Town of Boone
Town Council
Special Meeting
9:00 AM
November 18, 2026
Town Council Chambers
1500 Blowing Rock Road

1. **Call to Order**
2. **Moment of Silence**
3. **Announcements**
   A. Announcement of Board Vacancies
4. **Tentative Agenda Adoption**
5. **Approval of Proclamations and Resolutions**
   A. Approval of Resolution - M. Teague
   B. Approval of Resolution - S. Robbins
   C. Approval of Resolution - G. Hayes
6. **Public Hearing - Fee Schedules**
7. **Public Comment**
8. **Requested Appearances**
   A. Craig Hughes - AppalCART
9. **Approval of Items on Consent Agenda**
   A. Resolution of Intent to Apply for Funding for Lead Service Line Inventory and/or Replacement Projects
   B. Approval of Application to NCOSBM's Helene Local Government Capital Grant Program for the Public Works Facility
   C. Approval of Budget Amendments
   D. Monthly Financial Report
   E. Approval of Minutes
10. **Planning Matters**
    A. Discussion of Planning & Inspections Fee Schedules
    B. Presentation of Results from the September 16, 2026, Walk Audit

C. Watauga County Comprehensive Transportation Plan Steering Committee Update

11. Council Matters

A. Consideration of Town of Boone Fee Schedules

B. Consideration and Approval of Statement of Work - Cherry Bekaert Advisory, LLC

C. CDBG-DR Workforce Housing For Ownership Grant Update

D. Discussion of SAHA License Agreement

12. Mayor Report

13. Town Manager Report

14. Town Attorney Report

15. Board Liaison Reports

16. Closed Session

A. N.C. Gen. Stat.§ 143-318.11(a)(1), to review, approve, and seal closed session minutes from Council's prior closed session(s).

B. N.C. Gen. Stat.§ 143-318.11(a)(3), to consult with the Town Attorney in order to preserve the attorney-client privilege between the attorney and the Town Council, and obtain legal advice, consider, and/or give instructions to the attorney concerning one or more potential legal claims.

C. N.C. Gen. Stat.§ 143-318.11(a)(6), to consider the qualifications, competence, performance, character, fitness, conditions of appointment, or conditions of initial employment of an individual public officer or employee or prospective public officer or employee.

17. Potential Action Following Closed Session

18. Adjournment

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Nicole Harmon, Town Clerk

Department: Administration

Contact Phone: 828.268.6200

Email: nicole.harmon@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Information

Item Title: Announcement of Board Vacancies

Summary of Information: Please see the attached list of current board vacancies.

PUBLIC NOTICE

The Town of Boone is currently soliciting applications from people who would like to serve on the following boards:

POSITIONS OPEN

BOARD OF ADJUSTMENT
Three alternate positions

CULTURAL RESOURCES ADVISORY BOARD
One student position

PLANNING COMMISSION
One regular position

The next application deadline is **November 25, 2026,** by **5 p.m.** If you qualify for any of the positions and would like to apply, please contact Town Clerk Nicole Harmon at 268-6200 or e-mail Nicole.harmon@boonenc.gov for more information. You may also visit the Town's Website at boonenc.gov to view information about the various boards and to download an application form.

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Submitted By: Nicole Harmon, Town Clerk

Department: Administration

Contact Phone: 828.268.6200

Email: nicole.harmon@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Approval of Resolution - M. Teague

Summary of Information: Please see attached for Council's consideration and approval a resolution of appreciation for Assistant Fire Chief, Mike Teague.

RESOLUTION OF APPRECIATION

WHEREAS, Mike Teague has dedicated forty years of service to the Town of Boone and its citizens through his distinguished career with the Boone Fire Department; and,

WHEREAS, Mike began his career as a volunteer firefighter in January 1984. He began his career with the Town of Boone in August 1989 when he was hired as Fire Inspector, beginning a career marked by professionalism, dedication, and a commitment to protecting the lives and property of the Boone community; and,

WHEREAS, in recognition of his knowledge, leadership, and abilities, Mike was promoted to Assistant Fire Marshal in July 1993, transferred to the position of Lieutenant in March 2005, promoted to Fire Captain in December 2010, and reclassified as Assistant Fire Chief/Fire Marshal in December 2014; and,

WHEREAS, throughout his career, Mike has faithfully served the citizens of Boone, his fellow Town employees, and the members of the Boone Fire Department, providing steady leadership, institutional knowledge, and a wealth of experience developed over four decades of public service; and,

WHEREAS, Mike's service has extended well beyond the responsibilities of his position, and his commitment to fire prevention, public safety, and the Boone Fire Department has made a lasting contribution to the Town and the community he has served; and,

WHEREAS, Mike has earned the respect and appreciation of his colleagues through his dedication, professionalism, and many years of service, and his experience and presence within the Boone Fire Department will be greatly missed; and,

NOW, THEREFORE, BE IT RESOLVED, that the Boone Town Council, on behalf of the citizens and employees of the Town of Boone, expresses its sincere appreciation and gratitude to Assistant

Fire Chief Mike Teague for his forty years of dedicated service to the Town of Boone and wishes him many years of happiness, good health, and well-deserved enjoyment in his retirement.

