

**Town of Boone
Historic Preservation Commission Advisory Meeting
3:00 PM, June 2, 2026
Planning & Inspections Conference Room
680 W. King St., Suite C
Boone, NC 28607**

The public may attend the meeting in person at the Planning and Inspections Conference Room at 680 West King Street, Suite C, or online via WebEx, a video conferencing software.

Public Comment: To give public comment, you should appear in person at the physical location of this meeting. Persons who attend the meeting remotely via WebEx may be permitted to speak during public comment but are not assured of that opportunity.

WebEx Participation: To join online or by phone, email Planning and Inspections at planning@boonenc.gov or call 828-268-6960, and you will receive an email invitation. Requests must be submitted no later than one hour before the meeting begins.

I. Call to Order

II. Adoption of Agenda

III. Public Comment

IV. Approval of Meeting Minutes

1. May 5, 2026, HPC Advisory Meeting Minutes

V. Advisory Session Items for Discussion

1. Work Plan Recap
2. Clawson Burnley Park Interpretative Panel - Project Introduction
3. Certified Local Government Fiscal Year 2024-2025 Reporting
4. Certified Local Government Training Recap and Discussion
5. Updates on Watauga Kraut Factory Marker
6. Statement of Conformity Report

VI. Other Matters

VII. Adjournment

TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
ADVISORY MEETING MINUTES
May 5, 2026, 3:00 pm
Planning & Inspections Department & WebEx Video Conferencing

Historic Preservation Commission Members Present: Vardell Smyth-Chair, Bettie Bond-Vice-Chair, Krystal Carter, Bennie Gaetano, and Melody Oxendine

Town Staff Present: Jessica Mitchell-Advanced Planning Specialist, Virginia Roseman-Council Member Liaison (via WebEx), Lane Moody-Downtown Development Director, and David Pedersen-Board Clerk

Call to Order

Chair Smyth called the Boone Historic Preservation Commission meeting, held in the Planning & Inspections Conference Room at 680 West King Street, Suite C, and via WebEx to order at 3:01 pm.

Adoption of Agenda

Commission Member Carter made a motion, seconded by Commission Member Gaetano, to adopt the agenda as presented.

Vote: Aye – 5
Nay – 0

The motion passed.

Public Comment

There was no public comment.

Approval of Minutes

Commission Member Carter made a motion, seconded by Commission Member Gaetano, to approve the April 7, 2026, Historic Preservation Commission Advisory meeting minutes.

Vote: Aye – 5
Nay – 0

The motion passed.

Ceremony Updates and Discussion of Press Release Quote for Stoneman's Raid Interpretative Panel

Ms. Mitchell opened the discussion by stating that the goal for this meeting topic was to solidify a quote for the upcoming press release and review speaking remarks. She also noted the attendance of Adelia Daly from the Watauga County Historical Society, who will be speaking at the ceremony. Ms. Mitchell stated that she was working with the Town's communication specialist for social media announcements, and she provided a reminder of the decorations and handouts that she would have for the ceremony.

Vice-Chair Bond confirmed that the date of the ceremony was still Thursday, May 21, 2026 at 3pm, and Ms. Mitchell confirmed, adding that the ceremony location would be on the sidewalk near the panel. Chair Smyth noted that the panel was already installed, and Ms. Mitchell said the HPC could view it at their convenience.

Ms. Mitchell stated that Civil War Trails' (CWT) regional director for Western North Carolina and our area's representative, Peter Koch, would be available to attend the ceremony and provide remarks on behalf of CWT. She reiterated the order of speakers, suggesting that Peter speaks after Chair Smyth and before Mayor George. Chair Smyth suggested Peter instead speaks after Council Member Liaison Roseman, to which Adelia agreed. Chair Smyth inquired about addressing other stakeholders in the remarks. Vice Chair Bond suggested that Mayor George doing that would be appropriate. Ms. Mitchell noted that she thought Chair Smyth may cover that in his remarks. Chair Smyth stated he was willing to do so and would have that language prepared, but

thought that a Town representative addressing the stakeholders may be appropriate. Vice-Chair Bond reiterated the she thought Mayor George addressing the other stakeholders would be appropriate.

