

TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
December 6, 2022, 3:00 p.m.
WebEx Video Conferencing

Historic Preservation Commission Members in Attendance:

Chair Eric Plaag, Vice-Chair Bettie Bond, and Chuck Watkins

Council Liaisons: Virginia Roseman

Town Staff in Attendance:

Jessica Mitchell-Long-Range/Special Projects Planner, Marlene Crosby-Board Secretary, Christy Turner-Senior Planner, and Mark Freed-Director of Cultural Resources

Others in Attendance: Dr. Susan Keefe, Roberta Jackson, Karolyn Mack, and Jenna Guzman

CALL TO ORDER

Chair Eric Plaag called the Boone Historic Preservation Commission meeting, held via WebEx, to order at 3:03 p.m.

ADOPTION OF AGENDA

Chair Plaag noted that he had not completed the work for the Stoneman's Raid or the Architectural Glossary terms. He said that the HPC could have a discussion about both of these topics in a broad sense, but in terms of specific elements of language, the HPC may have to wait until the January 2023 Advisory. He suggested that these two topics be left on the agenda, knowing that the HPC is somewhat limited in how much they can complete on them at this meeting.

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

Vote: Aye – All

Nay – None

The motion passed.

APPROVAL OF MINUTES

Vice-Chair Bond made a motion, seconded by Member Watkins, to approve November 1, 2022, meeting minutes as amended with the following changes:

- Page 3, paragraph four, sixth sentence add: "site" between "given" and "under"
- Page 5, paragraph six, third sentence change to read: "local historic districts in other municipalities and see how they have addressed those issues."
- Page 7, paragraph eight, fifth sentence change: "built-up" to "build-up"
- Page 8, paragraph one, third sentence remove the word: "to" between "Service" and "guide link"
- Page 8, paragraph two, last sentence add the word "to" after "reaching out"
- Page 8, paragraph five, fourth sentence change: "told" to "said", remove commas after "trustees" and "Cemetery", and change: "now owns all of it" to "owned it when the Town acquired it"
- Page 9, paragraph three, first sentence change: "Plagg" to "Plaag" and change "one-term" to "one-year term"
- Page 10, paragraph one, fifth sentence change sentence from: "He said he brought it to the former Town Manager's, Mr. John Ward, to report the problem" to "He said he brought the issue to the former Town Manager, Mr. John Ward's attention."

- Page 10, paragraph one, sixth sentence change: “standards” to “UDO”
- Page 10, paragraph one, seventh sentence add a comma after “life” and remove the comma after “health”, add the word: “for” after the word “health,” change “Town can order” to “Town to order”, remove “of” after “feature or”, and a comma after “hazard”

Vote: Aye – All

Nay – None

The motion passed.

Chair Plaag tabled the approval of November 8, 2022, meeting minutes until the next advisory meeting.

PUBLIC COMMENT

Chair Plaag opened the floor to public comment. Chair Plaag asked Ms. Jessica Mitchell, Long-Range/Special Projects Planner, if the Planning Staff had received any requests for public comment. Ms. Mitchell said she had received a request from one person to only listen to the meeting. No individuals requested the opportunity to speak during public comment. Chair Plaag closed the floor to public comment.

REQUESTED APPEARANCES

Chair Plaag reminded the HPC members that there had been discussion about changes at the Boone Cemetery after the Town acquired the Cemetery. He said the HPC had initially expressed interest in installing a line of small marble stones where the dividing fence had once stood between the historically black and historically white sections of the Cemetery. He pointed out that there was some concern expressed by the Public Works Department about mowing difficulties that would be created because the stones were slightly raised above the ground. He stated that as a result, the Public Works Department discouraged the installation of the stones.

Chair Plaag explained that Vice-Chair Bond explored the cost of the stones by contacting one of the funeral homes in Boone and requesting a quote for the stones. He said that at that time, in light of the objection from the Public Works Department and the lack of funds to pay for the stones, the HPC elected to table that improvement at the Cemetery until perhaps another solution could be determined.

Chair Plaag said the HPC had intended to place one of the interpretive panels we were considering for the Cemetery on that line to explain that it is a historically segregated cemetery with references on that panel approximately where the line used to be.