Adopted by unanimous vote of the Town Council on the 18th day of November, 2026.

_____
Mayor Dalton George

ATTEST:

_____(SEAL)
Town Clerk Nicole Harmon

Town of Boone
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Submitted By: Nicole Harmon, Town Clerk

Department: Administration

Contact Phone: 828.268.6200

Email: nicole.harmon@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Approval of Resolution - S. Robbins

Summary of Information: Attached for Council's consideration and approval are a resolution of appreciation and a resolution for the award of service weapon to Assistant Police Chief Shane Robbins.

RESOLUTION OF APPRECIATION

WHEREAS, Shane Robbins will retire from the Town of Boone, North Carolina, on November 30, 2026, following more than three decades of dedicated service to the Town and its citizens; and,

WHEREAS, Shane began his service with the Town of Boone in July 1991 as a part-time laborer with the Fire Department. He was hired as a full-time Police Officer in March 1995 and transferred to Investigations in October 1999. In December 2000, he was promoted to Master Police Officer before briefly leaving Town employment in 2001. Shane returned to the Town in September 2004 as a Fire Driver/Operator and was promoted to Senior Fire Driver/Operator in January 2007. In February 2012, he returned to the Police Department as Police Administrative Sergeant, was promoted to Police Lieutenant in February 2019, and ultimately to Police Major in September 2020; and,

WHEREAS, throughout his career, Shane has demonstrated exceptional dedication, integrity, and genuine concern for the citizens of Boone, his fellow Town employees, and the Town Council; and,

WHEREAS, Shane's intelligence, sound judgment, extensive institutional knowledge, and ability to approach even the most challenging situations with thoughtfulness and perspective have made him an invaluable resource to the Town and to those fortunate enough to work alongside him; and,

WHEREAS, Shane's unmistakable dry wit will be greatly missed by his colleagues, along with his steady presence, friendship, and willingness to lend his experience whenever needed; and,

WHEREAS, Shane has served the Town of Boone with honesty, loyalty, professionalism, and an enduring commitment to public service, leaving a lasting impact on the organization and the community he has served for so many years.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF BOONE, NORTH CAROLINA, that the Town Council hereby expresses its sincere appreciation and profound gratitude to Shane Robbins for his many years of dedicated service and for the numerous contributions he has made to the Town of Boone and its citizens.

BE IT FURTHER RESOLVED that the Town Council extends its warmest congratulations to Shane upon his well-earned retirement and wishes him and his family good health, happiness, many blessings, and all the very best in the years ahead.

Adopted by unanimous vote of the Town Council on the 18th day of November, 2026.

_____
Mayor Dalton George

ATTEST:

_____(SEAL)
Town Clerk Nicole Harmon

RESOLUTION

The members of the Boone Town Council, meeting in regular session on November 18, 2026, do hereby adopt and pass the following resolution:

WHEREAS, Shane Robbins will retire on November 30, 2026, after serving the Boone Police Department in an exemplary fashion; and

WHEREAS, his contribution to the service of the Town of Boone and its citizens will always be appreciated;

NOW, THEREFORE, BE IT RESOLVED, that Assistant Chief Shane Robbins shall be awarded his Police badge and a service weapon as follows:

Glock Model 19 9 MM Serial # BPXA833

Furthermore, a copy of this Resolution shall be given to Assistant Chief Shane Robbins.

Adopted this 18th day of November, 2026.

_____

Mayor Dalton George

ATTEST:

_____(SEAL)

Nicole Harmon, Town Clerk

Town of Boone
Agenda Item Action Request Form

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Submitted By: Nicole Harmon, Town Clerk

Department: Administration

Contact Phone: 828.268.6200

Email: nicole.harmon@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Approval of Resolution - G. Hayes

Summary of Information: Attached for Council's consideration and approval are a resolution of appreciation and a resolution for the award of service weapon to Sergeant Geoff Hayes.

