



Historic Preservation Commission

Regular Meeting

<http://www.townofboone.net/>

~ Agenda ~

Jane Shook
828-268-6960

Tuesday, July 13, 2021

3:00 PM

WebEx

This meeting will be held remotely using WebEx, a video conferencing software. For information on how to watch, listen, and/or participate in the meeting, please see the WebEx, Video Conferencing information at the end of this agenda.

I. Call to Order

II. Adoption of Agenda

III. Approval of Minutes

May 11, 2021 Meeting Minutes

June 8, 2021 Meeting Minutes

IV. Public Comment

V. Junaluska Marker Event Recap

VI. Hayes Bryan Greene Cemetery Update

VII. Mapping of Other Cemeteries Update

VIII. Press Release for Identification of Boone Cemeteries

IX. Cemetery Guidelines Project Update

X. Town Streets Project Update

XI. Certificate of Appropriateness Application Status

Certificate of Appropriateness for Major Work

Statement of Conformity for Minor Work

XII. Quasi-Judicial Training Status**XIII. Historic Preservation Commission Priorities List****XIV. Unified Development Ordinance Update****XV. Chair and Vice-Chair Discussion**

HPC Chair and Vice-Chair Application

XVI. Adjournment**XVII. Informal Discussion**

To watch the meeting: Anyone can view the meeting live at: <https://townofboone.net.viebit.com/index.php>

Note: To preserve bandwidth and ensure an orderly meeting, individuals who wish to view the meeting but not speak in it should view the livestream at this link. Only individuals who wish to participate should use the WebEx link described below:

To participate in the meeting: Individuals who wish to participate may do so through WebEx, a video conferencing software, either online (by computer or smartphone) or by telephone. To do so, please email Jane Shook, Director of Planning & Inspections at: jane.shook@townofboone.net or call in at 828-268-6960 and you will be provided with an email invitation to the meeting. All requests for participation must be completed by 5:00 p.m. on the day of the meeting. Individuals who require user assistance registering or joining the WebEx event on the day/night of the meeting can call 828-268-6960 for support.

**TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
MAY 11, 2021
3:00 p.m.**

Historic Preservation Commission Members in Attendance:

Chairperson Eric Plaag, Vice-Chairperson Phoebe Pollitt, Bettie Bond, and Chuck Watkins

Council Liaisons: Rennie Brantz and Virginia Roseman

Town Staff in Attendance:

Jane Shook-Director of Planning and Inspections, Christy Turner-Senior Planner, and Marlene Crosby-Board Secretary

Others Present: John Ward-Town Manager and Laney Pilkington-Administrative Support Specialist/Communications, Mark Freed-Director of Cultural Resources, and Brian Williams, Applicant

Call to Order

Chairperson Eric Plaag called the meeting of the Boone Historic Preservation Commission, held via WebEx, a video conferencing software, to order on Tuesday, May 11, 2021 at 3:04 p.m.

Adoption of Agenda

Member Bond made a motion, seconded by Vice- Chairperson Pollitt, to adopt the agenda as written.

Vote:

Aye – All

Nay – None

The motion passed.

Chairperson Plaag polled the members: Member Bond, Member Watkins, Vice-Chairperson Pollitt, and Chairperson Plaag.

Public Comment

No individuals requested the opportunity to speak during public comment.

Blue Ridge Tourist Court and Motel/Local Landmark Designation Report

Chairperson Plaag explained that he would need to recuse himself from the discussion on this agenda item. He said that Mr. Brian Williams hired him to be the historical consultant for the Local Landmark Designation Report. Chairperson Plaag recommended approval from the Historic Preservation Commission to recuse himself from any input, discussion, or voting on said project. Chairperson Plaag noted that he would be available to answer any historical questions on said project.

Motion and Vote:

Vice-Chairperson Pollitt made a motion seconded by Member Bond to approve Chairperson Plaag to recuse himself from the discussion on the Blue Ridge Tourist Motor Court and Motel agenda topic. The recusal is because Chairperson Plaag was hired as the historical consultant by the property owner, Mr. Brian Williams, to work on the Local Landmark Designation Report.

Communication: May 11, 2021 Meeting Minutes (Approval of Minutes)

Vote:

Aye – (Bond, Pollitt and Watkins)

Nay- None

Recused – (Plaag)

The motion passed.

Chairperson Plaag polled the members: Member Bond, Member Watkins, and Vice-Chairperson Pollitt.

Chairperson Plaag turned the meeting over to Vice-Chairperson Pollitt. She asked Mr. Brian Williams, property owner of the Blue Ridge Tourist Motor Court and Motel, to present his information.

Mr. Williams began presenting his proposed project. Mr. Williams gave a brief overview of the Blue Ridge Tourist Court and Motel, Local Landmark Designation Report prepared by Dr. Plaag (permanently on file).

Mr. Williams presented a seven-page PowerPoint (permanently on file) that explained the building names and general site layout of the buildings and their locations on the site. He explained the dates of construction of the buildings and their historical significance from 1950 to 1970. He pointed out that one of the previous owners was Mr. Estel G. Wagner, and he was a local builder-developer. He said that Mr. Wagner had built the tourist court and motel and other motels in the Town of Boone.

Mr. Williams gave a virtual tour of the buildings on the property. He said that since the mid to early 1990s, the property had been used as an apartment complex.

Mr. Williams gave a brief architectural summary of the properties that included photos from the Watauga Digital Project. He said the office was built in 1950 with stone and a flat roof. He said the office building had a considerable roof overhang on all four sides, and the outside consisted of natural granite in a random ashlar pattern. He said that inside the office, there was a large fireplace located on the west side that had a polished granite mantel.

Mr. Williams explained that the tourist court motel was built in 1950. He outlined the following architectural features: on the north and west elevations, they used concrete block coated with Shotcrete in a brick masonry pattern, a concrete slab walkway was covered by a half-gabled roof, the north end features had a stepped parapet wall, a concrete stairwell on the west leading to a boiler in the basement, a boiler stack was visible in photos no longer present, and the original steel case windows remain. He said an above-ground pool was added in the 1970s. He said later the pool was removed, and that area was landscaped.

Mr. Williams described the annex building. He noted that it was built in 1951 to accommodate longer stays. He said the building has a Shotcrete brick pattern, and the originally featured steel case windows have been replaced.

Mr. Williams described the garage apartment. He said the apartment was built in the late 1951 to 1952-time period to provide long-term stay options. He explained that there is a Shotcrete brick masonry on the central and west elevations of the apartment.

Mr. Williams described the second parcel. He said this parcel was acquired in July of 1951. He explained that the present motel building was erected sometime before 1955, most likely late in 1953 or early 1954. He said this building has ten rooms, and it currently has modern plywood siding and original lap siding underneath the plywood. He said it also has a parapet wall and terra-cotta tiles.

Mr. Williams opened the floor for questions on the presentation. Member Bond asked Mr. Williams about his plans for the said properties and how long it would take to achieve the renovation. He said the properties are currently zoned B-2 neighborhood business. Mr. Williams said he intends to operate the main tourist court building, office, and the annex as an Air B & B style motel. He said the garage apartment behind the motel is also zoned B-2, and he wants to keep it and make it a long-term rental. He pointed out that he intends to request to rezone the property to R-3. He said he in the second phase, he also wants to create condos or townhomes and sell them on the parcel behind the motel.