Chair Smyth noted that in prior review, he thought that Adelia's remarks tied in well with his own. Adelia stated that she agreed, and had attempted to keep her remarks neutral and fact-based. Ms. Mitchell displayed Adelia's remarks on the meeting room screen and the HPC read them. The HPC was favorable to the remarks, noting small grammatical changes, and Adelia noted that it would be edited. Ms. Mitchell then displayed Chair Smyth's remarks on screen for the HPC to read.

Council Member Liaison Roseman joined via WebEx at 3:18pm, and Ms. Mitchell provided her a short update on the discussion so far. Ms. Mitchell then inquired what Council Member Liaison Roseman's remarks would entail. Council Member Liaison Roseman answered that she intended to deliver a welcome speech that focused on the evolution of the local area to the town of Boone through various historical influences. Chair Smyth was favorable to this, noting that it flows into the theme of Adelia's remarks.

Chair Smyth inquired with Council Member Liaison Roseman about the addressing of stakeholders during the ceremony. She stated that the Mayor could be given a list to read, but that she was also willing to do so prior to her remarks. Vice Chair Bond noted that it might interrupt the flow, and thought it should fall to the Mayor at the end, with which the HPC agreed. Ms. Mitchell stated that she would provide Mayor George with a list of acknowledgements and general outline of the ceremony and order of remarks.

Adelia inquired whether the CWT representative would be sending planned remarks for review. Ms. Mitchell answered that he did not state whether he would or not, so she would notify the HPC if things changed. Vice Chair Bond suggested sending copies of their planned remarks to the CWT representative, but Chair Smyth stated he'd rather not, noting that might imply that the HPC were requesting edits/changes. Ms. Mitchell stated that she will provide Peter a brief synopsis, but will only send draft remarks if he requests them. The HPC briefly discussed Peter's order in speaking, deciding to have him speak second to last, before Mayor George. Ms. Mitchell stated that was the speaking position she originally told him, and he was favorable to it. In the discussion, the speaking order for the remarks was Council Member Liaison Roseman, Adelia Daly, Chair Smyth, Peter Koch, and closing with Mayor George.

Ms. Mitchell inquired if Lane Moody had any input so far. Ms. Moody stated that she liked the order and that the remarks had good flow and were informative. She also noted that links to parking information on the Town's website had recently been fixed, and that those could be useful to send out for this event.

Council Member Liaison Roseman inquired whether refreshments would be provided. Ms. Mitchell stated that there wasn't a plan in place yet, but it could be an option. Chair Smyth noted that though it may be hard to gauge attendance, it could be useful for socialization. Commission Member Carter noted that it could be a good opportunity to encourage attending downtown restaurants, with the date of the ceremony coinciding with Boone Restaurant Week. Ms. Mitchell stated that drinks could likely be provided. The HPC was favorable to this and briefly discussed event logistics.

Vice Chair Bond inquired whether parking in front of the post office would be blocked off for the event. Ms. Mitchell replied that she was unsure and would have to inquire with Public Works about a couple of parking spots blocked.

Ms. Mitchell informed the HPC that CWT had installed the panel and an additional street sign marker on April 27. She welcomed HPC members to look at it at their convenience.

Ms. Mitchell transitioned to discussing the press release quote, revisiting acknowledgement of additional stakeholders. She shared the draft press release on the screen with the HPC Members, noting that the draft had a space for their comments. Chair Smyth pointed out the verbiage of the area being occupied twice, being unsure of the accuracy of that statement. Council Member Liaison Roseman also suggested consistency of naming by using "Town of Boone" rather than "City of Boone," both of which were in the draft. The HPC and Adelia continued to discuss the "twice occupied" verbiage, with Chair Smyth deciding that "twice" should be removed.

Ms. Mitchell stated that she sent the CWT representative the two quotes from DBDA and Historical Society, so they would be included in the press release. She reiterated that the HPC's quote should communicate local excitement and a short description of the project's coming to fruition, in addition to a summary of local historical context. Council Member Liaison Roseman inquired if Eric Plaag, as a previous Town Council and HPC member, would be an appropriate choice for providing a quote as a Town Representative. Ms. Mitchell stated that her understanding was that the quote should instead come from the HPC, adding that it needed to be sent back to CWT today, the day of the meeting. She continued to discuss a framework for the quote and press release logistics with the HPC, displaying a draft on the screen for Commission members to review and edit.