RESOLUTION OF APPRECIATION

WHEREAS, Police Sergeant Geoff Hayes has faithfully served the Town of Boone and its citizens for more than two decades, beginning his career with the Boone Police Department when he was hired as a Police Officer in September 2002; and,

WHEREAS, throughout his career, Geoff demonstrated a strong commitment to public service and professional growth, earning a promotion to Senior Police Officer in July 2004, Master Police Officer in January 2006, and Sergeant in April 2012, while also serving as a dedicated member of the Department's Special Weapons and Tactics (SWAT) Team; and,

WHEREAS, in February 2019, Geoff transferred to the position of Administrative Sergeant, where his experience, knowledge, and steady leadership were an asset to the Police Department, and in December 2022, he transferred to the position of Police Community Resource Sergeant, continuing his commitment to community-oriented policing and strengthening relationships between the Police Department and the citizens it serves; and,

WHEREAS, in his most recent role as the Downtown Officer, Geoff became a familiar and trusted presence throughout Downtown Boone, working closely with downtown businesses, employees, residents, visitors, and patrons to address concerns, provide assistance, promote public safety, and foster positive relationships between the Police Department and the downtown community; and,

WHEREAS, Geoff approached his work downtown with professionalism, patience, common sense, and a genuine willingness to help, understanding that effective community policing is built not only through enforcement, but also through relationships, communication, visibility, and trust; and,

WHEREAS, through his daily interactions with downtown business owners and patrons, Geoff represented the Town of Boone and the Boone Police Department with distinction, becoming a valued resource to those who work, live, shop, dine, and visit downtown and contributing greatly to the welcoming sense of community that makes Downtown Boone special; and,

WHEREAS, beyond his many professional contributions, Geoff has been a cherished friend and colleague whose presence has made the workday a little more enjoyable, and his fellow employees will fondly remember the simple traditions and moments shared over the years, from daily trivia over a cup of coffee, to Thursday lunches, to time spent sitting on the bench watching the comings and goings of downtown Boone, where conversations, laughter, stories, and friendships became some of the best memories of working alongside him. These moments will remain long after his final day in uniform; and,

WHEREAS, Geoff's experience, institutional knowledge, dedication to the community, sense of humor, friendship, and familiar presence will be greatly missed by his fellow employees, the downtown business community, Town officials, and the many citizens and visitors whose lives he has touched throughout his years of service; and,

WHEREAS, in recognition of Geoff's many years of dedicated service to the Town of Boone, the Town Council is pleased to gift to him the surplus wooden Town of Boone sign formerly displayed in the Town Council Chambers as a retirement gift and lasting reminder of the community he has served so faithfully for more than two decades; and,

NOW, THEREFORE, BE IT RESOLVED, that the Boone Town Council, on behalf of the citizens and employees of the Town of Boone, hereby expresses its sincere gratitude and appreciation to Police Sergeant Geoff Hayes for his outstanding service, dedication, friendship, and commitment to the Town of Boone and wishes him much-deserved time at the Farm, good health, happiness, plenty of good coffee, and many more Thursday lunches and afternoons spent on a bench enjoying the view in his well-earned retirement.

Adopted by unanimous vote of the Town Council on the 18th day of November, 2026.

_____
Mayor Dalton George

ATTEST:

_____(SEAL)
Town Clerk Nicole Harmon

RESOLUTION

The members of the Boone Town Council, meeting in regular session on November 18th, 2026, do hereby adopt and pass the following resolution:

WHEREAS, Geoff Hayes will retire on November 30, 2026, after serving the Boone Police Department in an exemplary fashion; and

WHEREAS, his contribution to the service of the Town of Boone and its citizens will always be appreciated;

NOW, THEREFORE, BE IT RESOLVED, that Sergeant Geoff Hayes shall be awarded his Police badge and a service weapon as follows:

Glock Model 19 9 MM Serial # BPXA866

Furthermore, a copy of this Resolution shall be given to Sergeant Hayes.

Adopted this 18th day of November, 2026.

_____

Mayor Dalton George

ATTEST:

_____(SEAL)

Nicole Harmon, Town Clerk

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Nicole Harmon, Town Clerk

Department: Administration

Contact Phone:

Email: director@appalcart.com

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Information

Item Title: Craig Hughes - AppalCART

Summary of Information: AppalCART is putting together a Seasonal Mobility Program grant application for funding to cover service to the Farmers' Market and some other seasonal services that AppalCART provides or could provide. The grant application requires a Memorandum of Understanding (MOU) between AppalCART and funding partners listed in the application and allows us to request up to $130,000 per funding partner. I am hoping to include AppalCART, App State, and the Town of Boone as funding partners. We already have a MOU with App State.

The Farmers' Market/ Horn In The West is currently served by our Gray Route. The AppalCART Board agreed to try the route during the current fall semester at App State and the spring semester of 2027 to see if ridership may warrant continued service. The route gives App State students as well as local residents access to locally grown food. The route also serves the following locations:

- Rivers Walk Apartments
- App State Child Development Center

- App State Living Learning Center
- App State Walker Hall
- App State Schaefer Center
- App State Garwood Hall
- Hardin St Crosswalk
- King St/Hillside Drive
- Ivy Terrace
- 610 State Farm Rd
- App State State Farm Lot/Greenway
- Horn Ave
- Horn In The West
- App State Skywalk

The Saturday Schedule for the Gray Route is 9:05 am – 6:05 pm. Previously, the Gray Route, on Saturdays, had served as a game day route during football season.