Chair Plaag noted that the Junaluska Heritage Association (JHA) had done an outstanding job of marking the grave sites discovered from the ground penetrating radars study with field stones. He noted that the Council had previously approved the installation of the field stones, and that work was completed in October through volunteer labor and some expenditure by the JHA.

Chair Plaag said he had received an email indicating that the JHA was interested in presenting a new solution to marking that historical dividing line.

Representatives from the JHA requested to speak at this Advisory meeting regarding this new project. Dr. Susan Keefe explained that the JHA had plenty of field stones left over from laying the fieldstones on the graves. She explained the thought JHA had was to use them in some way to symbolically mark the interpretive line between the two black and white cemeteries. She said they might look good because

they would match the field stones in the black Cemetery. She thought they had enough field stones to complete a symbolic line. They explained these could be laid slightly below ground-level like the field stones on the graves were laid, and they would not pose a problem for the Public Works Department. She said students and other volunteers under the supervision of Dr. Alice Wright, from Appalachian State University, could do the work; she said Dr. Wright supervised the laying of the field stones in the Cemetery.

Dr. Keefe said she thought it would be an important addition to the historic record to replace the fence line with a symbolic line as a visible reminder of what segregation and Jim Crow laws were like for the Black Community in Boone. She said that in addition to being an educational tool, the community members could use it to instruct their children and grandchildren.

Ms. Roberta Jackson, JHA Member, noted that the JHA would have a meeting on Monday, and she will find out from Dr. Keefe what she presented to the HPC regarding the JHA's request.

Ms. Karolyn Mack, JHA Member, noted that she was in favor of the proposed project in the Cemetery with the field stones. She thought the addition of the interpretive panel was a powerful way to provide information about the Cemetery for residents and visitors that have a historical interest in it.

Discussion ensued on the possibility of the HPC taking action on the request from the JHA. Chair Plaag asked Ms. Mitchell if the HPC could recommend this proposal at this meeting or if the HPC needs to give more formal notice of the proposed action at a subsequent meeting. Ms. Mitchell suggested that the JHA work with the Public Works Department on their request to use the fieldstones on the cemetery line to see if their concept would work for their proposal. She added that if there were more project details, the HPC would wait to review those details and then recommend this proposal.

Chair Plaag explained that after the JHA had heard the comments from the HPC, they would understand where the HPC stands on their proposal. He said Ms. Mitchell could contact the Public Works Department and the Town Manager to let them know that the JHA is putting together a formal proposal for them to be reviewed by the HPC to allow the HPC to make a formal recommendation on it one way or the other.

Chair Plaag apologized to the JHA for the additional time it would take to work through the public notice requirements. He explained that the HPC could not make a formal voting recommendation without a formal proposal being presented for their review and an item on their agenda.

Dr. Keefe noted that the leftover field stones are sitting in a Town parking space at the Boone Cemetery. She asked what the JHA should do with the field stones if they have to wait another month for a decision on their proposal. She said that Mr. Mark Freed, Director of the Cultural Resource Department, thought the field stones would be fine to stay in the parking space for a short time. She asked if the JHA needed to see about moving the field stones, or what the HPC would suggest they do about the field stones.

Vice-Chair Bond suggested that because the field stones could be damaged in the parking space, especially when it snows, the JHA move the field stones they want to use to behind and to the right of the fence at the entrance gate to the Cemetery. Chair Plaag said this request should be relayed to the Public Works Department to see if they could assist in moving the field stones. He said the HPC could not ask the Town to expend funds on anything without the Council approving it. He said it is possible to ask the Planning and Inspections Department to internally ask the Public Works Department to move the field stones to avoid any plowing issues with the parking space.

Dr. Keefe pointed out that leftover gravel was also used underneath the stones so they would not move with freezing and thawing. She said in terms of the labor, if permission was granted before the semester was over, Dr. Wright might be able to engage her archaeology students to move the field stones and the gravel, if this is what the Town wants to happen. She explained that if it is only a month over the Christmas break that the JHA has to wait, she said she might encourage the HPC to leave the gravel there, assuming the JHA can get approval to use the field stones as they have requested. She said otherwise, the field stones could be removed permanently. Chair Plaag said the other option is to suggest that the Town erect barricades on the edges of the parking spaces currently occupied by the field stones and the gravel. He said the idea of the barricades would make it clear that it is not a parking space for now. Dr. Keefe suggested putting a tarp over the field stones and gravel in addition to the barricades.