Mr. Williams explained that he is pursuing a National Register of Historic Places and a local landmark designation for the properties. He explained that he has already submitted his conditional district zoning application to the Planning Commission and Town Council. He also explained that his requests are on the Council's June meeting agenda for final consideration of the conditional district rezoning.

Member Bond asked Mr. Williams if there were any significant obstacles in his way of moving forward with his proposed plans for his property. Mr. Williams said he had a couple of issues around the motel with a boundary and driveway easement. He said he is working on these issues with the Town Attorney and the Boone Public Works Department.

Member Watkins asked Dr. Plaag, except for the tourist court building in Blowing Rock, is the Blue Ridge Tourist Court and Motel the oldest surviving post-World War II tourist court type building in the Town of Boone. Dr. Plaag said yes, that is located in the Town Limits.

Member Bond asked how do developers finance projects like this? She wondered if the financial institutions were willing to loan money for these types of projects. Dr. Plaag said that he did not look into financial institutions specifically when writing his report. He added that in the case of Mr. Estel Wagner, he laid the concrete block himself.

Mr. Williams said that meeting the landscaping requirements will be another obstacle that he will have to work out. He said that he has been able to accommodate the current landscaping requirements for the motel parcel. He said it would be more challenging to meet the landscaping requirements on the upper portion of the property.

Motion and Vote:

Member Bond made a motion, seconded by Member Watkins, to recommend that both parcels at the Blue Ridge Tourist Court and Motel be designated as a single local landmark.

Vote:

Aye – (Bond, Pollitt, Watkins)

Nay – None

Recused – Plaag

The motion passed.

Vice-Chairperson Pollitt polled the members: Member Bond, Member Watkins, and Vice-Chairperson Pollitt.

Chairperson Plaag rejoined the meeting and his position as the HPC Chairperson.

Mr. Williams left the virtual meeting at approximately 3:39 p.m.

Junaluska Local Historical Marker Dedication – Road Closure & Invitations

Chairperson Plaag pointed out that the HPC in a previous meeting had dealt with the road closure for the marker dedication event. He asked Mr. John Ward, Town Manager if the Council had any concerns about the road closure for the event. Mr. Ward said Council voiced no concerns.

Discussion ensued on the invitation process for the Junaluska Local Historical Marker Dedication. Mr. Ward introduced Ms. Laney Pilkington, the Town Hall Administrative Assistant, and Communications person. Mr. Ward explained that Ms. Pilkington would be assisting the Planning Staff with the invitation process for the dedication. Mr. Ward said that after reviewing the CDC guidelines, he thought up to 200 people could attend the outdoor event in the month of June.

Ms. Christy Turner, Senior Planner, noted that she had received the Junaluska Heritage Association names and addresses to add to the invitation list. Mr. Ward asked if the HPC would be using an invitation process rather than a public invitation process for the event. Ms. Turner said the HPC would use an invitation process.

Chairperson Plaag asked about adding more people to the invitation list if it looked like the prepared area for the event would hold more people. Mr. Ward said yes and also suggested that the HPC invite some people from the Appalachian State University, Diversity office to the invitation list. Chairperson Plaag agreed with Mr. Ward.

Vice-Chairperson Pollitt suggested asking the Junaluska Choir to sing at the event. Ms. Turner said she would discuss it with the Junaluska Choir Director. Member Bond suggested that the choir choose a song for everyone to sing together at the event.

Chairperson Plaag asked Mr. Mark Freed, Director of Cultural Resources, if his department could live stream the event. Mr. Freed said he might not live stream it, but he felt that the event could be recorded and uploaded to a YouTube Channel on the same day. Mr. Freed said he has some tents, a podium, and a speaker system available if needed.

Town Cemeteries Standards and Inventory of Town of Boone Cemeteries

Chairperson Plaag combined these two agenda items because they were combined for discussion at the Council meeting. He said the HPC had approved him to present to Council a memo requesting direction for the HPC about the Town Cemeteries located within Town limits. He said the Council clarified what they were looking for in terms of cemetery standards. He said the Council had requested screening guidelines to use when considering whether to take over an existing private cemetery. He said the historically minded

policies should be in the Town's best interest when taking responsibility for its long-term preservation. He said the guidelines would also need to include a type of interpretive action when exploring a local landmark status.

Chairperson Plaag said the Council authorized the Town Attorney to confer with the HPC on other strategies to secure permission to install a historical marker at the Hayes, Bryan, Greene cemetery. He said the Council directed the HPC to set aside \$2,500.00 for the cost of that marker. He said the Council also directed the HPC to secure permission through whatever strategies the HPC and the Town Attorney create. He said, then, the HPC would work on a marker application for that location to interpret that cemetery. He said the Council also asked the HPC to complete an inventory of cemeteries either wholly or partially within the Town of Boone limits, preferably by December 31, 2021. He suggested including in the inventory list every above-ground stone that is eligible. He said that he thinks it is expected that the HPC would figure out the issues specifically with the Hayes, Bryan, Greene cemetery in time to have the erection of the historical marker by the Boone 150 event. He noted since it involves the first mayor of Boone's gravesite.

Vice-Chairperson Pollitt pointed out that the Hayes, Bryan, Greene Cemetery area does not have much visibility for such an expensive marker at that location. She suggested maybe installing a proposed educational panel at the said cemetery. Chairperson Plaag pointed out that an educational panel also costs about \$2,500.00. He agreed with Vice-Chairperson Pollitt about the marker placement at the Hayes, Bryan, and Greene cemetery. He said he thought the marker would be better located at Straight Street and King Street or on the corner of Gladys Street. He said he thought the neighborhood might prefer a marker be placed on Straight Street. He said it could explain that there is a historical marker at the cemetery. Mr. Ward pointed out that the Town does not control property other than Queen Street in that area. Mr. Ward noted that there might be an easement issue that would need to be worked out for an off-site marker placement.

Chairperson Plaag asked Mr. Ward to voice his concern about taking over cemeteries. Mr. Ward said his concern for taking on more properties came from the additional maintenance standpoint. Mr. Ward said the Town is now having to contract out some of the mowing. Mr. Ward talked about needing some prioritization on adding more historical markers in the Downtown area. Mr. Ward talked about the increased costs of moving into a historic district. Mr. Ward said some of those costs include a quasi-judicial process that requires the Town Attorney and having staff available for night meetings.

Mr. Ward suggested asking Mr. Chris Miller, Town of Boone GIS Specialist, to check on mapping out cemeteries to present to the Council on behalf of the HPC.

Chairperson Plaag reminded the HPC that Council has already directed the HPC to work on the Council Store historical marker in 2022.

Chairperson Plaag asked Mr. Ward if the HPC should ask Ms. Meade to attend an HPC meeting or should a member of the HPC meet with Ms. Meade. Chairperson Plaag said the discussion with Ms. Meade would include historical marker strategies. Mr. Ward suggested that an HPC member meets with Ms. Meade at a time based on her schedule.

Motion and Vote:

Vice-Chairperson Pollitt made a motion, seconded by Member Watkins, to recommend that Chairperson Plaag meet with Ms. Allison Meade, Town Attorney, to discuss the historical marker strategies within the next month and report back to the Historic Preservation Commission.

Vote:

Aye – All

Nay – None

The motion passed.

Chairperson Plaag polled the members: Member Bond, Member Watkins, Vice-Chairperson Pollitt, and Chairperson Plaag.

Mr. Ward left the meeting at approximately 4:13 p.m.