The grant does not require a local match for the first year. It requires a match of 15% the second year and then 30% of the third year of the grant. Only years 1 and 2 are covered in this initial application.

To serve Horn In the West on Saturdays for the entire year is currently $40,400 based on our fully allocated cost. A 15% match of $6,060 would be needed for calendar year 2028, and a 30% match of $12,120 for calendar year 2029 if the service is continued. The MOU would not require the Town to participate in the match. However, the AppalCART Board may want to make sure someone other than AppalCART is willing to cover the match if the project is included in the grant application. Like I stated earlier, the more partners we list, the more funding we are eligible to receive. There will be other projects listed in the grant application. Funding partners are limited to cities, towns, counties, transit systems, public universities, or community colleges.

I have been unable to locate an existing MOU between the Town and AppalCART.

AppalCART will also likely include the following services in the grant application:

- Game Day Routes
- Game Day Disability Shuttles
- Wellness District Route Service
- Orange Tripper (The bus would only run during peak travel periods on weekdays to alleviate overcrowding on our existing Orange Route).

The total grant application request will be around $300,000 as it currently stands.

My two requests are:

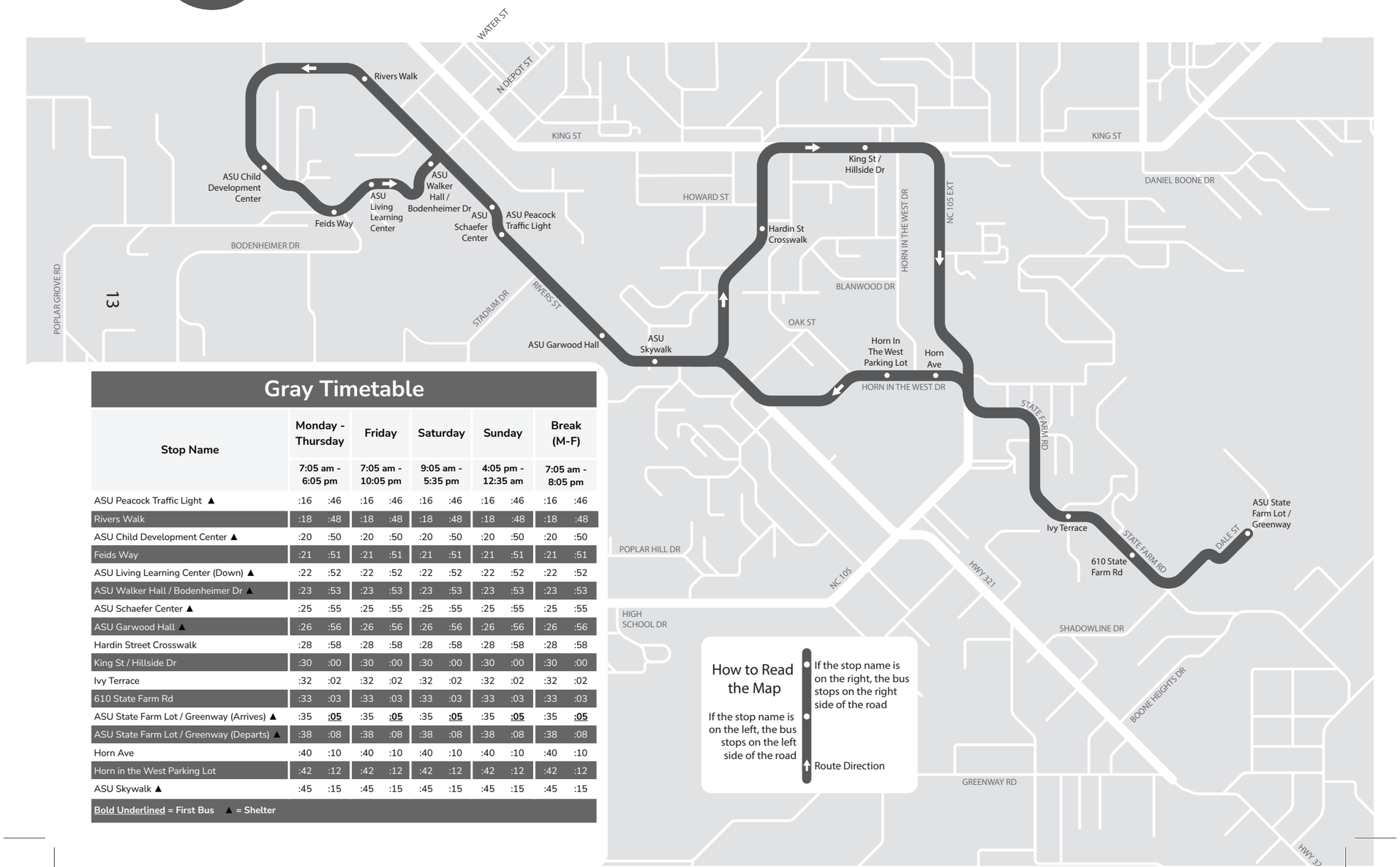
1. Will the Town consider adopting the MOU prior to the submission of the grant application on December 18th?
2. Would the town like to contribute matching funds for the Farmers' Market route on Saturdays in calendar years 2028 and 2029? We need to know what to include on our local match certification as part of the grant application. The program guidance states we will need a local resolution for the local match which could be approved at your December Council meeting