Ms. Mitchell said she would contact the Public Works Department, and depending on the answer that she gets, she could inform the HPC and the JHA of the information regarding the field stones and gravel.

Chair Plaag asked the HPC for their feedback on the proposal. Vice-Chair Bond pointed out that while she was giving the cemetery tours in October, it would have been helpful to have had the field stones to delineate the fence line. She said it was a great use of the field stones, and she liked that they were flat on the ground. Member Watkins said if the proposed solution meets the goals and needs of the Junaluska Community, it would be fine. Chair Plaag said the cemetery tours he and Vice-Chair Bond did back in October had a specific section focused on the Cemetery's Black section. He said the people in his tours were shocked that the Cemetery was historically a racially segregated cemetery and that it had, in sort of de facto practice, remained segregated until 2016 when the Town acquired the Cemetery. He concluded that in the tours, he spoke directly about when and why the fence was put up, and the decision to effectively tell the Black community of Boone that we don't want you burying people there anymore, but to use the graveyard at the County Home site. He said that from early on, he liked the idea of a demarcating line that spoke to that history without a physical barrier between the sections. He thought it was a way of conveying the sense of racial segregation to visitors to the community.

Chair Plaag felt there was consensus that the HPC members supported the proposed solution presented by the JHA. He said the proposed solution effectively addresses the granite markers to be placed below grade. He added that the JHA already has the fieldstones and the gravel and will rely on volunteer labor to install the line at no expense to the Town. He agreed that he is all for it if these things can be accomplished.

Chair Plaag urged the JHA to prepare a very specific proposal about what will be done and how it will be accomplished. He asked the JHA to present their proposal at the HPC's January meeting for a recommendation that will be forwarded to Council, at least by their February meeting. Ms. Mitchell said a formal proposal would be helpful, but there was no Council approval last time. She added that the proposal only needed the Town Manager's and Town Department's approvals, rather than Town Council approval. Chair Plaag noted that it was handled this way because no Town funds were involved. Chair Plaag asked the JHA to send their proposal to Ms. Mitchell, and Ms. Mitchell noted that the JHA could follow the same format as they did last time when creating this new proposal.

Chair Plaag told Ms. Mitchell that he felt it would be helpful if she expressed to the Town Manager and the Public Works Department that the HPC did not make a formal vote; however, there was consensus from the HPC to see the proposal completed. Chair Plaag added that the HPC could make a formal recommendation if needed. Ms. Mitchell said she believed that the HPC was presented with a formal proposal for the last proposal for work, but the Town Manager had already approved. Dr. Keefe asked to

whom the JHA should address their formal proposal; Ms. Mitchell said to address it to the Town of Boone and either email it her or bring it to the Planning and Inspections Department.

Dr. Keefe and Ms. Jackson appreciated the HPC and the Town for their help in reviewing their proposal.

REVIEW OF REMAINING WORK PLAN

Chair Plaag referred to the memo on packet page 28 and noted that at the November 1, 2022, HPC meeting, the HPC members decided they would consider their work plan items, make suggestions for their work plan priorities, and report to staff at the December HPC advisory. Ms. Mitchell said she included in the memo the information she had received from the HPC from past meeting minutes and information that was sent to her via email or in-person.

Ms. Mitchell noted that Member Sharp had included ten work plan items for consideration. She said he was specifically interested in doing more survey or community outreach types of things. She informed the HPC that she communicated to Member Sharp that during the Comprehensive Plan process, the staff would probably be surveying residents, including the historic district. She explained that Staff does not know what platform they will use for public outreach; they are in the beginning phases of determining their plan for updating the comprehensive plan. She also explained how she expressed to Member Sharp that, possibly in 2010, some community outreach had been done. She noted that she had expressed to Member Sharp that there were records of surveying done in 2006 and 2008 within the Town Limits. She said if the HPC wants to do a survey, we would need to revisit the data found from 2006.

Ms. Mitchell said it would be helpful for the HPC to get a work plan list together before the Planning Retreat, which usually occurs sometime in mid-January.