Adelia left the meeting at 3:45pm.

Ms. Mitchell and the HPC continued to review and make small grammar changes to the draft press release, finalizing a draft that all were favorable of. Ms. Mitchell stated she would send the draft to CWT. She also noted that with the panel installation, CWT had also updated their website to display the location with a map pin and summary of the marker in Boone.

Review Final Draft of the Watauga Kraut Factory (Boone/Kraut Creek) Historic Marker Report

Ms. Mitchell opened discussion on the Kraut Creek marker by reiterating that the HPC needed to have a final draft approved before she approached Town Council. She continued to note that per Sewah Studios (the marker company previously used), there is an approximate 6-month turnaround time for fabrication of markers. She also stated that she would still have to obtain approval for the marker's location from Watauga County.

Commission Member Oxendine stated that she had refined the report with the HPC's suggestions. Ms. Mitchell displayed the report on screen for the HPC to review together. The HPC read and discussed the report, making grammatical and content edits.

Ms. Mitchell revisited the marker text options with the HPC, inquiring whether they preferred Option 1 or Option 4. After some discussion of content, verbiage, and grammar, the HPC decided on an edited combination of Options 1 and 4, a draft of which Ms. Mitchell typed out. Ms. Mitchell suggested that the HPC may now recommend the report be forwarded to Town Council alongside a request for funding, noting that any significant change in marker placement location could be addressed later. Ms. Mitchell confirmed the HPC's desired location for the marker and discussed logistics of placement, including signs that already were in place near the site, noting that it would ultimately require approval from Watauga County.

Commission Member Carter made a motion, seconded by Commission Member Gaetano, to recommend that the report be forwarded to Town Council alongside a request for funding of manufacturing and installation of the marker.

Vote: Aye – 5
Nay – 0

The motion passed.

Ms. Mitchell stated that she would ensure the completeness of this item, report and location consideration, prior to presenting it to Town Council. She also updated the HPC that she had put in an action item regarding this for the Town Council meeting on May 27, 2026.

Update on Text Amendment for Public Art (Murals) in the Historic District

Ms. Mitchell opened this discussion by mentioning the staff report, noting that the version of the staff report (shared on the screen) was presented at the Public Hearing held on April 27, 2026. She noted changes included in this staff report that were different from the HPC's last version, including added language about ghost signs (avoiding "false sense of history" with their restorations) and paint material guidelines. Additionally, language was also added in the General Standards section, proposed Section 11.03, to specify paint materials guidelines to be vapor permeable. She stated there would also be an addition the murals table in proposed Section 11.03.04, where there would language added to address murals on panels on unpainted or painted secondary and tertiary elevations, following the guidance in proposed Section 11.03 regarding installations through the mortar joints. She informed Chair Smyth that language to include vacant lots under "non-contributing" had

been added the property types for the mural chart in proposed Section 11.03.04 as well, addressing his question from the previous HPC meeting.

Commission Member Oxendine left the meeting at 4:33 pm.

Chair Smyth inquired if there were any further changes to the text amendment from the last HPC meeting. Ms. Mitchell pointed out a small clarifying change that was made referencing materials in proposed Section 11.03, and offered to send a revised staff report to the HPC members.

Other Matters

Ms. Mitchell transitioned to the Statement of Conformity Report as of April 27, 2026. She briefly highlighted the two items, the first being the HVAC work for the Town of Boone Planning & Inspections office at 680 W King St. She mentioned that part of the conduit on the back of the building would be painted to better blend in to the existing façade materials. The other item on the report was a rooftop HVAC installation for 713 W King St, which Ms. Mitchell stated had been reviewed by Town Staff and was also in progress.

Ms. Mitchell briefly noted that she, along with Amy Snider (Town of Boone Commercial Zoning Administrator), Chair Smyth, and Commission Member Gaetano attended an HPC Certified Local Government training in Hickory on Friday, May 1, 2026, and could share relevant details and ideas at a later date.

Vice Chair Bond inquired if there would be an HPC meeting on Tuesday, May 12, to which Ms. Mitchell reminded the HPC that the Quasi-Judicial (QJ) meeting had been canceled for lack of items. She noted that some QJ meetings may be expected in July based on timelines of current projects.

