

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

Historic Preservation Commission Members in Attendance: Vardell Smyth-Chair, Bettie Bond-Vice-Chair, and Ayden Basinger-Student Member

Council Liaison: Virginia Roseman (via WebEx)

Town Staff in Attendance: Jessica Mitchell-Advanced Planning Specialist, Amy Snider-Customer Service Specialist, and Michael James-Senior Planner

Others in Attendance: J.C. Feimster (via WebEx)

Call to Order

Chair Smyth called the Boone Historic Preservation Commission meeting held in the Planning & Inspections Conference Room at 680 West King Street and via WebEx to order at 3:00 p.m. Ms. Mitchell offered a formal welcome to new commission member, Ayden Basinger.

Adoption of Agenda

Commission Member Basinger made a motion, seconded by Vice-Chair Bond, to adopt the agenda as presented.

Vote: Aye – All
Nay – None

The motion passed.

Approval of Meeting Minutes

Commission Member Basinger made a motion, seconded by Vice-Chair Bond, to approve the August 6, 2024, HPC meeting minutes.

Vote: Aye – All
Nay – None

The motion passed.

Staff Updates

Ms. Mitchell provided updates from relative items presented at the August 14, 2024 Town Council meeting. First, the student member application submitted by Ayden Basinger for the HPC was approved. Second, the submission of Chair and Vice-Chair applications were approved. She reminded members that those positions will remain in effect until next July. Lastly, the Stoneman's Raid Interpretative Panel draft text was approved following revisions from Town Council's suggestions. Ms. Mitchell noted that Town Attorney Meade would review the final text before sending to the Civil War Trails marker program. Since the Town Council meeting, Ms. Mitchell explained that she and Ms. Meade have completed a final review. Ms. Mitchell explained that currently, the document is pending signatures from the Town Manager and once signed, she will submit the application to the program. Council Liaison Roseman inquired about receipt of an email from Dr. Plaag regarding some minor text suggestions, and she would forward to Ms. Mitchell to be sure the text suggestions were incorporated. Ms. Mitchell reminded members of the review and edit process with the marker program

and clarified the recent Town Council approval included working with the marker program and the latest draft text.

Ms. Mitchell informed members that Director Shook will have information regarding board compensation following Town Council approval in July. She stated that the approved HPC stipends would be for quasi-judicial meetings. Director Shook is discussing the process of payment with the Finance department, and she will be in touch with the commission members with final details. No follow up questions from the Commission on the updates.

Statement of Conformity Report

Ms. Mitchell noted that on the last page of the packet there has been one application for a Statement of Conformity for the law offices at 756 W King St. concerning repair and maintenance to the building. They have also applied for a Certificate of Appropriateness on the remainder of their project that will be for review in November. Discussion included the location of the law office building and that it is a non-historic building, but still must fall in compliance. Senior Planner Michael James has reviewed the SOC portion and the COA case will be in November. No questions from the Commission on the report.

HPC Member Updates

Vice-Chair Bond reported on upcoming community events including Wednesday, September 4, at 5:30 pm Randall Jones will be speaking at the Library; September 15 from 3:00-5:00 pm the Lovill House will be hosting a Votes for Women Party, tickets are on sale now; and the Friends of the Library will have their 50th Anniversary Party on September 21 from 11:00-4:00 pm in the Library parking lot. Vice-Chair Bond shared her excitement to be here on the board and excited to have Commission Member Basinger joining.

Ms. Mitchell provided context for Commission Member Basinger of the meeting and agenda format.

HPC Training

Per training requirements for the Certified Local Government (CLG) designation, Members viewed *Best Practices, A Practitioner's Guide to an Effective Local Preservation Commission*, Webinar by Monica Callahan and Ken Kocher – from the Webinar Series presented by National Alliance of Preservation Commissions. The webinar video was followed by a general discussion from the members on takeaways from the training.

Other Discussion

Ms. Mitchell provided a brief update on Dana Folk Way that Town Attorney Meade and Town Manager Davis are involved and no unveiling ceremony has been requested.

Vice-Chair Bond expressed interest in getting information on the planning and development for the Howard Street project. Discussion included how that project relates to the HPC, and how important it would be to involve connections like the HPC and the Watauga Historical Society in the decisions being made. Ms. Mitchell advised that Public Works is leading the project, and they have recently released a request for proposals.

Vice-Chair Bond discussed notifying and working with realtors in the area to spread awareness and training as to the Local Historic District. Ms. Mitchell discussed the work that Staff have been doing to educate the residents within the Neighborhood Conservation District, currently with neighborhood walks and delivering program information. In connection to realtor notifications, she mentioned that with NCDs there is an annual letter with discussion of including realtors and property managers. She added that something similar could be developed for the historic district.

Chair Smyth discussed getting copies of relevant HPC documents to Commission Member Basinger and making sure he had access to what he needed. Vice-Chair Bond mentioned that the Watauga County Historical Society had partnered with ASU in regards to receiving a copy of *The Architectural History of Watauga County, NC* with student membership.

Ms. Mitchell added recent efforts to educate the public for owners within the Municipal Service District and Historic District. She stated the Downtown Boone Development Association's Façade Improvement Grant application was recently revised to include information for projects in the Local Historic District.

Ms. Mitchell clarified the next meeting dates will be October 1st and October 8th.

ADJOURNMENT

Vice-Chair Bond made a motion, seconded by Commission Member Basinger, to adjourn the meeting at 5:04 p.m.

Vote: Aye – All
Nay – None

The motion passed.

Vardell Smyth, Chair

Amy Snider, Board Clerk