Ms. Mitchell informed the HPC that there had been a discussion on how to make the historic district more successful for the applicants, the HPC, and Staff. She said some things discussed were completing a checklist of Appendix D and a “cheat sheet” for the guidelines. She suggested that the HPC and Staff could work together on determining what sections of the standards would need to be included when meeting with an applicant before the applicant attends a quasi-judicial hearing. She gave some examples of the types of things that might need to be reviewed with the applicant, such as building materials or various designs. She said other jurisdictions have diagrams to illustrate different features, such as doors and windows. She noted that writing the standards for the landmarks was also a high-priority task. She felt this checklist or “cheat sheet” should be a high-priority item to be completed. She said the presented work plan list is up for discussion by the HPC.

Ms. Mitchell pointed out that there are some preliminary revisions that need to be reviewed in the next few months in Appendix D regarding complementary colors and not allowing non-historic elements in new construction. She said Staff could start this UDO amendment process and present those proposed revisions to the HPC in the coming months.

Chair Plaag responded to Member Sharp’s suggestions of soliciting from the community their priorities in terms of preservation. He thought there was merit in soliciting the community. He said we have access to tools as a Commission to which the general public does not have access. He said, for example, that we have copies of all of the survey files for buildings located in the municipality of Boone for surveys that have been completed, held at the State Historic Preservation Office (SHPO). He said there is no easy way to convey that material to the public. He felt the people would not read through those multiple survey files to see what might be interesting. He said one way to do this is to publicize the HPC’s list of proposed

priorities and let the public decide which ones they think are most important. He said the HPC would be able to control both the output and the input.

Vice-Chair Bond voiced her thoughts on Member Sharp's suggestion. She suggested not being specific about what information is available to the public, and made things available to the public. She thought it was not easy to know how much information to provide to the public to get their participation.

Chair Plaag talked about open meetings and that any community member can always come to the HPC and voice their thoughts on something that might need to be preserved.

Chair Plaag said he would like more time to research Member Sharp's research, including the Sturbridge example. He said he thought the other idea that Member Sharp suggested about the kind of community oral history where he references a San Jose example is great. However, he expressed that such a project might be beyond the capabilities of the Commission. He said it might be a project better suited for a combined effort by the Watauga County Historical Society, Digital Watauga, and Appalachian State University. He said stakeholders would need to be brought in with the resources to undertake it.

Vice-Chair Bond talked about the Downtown Boone Walking Tour project that the Town, Watauga Historical Society, the Watauga County Public Library, Appalachian State University, and Digital Watauga are working on. She said it could use more public input than it is now. She noted that this project has been worked on for four or five decades. She suggested that Member Sharp could help with this project with the HPC's involvement. She said this might be a project that needs more community input.

Chair Plaag said the HPC needed to provide a list of specific priorities to present to Town Council in January 2023. He said he would like to approach making this list in terms of the fiscal year rather than calendar years. He said the Council is looking at its plan for the fiscal year 2023-2024, which they call the fiscal year 2024. Chair Plaag explained that the HPC already has a lot on their list and will not do all of the items on their list from July 2023 to June 2024.

Chair Plaag noted that he and Vice-Chair Bond cut down their work plan list items to the most essential tasks. He said that all the things on the fiscal year 2023 priority list are ahead of any 2024 priorities, and would be completed first. He asked Ms. Mitchell for clarification on what fiscal year the Council wants to know from the HPC. Ms. Mitchell explained that Council is interested in learning what the HPC is currently working on. She explained that there could be a list that the HPC is currently working ongoing and a list of what the HPC plans to do. She felt like both lists would be helpful for Staff and Council to know what the HPC is planning to do.

Chair Plaag pointed out that part of what the Council is looking for is how much money the HPC is proposing to spend. He reviewed Vice-Chair Bond's work plan list, and noted that the costs for some of these items on her list are already encumbered. He explained how these included the historic markers for Council's Store and the Hayes-Bryan-Greene Cemetery.

Council Liaison Virginia Roseman pointed out that it helps the Council to know the future plans the HPC would like to accomplish with the new year and how much money the Council needs to put aside, contingencies, or possibilities for the HPC. She noted that the HPC's budget had been exhausted for this year. She pointed out that the Council needs to understand the HPC's work well so more funds can be allocated and the changes we hope can be done.

