TOWN OF BOONE
HISTORIC PRESERVATION COMMISSION
MEETING MINUTES
DECEMBER 10, 2024, 3:00 PM
Planning & Inspections Department & WebEx Video Conferencing

Historic Preservation Commission Members Present: Vardell Smyth-Chair, Bettie Bond-Vice-Chair, and Ayden Basinger

Council Liaison: Virginia Roseman (via WebEx)

Planning Staff Present: Brandon Wise-Deputy Director, Jessica Mitchell-Advanced Planning Specialist, and Amy Snider-Commercial Zoning Administrator

Other Town Staff/Representatives Present: Allison Meade-Town Attorney (via Webex)

Call to Order

Chair Smyth called the Boone Historic Preservation Commission meeting to order at 3:02 p.m. The meeting was held in the Planning & Inspections Conference Room at 680 West King Street and via WebEx.

Adoption of Agenda

Commission Member Basinger made a motion to approve the agenda as presented. The motion was seconded by Vice-Chair Bond.

Vote: Aye – 3
Nay – 0

The motion passed.

Approval of Minutes

Commission Member Basinger made a motion to approve the minutes as presented. The motion was seconded by Vice-Chair Bond.

Vote: Aye – 3
Nay – 0

The motion passed.

Adoption of Written Decision

Commission Member Basinger made a motion to approve the written decision as presented. The motion was seconded by Vice-Chair Bond.

Vote: Aye – 3
Nay – 0

The motion passed.

Public Comment

There was no public comment.

Chair Smyth provided a brief synopsis of the Historic Preservation Commission, its makeup, and its function.

Case A24-0698 Professional Office Group – Certificate of Appropriateness

Linda L. Johnson, on behalf of Professional Office Group LLC, has submitted an application for a Certificate of Appropriateness for Major Work for 756 West King Street located in the Downtown Boone Local Historic District. The request includes modifications to the primary facade roof to remove the existing skylights from the building.

Jessica Mitchell and Brandon Wise, Town Staff members, and Linda Johnson, applicant for the project and Assistant Manager Miller and Johnson Law, PLLC, 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.

Chair Smyth asked Ms. Johnson if she had any objections to the contents of the meeting packet. Ms. Johnson replied that she had no objections.

Ms. Johnson discussed the architectural history of the building, described as a contemporary design built in 1981, so it is not considered a historic building. The existing skylight is handmade with six two-foot-wide panes that leak, which causes safety issues inside the building's foyer. Miller Industries has maintained and repaired the skylight in the past by replacing the rubber membranes with the understanding that it will only last about twelve months. In discussing the current condition with Miller Industries and Greene Construction, she explained that there is no replacement skylight available that would match and any new skylight would be a bubble-shaped design.

Vice-Chair Bond inquired on the second skylight on the building and Ms. Johnson responded that it was not publicly visible so it had been replaced in the past and does not leak. Ms. Johnson proposed that removing the primary facade skylight would be more architecturally in line with other Downtown buildings rather than replacing the skylight. She further noted that it would be consistent with neighboring buildings of 828 Real Estate and the Fire Department to replace with shingles, and that the shingles would be a slightly different color but concurrent and congruous with the rest of the neighborhood.

Deputy Director Brandon Wise referenced the Staff Report for the Commission members, including that this building was not included in the historic district's architectural survey, and guidance that Standards were included for consideration since it is within the historic district. General discussion based around the building being outside of the historic district's period of significance, skylights were incompatible with the district, and it is more congruent to replace with shingles that match the existing roof.

There was no public comment on this case.

Motion and Vote:
Vice-Chair Bond made a motion, seconded by Commission Member Basinger, 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:

- Where there is a conflict between the application information and the plans (August 30, 2024), 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 – 3
Nay – 0

The motion passed.

Other Matters

Ms. Mitchell provided an update regarding the Stoneman's Raid Interpretative Panel. She explained that she sent to Drew Gruber, Executive Director for Civil War Trails, the remaining items discussed at the December 3, 2024, Advisory meeting, which includes the Wiser map image instead of a revised sketch map, Major-General Thomas' quote, and the notes regarding updating wording from Chair Smyth. She continued that in communicating with Mr. Gruber he had some additional questions and suggested a meeting to review. Ms. Mitchell proposed to the Commission that she schedule that meeting between Chair Smyth, as project lead, Mr. Gruber, and herself to discuss those questions. Discussion on possible dates and availability through the month, including the potential to plan for one of the scheduled HPC January meetings, since there are no cases for a quasi-judicial hearing in January, allowing all members to be present. The group decided for Ms. Mitchell to follow up with Mr. Gruber to see if he would be available to meet with the Commission, either on January 7 or 14, whichever date would be better for Mr. Gruber, cancelling the remaining meeting.

Adjournment

Chair Smyth adjourned the meeting at 3:36 p.m.

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