Chairperson Plaag asked some of the HPC members to create a set of guidelines to evaluate a cemetery for historical significance. Member Bond and Council Liaison Brantz volunteered to work on this assignment and provide a draft to the HPC at their next meeting.

Member Watkins asked Chairperson Plaag about advertising in the newspaper for the public to come forward if they have a family member buried on their property.

Chairperson Plaag asked Ms. Jane Shook, Director of Planning and Inspections, if a press release could help the Town identify all graveyards or cemeteries located in the Town limits. He said that he could post a copy of the press release on the Digital Watauga website once it is released. He noted that there are 3,500 followers on the Digital Watauga website, and it would be a great way to help publicize it. Ms. Shook said she could coordinate with Town Hall to place a press release on the Town website. Chairperson Plaag asked Ms. Shook or Ms. Turner to let him know when the press release has been processed.

Update on Boone Cemetery Footstone Information for Markers

Member Bond explained that she had identified a vendor and a cost for the Boone Cemetery footstones (permanently on file). She further explained that the more she thought about the footstones, the more she realized that the footstones would be an issue for the mowers. She also said that she did not think it was a good idea to commemorate the fence and the division of the cemetery.

Chairperson Plaag explained that when he previously attended the March or April 2021 Council meeting, he relayed this concern for the permanent line in the ground marking the divided fence line. He said that he explained that the permanent marker could be positioned on the imaginary line. He said this marker could mark the spot where the division between the two cemeteries once existed. He noted that there was some discussion by some Council members about asking the Junaluska Community members their thoughts on commemorating the marker.

Chairperson Plaag explained that the current plan that was presented to Council was a marker at the front of the Boone Cemetery. He said the marker would include a basic overview of the cemetery via a QR code for the public to read on their smartphones. He further explained there would be a Civil Wars Trail

interpretative panel for the Union Soldiers. He said there would be another panel in the cemetery, describing the division in the cemetery.

Chairperson Plaag asked Member Bond to continue to explain the information that she found on the cost and placement of the granite footstones. Member Bond said the footstones are 6" x 6" x 4" in size. Chairperson Plaag said the division line in the cemetery is 177 feet long, which would require 354-foot stones. She said If the footstones are placed in the cemetery, the estimated cost would be \$45.00 each for a total of \$16,000.00, not including the maintenance costs. She also noted that the estimated cost is \$35.00 each if we pick up the footstones. She also pointed out that the footstones will cause a maintenance issue in the cemetery. She described the footstone color as blue-gray, and the name of the stone is Blue Ridge. Chairperson Plaag said that he could report this calculated amount to Council.

Ms. Turner asked Mr. Freed if he still had money available in his department budget for the proposed interpretative panels. Mr. Freed said not at this time because it is too close to the end of the budget year. He asked the HPC to keep him informed on future projects, and he would see if he could help them at that time.

Chairperson Plaag said that he emailed Mr. Drew Gruber, Executive Director of the Civil Wars Trail program to alert him about the untimely death of Ms. Michelle Ligon. Chairperson Plaag noted that Ms. Ligon was his Boone, North Carolina contact. Chairperson Plaag said he included in his email to Mr. Gruber a request for an update on the potential Civil Wars Trail marker.

Town Website

Chairperson Plaag explained that the Town has two new websites that are now live. The first website is www.boonehpc.com. He said this website has subpages and links to the Local Historic Landmarks, Historical Markers, Certificate of Appropriateness process, and the Design Standards. He noted that the Planning Staff is still working on the Design Standards.

Chairperson Plaag said the other website is: www.townofboonedowntownplanningprojects.com. He said this website has subpages and links to the B-1 Downtown Expansion and work products, Zoning Map Amendment, the UDO Text Amendment, Downtown Boone Local Historic District, the Architectural Survey, Frequently Asked Questions, What's Your View/Feedback and Virtual Town Hall Public Input Calendar. He also pointed out that this website includes a Historic Preservation Testimonial with Mr. John Cooper, owner of Mast General Stores, and Historic Preservation Commission Member Bettie Bond. He encouraged the HPC to watch these videos.

Ms. Shook stated that the Planning Staff had made two appointments with the public to discuss the Downtown Planning Projects. She said that she might read those at the virtual May 11, 2021 at 6 p.m. Public Input Session. Member Bond volunteered to attend this meeting and help with the Frequently Asked Questions segment of the said meeting.

Town Streets Projects

Chairperson Plaag noted that he had received draft street reports on the following streets: Linney Street, Grand Boulevard, North Street, Church Street, Appalachian Street, College Avenue Junaluska Road and Depot Street.

Chairperson Plaag said the outstanding draft reports are on the following streets: Howard Street, River Street, Queen Street, King Street and Water Street. He noted that he has partially completed the King Street and Water Street reports.

Discussion ensued on the length of the reports on Town Streets. Chairperson Plaag asked the HPC if they wanted to limit the entry on streets with a complex history to just a couple of paragraphs. Vice-Chairperson Pollitt suggested including the street name, when the street was founded, and any interesting facts and adding a hyperlink to more information. Chairperson Plaag noted that hyperlinking can be done on the website.

Discussion ensued on possibly editing all of the draft Town Street Project reports. Chairperson Plaag talked about possibly editing the draft reports to make them all be uniform. He said if so, who would want to volunteer to do it. Vice-Chairperson Pollitt and Member Bond nominated Member Watkins to work on the draft reports. Member Watkins accepted the nomination. Chairperson Plaag said he would upload the draft Town Street Project reports to Google Drive for easy access.

Boone 150 Committee

Chairperson Plaag asked Mr. Freed, Chairperson of the Boone 150 Committee, to give a brief update on the progress that has been made with the committee. Mr. Freed said that various community members and organizations had met through Zoom meetings. Mr. Freed said they had secured the website called www.Boone150.com, and they have created a logo. He said they are trying to encourage groups and interested individuals to take on some aspect of the celebration. He said the groups and individuals would work with the Cultural Resources office.

Mr. Freed explained that the groups and individuals have worked on the following topics: HPC Member Bettie Bond has provided a special Centennial insert from the Watauga Democrat that has been digitized, the Downtown Boone Development Association is working on some public art projects, and the Watauga Arts Council is talking about doing public art panels for the Downtown area to tell Boone's history, having live events along with recorded stories of people talking about Boone, having guided tours that tell Boone's history and having some of the schools participate in them, the high school students might do a time capsule project and document the future of Boone in 2022, have actors play a role and do a re-enactment of people buried in a cemetery, researching sports from 150 years ago in Boone, and it was suggested to invite gospel choirs from different churches around Boone to give performances at the Horn in the west.

Informal Discussion

Chairperson Plaag suggested the following agenda items for the next meeting: Junaluska Local Historical Marker Dedication Event, Inventory of Town of Boone Cemeteries, Cemetery Guidelines, Hardin House, Downtown Projects Update, Certificate of Appropriateness, Quasi-Judicial Training, Town Streets Project, and Boone 150 Committee.

Adjournment

Vice-Chairperson Pollitt made a motion, seconded by Member Watkins to adjourn the meeting at 5:08 p.m.

Vote:

Aye – All

Nay – None

The motion passed.

Chairperson Plaag polled the members: Member Bond, Member Watkins, Vice-Chairperson Pollitt, and Chairperson Plaag.