Chair Plaag pointed out to Council Liaison Roseman that the HPC requested the past budget amount in 2014 or 2015 for a flat \$50,000. He said that amount was allocated in 2015 and spent over eight years. He said that amount is not much money to be used annually. He pointed out the amount of work done by a Commission instead of relying on paid interns, which is a lot of the HPC's work. As part of moving forward, he asked what the model looks like to request money from Council for the HPC. He questioned if it is an allocation that is justified per year or a lump sum. Council Liaison Roseman said, speaking for herself, that she felt that if we are going to handle the historic district correctly and use the HPC as it should be used, the HPC should always have a budget line item within the budget. She said she would like to see better financial support for the HPC. She felt that financial support is the most important part of the future of the HPC and what the HPC is doing for the community.

Chair Plaag pointed out that the HPC is not privy to the Planning & Inspections Department's expenses for advertising, attorney fees, or other aspects of the quasi-judicial elements of what the HPC does. He said the HPC is not in the position to say what amount they need each year to cover the costs of administering the district and its landmarks. He felt the Planning Staff should estimate this as part of an HPC budget line request. He said the HPC could estimate capital projects like historic markers and interpretative panels, and hiring interns to do surveys or prepare landmark reports. He said the historic markers for the Hayes-Bryan-Greene Cemetery and the Council Store are already paid for through the already allocated fund. He said the money is already allocated for Ms. Ellie McCorkle, the intern working on the Jones House and Rivers House local landmark designation reports. He also noted that Ms. McCorkle's work is ongoing.

Chair Plaag said that money is not allocated for the plaque that the HPC wanted to put on the Watauga County Jail, if it is decided to put a plaque on the jail. He noted it is his understanding that the Town has only paid for plaques on properties owned by the Town. He believed that the HPC fund did not pay for the plaque for the Linney Office or Linney House because if the property owner wants to get a plaque, it is their expense. He stated the same process goes for the National Register plaques. He said the HPC could help the property owners with the types and specifications that we use. He believed the rest of the items listed on the work plan would not require the expenditure of any additional funds in this current fiscal year, but could be handled internally. He said some publication costs might be involved when the HPC and Staff work on the quasi-judicial process; still, he thought those possible costs would be absorbed as part of the Planning and Inspections regular copying budget as opposed to having outsourced printing costs. Chair Plaag asked the HPC members if they felt differently regarding this topic.

Vice-Chair Bond said she wants to ensure that the budget can include the interpretive panels for the Boone Cemetery. Chair Plaag stated that he did not think we were looking at completing those panels or ordering them until the end of the current fiscal year, or the beginning of the new fiscal year, because no money is currently allocated. Chair Plaag thought it was realistic to say that while the HPC is working through the process for both Stoneman's Raid and the Boone Cemetery, those panels would probably not be ordered until the end of the fiscal year. He thought it would be appropriate to put a line item for the new work plan for the fiscal year 2024 for Stoneman's Raid and the Boone Cemetery Interpretative Panels. He pointed out that we do not know the fabrication costs for the panels. He said that Ms. Mitchell is working on getting those costs from different companies. He said the HPC can anticipate the panels and additional historical markers in the fiscal year 2024. He estimated that these items might cost somewhere between the \$25,000 and \$30,000 price range. Council Liaison Roseman said that the HPC might need an annual allotment in their budget line item based on this estimation. Chair Plaag noted that he did include in his estimations the cost of a graphic designer to make the panels because he neither the HPC can do that type of work but can write the narrative.

Ms. Mitchell said there is also Staff time to consider with the work plan. She said it would be helpful for Staff to know a list in general to help budget Staff time.

Ms. Mitchell talked about the light pole banners that the HPC discussed putting up on King Street for the historic district. She said these banners could be something that could be paid for with funds from the Public Works Department since they would be involved with the project. She said this is an example of finding other ways to possibly pay for some things, depending on the budget. She noted that budgeting ahead of time is a better approach. Chair Plaag believed that the HPC had discussed partnering with the Tourist Development Authority (TDA) or the Downtown Boone Development Association (DBDA) on the light pole banners to provide some funds for labeling the historic district. He said there are other partnering possibilities to help reduce those costs. He said all he knew to count on for the ballpark estimate was Town funds for the known Stoneman's Raid and Boone Cemetery items.

