if the work is a minor work or a major work which could cause a month's delay waiting on the information before a HPC meeting is called to review the permit application.

Chairperson Plaag explained that the draft of the Town of Boone History Design Guidelines and Handbook that was originally put together was based upon similar design guidelines from comparable cities and towns of which one of them was Hendersonville, North Carolina. He noted that the Town of Hendersonville has been selected because the SHPO regards them as a model example for a Town of that size.

Discussion ensued on Minor Work. Chairperson Plaag read the current language for this topic found on page 35 and 36 of the draft guidelines. It was noted that if the Planning and Inspections Department Staff finds that the proposed work does not meet the limitations of Minor Work as defined by the Design Guidelines, the COA application will be forwarded to the HPC for review for Major Work. It was noted that a Stop-Work order is issued if the work that is being done is completely different than what was approved.

Chairperson Plaag noted that the language should include that storm windows and vinyl replacement windows are not the same thing.

Discussion ensued on Major Work. Chairperson Plaag read the current language for this topic found on page 36 and 37 of the draft guidelines. Mr. Ward noted that there needs to be

clarification on the exterior of the demolition of any part of a building or structure. Chairperson Plaag said he would need to research the intention behind the Demolition of any part of a building or structure. Mr. Ward said that if a parking deck was proposed in the Downtown Historic District, the application would be need to be reviewed by the HPC. Mr. Ward asked about un-stuccoing and re-bricking. Chairperson Plaag said this type of work would probably fall under the Demolition of any part of a building or structure because a treatment is being removed. Ms. Clark asked about re-painting brick. Chairperson Plaag said that one should be added to the list.

Mr. Ward said an application and plans have been submitted for the Mountaineer Bail Bonds building. He said they are proposing two-stories to this building with a modern look for the renovation of this building. It was noted that the proposed look will not fit into the historic Downtown area and there are currently no protections to prevent it at this time.

Chairperson Plaag briefly explained the COA process. He said it will include a quasi-judicial hearing much like a trial where the witnesses are sworn in under oath with cross examinations and the HPC members have to do Findings of Fact. He explained that the length of the meetings will increase and more legal and volunteer time will be needed. He said probably within a year the HPC meetings will need to be held in the Council Chambers which is more court-like setting.

It was noted that if the HPC denies the approval of the application, it can be appealed to the Board of Adjustment for their review.

Discussion of the authority to stop a historic building demolition. Chairperson Plaag said that demolition by state statute can only be delayed by 180 days.

Mr. Brian Johnson, Urban Design Specialist suggested changed NC State to State of NC. Mr. Johnson suggested changing the language to “not effectively screened”.

Member Watkins said he was not comfortable with the idea of someone doing a complete repoint on a building and calling it a minor change. He said if there was language that said repointing over fifteen percent of a structure becomes a major issue would make him feel more comfortable.

Chairperson Plaag said he felt any re-pointing of a Primary AVC would definitely be considered Major work.

Mr. Ward suggested that the facades of buildings be Major work, the sides and back of buildings be Minor work.

Chairperson Plaag suggested that the Primary AVC be Major work, the Tertiary AVC be Minor work and the Secondary AVC be Major work if more than 25 percent.

Mr. Johnson noted that it is important to get the proper information upfront in the application review process.

Member Brantz said he felt comfortable placing the repointing of mortar in the Minor work because the Staff has more expertise and more involved in this type of thing than the HPC members are.

Motion and Vote:

Member Brantz made a motion, seconded by Member Watkins with the recommendation that the Primary AVC be Major work, the Tertiary AVC be Minor work and the Secondary AVC be Major work if more than 25 percent and to change NC State to State of North Carolina and to include specific language about the exterior demolition of buildings.

Vote:

Aye -- All
Nay -- None

The motion passed.

Motion and Vote:

Member Brantz made a motion, seconded by Vice-Chairperson Pearman to authorize Chairperson Plaag to forward to Ms. Jane Shook, Director Planning and Inspections the HPC's current understanding of how the Primary AVC, Secondary AVC and Tertiary AVC categories should be divided.

Vote:

Aye -- All
Nay -- None

The motion passed.

Chairperson Plaag asked the Town Staff to work on the "not effectively screened language".

Chairperson Plaag asked the HPC to review the Guidelines for Commercial Historic Landmarks and Commercial Properties within Historic Districts found on page 65 of the draft guidelines. He asked for the HPC to be prepared to discuss this section of the draft guidelines at the next HPC meeting.

Other Matters by Commission Members or Staff

Mr. Ward talked about for educational purposes putting in a ten to fifteen-foot strip of marble along the old fence line in the Boone Cemetery to help show where the delineation line was located. He said he would inform the HPC of the of the options for the marble strip.

Mr. Ward said he would provide some renderings of Boone Cemetery signs to attach to the entrance as well as on Brown street beside the Boone Cemetery.

Mr. Ward talked about the motion that the HPC made in a previous meeting regarding \$5,000.00 for services provided by Digital Watauga. Mr. Ward suggested moving the \$5,000.00 based on

Council approval from the HPC fund to Digital Watauga as a one-time activity. It was the consensus of the HPC for Mr. Ward to move the money as suggested at this meeting.

Chairperson Plaag asked Mr. Ward if there was enough money left from the original amount that was intended for the Boone Cemetery to purchase an interpretative marker for the Boone Cemetery. Mr. Ward said his plan was to identify funds for the interpretative marker. Mr. Ward said with the history we have on the Boone Cemetery, there is a need for more than a one-panel marker. Mr. Ward also suggested putting up an educational sign inside Town Hall for the public to view on the Boone Cemetery.

Chairperson Plaag said that Ms. Roberta Jackson from the Junaluska Heritage Association asked him, if the consolidated school across from the Mennonite church was a Rosenwald school and Chairperson Plaag said that it is not. He said that Ms. Jackson sent some images to him proving it was a WPA school. He researched the building and he confirmed it is a WPA building. He said he urged Ms. Jackson to talk to the property owner of the building to see their interest in removing the vinyl siding from the building. He said this is the only way to get a national register or a local landmark status for that building.

Member Bond said for one week beginning on June 3, the Junaluska Heritage Association is celebrating their 100th anniversary.

Mr. Ward informed the HPC that vinyl siding has been added to some buildings in the Town with funds from Grant programs.

It was noted that the next HPC meeting is scheduled for Tuesday, May 8, 2018 at 3 p.m.

Set agenda for next meeting

Adjournment

Member Brantz made a motion, seconded by Member Clawson to adjourn the meeting at 5:27 p.m.

Vote:

Aye – All
Nay – None

The motion passed.

Eric Plaag, Chairperson

Marlene Crosby, Board Secretary