Adjournment

Commission Member Carter made a motion, seconded by Commission Member Gaetano, to adjourn the meeting at 4:38 pm.

Vote: Aye – 4
Nay – 0

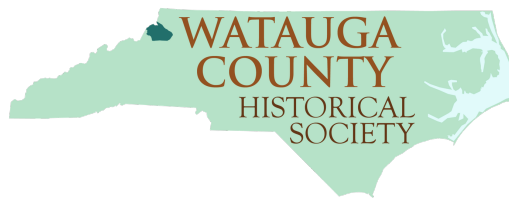
The motion passed.

Vardell Smyth-Chair

David Pedersen, Board Clerk

HPC Advisory Work Plan FY2026-2027

<i>Date Assigned</i>	<i>Task</i>	<i>Staus</i>
Ongoing	Board Training: Training necessary for CLG status; Staff to seek free to low-cost training as much as possible.	In Progress
FY2023-2024	Jones House Local Historic Landmark Designation: Final draft report pending to begin designation process.	In Progress
10/11/2023	Stoneman’s Raid Interpretative Panel: Anticipated completion in Spring 2026.	In Progress
FY2023-2024	Article 8 & Appendix D Revisions: Modifications to streamline and clarify requirements; add architectural terms glossary	In Progress
4/23/2025	Boone/Kraut Creek Historic Marker	In Progress
5/14/2025	Clawson Burnley Park Marker/Interpetative Panel	Pending*
8/9/2023	Ice House Alley Historic Marker	Pending*
FY2023-2024	Historic Distric Light Pole Banners	Pending*
1/28/2026	Boone Tobacco Industry Marker	On Hold
Ongoing	Boone Street Name/Histories Project	On Hold
Ongoing	Boone Cemetery Survey	On Hold
1/10/2024	Winklers Creek Dam Historic Marker	On Hold



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WCHS Announces Velma Rose Combs Burnley as Final 2022 Inductee to the WCHS Hall of Fame

December 28, 2022



Velma Burnley is seen here working at the Northwestern Bank in 1952. Image courtesy of Sarah Lynn Spencer and the Palmer Blair Collection, Digital Watauga Project

As part of ongoing activities associated with the Boone 150 celebrations in 2022, marking the 150th anniversary of Boone's official incorporation as a town on January 23, 1872, the Watauga County Historical Society (WCHS) has established the Watauga County Historical Society Hall of Fame. Throughout 2022, WCHS has named twelve individuals or groups—one each month—as members of the inaugural class of the WCHS Hall of Fame. For the month of December 2022, the WCHS is delighted to announce that Velma Rose Combs Burnley (1921-2019) has been named as the final inductee of this inaugural class of the WCHS Hall of Fame.

Throughout the 150 years of Boone's rich history, the town has been home to numerous influential women. From Constance Stallings to Roberta Jackson, these women helped shape the place we call home. One of the most significant among them is no doubt Boone's first female mayor, Velma Burnley (1921-2019).

Velma Burnley was born on November 14, 1921, in Vilas, NC, to Rose and Charley Combs. After an early graduation at the age of 16 from Cove Creek High School, Velma moved to Charlotte and attended Queens University, then known as Queens College, and later returned to Boone, where she worked at Northwestern Bank on King Street, in the Watauga County Bank building. Working in our downtown's heart, her position at the bank allowed her to get to know many of the townspeople and establish relationships as well as a reputation for being a kind yet diligent worker. One follower of Digital Watauga's Facebook page recently commented on a picture of Velma, saying, "I enjoyed working beside Velma at Northwestern Bank in Boone in the 1970's. She was a very kind and professional mentor." Velma was also elected as the first woman vice president of Northwestern Bank, making it clear that she had a penchant for success and breaking glass ceilings.



Burnley was one of more than a dozen nominees for Centennial Queen during the 1949 Watauga County Centennial festivities. She is standing fifth from right in this image by Palmer Blair showing the various Centennial Queen nominees. Image courtesy of the Von and Mickey Hagaman Collection, Digital Watauga Project.