Chair Plaag said that regarding the other items on the list, he does not think the HPC can accomplish the local landmark designation of the Gragg House or the Blair Farm in the fiscal year 2024. He said that the way he expressed this item is that the HPC would solicit interest from the owners of those properties and then begin our planning for fiscal year 2025 because this will most likely require interns to be hired to write those reports. He said that he had put the partial surveys that Dr. Kristin Baldwin Deathridge's students are doing on Cherry Park and in the Grand Boulevard neighborhoods on his list, and that maybe the HPC would want to look toward doing a more comprehensive survey in the fiscal year 2024. He said the HPC needs to decide how comprehensive they want the survey to be, and the more comprehensive part is the background research on the buildings. He said that in a neighborhood survey, the interns or surveyors go out and take photos of the buildings, describe it architecturally, and talk to the property owners to gather information on the building. He thought that residential areas were more accessible to do than trying to figure out what businesses were in a commercial area. He said you need to be careful about overburdening or expecting those neighborhood surveys to be as comprehensive as the Downtown survey.

Vice-Chair Bond asked Ms. Turner if a survey was done on Grand Boulevard, Iris Lane, and Orchard Street with photos. Ms. Turner said they did not take photos, but they sent some letters and asked the neighborhood to fill out what they knew about their area and return them. She said not many people returned the letters.

Member Watkins noted that it is clear that there are many projects on the list that cost an unknown amount of money that is not available to the HPC. He asked which items on the list could be transferred to someone other than the Town of Boone or local donors. He said one opportunity would be through the National Park Service via the Certified Local Government (CLG) Program. He felt the CLG Program should be at the top of the list. He said the CLG Program acceptance would enable the HPC to look for funds, and might help the HPC determine how these priorities should line up.

Chair Plaag said there are CLG grants available once the HPC achieves that status. He said the HPC is within a couple of months of securing that status, assuming all goes well and achieving CLG status frees up the ability to apply for grants. He said that in the past, he had been hired as a consultant on several CLG-grant-funded projects. He said that in his past experiences, the municipality put up the majority of the funds. He said the grant was a match or a partial amount toward the total amount. He told Member Watkins that it is an important point that for these types of things, we should be exploring ways to fund them. He emphasized that we should be exploring funds particularly on the survey part because that is a specific function of the SHPO and the CLG process. He said the SHPO would likely make grant recommendations

for the survey instead of historic markers or interpretative panels that they are much less inclined to support.

Chair Plaag said that the HPC needs to include in their request for money the hiring of interns to survey Cherry Park and the Grand Boulevard neighborhood. He made a ballpark estimation of \$10,000 to \$12,000 for each neighborhood, or more funds if hiring an intern. He stated that to hire an intern, they need to be nearing completion of their Master's degree in Public History to conduct a comprehensive survey of each neighborhood. He said his estimation is in keeping with the current survey budget numbers he has seen on Request for Proposals (RFP's), and he said that he is seeing the numbers going up for the first time in years. Member Watkins asked Chair Plaag if the students in the history program at Appalachian State University had the skills to do this type of work. Chair Plaag said that some students had the skills necessary to do this work. Chair Plaag suggested the work of the current intern, Ms. McCorkle, as she has the skills necessary. Chair Plaag and Member Watkins expressed the difficulty in finding skilled individuals.

Ms. Mitchell asked Chair Plaag about their final list of work plan tasks. She said that for the Planning Retreat, she would suggest that the HPC add the Appendix D checklist and text revisions to show that work is being done by Staff and the HPC. She suggested that for the budgeted items on the list, mark them differently and combine them with the internal projects and other projects to make a final list.

Chair Plaag asked Vice-Chair Bond if she would be willing to limit the Gragg House and Blair Farm designations to checking with the property owners to see if they are interested in having their properties designated. He reiterated that he did not really think the HPC would be able to complete them next fiscal year. Vice-Chair Bond agreed with Chair Plaag to check with the property owners on their properties.