Eric Plaag, Chairperson

Marlene Crosby, Board Secretary

Communication: May 11, 2021 Meeting Minutes (Approval of Minutes)

**TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
JUNE 8, 2021, 3:00 p.m.**

Historic Preservation Commission Members in Attendance:

Chairperson Eric Plaag, Bettie Bond, and Chuck Watkins

Council Liaisons:

Rennie Brantz and Virginia Roseman

Town Staff in Attendance:

Christy Turner-Senior Planner and Brenda Henson-Administrative Support Specialist

Others Present:

Mark Freed-Director of Cultural Resources, and Lane Moody-Downtown Boone Development Coordinator

Call to Order

Chairperson Eric Plaag called the meeting of the Boone Historic Preservation Commission, held via WebEx, a video conferencing software, to order on Tuesday, June 8, 2021, at 3:05 p.m.

Adoption of Agenda

Chairperson Plaag noted that Vice-Chairperson Pollitt and Member Watkins' terms on the HPC would expire on June 30, 2021. Neither Vice-Chairperson Pollitt nor Member Watkins wished to continue to serve on the Commission until their position is filled.

Chairperson Plaag made a motion, seconded by Member Watkins, to amend the agenda to discuss the HPC's board size after Public Comment and a discussion of a press release regarding local cemeteries after Cemetery Guidelines.

Vote:

Aye – All

Nay – None

The motion passed.

Chairperson Plaag polled the members: Member Bond, Member Watkins, and Chairperson Plaag

Approval of Meeting Minutes

Member Bond made a motion, seconded by Member Watkins, to approve the April 13, 2021 meeting minutes as amended.

Vote:

Aye – All

Nay – None

The motion passed.

Chairperson Plaag polled the members: Member Bond, Member Watkins, and Chairperson Plaag

Chairperson Plaag stated that the May 11, 2021 HPC meeting minutes contained numerous run-on sentences, especially in the Blue Ridge Tourist Court discussion. He asked that staff review those minutes, make necessary corrections, and place those minutes on the July agenda for consideration.

Chairperson Plaag made a motion, seconded by Member Bond, to table consideration of the May 11, 2021, Historic Preservation Commission meeting minutes until the July HPC meeting.

Vote:

Aye – All
Nay – None

The motion passed.

Chairperson Plaag polled the members: Member Bond, Member Watkins, and Chairperson Plaag

Public Comment

No individuals requested the opportunity to speak during public comment.

Historic Preservation Commission Board Size

Chairperson Plaag said that the Historic Preservation Commission is structured to have seven available seats on the board. He said previously, two of those seats were dedicated to the council liaisons. And they had the voting capability in the meetings. He said he thought as a result of a change in the state legislature, the council liaisons were stripped of their ability to vote on commission matters.

Chairperson Plaag explained that up until a year ago, the HPC had a full board, including council liaisons. He said then Former HPC Member Teresa Pearman resigned. He said now the HPC had been notified of two more resignations from Member Watkins and Vice-Chairperson Pollitt. He said the HPC is suddenly in a position where there are only two occupied seats on the board, and it is supposed to have seven seats.

Chairperson Plaag noted that approximately a year ago, the Council added a student member position to the HPC board. He said this technically meant that eight seats were available. He said to his knowledge, and there has not been a student application received for the HPC. He said there was one non-student application received recently, but that applicant lived outside of the Town of Boone's jurisdiction. He said he thought the application was withdrawn because the person was ineligible to apply.

Chairperson Plaag noted that he and other HPC members had asked people over the years if they were interested in applying for a vacant HPC position. He said the people that he has invited to apply for a vacant position all live out of the Town of Boone's jurisdiction. He talked about the loss of the extra-territorial jurisdiction, and the members that were lost as a result of this change.

Chairperson Plaag said that he has discussed with Ms. Jane Shook, Director of Planning and Inspections, many options for addressing this problem. He said that one suggested alternative was to change the eligibility requirements. He suggested including people in the eligibility requirements that work within the Town of Boone. He said these people would be employed by a business that is headquartered in the Town of Boone. He pointed out what happens when a person stops being employed by a Town of Boone employer. He said, how do you prove someone's employment as part of this process.

Chairperson Plaag said another option is to allow qualified people who are property owners in the Town of Boone, but are not necessarily residents of the Town of Boone to apply for an HPC position. He said he knows a couple of people who have the historical background to serve on the HPC board.

Chairperson Plaag talked about the risks that you could potentially have with an applicant. He explained you could have an applicant who is opposed to preservation, who is the owner of 17 properties in Downtown Boone. He said that applicant could find their way onto the Commission and get distracted and decide to vote for their interests and not necessarily the interests of historic preservation in our community.

Chairperson Plaag said that he had asked a person to apply who is a building designer who lives here in the community and is very attuned to preservation. He said that person indicated to him that he intends to apply.

Chairperson Plaag asked Member Watkins if he knew anything that the HPC could be doing differently to attract applicants to the HPC. Member Watkins said it is difficult to get someone to serve on non-profit boards unless they have a coherent interest in what the board is doing. He suggested that the leadership over the Appalachian State University history programs encourage one of their students to apply. He said in the past there were no problems in getting interns to serve on committees. He noted that serving on a town board looks good on a student's resume.

Chairperson Plaag noted that the HPC is entering the quasi-judicial phase and would be making quasi-judicial decisions about the property belonging to Boone residents.

Chairperson Plaag asked Mayor Brantz and Council Liaison Roseman their thoughts about the possible solutions to filling vacant seats on Town boards. Mayor Brantz responded and suggested possibly working through the state legislators in Raleigh to change the state regulatory requirements. She said that the idea to decrease the board size was brought to the Council's attention, and it was proposed to reduce the HPC board size to three. She said that she disagreed with the number three for the board size because she thought that number was too small. She explained that the thought behind the three board members was that they could proceed with only two voting board members. She further explained that two board members would be historical experts.

Ms. Turner told the HPC that the Town of Boone has hired Ms. Laney Pilkington to fill the position of Administrative Specialist/Communications to handle the social media for the Town. Ms. Turner suggested asking Mr. John Ward, Town Manager, and Ms. Pilkington about putting the HPC board member vacancies on social media.

Chairperson Plaag stated that he would like to propose a five-member board exclusive of the student member position who has a one-year term and voting rights. Council Liaison Roseman pointed out that there have to be four members to hear the cases. She agreed with the proposal for a five-member board.

Member Watkins pointed out that one thing that would make the student member more palatable would be if they were enrolled in a quasi-professional graduate program. He recommended that this type of student board member have specialized knowledge in architecture or a similar advanced program. Council Liaison Roseman agreed with Member Watkins on his recommendation for the HPC student board member.

Motion and Vote:

Chairperson Plaag made a motion, seconded by Member Watkins, to recommend to Council that the number of Historic Preservation Commission board members be reduced to a total of five voting members and four of the members are in three-year appointed positions with one position being a one-year student member position to take effect as soon as possible.

Vote:

Aye- All

Nay – Nay

The motion passed.

Chairperson Plaag polled the members: Member Watkins, Member Bond, and Chairperson Plaag

Discussion ensued on the action item for the recommendation to change the HPC board size. Chairperson Plaag asked Ms. Turner to create the action request for this topic for the Council agenda. Ms. Turner confirmed that the Planning Staff could present the action request to Council at their July 2021 meeting.

Chairperson Plaag pointed out that he needed to amend the previous motion and vote for this agenda topic. He noted that it was necessary to add the proposed qualifications of the student board member that would serve on the HPC.

