TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
DECEMBER 9, 2025, 3:00 PM
Planning & Inspections Department & WebEx Video Conferencing

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

Historic Preservation Commission Members Absent: Bettie Bond-Vice-Chair

Planning Staff Present: Amy Snider-Commercial Zoning Administrator, Brandon Wise-Deputy Director of Planning & Inspections, Jessica Mitchell-Advanced Planning Specialist (via WebEx), and David Pedersen-Administrative Staff

Other Town Staff/Representatives Present: Virginia Roseman-Council Member Liaison (via WebEx)

Call to Order

Chair Smyth called the Boone Historic Preservation Commission meeting to order at 2:55 pm. The meeting was held in the Planning & Inspections Conference Room at 680 West King Street and via WebEx.

Adoption of Agenda

Commission Member Carter made a motion to approve the agenda as presented. Commission Member Gaetano seconded the motion.

Vote: Aye – 4
Nay – 0
Absent – 1 (Bond)

The motion passed.

Approval of Meeting Minutes

Chair Smyth requested a change to the minutes to add the word "possibly" after "could" to read: "Chair Smyth noted that this might allow the Council time to modify the standards so that the mural could possibly be approved." The requested change is on packet page 4, minutes page 3. There were no other requested changes by the members.

Commission Member Gaetano made a motion to approve the minutes as amended. Commission Member Oxendine seconded the motion.

Vote: Aye – 4
Nay – 0
Absent – 1 (Bond)

The motion passed.

Chair Smyth provided a brief overview of the Historic Preservation Commission, its makeup, and function, and guidelines for Certificate of Appropriateness cases.

Case A25-0811 Ram's Rack – Certificate of Appropriateness

Resort Area Ministries, Inc., submitted an application for a Certificate of Appropriateness for Major Work for 877 West King Street, located in the Downtown Boone Local Historic District. The request is for roof

repairs to the building. The scope of work details changing the flashing around the parapet from tin to aluminum, changing the downspouts from six-inch PVC to a round sheet metal, and altering the chimney by removing the flue cover and adding an aluminum flashed cap.

Brandon Wise, Deputy Director of Planning & Inspections, and Amy Snider, Commercial Zoning Administrator, were sworn in by Chair Smyth.

Commission members indicated they had no fixed opinions, no conflicts of interest, and had not participated in ex parte communication regarding this case.

Mr. Kelly Barefoot and Mr. Lawrence Caviness were sworn in by Chair Smyth.

Chair Smyth asked the applicants if they had any objections to the contents of the meeting packet. No objections.

Ms. Snider explained the request as it was outlined in the meeting packet. Mr. Barefoot made one objection to the opening statement regarding the sheet metal: it will be square, not round, as it was written in the staff report.

Mr. Wise highlighted staff notes addressing the specific concerns about the proposed work, in particular items from Unified Development Ordinance (UDO) Appendix D 4.2 recommending repointing to repair masonry over wrapping in plastic with TPO membrane, and UDO Appendix D 7.6 for roof coverings being replaced with materials compatible with the old in color, and that white or very light roofing materials are not permitted unless historically appropriate.

There was no public comment for this case.

Chair Smyth discussed that the guidelines were clear on masonry repair by repointing and not covering the chimney with the TPO membrane. He had walked around the location, and the roof itself is not publicly visible, so per standards, the white membrane color would not be an issue other than the chimney. The applicant did not have an issue accepting the condition that the chimney be repointed.

Commission Member Gaetano asked whether the applicant would have to reapply due to the change regarding the chimney, and Chair Smyth advised that this could be completed under this case with the change as a condition of approval.

Mr. Barefoot inquired regarding the flashing on the parapet, stating that it was currently tin and the request is to change to aluminum, which has color options available, or if it could be left with the bright metal appearance. Ms. Snider advised that the proposed work was for the flashing to be matched to the surrounding color as much as possible, and Mr. Barefoot agreed to leave the proposed work as is. Mr. Barefoot also wanted the Commission to know there was an intention to add a roof hatch, which Chair Smyth clarified would not be publicly visible and therefore would not be an issue for the Commission. Mr. Wise added that the roof hatch would be considered as part of their building permit application.