The following have been attached as supporting documentation:

1. Gray Route Map
2. Seasonal Mobility Program Guidance

GY

Rivers St- Poplar Grove Rd - Bodenheimer Dr - Hardin St - King St - NC 105 Ext - State Farm Rd - Horn in the West Dr



Gray Timetable

Stop Name	Monday - Thursday		Friday		Saturday		Sunday		Break (M-F)	
	7:05 am - 6:05 pm		7:05 am - 10:05 pm		9:05 am - 5:35 pm		4:05 pm - 12:35 am		7:05 am - 8:05 pm	
ASU Peacock Traffic Light ▲	:16	:46	:16	:46	:16	:46	:16	:46	:16	:46
Rivers Walk	:18	:48	:18	:48	:18	:48	:18	:48	:18	:48
ASU Child Development Center ▲	:20	:50	:20	:50	:20	:50	:20	:50	:20	:50
Feids Way	:21	:51	:21	:51	:21	:51	:21	:51	:21	:51
ASU Living Learning Center (Down) ▲	:22	:52	:22	:52	:22	:52	:22	:52	:22	:52
ASU Walker Hall / Bodenheimer Dr ▲	:23	:53	:23	:53	:23	:53	:23	:53	:23	:53
ASU Schaefer Center ▲	:25	:55	:25	:55	:25	:55	:25	:55	:25	:55
ASU Garwood Hall ▲	:26	:56	:26	:56	:26	:56	:26	:56	:26	:56
Hardin Street Crosswalk	:28	:58	:28	:58	:28	:58	:28	:58	:28	:58
King St / Hillside Dr	:30	:00	:30	:00	:30	:00	:30	:00	:30	:00
Ivy Terrace	:32	:02	:32	:02	:32	:02	:32	:02	:32	:02
610 State Farm Rd	:33	:03	:33	:03	:33	:03	:33	:03	:33	:03
ASU State Farm Lot / Greenway (Arrives) ▲	:35	**:05**	:35	**:05**	:35	**:05**	:35	**:05**	:35	**:05**
ASU State Farm Lot / Greenway (Departs) ▲	:38	:08	:38	:08	:38	:08	:38	:08	:38	:08
Horn Ave	:40	:10	:40	:10	:40	:10	:40	:10	:40	:10
Horn in the West Parking Lot	:42	:12	:42	:12	:42	:12	:42	:12	:42	:12
ASU Skywalk ▲	:45	:15	:45	:15	:45	:15	:45	:15	:45	:15

Bold Underlined = First Bus ▲ = Shelter

Seasonal Mobility Program

1.3.1 Purpose of Funding Source

The purpose of the Seasonal Mobility Program is to provide supplemental public transportation services during peak tourist seasons and other eligible special events. Funding may support the operation of shuttles, trolleys, trams, and, when necessary, buses to accommodate increased transportation demand during these periods.

Seasonal Mobility services are intended to provide convenient and reliable connections between designated parking areas, visitor destinations, event venues, and established trolley or tram stops. By providing transportation to and from these locations, the program will improve access to attractions and events while helping to alleviate increased traffic congestion and parking demand associated with tourism and special events.

Grant funds may be used to support eligible operating expenses associated with the direct provision of transportation services, contracted transportation services, or a combination of both. The program is intended to:

- Enhance mobility for residents and visitors;
- Improve access to community events, attractions, and destinations;
- Support local businesses and tourism-related activities;
- Provide safe, reliable, and efficient transportation options during peak periods.

1.3.2 Notes on Eligible Projects

Seasonal Mobility funds must be used directly for eligible public transportation projects and may not be used to supplant or offset existing local funding requirements. Funding is limited to eligible **operating expenses**.

The lead agency will serve as the applicant and recipient of Seasonal Mobility funds and will be responsible for coordinating the project and submitting reimbursement requests to NCDOT IMD.
Projects must involve coordination between **at least two participating entities**, which may include cities, towns, counties, transit systems, public universities, or community colleges. At least one participating agency, including the lead/applicant agency, must be an **NCDOT IMD transportation grantee**.

Proposed services should demonstrate a clear need for supplemental transportation during a defined peak season or special event period. Routes and service plans should be designed to enhance mobility for residents and visitors, improve access to destinations and events, support local businesses and attractions, and provide a safe and efficient transportation option during periods of increased community activity.