Motion and Vote:

Chairperson Plaag made a motion to amend the previous motion, seconded by Member Watkins to also recommend to Council that the student board member position should be a graduate student who is enrolled in a historic preservation, architecture or similar graduate-level program.

Vote:

Aye – All

Nay – None

The motion passed.

Chairperson Plaag polled the members: Member Watkins, Member Bond, and Chairperson Plaag

Ms. Turner pointed out that the Council previously voted to allow students from elementary schools to serve on Town boards to gain experience from the work of the committees.

Discussion ensued on the process for filling vacant board positions. Chairperson Plaag explained that at every Council Meeting, Mayor Brantz gives a board report with the status of each board. Chairperson Plaag further explained that at every monthly Council meeting, the public is encouraged to apply at Town Hall for the vacant board positions.

Ms. Turner said that she could contact Dr. Kristen Baldwin-Deathridge and Dr. Andrea Burns in the Appalachian State University, Department of History, Public History Program and send them the Student Board application. She said that she would explain to them the situation with the HPC's student board member vacancy.

Council Liaison Roseman suggested that vacant board member positions be announced on the radio by the active board members. She also suggested that Member Bond be the one to represent the HPC on the radio. Chairperson Plaag agreed with Council Liaison Roseman's suggestion. He noted that there could be a prepared script that is approved by the Town that could be read to encourage people to participate. Ms. Turner asked if Chairperson Plaag could put the vacant board positions information on the Digital Watauga website.

Discussion ensued on a press release for the HPC's vacant board positions. Chairperson Plaag asked if the HPC could do a press release for the HPC's vacant board positions. He said that he could add the HPC's vacant board positions on the Digital Watauga's Facebook and Instagram pages. He noted that they now have 4,000 followers on Facebook, and most of them are in the Boone area.

Junaluska Local Historical Marker Dedication Event

Chairperson Plaag began the discussion on this agenda item and showed a photo of the location of the placement of the Junaluska Local Historical Marker. He noted that he previously emailed this photo to the HPC for their review. He said he thought that Ms. Roberta Jackson, a member of the Junaluska Heritage Association, was invited to this meeting to comment on this photo. Chairperson Plaag noted that he met with Mr. Deron Geouque, the Watauga County Manager, and a Town of Boone Public Works employee who contacted a locater service to discuss the exact location for the marker on the site. Chairperson Plaag said that there were no issues with the locater service.

Discussion ensued on the ownership of the art pad at the corner of North Depot Street and Queen Street. Ms. Lane Moody, Downtown Boone Development Coordinator, said that she and Ms. Nicole Harmon are working on the ownership of the art pad.

Ms. Moody informed the HPC that there is a potential for public art to come back to this art pad. Chairperson Plaag noted that this art pad has been vacant for at least four years. Ms. Moody said that she thinks it belonged to Mr. Wayne Trap. She said that Mr. Trap took his art piece home to refurbish it but unfortunately, Mr. Trap passed away. She said Mr. Trap had donated his art piece to the Town of Boone.

Chairperson Plaag asked Ms. Moody to follow up with Mr. Geouque regarding the Town of Boone possibly taking over the managing of the art pad at the corner of North Depot Street and Queen Street. Chairperson Plaag said that Mr. Geouque noted that he thought maybe the Watauga County Library controlled this art pad. Ms. Moody agreed to follow up on it.

Chairperson Plaag noted that he felt from the HPC's discussion in this meeting the HPC is alright with the placement of the said marker. He said that he would inform Mr. John Ward, the Town Manager, of this information.

Discussion ensued on the presenters at the Junaluska Local Historical Marker Ceremony. Chairperson Plaag confirmed that Mayor Brantz would open the ceremony. Chairperson Plaag said that he would speak regarding the significance of the said marker. Ms. Roberta Jackson from the JHA would be the last speaker at the ceremony. Ms. Turner said the Junaluska Choir will sing at the ceremony. Ms. Turner said that Ms. Jackson requested that Pastor Mike Mathes give an invocation.

Discussion ensued on the order of the ceremony. Chairperson Plaag and Member Bond suggested that the proposed order of the ceremony be as follows: Mayor Brantz, Chairperson Plaag, Ms. Roberta Jackson, innovation, the unveiling of the marker, and the Junaluska Choir. Chairperson Plaag asked for a consensus from the HPC to allow the JHA to change the order of the ceremony if they wanted to.

Chairperson Plaag asked the Planning Staff to create a program to be handed out at the ceremony that lists the order of events and includes the marker text with the ceremony date and location.

Ms. Turner said that the Planning Staff had completed the following tasks in preparation for the ceremony: mailed out the invitations for the ceremony, is working with Ms. Laney Pilkington to do the press release for the ceremony, invited the Appalachian State University, Head of the Department of Diversity and they accepted the invitation, invited the Head of the Department of Diversity who suggested that the ASU Chancellor be invited to attend the ceremony and those invitations have been sent out, invited the ASU Diversity Officer Cashae Cook from the University Police Department and she has accepted the invitation to the ceremony and invitations have been sent out to the members of the Mennonite Brethren Church and others in the Junaluska Community.

Chairperson Plaag suggested that invitations to the ceremony be sent to the Black Lives matter group. Ms. Turner said that Officer Cashae Cook said she would email the said group the invitation.

Ms. Turner confirmed with Mr. Mark Freed, Director of Cultural Resources, that he would be providing a tent, chairs, podium, sound system, video recording, and photos. He requested for the HPC to provide him with the number of chairs that he would need to deliver to the event.

Inventory of Town of Boone Cemeteries

Chairperson Plaag reminded the HPC that they had authorized him to meet with Ms. Allison Meade, Town Attorney, to discuss the Hayes, Brian, Greene Cemetery. He said that he has not yet met with Ms. Meade to discuss the said topic. He said he would report back to the HPC in July on the result of their discussion.

Local Cemeteries Press Release

Chairperson Plaag talked about the press release regarding locating cemeteries in the Town of Boone. He said that he would like an update on the status of the press release. Ms. Turner said that the Planning Staff would try to have it completed by July. Chairperson Plaag noted that the Planning Staff does not need permission from the HPC to work on the press release. He did ask the Planning Staff to send it to him for his review, and he would place it on the Digital Watauga Facebook page to get that feedback. He said that if we get people excited about participating and telling us about cemeteries, this might be a chance to recruit some people to the HPC

Chairperson Plaag said that he had found a total of seven properties with cemeteries. He said he found them through the Town of Boone GIS system by entering various spellings of the word cemetery.

Cemetery Guidelines

Chairperson Plaag explained that Member Bond and Council Liaison Brantz are working on possible criteria for the HPC to use when determining if cemeteries should or should not be considered for acquisition by the Town. Member Bond said she had reviewed some of the Hillsboro, North Carolina guidelines, and she felt the HPC could use some of these guidelines. Council Liaison Brantz said he found some valuable information from the National Register Bulletin, and the HPC might use it in the proposed guidelines or criteria.

Chairperson Plaag clarified that the HPC should be working on a way to evaluate whether the Town should be spending time on a cemetery. Council Liaison Roseman explained the Council's direction to the HPC regarding the proposed cemetery guidelines or criteria.

Discussion ensued on family burials on residential properties. Ms. Turner said that someone contacted the Town of Boone, and they wanted information about being buried in their back yard. She noted that the Planning Staff asked Ms. Meade to research it. Ms. Meade said she found out that it is legal to bury a body in your yard. And they only have to be buried 18 inches from the surface of the ground on a residential property.