Motion and Vote:

Commission Member Carter made a motion, seconded by Commission Member Gaetano, that the proposed development is congruous with the special character of the Downtown Boone Local Historic District. The COA is approved subject to the following conditions, as discussed:

- The chimney shall be repointed and repainted for repairs and will not be wrapped with the white TPO for waterproofing.
- Where there is a conflict between the application information and the plans (June 26, 2025), the plans control. Insignificant deviations may be permitted to comply with the requirements of the UDO.

- Any commitments and representations concerning the proposed exterior modification made by the applicant or its representatives at the public hearing shall also become a condition of the permit, and a basis for a stop work order and/or permit revocation if violated.
- The applicant shall submit the necessary applications, plans, details, and specifications which meet the requirements of the Town Code, UDO, Building Code, and any other applicable codes for review and approval necessary to issue Zoning and Building Permits.

Vote: Aye – 4
Nay – 0
Absent – 1 (Bond)

The motion passed.

With no further discussion, Chair Smyth closed this case.

Other Matters

Mr. Wise mentioned that Town Staff had submitted information to permit a roof replacement on the Jones House property. The roof replacement is to be a like-for-like replacement, with any insulation to be installed on the interior. The roof will be replaced with asphalt shingles in a similar color; the exact color is no longer available, but it will be as close as possible to the original. Mr. Wise added that this is being discussed, so the HPC was aware of this project on Town property, although it was not a Statement of Conformity application.

Jessica Mitchell, Advanced Planning Specialist, informed the Commission of her conversations with the Civil War Trails (CWT) marker program regarding the map design for the Stoneman's Raid interpretative panel. She shared the material on screen, and the material was distributed to the Commission members.

Map revision Option 1 was based on the Commission's suggestion at the December 2, 2025, Advisory meeting to remove the inset map and to add that material to the larger map. CWT Staff informed Ms. Mitchell that, in order to accommodate that change, the mountains on the top and bottom would be removed to make the map more horizontal.

Map revision Option 2 would involve keeping the inset map with modifications to make the map more understandable. The parenthetical labels for the Courthouse and Councill House locations would be moved to the corresponding points in the inset map. CWT would also find the best design option for adding callout lines to connect the shaded box on the wider map to the inset map. Street labels would be added to the larger map where Highway 321 would also be labeled as "King St," and the inset map would also include a "Queen St" label. Ms. Mitchell added that the CWT would also remove the "You Are Here" label in the inset map since both included the star, and since the wider map would keep the label.

The CWT were amenable to the Commission's changes as follows for either design option:

- To change "KEOGH" to "Union Cavalry"
- To change "Home Guard" to "Confederate Home Guard Retreat"
- To identify in a legend the red arrows with wavy lines as the Confederate Home Guard Retreat, and to identify the red boxes in the inset map as troop fallback locations
- Add "College Street" identifier to map

Additional changes that would apply to either map design option are to:

- Remove the last line of added text to the quote that states "Union forces reported no casualties."
- Make the image citation text smaller

- Adding to the legend that the blue arrows represent “attack,” where the red arrows represent “retreat”

A final note Ms. Mitchell shared is that map revision Option 2 would be something that could be included in a revised design proof. Alternatively, map revision Option 1 would be considered a major design change by the CWT Staff and would not be revised until other reviews are completed.

With that explanation, Commission members then discussed and agreed to Option 2. Chair Smyth added that, if needed for space on the wider map, the red wavy arrows could be removed; Ms. Mitchell said she would share that with CWT.

Ms. Mitchell concluded that she would share the HPC’s input with CWT and hoped to have a revised proof for the January 6, 2026, Advisory meeting.

Adjournment

Commission Member Gaetano made a motion, seconded by Commission Member Carter, to adjourn the meeting at 3:35 pm.

Vote: Aye – 4
Nay – 0
Absent – 1 (Bond)

The motion passed.

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Vardell Smyth, Chair **Amy Snider, Commercial Zoning Administrator**