Services must be open to the public and cannot charge premium fares. ***Charter services are not eligible.***

Funding Amount and Period of Performance

Seasonal Mobility funding is limited to a maximum of **$130,000 per year for each participating grantee** within the coordinated project. The period of performance for Seasonal Mobility grants will be **January 1 through December 31** of each grant year.

The anticipated state and local funding shares are:

Grant Year	State Funding Percentage	Local Match
2027	100%	0%
2028	85%	15%
2029	70%	30%

1.3.3 Priority of Grant Award

NCDOT IMD may award funding at an amount below the maximum allowable level based on the quality, scope, demonstrated need, and number of applications received. This flexibility allows NCDOT IMD to maximize available funding while supporting projects that advance the goals and objectives of the Seasonal Mobility Program.

Please Note: The FY 2028 Seasonal Mobility/ConCPT Program is expected to be highly competitive. Applicants should understand that funding priority will be given to applications that demonstrate:

- Comprehensive project planning;
- A clearly defined and feasible service plan;
- Strong coordination among participating agencies;
- A well-documented transportation need;
- A high level of project readiness and development; and
- A clear and measurable impact on transportation services and community mobility, as well as the community as a whole.

Applicants are expected to thoroughly evaluate and develop their proposed projects before applying. Applications should clearly identify the proposed service, participating agencies, service area, transportation need, operating plan, anticipated outcomes, and proposed use of grant funds.

Applications that are incomplete, insufficiently developed, or do not provide a clearly defined and feasible project plan may be less competitive for available funding**.**

1.3.4 Applicant Requirements

Minimum Number of Partners	2
Maximum Number of Partners	N/A
Maximum funding per partner	$130,000
Funding Split	2027 – 100% State 2028 – 85% State / 15% Local 2029 - 70% State / 30% Local
Funding Use	Operating Only
Due Date	TBD
Application Type	Competitive
Submission Requirements	**1. Budget in EBS** **2. Written application submitted in EBS** **3. Memorandum of Understanding between participating agencies** **4. 2028 and after – resolution approving local match**

Town of Boone
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Submitted By: Joshua Eller, Deputy Director of Public Works

Department: Public Utilities

Contact Phone: 828.268.6250

Email: josh.eller@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Resolution of Intent to Apply for Funding for Lead Service Line Inventory and/or Replacement Projects

Summary of Information: Resolution of intent to apply for funding of Lead Service Line Inventory and/or Replacement projects. Staff recommends approval, as these projects are mandated by the state and federal governments.

RESOLUTION BY GOVERNING BODY OF APPLICANT

WHEREAS, The Town of Boone has a need for and intends to construct, plan for, or conduct a study for projects described as Lead Service Line Inventory and/or Replacement; and

WHEREAS, The Town of Boone intends to request State loan and/or grant assistance for these projects,

NOW THEREFORE BE IT RESOLVED, BY THE TOWN COUNCIL OF THE TOWN OF BOONE:

That the Town of Boone, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.

That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.

That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.

That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Boone to make a scheduled repayment of the loan, to withhold from the Town of Boone any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.

That William H. Perkins, Jr., Interim Town Manager, the **Authorized Representative** and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.

That the **Authorized Representative**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.

That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, ordinances, and funding conditions applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted this 18th day of November, 2026, at Boone, North Carolina.

FORM FOR CERTIFICATION BY THE RECORDING OFFICER

The undersigned duly qualified and acting clerk of the Town of Boone does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Town of Boone Town Council duly held on the 18th day of November, 2026; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office. IN WITNESS WHEREOF, I have hereunto set my hand this 18th day of November, 2026.

_____

(Signature of Recording Officer)

_____

Nicole Harmon, Town Clerk

Note: An Attestation by the Clerk/Recording Officer may be used in lieu of the Form for Certification by the Recording Officer.

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Laney Wise, Grants Coordinator/Communications

Department: Administration

Contact Phone: (828) 268-6200

Email: laney.wise@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Approval

Item Title: Approval of Application to NCOSBM's Helene Local Government Capital Grant Program for the Public Works Facility

Summary of Information: Town staff requests approval of the attached application for the North Carolina Office of State Budget Management's Helene Local Government Capital Grant Program. If approved, the application will be submitted for $4.8 million to help fund the new Public Works Facility which will be located on Highway 421.

Hurricane Helene Local Government Capital Grant Program Application

Organization Name

- Town of Boone

Organization Type

- Municipality

Organization Municipality

- Town

Point of Contact Information

- Laney Wise, Grants Coordinator
- Laney.wise@boonenc.gov
- (828) 268-6206

FEMA Status and Other Project Funding:

- Did you apply for FEMA PA in any FEMA Category?
    a. No

FEMA Response:

- Project is Not Eligible for FEMA PA

Not Eligible for FEMA PA - Brief Description:

Provide a brief description why the project is not eligible for FEMA PA. If you are attaching a denial letter, or other documentation from FEMA, you must outline those attachments here.

