

TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
TRAINING SESSION MINUTES
September 20, 2024, 2:00 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 Justin Stines-Deputy Director Public Works

Others in Attendance: Jodie 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 2:01 p.m.

HPC Training

Per training requirements for the Certified Local Government (CLG) designation, Members viewed *Reading the Design: Interpreting Architectural Plan and Elevation Drawings*, Webinar by Chris Wand – from the Webinar Series presented by National Alliance of Preservation Commissions. General discussion on the webinar video occurred by the members during the training.

Council Liaison Roseman discussed potential training for commission members, such as Planning & Inspection Staff reviewing and teaching how to read elevations and site plans, and training either by Staff or a video of how to make a motion referencing the standards, emphasizing how motions can be used to clarify conditions of approval. Ms. Mitchell mentioned that this motion training could be done by Staff or Town Attorney Meade.

Other Discussion

Public Works Deputy Director Justin Stines provided a brief update on the Howard Street project. In 2015, Town Council approved the design phase, which allowed moving forward to obtain financing. There was an addendum in 2018 that allowed pursuit of United States Department of Agriculture (USDA) funds to help finance the project, and there was funding secured from that effort. From 2019 into early 2020, there was 100% completion of the plans. From 2019 through June 2023, all easements along Howard Street were obtained, which allowed for moving forward to obtain bids. Currently, the bidding process is still open with the next closing date for bids being October 10, 2024.

Vice-Chair Bond inquired as to why no bids had been received previously with the first bid request Deputy Director Stines believes it is due to the complexity of the project. Chair Smyth asked if this was through a Request for Quote (RFQ) process and if the latest release was available on the website. Deputy Director Stines said it is available for view on the website. Chair Smyth asked if there was a deadline for keeping the funds from USDA, which Deputy Director Stines replied yes, and an extension can be requested if necessary, anticipating a \$9 or 10-billion cost.

General discussion included the different utility services involved and the need for better infrastructure throughout the area. Chair Smyth asked if they can now unseal when any bid is received. Deputy Director Stines advised yes, they can open with as little as one bid, advising they do anticipate on receiving bids in

October. Vice-Chair Bond inquired on a potential start date. Deputy Director replied there is a possibility for the Spring, but it would just depend on all the elements of the project coming together.

Ms. Mitchell reminded all members of the Certified Local Government (CLG) training deadline of September 30, 2024 and of the upcoming training next Friday, September 27, 2024.

Vice-Chair Bond mentioned how this training was helpful to the Howard Street project as there are ongoing and future projects, which set the pattern for what will be done in the future. General discussion included how Howard Street will be an area of growth along the project area.

Council Liaison Roseman said this training is helpful to show commission members how to read plans, especially in how to read details and determine what the plans are showing or what questions to ask.

ADJOURNMENT

Chair Smyth made a motion, seconded by Vice-Chair Bond, to adjourn the meeting at 3:24 p.m.

Vote: Aye – All
Nay – None

The motion passed.

Vardell Smyth, Chair

Amy Snider, Board Clerk