Ms. Turner informed the HPC that the Boone Methodist Church now has a columbarium. Council Liaison Roseman said the catholic church has a wall for cremains. Council Liaison Roseman asked if it counted as a cemetery. Chairperson Plaag noted that we might need to include this type of thing in the inventory of cemeteries. He said the Town could then decide what they want to do with that information. He said the HPC should probably contact all Boone churches and ask them if they have a memorial garden or graveyard, or cemetery attached with their church. Member Bond said that the Epistle church behind Earthfare has a memorial garden, and she thought it was just for cremains. Chairperson Plaag pointed out that some of the churches may be within the town limits. He also pointed out that their cemeteries may not be in the town limits and vice versa.

Discussion ensued on the interpretative panels at the Boone Cemetery. Chairperson Plaag talked about the deadline pressure the HPC is under to get the panels completed by the Boone 150 celebration. He spoke of the interpretative signage at the Boone cemetery. He said that he had received an email from Mr. Drew Gruber regarding the status of the Civil War Trails marker. Chairperson Plaag read aloud said email to the HPC. In the email, Mr. Gruber stated that his team is behind trying to catch up on all of the work they could not accomplish in 2019. Mr. Gruber said he has Chairperson Plaag's materials, and Mr. Gruber intends to present them to tourism and his team for consideration. Mr. Gruber also noted that he hopes that he will install the signage in late winter or early spring. Chairperson Plaag said the HPC is looking at 2022 for the proposed Civil War Trails Marker installation. Chairperson Plaag noted that while we are waiting on the Civil War Trails feedback, the HPC can design the other panels of the Boone cemetery because they have nothing to do with the Civil War Trails marker.

Chairperson Plaag said that he could work on preparing the text and images for each of the Boone Cemetery markers, and he could begin this work probably in the fall. He asked the HPC if they felt comfortable waiting until sometime in September for him to begin this work. He said he could bring his work to the HPC in November of 2021 for their consideration. He said the proposed marker information could be sent to Council for their consideration in December of 2021.

Chairperson Plaag confirmed that the HPC had previously discussed doing either three or four panels, including the Union Soldiers marker that might be a Civil War Trails marker. He said if we exclude the possible Civil War Trails marker, there will be either two or three markers left to work on. He said a QR code would need to be created and put on the sign at the cemetery and also linked to the Town GIS database. He confirmed that this work can be done prior to the rest of the work he will be doing for the proposed markers. Chairperson Plaag said

he could research options and costs for the markers from different signage companies. Chairperson Plaag asked Ms. Turner to work with Mr. Chris Miller on the QR code. Ms. Turner confirmed that there was a consensus from the HPC for Ms. Turner to work with Mr. Miller on said topic.

Chairperson Plaag talked about the footstones that would run along the old fence line in the cemetery. He confirmed with the HPC that there was consensus from the HPC to place an interpretive panel on the old fence line. He said this was as opposed to spending about \$16,000.00 for footstones. He suggested conveying this information to Council as part of the whole package that the HPC will present to them in December 2021. Member Bond agreed that the interpretative panel on the old fence line is better than purchasing the footstones. Chairperson Plaag said the interpretative panels would cost about \$2,500.00 to \$3,000.00 per panel. He said he would try to get more cost estimates on the panels. He asked Ms. Turner for the company's name that was used for the panel at the powerhouse on the Greenway Trail. Ms. Turner said she would try to find that company name. Member Bond said there are interpretative signs along the Middlefork Greenway Trail. She said she would try to find out the company that was used for those panels.

Hardin House

Chairperson Plaag said he received from Mr. Geouque's office the additional public records request items he requested. He said that he had done a cursory review of the information, and he will talk more about it at the July HPC meeting. He said his initial reaction is that in many respects, they were not responsive to the questions that were being asked.

Downtown Projects Update

Ms. Turner explained that there would be a joint meeting on June 9, 2021, at 6 p.m. to discuss the public input that has been received by the Planning Department regarding the Downtown Projects. She pointed out that there was a lot of public input on the Green Street area. She said the public input stated that they did not want that area included because it would make quite a few structures non-conforming.

Certificate of Appropriateness

Chairperson Plaag pointed out that the Planning Staff is working on the proposed draft COA application. He asked Ms. Turner about the status of the proposed draft COA application. Ms. Turner said that we are waiting for Ms. Shook to review it. He explained that the Statement of Conformity could not be used for minor works. He further said that the COA does have to include both minor and major works. Chairperson Plaag asked Ms. Turner to send the draft COA application to the HPC for their consideration at their July meeting.

Quasi-Judicial Training

Chairperson Plaag asked Ms. Turner for the status of the scheduling of the quasi-judicial training for the HPC. Ms. Turner said that the quasi-judicial training would possibly include the Board of Adjustment members. She said the HPC will be notified, when the training is scheduled.

Ms. Turner told the HPC that the Council had approved in-person meetings starting in July except for the July Board of Adjustment meeting because of the schedule for sending out adjoining property owner letters (APO). She confirmed that the July HPC meeting would be an in-person meeting at the exact location as before. She confirmed that the July Planning Commission would also be an in-person meeting.

Chairperson Plaag noted his personal opinion regarding attending town meetings from his home. He said that he wondered if the Town might consider allowing remote participation for Town meetings. He said he has enjoyed attending the virtual meetings from his home and not having to travel somewhere else for a meeting. Mr. Freed said that Mr. Ward is aware of this possible approach to Town meetings.

Town Streets Projects

Chairperson Plaag said that he has uploaded to Google Drive all of the Microsoft Word files for the Town Streets. He noted that Member Watkins could access the files there for editing purposes.

Chairperson Plaag went over the outstanding Town Street reports. He said that he is working on reports for King Street, Queen Street, and Water Street. He noted that Member Bond is working on Howard Street and River Street.

Boone 150 Committee

Chairperson Plaag asked Mr. Freed to update how he sees things evolving over the next few months. Mr. Freed said that after the last HPC meeting, he sent out an email to the people interested in helping with the Boone 150 event. He said he highlighted some of the topics that the committee has talked about doing. He said he encouraged the groups to work independently with various ideas for projects while letting the Cultural Resources Department coordinate their efforts. He said his department could coordinate meetings or help with possible funding of projects. He said that Mr. Ward did propose to Council at the last budget retreat a modest and reasonable budget amount for projects for the said event. If needed, Mr. Freed will decide on some projects that can be started and managed by his department. He said hopefully some other groups will come forward to help his department.

Mr. Freed talked about possible events next year, such as live cemetery tours, live talks, or live recordings about Boone and public art projects. He said the HPC might be needed to help propose the language for the public art projects.

Discussion ensued on the date and time of the next meeting for the Boone 150 Committee. Mr. Freed suggested a possible in-person meeting at the Hickory Ridge Homestead on June 28, 2021, from noon to 1 p.m., and possibly another one-hour session in the evening.

Chairperson Plaag said that he would be meeting with the Digital Watauga team and the Watauga County Historical Society officers. He will discuss with them ways to support the Boone 150 Committee projects.

Chairperson Plaag gave an update on the digitizing of the centennial issue that Rachel River Coffee put together. He said that it could be updated to add what has happened over the last 50 years. He said working on this topic could be a way for people to become involved.