- The Town of Boone has not submitted this project for FEMA Public Assistance (PA). The proposed project involves the construction of a new Public Works Complex and the relocation of existing operations to a more resilient site, rather than the repair or restoration of infrastructure physically damaged by Hurricane Helene. Although Hurricane Helene exposed significant operational and facility vulnerabilities, the existing Public Works facility was not destroyed. The project is intended to proactively mitigate these vulnerabilities, strengthen continuity of essential municipal services, and improve the Town's ability to respond to future disasters. Based on the nature and scope of the proposed work, the Town is not pursuing FEMA PA funding for this project.

FEMA Category: Can Choose Multiple

Which FEMA Public Assistance Categories describe this damage and subsequent repair needs?

- Category E: Public buildings and equipment

Other Funding- Type

Has the applicant received, applied for, or intend to apply for other funding (federal, state, or private) to support this project?

- Yes

Non-FEMA Funding- Other

- The Town of Boone has committed $5 million from its Water and Sewer Enterprise Fund toward construction of the proposed Public Works Complex. Additionally, the Town anticipates receiving approximately $5 million from the sale of the Bolick Property, a previously owned Town property, which will also be committed to the project upon completion of the sale.

  The Town has also submitted an $8 million Congressionally Directed Spending (CDS) request through the U.S. Senate. The request has advanced to the next stage of the approval process, and the Town is optimistic about securing this funding. Additional funding opportunities are being explored to complete the project's financing, including potential borrowing through the Local Government Commission (LGC) and the USDA Community Facilities Direct Loan and Grant Program. The Town remains committed to identifying and securing the necessary resources to complete this critical infrastructure investment.

Have you been awarded a grant from this program?

- Yes

OSBM Helene Local Government - Previous Awards

- $339,500

<u>Damage Incurred by Helene</u>

Direct Damage to Project Site

Describe damage to the project site for the project you are applying for that is a result of Hurricane Helene. 1-2 paragraphs.

- Hurricane Helene exposed significant vulnerabilities in the Town of Boone's existing Public Works facility and its ability to support essential municipal operations during a major disaster. Although the facility was not destroyed by the storm, the impacts of Hurricane Helene demonstrated that its existing location, configuration, and limited capacity were inadequate to support prolonged emergency operations. During the storm, Public Works employees worked around the clock responding to widespread infrastructure damage, including multiple water main breaks, fallen trees, and debris-clogged culverts. With telecommunications services completely disrupted, employees faced significant challenges coordinating operations and maintaining communication with their families. Many employees were unable to return home during the first week following the storm and were forced to sleep in their vehicles or available office space due to the facility's limited accommodations. The storm also demonstrated the importance of having dedicated, resilient space to support emergency coordination, public information activities, and continuity of municipal operations when primary communications and coordination infrastructure are disrupted. These circumstances highlighted the need for a facility capable of supporting extended emergency operations, accommodating additional personnel and equipment, and maintaining continuity of essential services during future disasters.

  The proposed project addresses these vulnerabilities by relocating Public Works operations to a more resilient site elevated above the floodplain and floodway on the eastern-most boundary of the Town of Boone on Highway 421. The existing facility's limited space, inadequate equipment storage, and inability to accommodate expanding staffing and operational needs further hinder the Town's ability to respond effectively to severe weather events. Hurricane Helene demonstrated the importance of maintaining reliable access to critical equipment, adequate employee accommodations, backup power, fuel storage, and dedicated emergency coordination space. The relocation and construction of a new facility are therefore intended to mitigate the vulnerabilities exposed by Hurricane Helene, rather than replace a facility that was destroyed. By investing in a strategically located, resilient facility, the Town will strengthen its ability to

maintain essential services, respond to future disasters, and protect critical municipal infrastructure.

Related or Broader Damager

Describe any related or broader damage you think is relevant to the application or helps to provide a better understanding of the direct site damage. 1-2 paragraphs.

- Hurricane Helene caused widespread damage throughout the Town of Boone and the surrounding High Country, placing significant strain on essential public infrastructure and the departments responsible for restoring services. Within Boone, multiple water main breaks resulted in an extended Boil Water Advisory for all Town residents. Hundreds of trees fell throughout the community, and culverts became obstructed with storm debris, requiring Public Works employees to work continuously to restore safe and accessible roadways and maintain critical infrastructure. The widespread loss of telecommunications services further complicated response and recovery efforts, limiting the Town's ability to coordinate operations during the immediate aftermath of the storm. These impacts demonstrated the interconnected nature of Boone's infrastructure and the importance of maintaining adequate facilities, equipment, staffing, and emergency response capabilities to support community-wide recovery.