Chair Plaag asked Vice-Chair Bond and Member Watkins if they objected to him saying that the HPC will finish the list they already started in the fiscal year 2023 or as close as possible to that time. Vice-Chair Bond and Member Watkins did not have an objection to the work plan list that Chair Plaag outlined.

Chair Plaag asked Vice-Chair Bond and Member Watkins if the order that he has on the work plan for 2023 – 2024 was acceptable to them. Vice-Chair Bond and Member Watkins said the work plan was acceptable to them.

Member Watkins asked if the CLG approval was on the not completed list for this year. Chair Plaag said it was on that list, but he thought the HPC would wrap that up in January or February of 2023.

Chair Plaag said that one of the things on his list was that the HPC has to maintain its CLG status by getting trained regularly. He said he and Vice-Chair Bond just completed training and the HPC has to have three pieces of training each year. Ms. Mitchell said that she would track the HPC CLG training. She also pointed out that there is a calendar year and a fiscal year, and the CLG goes by the Federal year. She said the CLG training has to be within the Federal year calendar. She said there is more to come for the HPC after they obtain the CLG status. She said there are some free options for training, including some YouTube videos; by doing this training, the HPC would have to write a summary of the video and send it to Ms. Kristi Brantley at the SHPO, which would count as credit for the CLG status. She suggested that the HPC include in their budget money for the ongoing CLG training for the HPC.

Ms. Mitchell asked Chair Plaag if the cemetery panels are listed as ongoing or remaining projects. Chair Plaag said the panels would be ongoing in finalizing text for this fiscal year. Still, the expenditure would

need to be listed as a budget line item for next year. Chair Plaag noted that there are no historic markers listed for next year. He said maybe the \$25,000 estimation is sufficient for historic markers.

Ms. Mitchell asked the HPC what they considered ongoing projects that were not on their list. Chair Plaag said that he wanted to complete the Boone Cemetery survey by June 30, 2023 and begin working on the "cheat sheet" that was previously discussed. He said he did not think they could begin working on the local landmark guidelines for the existing landmarks until the fiscal year 2024, and the HPC could do that work. He said the historic markers are on their way and will be installed in 2023, along with the programming for them. He noted that Ms. McCorkle would complete the two landmark designation reports this fiscal year. He stated that with those reports, those associated local landmark designations will be done sometime in early summer for both of those said reports, assuming they are approved.

Chair Plaag said the five streets for the Boone Streets project on his list will be done in the fiscal year 2024. He said no more streets would be done in this fiscal year.

STAFF UPDATES

Ms. Mitchell referred to packet page 32 and the letter dated October 17, 2022, from the North Carolina Department of Natural and Cultural Resources. She said this letter did not make it into last month's packet inadvertently, but she received it before the end of October. She noted that this letter had already been presented to Council to ensure that the HPC and Staff had their approval to move forward. She explained that the Local Government Certification Agreement in the meeting packet had been signed by Mayor Tim Futrelle and by the SHPO Officer Darin J. Waters, Deputy Secretary. She said that she had returned the signed agreement to SHPO, and we are waiting on the National Park Service (NPS) to review it. She said she hopes to hear back from them by the end of next week, which would be the final approval.

Ms. Mitchell said there were three minor changes to Appendix D in the letter. She said that Staff and Ms. Allison Meade, Town Attorney, have been reviewing those changes. They will be incorporated into a staff report over the next few months, along with possible other changes, as the review for the Comprehensive Plan moves forward.

Chair Plaag talked about the three minor changes. He said the language used about the landmark designation and language in the second bullet point was taken from old content on the SHPO's website that has since been taken down. He added that he is fine with the HPC making proposed changes that need to be made. He just wanted to point out where that content had come from and noted that many things had been updated on the SHPO's website in the last year to address older processes and procedures.

Chair Plaag said the HPC has discussed whether the Statement of Conformity or Certificate of Appropriateness is the correct language for minor works. He suggested proposing to Ms. Meade that we simply call them Certificates of Appropriateness, and after each one, type in parenthesis and indicate major or minor work. He said this way, we are complying with the statute, and making it clear to applicants that they are getting one or the other depending on the process it goes through. He asked the HPC if there were any objections to making that suggestion to Ms. Meade regarding the COAs. Ms. Mitchell said that the HPC had previously talked about adding something in Article 8 or Appendix D along the lines of a Statement of Conformity is considered a COA or putting in a definition regarding this concern.