Informal Discussion

Chairperson Plaag said after July there will be only two HPC members left on the board. He said he would like to meet with Member Bond to discuss the workload of the HPC. He said he would like to know if this type of meeting would be allowed under the current open meetings law. He asked Ms. Turner to find out if they are allowed to meet under these circumstances.

Chairperson Plaag explained that he would contact the board secretary to discuss the July agenda items.

Adjournment

Commission Member Bond made a motion, seconded by Member Watkins, to adjourn the meeting at 5:00 p.m.

Vote:

Aye - All

Nay – None

The motion passed.

Chairperson Plaag polled the members: Member Bond, Member Watkins, and Chairperson Plaag

Eric Plaa, Chairperson

Marlene Crosby, Board Secretary

Communication: June 8, 2021 Meeting Minutes (Approval of Minutes)



*Application Information for Filing for a Certificate of Appropriateness
for Local Historic Districts & Landmarks*

PLEASE READ THE ENTIRE APPLICATION PACKAGE

The Town of Boone strives to review applications as efficiently as possible. The policies outlined below enable Planning Staff and the Historic Preservation Commission to give each application the attention it deserves. Complete applications will be scheduled to appear before the Historic Preservation Commission; incomplete applications, however, will be returned to the applicant pursuant to Article 4 of the Town of Boone Unified Development Ordinance (UDO).

- A. Major work may include, but is not limited to, the following:
- B. New construction or additions to buildings
- C. Reconstruction of buildings once located on the site but demolished or moved at some previous time
- D. Restoration or rehabilitation of an historic property to its historic appearance
- E. Pointing of masonry as well as alteration, repair, or replacement of masonry, siding, roofing materials, architectural trim elements, foundations, windows, doors, and other significant architectural details
- F. Demolition of any part of a building or structure
- G. Work that is likely to disrupt or damage known or discovered archaeological resources on the site
- H. Moving of buildings H. Replacement of architectural details when there will be a change in design or materials from the original or existing details I. Changes to rooflines
- I. Establishment of exterior fire exits K. Exterior modification of existing buildings for ADA compliance
- J. Painting or stuccoing of buildings not previously painted or stuccoed
- K. Installation of mechanical systems, air conditioning units, vents, and related equipment in primary elevations that involves alteration to the building facade
- L. Location of satellite dishes, solar panels, and other roof attachments to the primary elevation roof and/or facade of a building if they are not effectively screened or are visible from a public street

Historic Preservation Commission Information

- Meetings: 2nd Tuesday of Each Month at 3:00 p.m.
- Deadlines: 30 Business Days Prior to Meeting (Not Including Day of)
- Meetings are held in the Large Conference Room at the Town of Boone Planning and Inspections Department which is located in the Downtown Boone Post Office at 680 West King Street.
- Limited free parking for customers of the Post Office and Planning and Inspections is located on Linney Street, adjacent to the building.

See the published Town of Boone Planning & Inspections Meeting Schedule for more details.

Certificate of Appropriateness for Major Work

Town of Boone Planning & Inspections Department

680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net



A. Required to be Submitted at Time of Application

Note: A pre-application meeting is required prior to application submittal.

Failure to provide the required information will delay the review and scheduling of the requested hearing.

- ☐ Digital copies of all paper submittal documents (may be emailed to planning@townofboone.net)
- ☒ 4 paper copies of complete site plans meeting the requirements of Town of Boone Unified Development Ordinance (UDO) including UDO Appendix A (max. size 30" x 42")
- ☐ Information in compliance with the Supplemental Checklist on Page 3
- ☐ Property Owner Authorization. If you are not the property owner, you will need to provide documentation of property owner authorization to apply for this permit. You may have the property owner sign this application (Section [L](#)) or the property owner can provide a written and signed authorization that clearly states they are authorizing the applicant to submit this application. Permit Fee (See Planning & Inspections Fee Schedule). Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

B. Requested Hearing – See latest published Meeting Schedule for dates

Date of requested hearing: _____

C. Property Information

Street Address: _____

Watauga County Parcel Identification Number: _____

Existing Zoning District(s): _____

Total Land Area: _____

Are there any existing variances or other site-specific approvals granted to the property? ☐ Yes ☐ No ☐ Unknown

If yes, describe: _____

D. Applicant Information

Name: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact for Written/Response Documents (select one): ☐ Mail or ☐ Email

E. Property Owner Information

Name: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

F. Landmark/District Information

District/Landmark Name: _____

Period of Significance: _____

Communication: Certificate of Appropriateness for Major Work (Certificate of Appropriateness Application Status)

G. Project Details

Project Cost: \$ _____
Project Type:
☐ New Construction ☐ Renovation ☐ Landscaping
☐ Moving Structure ☐ Demolition

H. Design Professional Information

Designer is an: ☐ Architect ☐ Engineer ☐ Owner ☐ Other: _____

Name: _____ Company: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____ Email Address: _____

Additional Designer Information: If additional designers are involved beyond the 1 listed, please provide additional info on a separate sheet

I. Applicant Signature and Property Owner Authorization

I hereby certify that I am authorized to submit this application; that all information is correct and complete; and all work will comply with all applicable State and local laws, ordinances, and regulations. I will ensure that the Planning and Inspections Department is notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant (Print)

Applicant (Signature)

Date

Property Owner (Print)

Property Owner (Signature)

Date

Official Use Only

Permit Name: _____

Permit Number: _____

Date: _____

Fee: _____

Receipt
Number: _____

Method of Payment:

☐ Cash

☐ Check

Number: _____

Paid By: _____

Public Hearing Meeting Date: _____

Date of APO Mailed Notification: _____

Date of Posted Notification: _____

Request Approved: ☐ Yes ☐ No

If yes, date request sent to GIS: _____

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Note: The following is a checklist for the presentation materials needed for your application. It is the applicant's responsibility to provide adequate photographs, architectural plans, and other material to enable the HPC to understand the proposal and its impact on the historic district/landmark. The consideration of the application may be delayed if preservation materials are not sufficient to evaluate the proposal.

- ☐ Written Description of the proposed work: Describe in detail the scope and nature of the proposed project, including exact material types, colors, and dimensions for materials to be used (e.g., width of siding, color of window trim, type of roofing materials, etc.).
- ☐ Design Standards References: Cite the applicable sections of the design standards related to and/or reflected in the proposed request.
- ☐ Photographs of Existing Conditions: Provide current photographs showing the present conditions of the area where the work will be completed and/or the portions of any existing building that will be affected by the proposed work. Photographs must be clearly labeled and keyed to a site plan.
- ☐ Site Plan: For development which includes modifications to the site in addition to the building, the applicant shall provide scaled drawings prepared in accordance with UDO Appendix A, which depict at least the relationship of all buildings, secondary structures, driveways, sidewalks, fences, drains, lighting, and trees to the property line. Clearly identify the location of any and all proposed changes. Caliper of trees should be indicated as measured from four and a half feet (4.5') above the earth's surface.
- ☐ Historical Documentation: If available, provide copies of historic photographs of the property in question, along with a list of any known previous alterations to the property (and the approximate date of those alterations). If the property is already listed on the National Register of Historic Places or is a designated Local Historic Landmark, include a copy of the nomination text for the property.