Active in the community throughout her life, Velma served on leadership boards of various organizations, including the Rural Economic Development Division, and was only the second woman to be elected as

president of the Boone Area Chamber of Commerce. In the 1950s, the *Watauga Democrat* made several mentions of the Boone Credit Women's Breakfast Club, where Velma served as president. The Credit Women's Breakfast Club was created in 1930, in Portland, Oregon, to form a cohesive group of women who were in the retail credit profession. With the goal of personal and professional development, chapters quickly spread throughout the country and internationally.

In 1987, Velma was elected to Boone Town Council, and two short years later was elected as the first woman mayor of the town. Crediting her successful political career to her experience getting to know Boone's people through her position at Northwestern Bank, she remained in her role as mayor until 2005. During her tenure as mayor, Velma oversaw a time in Boone's history that was marked by economic vitality. There's little doubt that her background as a leader of Northwestern Bank made her uniquely equipped to help foster this prosperous time. Her colleague and friend Lorretta Clawson—who also served as Boone mayor from 2005-2013, as well as many years on Town Council—remembers Velma Burnley as a “lovely lady, who led Boone during a time of tremendous growth,” and paved the way for other female leaders. Loretta fondly remembers many ribbon-cutting ceremonies with Velma and trips to Raleigh for meetings with the North Carolina League of Municipalities (a member-driven organization that is composed of representatives from various cities and towns in the state, dedicated to improving the lives of their citizens). Loretta stated that she and Velma were always warmly welcomed at these gatherings, since Boone was well-known throughout the state and admired for its development and beautiful location in the mountains.

In addition to her focus on the economic development of Boone, she also channeled energy to support causes rooted in compassion. Recognizing the need for an animal shelter in the area, Velma worked alongside Rachel Rivers Coffey and veterinarian Dr. Jack Martin to establish the Watauga Humane Society, with Velma serving as its first president. She also focused on establishing and protecting green spaces in Boone. Clawson-Burnley Park was opened and dedicated to Loretta Clawson and Velma Burnley in 2010, after they worked together to establish and protect this space at the Greenway. Not only a location for enjoying recreation and natural beauty, the wetlands at the park also provide vital ecological services, including filtering runoff water from impervious surfaces before returning to the South Fork of the New River. Burnley was also an ardent public library supporter. As Velma's daughter Lynn Kellem described in her obituary, “She was an avid reader, checking out four or five books from the library, reading them, returning them the next week.” A photograph of Velma as mayor still hangs in the southwestern corner of the Watauga County Public Library. It is also clear that Velma was a lover of the arts and worked closely with Appalachian State University, serving on advisory boards for both the Appalachian Summer Festival and the Turchin Center for the Visual Arts. She was awarded honorary alumni status from the University in 2006.



Burnley can be seen at the center of this image by Jamey Fletcher as she is sworn in with Clyde Greene and Jim Smith at the Boone Council Chambers by Judge Charles Lamm, likely in the late 1980s. Image courtesy of the Historic Boone Collection, Digital Watauga Project.

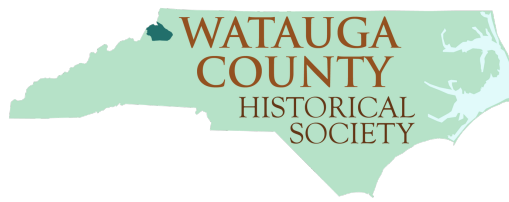
When we think of a life well lived and a legacy that touches so many facets of a community, Velma Burnley serves as a shining example of what one person can accomplish to benefit the lives of others, long after her own came to an end. Always lighting the torch for those who followed her, we can think of no better inductee than Velma Burnley to help lead us into the new year! The WCHS is delighted to honor Velma Rose Combs Burnley for her important contributions to Boone and Watauga County's social, educational, and cultural history.

The WCHS Hall of Fame honors individuals, either living or dead, who have made significant and lasting contributions to Watauga County's history and/or literature, including those whose efforts have been essential to the preservation of Watauga County's history and/or literature. Honorees need not have been residents of Watauga County. The WCHS is particularly interested in honoring individuals who meet the above criteria but who may have been overlooked in traditional accounts of Watauga County's history and literature, including women and people of color. Selections for this inaugural class were made from nominations submitted by members of the Digital Watauga Project Committee (DWPC) of WCHS. Beginning in 2023, the WCHS will also consider nominations from members of the public, which in turn will be evaluated by the DWPC.

