Historic Preservation Commission

Regular Meeting

~ Agenda ~

,
http://www.townofboone.net/

Jane Shook
828-268-6960

Tuesday, October 5, 2021 **6:00 PM** **Council Chambers**

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. Approval of Minutes

September 14, 2021 Meeting Minutes

III. Public Comment

IV. Press Release for Website

V. Town Streets

VI. Hayes Bryan Greene Cemetery

VII. Cemetery Designation/Interpretation Guidelines

VIII. Cemetery Inventory Project

IX. Downtown Projects

X. Certificate of Appropriateness Application

XI. Council Store Historical Marker

XII. Adjournment

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 and 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 participating must be completed by 5:00 p.m. on the day of the meeting.

TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
SEPTEMBER 14, 2021, 3:00 p.m.

Historic Preservation Commission Members in Attendance:
Chair Eric Plaag and Chuck Watkins
Council Liaisons:
Rennie Brantz and Virginia Roseman
Town Staff in Attendance:
Jane Shook-Director of Planning & Inspections, Christy Turner-Senior Planner, and Marlene Crosby-Board Secretary
Others Present: Mark Freed-Director of Cultural Resources and Lane Moody-Downtown Boone Development Coordinator

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Call to Order
Chair Eric Plaag called the meeting of the Boone Historic Preservation Commission, held via WebEx, a video conferencing software, to order on Tuesday, September 14, 2021, at 3:03 p.m.

Adoption of Agenda
Member Watkins made a motion, seconded by Chair Plaag, to adopt the agenda as written.

Vote:
Aye – All
Nay – None
The motion passed.

Chair Plaag polled the members as follows: Member Watkins and Chair Plaag

Approval of Meeting Minutes
Member Watkins made a motion, seconded by Chair Plaag, to approve the August 10, 2021 meeting minutes as written.

Vote:
Aye – All
Nay – None
The motion passed.

Chair Plaag polled the members as follows: Member Watkins and Chair Plaag

Public Comment
No individuals requested the opportunity to speak during public comment.

New Meeting Time
Chair Plaag reminded the Historic Preservation Commission that the meeting date and time had been moved to the first Tuesday of each month at 6 p.m. beginning on Tuesday, October 5, 2021. Chair Plaag said these meetings would continue to be held electronically until the Council tells the HPC otherwise. Council Liaison Virginia Roseman noted that there had been no discussion from Council on future meetings.

Chair Plaag asked Ms. Jane Shook, Director of Planning and Inspections, if the Planning Staff has publicized that the HPC meetings are moving to the evening as a way of recruiting possible applicants to the board. Ms. Shook said that the Planning Staff had updated all of the documentation regarding the meeting change.

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Ms. Shook noted that the Planning Staff had successful interviews for a long-range planner/special projects planner. She said she plans to have that new planner on board by early October.

Chair Plaag asked Member Brantz to mention at the Town Council meeting that the HPC meetings have been moved to 6 p.m. on the first Tuesday of the month.

Cemetery Inventory Project

Chair Plaag asked Ms. Shook for an update on the press release to be sent out to ask the public about cemeteries that the HPC may not know about in the Town. Ms. Shook responded by saying that she had a meeting with Ms. Allison Meade, Town Attorney. Ms. Shook said they talked about several topics discussed at the last HPC meeting. Ms. Shook noted that they discussed whether or not we can keep certain information private and who has the right to go on a specific property.

Chair Plaag said the preferred reporting date to Council on this agenda item would be mid-December. He said he thought it would be good for the HPC to complete as much of it as possible before working on the Boone 150 event. He suggested following up on this topic at the October HPC meeting.

Ms. Shook said that the Planning Staff would have the press release and the survey on the Town website ready to go live by the October HPC meeting.

Town Streets Project

Chair Plaag asked Member Watkins for an update. Member Watkins said that he has not yet been able to work on this project, but he may be able to work on it when he finishes another project he is working on.

Chair Plaag confirmed with Council Liaison Roseman that she was gathering information for the Councill's Store historical marker. She said that she had started on it and she was waiting on the info from Chair Plaag. Chair Plaag said he would email her the information. She said that she would try to have a report on her knowledge at the October meeting.

Hayes Bryan Greene Cemetery

Chair Plaag explained that he had received an email from Ms. Mary Moretz asking for an update on the deed research for said property. He responded to her email and let her know that he and former Vice-Chair Phoebe Pollitt had worked on it. He explained to Ms. Moretz that the HPC and Council are working together on possible interpretive projects, either at the cemetery or in a historical marker.

Chair Plaag asked Ms. Shook if Ms. Meade had given her any information on the cemetery. Ms. Shook said she and Ms. Meade had spoken about the cemetery broadly and said the topic is on Ms. Meade's task list. Chair Plaag noted that the HPC is waiting on Ms. Meade to get back to them before the HPC can determine their options for the interpretative work.

Chair Plaag asked if the Council had thought about which Town department will be responsible for any cemeteries that the Town does choose to take responsibility for. Mr. Mark Freed, Director of Cultural Resources, said his thought would be that it would be a team effort from multiple Town departments. He also said it is ultimately the responsibility of the Council and the Town Manager to work that out. Ms. Shook added that Town Hall would handle who would be buried in one of their managed cemetery's and the Public Works department would handle its maintenance.