Application Information for Filing for a Statement of Conformity for Minor Work in Local Historic Districts & Landmarks

The Town of Boone strives to review applications as efficiently as possible. The policies outlined below enable Planning Staff to give each application the attention it deserves. Incomplete applications will be returned to the applicant in accordance with Article 4 of the Town of Boone Unified Development Ordinance (UDO). Minor work that may be approved pursuant to the issuance of a Statement of Conformity may include by way of example, but is not limited to, the following:

- A. Installation of mechanical systems, air conditioning units, vents, and related equipment on secondary and tertiary elevations or adjacent land areas that does not involve alteration to the building.
- B. Installation of patios and sidewalks in secondary and tertiary elevations or adjacent land areas.
- C. Change of roofing materials on flat or low-slope roofs not visible from the street
- D. Fence installation in land areas adjacent to secondary and tertiary elevations
- E. Installation of skylights within a tertiary elevation
- F. Installation of storm windows and doors where divided mullions of storm windows and doors align with windows and doors behind
- G. Temporary signs as permitted herein; and/or approved historic house markers
- H. Removal of synthetic siding where original siding exists underneath
- I. Installation of new doors, door frames, and associated door sills in tertiary AVCs when new materials are compatible with the original in terms of size, design, and material.

All other work will require a Certificate of Appropriateness for Major Work. A supplemental checklist is provided below to help guide applicants on the materials needed for the process.

Supplemental Checklist

Note: The following is a checklist for the materials needed for your application. Consideration of the application may be delayed if preservation materials are not sufficient to evaluate the proposal.

- ☐ Written Description of the proposed work: Describe in detail the scope and nature of the proposed project, including exact material types, colors, and dimensions for materials to be used (e.g., width of siding, color of window trim, type of roofing materials, etc.).
- ☐ Design Standards References: Cite the applicable sections of the design standards related to and/or reflected in the proposed request.
- ☐ Photographs of Existing Conditions: Provide current photographs showing the present conditions of the area where the work will be completed and/or the portions of any existing building that will be affected by the proposed work.
- ☐ Site Plan: For development which includes modifications to the site in addition to the building, the applicant shall provide scaled drawings prepared in accordance with UDO Appendix A, which depict at least the relationship of all buildings, secondary structures, driveways, sidewalks, fences, drains, lighting, and trees to the property line. Clearly identify the location of any and all proposed changes. Caliper of trees should be indicated as measured from four and a half feet (4.5') above the earth's surface.
- ☐ Historical Documentation: If available, provide copies of historic photographs of the property in question, along with a list of any known previous alterations to the property (and the approximate date of those alterations). If the property is already listed on the National Register of Historic Places or is a designated Local Historic Landmark, include a copy of the nomination text for the property.

Statement of Conformity for Minor Work

Town of Boone Planning & Inspections Department
680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net



A. Required to be Submitted at Time of Application

Note: A pre-application meeting is encouraged prior to application submittal.

Failure to provide the required information will delay the review and scheduling of the requested hearing.

- ☐ Digital copies of all paper submittal documents (may be emailed to planning@townofboone.net)
- ☐ 4 paper copies of complete site plans meeting the requirements of Town of Boone Unified Development Ordinance (UDO) including UDO Appendix A (max. size 30" x 42")
- ☐ Information in compliance with the Supplemental Checklist on Page 3
- ☐ Property Owner Authorization. If you are not the property owner, you will need to provide documentation of property owner authorization to apply for this permit. You may have the property owner sign this application (Section [L](#)) or the property owner can provide a written and signed authorization that clearly states they are authorizing the applicant to submit this application. Permit Fee (See Planning & Inspections Fee Schedule). Each application is allowed two (2) reviews. The 1st review of the submitted information and a 2nd review if revisions or supplemental information is required based upon the 1st review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application. These fees shall be paid at the time of resubmittal.

B. Property Information

Street Address: _____

Watauga County Parcel Identification Number: _____

Existing Zoning District(s): _____

Total Land Area: _____

Are there any existing variances, or other site-specific approvals granted to the property? ☐ Yes ☐ No ☐ Unknown

If yes, describe: _____

C. Applicant Information

Name: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact for Written/Response Documents (select one): ☐ Mail or ☐ Email

D. Property Owner Information

Name: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____

Email Address: _____

E. Landmark/District Information

District/Landmark Name: _____

Period of Significance: _____

F. Project Details

Project Cost: \$

G. Design Professional InformationDesigner is an: ☐ Architect ☐ Engineer ☐ Owner ☐ Other: _____

Name: _____ Company: _____

Complete Mailing Address (Street, City, Zip): _____

Phone Number: _____ Email Address: _____

*Additional Designer Information: If additional designers are involved beyond the 1 listed, please provide additional info on a separate sheet***H. Applicant Signature and Property Owner Authorization**

I hereby certify that I am authorized to submit this application; that all information is correct and complete; and all work will comply with all applicable State and local laws, ordinances, and regulations. I will ensure that the Planning and Inspections Department is notified of any changes in the approved plans and specifications for the project permitted herein.

Applicant (Print)_____
Applicant (Signature)_____
Date_____
Property Owner (Print)_____
Property Owner (Signature)_____
Date**Official Use Only**

Permit Name: _____

Permit Number: _____

Date: _____

Fee: _____

Receipt
Number: _____

Method of Payment:

☐ Cash☐ Check

Number: _____

Paid By: _____

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Communication: Statement of Conformity for Minor Work (Certificate of Appropriateness Application Status)

Historic Preservation Commission Chair/Vice-Chair Application

Town of Boone Planning & Inspections Department

680 W. King Street, Suite C ♦ Boone, North Carolina 28607

Phone (828) 268-6960 ♦ Fax (828) 268-6961 ♦ Email: planning@townofboone.net ♦ www.townofboone.net



Board Member Information (Please see Board Secretary if needed for term information)

Name (Print):

Date Appointed:

Date Term Expires:

Number of Terms Served:

Questions

1. Orientation & Training

A. Have you completed the Historic Preservation Commission orientation?

☐ Yes ☐ NO

B. If no, are you willing to attend orientation (2-3 hour commitment) prior to participating as Chair or Vice-Chair?

☐ Yes ☐ NO

2. Comprehensive Plan & Other Adopted Plans

A. Are you familiar with the Town's 2006 Comprehensive Plan and other adopted Plans as listed on the Planning and Inspections website under the "[Ordinances, Plans & Studies](#)" heading?

☐ Yes ☐ NO

B. If no, are you willing to take the time to review these documents in order to familiarize yourself with the intent and content of these plans prior to participating as Chair or Vice-Chair?

☐ Yes ☐ NO

3. Unified Development Ordinance

A. Are you familiar with the Town of Boone's [Unified Development Ordinance](#), specifically Articles 1 General Provisions, Article 2 Administrative Mechanisms, Article 4 Permits and Article 5 Quasi-Judicial Procedures and Article 8 Historic Preservation Standards?

☐ Yes ☐ NO

B. If no, are you willing to take the time to review these Articles in order to familiarize yourself with the intent and content of these Articles prior to participating as Chair or Vice-Chair?

☐ Yes ☐ NO

4. Historic Preservation Commission Rules of Procedure

A. Are you familiar with the Rules of Procedure?

☐ Yes ☐ NO

B. If no, are you willing to take the time to review this Guide in order to familiarize yourself with the intent and content prior to participating as Chair or Vice-Chair?

☐ Yes ☐ NO

5. Please explain why you wish to obtain this appointment:

Official Use Only

Date Reviewed by Historic Preservation Commission:

Date Reviewed by Town Council:

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Communication: HPC Chair and Vice-Chair Application (Chair and Vice-Chair Discussion)