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[← WCHS Awards Honorary Hall of Fame Spot to Dr. Eric P...](#) [WCHS Announces Gertrude Tolbert Folk as Next Inductee ...](#)



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WCHS Announces Loretta Guy Clawson as 2025 Inductee to WCHS Hall of Fame

December 11, 2025



Loretta Guy Clawson, image courtesy of the Town of Boone.

Ralph Lentz, II, and Eric Plaag
December 11, 2025

The Watauga County Historical Society (WCHS) continues to expand its roster of Hall of Fame inductees for the year 2025, building on an initiative started in 2022 as part of Boone's 150th anniversary celebrations. WCHS is delighted to announce that Loretta Carolyn Guy Clawson (b. 1944) has been selected as the second of its two inductees for 2025.

An eighth-generation resident of the High Country born in the Old Beech Mountain community to Enoch and Viola Ward Guy, Loretta attended Beech Mountain Elementary School before enduring daily school bus rides, one hour each way, to complete her secondary education at Cranberry High School. The year before starting high school, she met her future husband, L. D. Clawson, when he was visiting from Poga, Tennessee, as part of a church function. Loretta graduated high school in 1963, and she and L. D. married in 1964. After a brief stint in Lexington, NC, they moved to Boone in 1966, where they raised their two children—Larry Dean and Sheri Lea—and still live today.

Loretta began her working career in Boone as a sewing room supervisor at the Shadowline factory, worked briefly for Ray's King Burgers, then took a job in the Clerk of Superior Court's office as assistant clerk for four years. As a result of the relationships built in this position, including campaign work for then-Clerk of Court John T. Bingham, Loretta realigned her political allegiances with the Democratic Party, starting a decades-long commitment to party volunteer work and leadership. During this time she also completed some college work and earned a real estate broker license. In 1981, she took a job working for 20 years at the North Carolina Department of Transportation as an administrative assistant for the Watauga County Bridge Department.

In 1997, Loretta was elected to the Boone Town Council, where she served until 2005, when she was elected as Boone's second woman mayor. She served as mayor until 2013, retired for a year and half, then returned to the Boone Town Council, where she was re-elected to another term and served as mayor pro tempore until her final retirement from politics in 2021. During her political career, she served on several town boards, including the town's Community Appearance Commission, the Tree Board, and the Historic Preservation Commission.

As Mayor, Loretta worked with the chairwoman of Boone's Historic Preservation Committee, Bettie Bond, to enable the Town to purchase and successfully preserve the historic Downtown Boone US Post Office on King Street. In 2011, she also advocated for the Town's purchase of the Appalachian Theater, which was later sold to the non-profit Appalachian Theatre of the High Country organization that has restored it and made it the gem of Downtown Boone. Loretta also proposed the resolution for Doc Watson History Day in the Town of Boone. Loretta counts her strong support for steep slope and viewshed regulations as two of her most important, long-term legislative accomplishments on behalf of the community. She was also instrumental in securing neighborhood protections and passage of the 2030 Comprehensive Plan during her tenure in office.

In addition, as Mayor, Loretta established the water-conservation slogan "Every Drop Counts," and created the "Mayor's Tree Fund," which facilitated the Town of Boone being named a "Tree City USA." She traveled to Washington, DC, and Raleigh to advocate for a new water-intake system to prevent the town from running out of water. In 2010, Loretta received a letter from First Lady Michelle Obama congratulating Boone for being designated a "Preserve America Community." In 2012, NC Secretary of State Elaine Marshall came to Boone to induct Loretta into the Order of the Long Leaf Pine, since 1963 North Carolina's highest civilian award.

Since coming to Boone, Loretta has also been a supporter of the Southern Appalachian Historical Association, the production foundation behind *Horn in the West*, one of North Carolina's longest-running outdoor historic dramas. She currently serves as an at large member of SAHA's board of directors. Loretta also continues to actively participate in Boone and Watauga County's preservation of its rich history, serving on the Cultural Resources Board for the Town of Boone and as a proud member of the Daniel Boone Chapter of the Daughters

of the American Revolution. When asked about the inspiration behind her years of public service to her town, county, and state, she replied, "The people needed a voice."