Chair Plaag asked which Town department would cover the cost of vandalism in the cemeteries. He said that he thought there would be a need for a more structured way of thinking about the cemeteries' long-term maintenance. Ms. Shook said she would check on the answers to the HPC's questions regarding the cemeteries.

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Chair Plaag said that hopefully, he would have some information to report back to the HPC on this agenda item by the October meeting.

Cemetery Designation & Interpretation Guidelines

Chair Plaag asked Council Liaison Brantz if he had an update on his research to determine when a cemetery is appropriate for interpretation or acquisition. Council Liaison Brantz said that he did not have an update at this time. He said that he would continue to work with Member Bettie Bond on the cemetery research.

Downtown Projects

Ms. Shook said the Planning Staff is working on the staff reports and amendments presented at the September 27, 2021, public hearing. She said each case would have a map and text amendment associated with it. She said she is working on the Historic District report, the Town website has been updated, she is working on the public hearing packet, and the exhibits have been added. She said that the property owner notifications had been sent out, and the signs had been posted in the Downtown area. She said we had received phone calls due to the signs being posted and people asking for more information. She said there had been some requests for public comment or at least to request a seat at the public hearing.

Certificate of Appropriateness Application

Ms. Shook said that she met with Ms. Meade, and they have discussed the proposed change to minor works and the question on the roof and using the same material. She said that Ms. Meade wants to review a comprehensive package. Ms. Shook noted that she would provide Ms. Meade with the said package when she completed it.

Chair Plaag talked about a Landmark property in Downtown Boone that he may have to recuse himself from if they apply for a COA application. He noted that he had given them advice, but he had not received any money for his advice. He asked Ms. Shook if she thought we should consult with Ms. Meade regarding this type of situation.

Chair Plaag asked Ms. Shook if she had an update on the RL Clay House or Rivers House on the possibility of preserving this house. Ms. Shook said that she did not have new information on it. She noted that she had heard that the Clay House property might be included within the Downtown Projects. She said that she copied Mr. Ward on the emails that she received and let him know of the deed restrictions on the property.

Chair Plaag explained that if the RL Clay property is proposed to go through a CLG process, the HPC needs time to plan to prepare a designation report to identify the property as historically eligible property.

Chair Plaag noted that the HPC members, Council Liaisons, Town Attorney, and some Planning Staff attended the Quasi-Judicial Training scheduled online on Monday, September 27, 2021. Chair Plaag and Ms. Shook compared notes on how the training session went. They both noted that the training was a little more Board of Adjustment oriented than HPC orientated. Ms. Shook said that she felt that the rules of procedure for the HPC need to be updated to make them more formal and similar to the Board of Adjustment. She said she would ask Ms. Meade about getting the rules of procedure updated, so the HPC has some guidance for reviewing the incoming applications.

Chair Plaag and Ms. Shook agreed that if the Historic District is approved by Council in October and designates the Historic District, the COA applications will begin to come in rather quickly, and the HPC and Planning Staff will need the guidance when reviewing the applications.

Ms. Shook asked the council liaisons about them maybe not sitting as a liaison during a quasi-judicial hearing, even though they would not be participating in the hearing. Ms. Shook noted that in the past, she was uncomfortable with that to a degree. She felt that it was alright for the council liaisons to be involved in an advisory capacity. Ms. Shook informed the HPC that she would add this topic to the October HPC meeting agenda to discuss handling

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the advisory board topics and the quasi-judicial cases. She said she would also put this topic on the Council agenda for October so the Council can vote on the district and decide how they are going to operate those meetings.

Town Website

Ms. Shook informed the HPC that the Town has been working on the creation of a new website. She said that the Town Departments give their department information to Town Hall to incorporate into the new website. She said that the implementation of the new website is ongoing. She said she would be sending the Planning and Inspections Department information to Town Hall as soon as possible.

Chair Plaag asked if the HPC website would continue to exist. Ms. Shook said since the subscription is paid for one year, it should be kept for that long at least. She said that this would give her more time to work on the Town's page.

Informal Discussion

Chair Plaag informed the HPC that around January of 2021 that Watauga County went to the Board of Adjustment to request three variances for the Watauga County Courthouse. The variances were for a pitched roof, historical material, and historical features. The Board of Adjustment approved all three variances.

Chair Plaag expressed his displeasure with the approval of the variances and conditional district. Council Liaison Roseman pointed out that she was the Board of Adjustment member who said that the building was only two years outside the 50-year-old limit. She also noted that the County had started planning their re-roof years before the 50-year mark.

Chair Plaag suggested the following agenda items for the October HPC agenda: Press Release/Website, Town Streets Project, Hayes Bryan Greene Cemetery, Cemetery Designation & Interpretation Guidelines, Downtown Projects, Certificate of Appropriateness Application, Town Website, Cemetery Inventory Project, Council Liaison Positions and Councill's Store Marker.

Ms. Shook said that she would be inviting the HPC to attend the public hearing on September 27, 2021

Adjournment

Member Watkins made a motion, seconded by Chair Plaag, to adjourn the meeting at 4:45 p.m.

Vote:

Aye - All
Nay – None
The motion passed.

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Eric Plaag, Chair **Marlene Crosby, Board Secretary**