Ms. Mitchell continued with other Staff Updates including the status of the Watauga County Jail Local Landmark Designation. She stated that the Planning Commission made a positive recommendation on

the Watauga County Jail local landmark and will be going to Town Council next Wednesday for final approval.

Ms. Mitchell said that we had received the Council Store historical marker. She explained that the HPC has to make a motion and vote for the ceremony date, and then Council picks a day or approves the date recommended for the ceremony. She asked the HPC if there were other dates that they would be open to. She said one date discussed was January 23, 2023 to coincide with the upcoming Boone 151 celebration, as the next Boone 150 event. She asked if there should be other dates to consider for the ceremony, and she suggested the first Friday in February, which is February 3, 2023. Ms. Mitchell asked the HPC about the location of the ceremony. She asked if the HPC would give the staff the discretion to pick the location depending on the weather, whether inside of Town Hall or on the Jones House Lawn.

Vice-Chair Bond supported the January 23, 2023 date, since last year's January 23, 2022, official Boone birthday celebration, was canceled due to a snowstorm. She suggested that Mr. Mark Freed, Director of Cultural Resources, have the Council Store historic marker celebration begin on January 23, 2023, to coincide with Boone's 151 celebrations and for the party that did not happen last year. She concluded that, in a way, this celebration is a closing ceremony for the Boone 150th. She said Mr. Freed had reserved the community room at the Appalachian Theatre at 1 p.m. on January 23, 2023 for the dedication.

Motion and Vote:

Chair Plaag made a motion, seconded by Member Watkins, that the HPC recommends scheduling the unveiling of the Council Store Historic Marker to occur outside on a closed, lower section of Grand Boulevard, between the Daniel Boone Condominiums and the Jones House at 1 p.m. on January 23, 2023, with a reserved weather date of the first Friday of February at 1 p.m. If January 23, 2023, is used as the event date, this event should be coordinated with the Boone 151 Celebration that the Cultural Resources Department is exploring to take place in the Community Room at the Appalachian Theater. If we have to rely on the snow date or weather date of February 3, then any such celebration could be held at whatever location the Town of Boone staff and Council determine. On either of those dates, the unveiling will take place in a closed lower section of Grand Boulevard.

Ms. Mitchell noted that there are no funds to have food or refreshments at this event. Chair Plaag explained that all that will happen, and for the HPC component of the event, is that people will stand in the street and give some remarks that the HPC has discussed. He said the Daughters of the American Revolution (DAR) and any descendants to the Council's and the Mayor would be asked to make some remarks at the unveiling. He further explained that the celebration is to take place in the Appalachian Theater Community Room is a separately funded thing by the Cultural Resources Department and not a part of any HPC budgetary expenditure. Ms. Mitchell said Staff would be more inclusive to use the public advertising and regular avenues such as a press release and social media. She said that Staff would like to use this method due to difficulties in deciding how to pick one person to be a representative, which might cause some issues. She asked the HPC if Staff tried to see if someone would come forward in these regular advertising venues and keep the remarks to the Mayor and the HPC. Chair Plaag said that was fine with him. He said if there is no objection from the HPC, he would be happy to make a three or four-minute statement that contextualizes why the historical marker is being installed. There was no objection from Vice-Chair Bond or Member Watkins for Chair Plaag to make a statement at the unveiling of the Council Store Historical Marker.

Ms. Mitchell said she would submit an action request to Council for unveiling the Council Store Historical Marker for the Council meeting next week.

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

HPC MEMBER UPDATES

Chair Plaag suggested tabeling this topic to the January 24, 2023, HPC Advisory Meeting. There was no objection from the HPC.

INTERPRETATIVE PANELS FOR BOONE CEMETERY

Chair Plaag suggested tabeling this topic to the January 24, 2023, HPC Advisory Meeting. There was no objection from the HPC.

OTHER DISCUSSION

There were no other topics discussed at this meeting.

ADJOURNMENT

At 5:01 p.m., Chair Plaag continued this meeting until Tuesday, December 13, 2022, at 3:00 p.m., via WebEx, a video conferencing software.

Eric Plaag, Chair

Marlene Crosby, Board Secretary