In light of Loretta Guy Clawson's remarkable role in shaping the community and political landscape of Boone and Watauga County during her lifetime, including her staunch advocacy for the preservation of Boone's natural environment and rich local history, we are delighted to honor her with a well-earned spot in WCHS's Hall of Fame for 2025.

The WCHS Hall of Fame honors individuals, either living or dead, who have made significant and lasting contributions to Watauga County's history and/or literature, including those whose efforts have been essential to the preservation of Watauga County's history and/or literature. Honorees need not have been residents of Watauga County. The WCHS is particularly interested in honoring individuals who meet the above criteria but who may have been overlooked in traditional accounts of Watauga County's history and literature, including women and people of color. Selections for this year's class were made from nominations submitted by members of the Digital Watauga Project Committee (DWPC) of the WCHS as well as the public.

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[WCHS Announces Joe Miller as 2025 Inductee to the WCHS...](#)





**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Josh Stein
Secretary Pamela Brewington Cashwell

Office of Archives and History
Deputy Secretary Darin J. Waters, Ph.D.

May 28, 2026

Jessica Mitchell
Advanced Planning Specialist
Town of Boone
680 W. King St., Suite C
Boone, NC 28607

Email: jessica.mitchell@boonenc.gov

Dear Ms. Mitchell:

Thank you for your report regarding the Boone Historic Preservation Commission's activities during FY 2024-2025 as a Certified Local Government (CLG) in North Carolina's preservation program. As a CLG, Boone continues to play an important role in a national initiative to preserve the unique and valuable historic character of over 2,100 communities across the country. The CLG program provides for increasing local involvement in preservation and offers technical assistance and grants to participating local governments.

The following are minimum responsibilities, per the National Park Service, for continued participation in the CLG program:

1. Maintain a qualified historic preservation commission.
2. Enforce state and local legislation for the designation and protection of historic resources.
3. Maintain a system for survey and inventory of historic properties.
4. Provide for adequate public participation in the historic preservation program.
5. Review National Register nominations through a qualified local historic preservation commission.

Based on the information contained in the report, we are pleased that Boone is meeting the responsibilities for continued participation in the CLG program.

Your report indicates commission members and its staff were actively engaged during FY2024-2025 in fulfilling duties outlined in NC GS §160D-942. We were excited to hear about your work with interpretive panels for the local historic cemetery and collaboration with community organizations. We applaud you for your hard work and dedication to preservation.

In addition to the basic responsibilities noted above, CLGs must meet certain, more specific requirements set forth in the *Guidelines for North Carolina's Certified Local Government Program*. One of these requirements is to participate in annual training as the local community benefits from the commission's

increased knowledge and expertise. We commend Boone's staff and commission members' commitment to meeting these training requirements this past year.

Please keep in mind that the North Carolina State Historic Preservation Office is here to support you in your preservation efforts. We love to hear from you and encourage you to continue to call upon us for:

- Technical assistance –Restoration Specialist Audrey Thomas at audrey.thomas@dncr.nc.gov or 828-250-3107.
- National Register information –Architectural Survey Coordinator Beth King at Elizabeth.King@dncr.nc.gov or 828-250-3108.
- Additional support or questions - CLG Coordinator Kristi Brantley at kristi.brantley@dncr.nc.gov or 919-814-6576 or 919-623-2412 (cell).

We congratulate you on the continued certification of Boone as an important local government partner in North Carolina's historic preservation program. We thank the town, the historic preservation commission, and the citizens for all they do to preserve Boone's unique and irreplaceable historic resources and for the contribution their efforts make to its overall quality of life.

Best,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive, flowing style with a long, sweeping underline that extends to the right.

Kristi Brantley
Preservation Commissions Coordinator

Cc: Ramona Bartos, Deputy State Historic Preservation Officer



ToB - Statement of Conformity (SoC) Monthly Reporting for HPC

File Date	Application Number	Project Name	Permit Type	Permit Use	Location	Status	Issuing User
May 12, 2026	26-0316	222 Howard St - Statement of Conformity	Zoning	Statement of Conformity	216 HOWARD ST	Pending	Amy Snider

1 Permits