  The impacts of Hurricane Helene also extended beyond Boone's municipal boundaries, as neighboring communities throughout the High Country faced significant infrastructure challenges. The Town deployed Public Works personnel to assist the Town of Jefferson in Ashe County with locating a water leak that was reducing its capacity to provide water to residents. Additionally, the storm reinforced the vulnerability of Boone's stormwater infrastructure, particularly given the South Fork of the New River and its tributaries that run throughout the community. The existing Public Works department lacked the dedicated staffing, equipment, and facility capacity necessary to adequately address these growing stormwater management demands. Collectively, the broader impacts of Hurricane Helene demonstrated the need for increased regional infrastructure resilience and a modernized Public Works facility capable of supporting disaster response, infrastructure restoration, and long-term mitigation efforts. The widespread disruption of communications and

essential services during Hurricane Helene also highlighted the need for stronger coordination between municipal and county emergency response operations. The proposed facility will provide additional emergency coordination capacity for the Town and an opportunity to strengthen coordination with Watauga County through its proximity to the new County Emergency Services building.

Proposed Project - Details and Location

Proposed Project - Project Title

- Town of Boone Public Works Complex

Please limit the description to 1–2 paragraphs. Include details on whether the project involves repair, renovation, or replacement of damaged infrastructure.

- The proposed project involves the construction of a new Public Works facility and the relocation of the Town of Boone's existing Public Works operations to a more resilient site. The project is not intended to repair or renovate the existing facility, nor is it a replacement of infrastructure that was destroyed by Hurricane Helene. Rather, the new construction addresses significant operational and facility deficiencies that were exposed during the storm, including inadequate space for personnel and equipment, limited emergency response accommodations, and insufficient capacity to support expanded municipal services. Abandoning the current facility is crucial for resiliency toward future storm and emergency events.

  The new facility will more than double the existing facility's square footage, increasing from approximately 20,000 to 49,652 square feet. The project includes administrative and operational space, enclosed vehicle garages, expanded equipment storage, a detached fleet maintenance garage, a salt storage facility, and dedicated space for a future stormwater department. In addition to supporting daily Public Works operations, the facility will incorporate dedicated emergency coordination space and be equipped to serve as a backup Emergency Operations Center (EOC) and Joint Information Center (JIC) when needed. Reliable backup power, fuel storage, secure IT infrastructure, and additional personnel accommodations will allow the facility to support extended emergency

operations and maintain continuity of essential municipal services during major disasters. The facility's location near the new Watauga County Emergency Services building will also provide an opportunity for closer coordination between municipal and county emergency response operations. Located outside the floodplain and floodway, the new facility is designed to strengthen the Town's operational resilience and ability to respond to future emergencies.

Proposed Project Coordinates

- -81.6137909, 36.2232781

Proposed Project Street Address or Cross Roads

- Approximately Highway 421 South/Maple Fern Trail

Proposed Project City, County, and Zip Code

- Boone, NC, 28607

<u>Proposed Project - Dates and Cost</u>

Start Date:

- 12/01/2026

End Date:

- 12/31/2028

Proposed Project - Total Cost

Total Cost of the full project over all years, not considering any particular source of funding

- $25,000,000

Grant Amount Requested

Total Requested from this program

- $4,800,000

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Guy Miller, Director of Finance

Department: Finance

Contact Phone: 828.268.6200

Email: guy.miller@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Approval of Budget Amendments

Summary of Information: Police Department:

TO:	Miscellaneous Supplies	010-407-000-519900	$1,000.00
FROM:	Miscellaneous Revenue	010-000-000-489900	($1,000.00)

Explanation: Donation check in honor of the late retired officer Mozella Jackson.

Finance Department:

TO:	Professional Services	010-402-000-509100	$386,500.00
FROM:	Appropriated Fund Balance	010-000-000-499900	$386,500.00

Explanation: To appropriate funds for professional advisory services from Cherry Bekaert

Advisory.

TO:	Miscellaneous Supplies-WYN Building	010-419-000-519900	$500.00
	Building Supplies-WYN Building	010-419-000-519905	$1,000.00
	Electricity-WYN Building	010-419-000-523110	$6,500.00
	Maintenance & Repair-Building & Grounds-WYN Building	010-419-000-525101	$13,000.00
	Insurance-WYN Building	010-419-000-535101	$6,000.00
FROM:	Appropriated Fund Balance	010-000-000-499900	$27,000.00

Explanation: To appropriate funds for building budget for the WYN Building.

Public Works Department:

TO:	Capital Outlay - Hunting Hills Bridge	010-600-403-574201	$930,839.36
FROM:	NCDOT	010-000-000-448025	$930,839.36

Explanation: To recognize reimbursement from NCDOT for Hunting Hills Bridge and appropriate funds to the expense line.

TOWN OF BOONE
TOWN COUNCIL BUDGET AMENDMENT REQUEST

DATE: 11/10/2026

TO: Mayor & Town Council

FROM: Major Shane Robbins

Signature

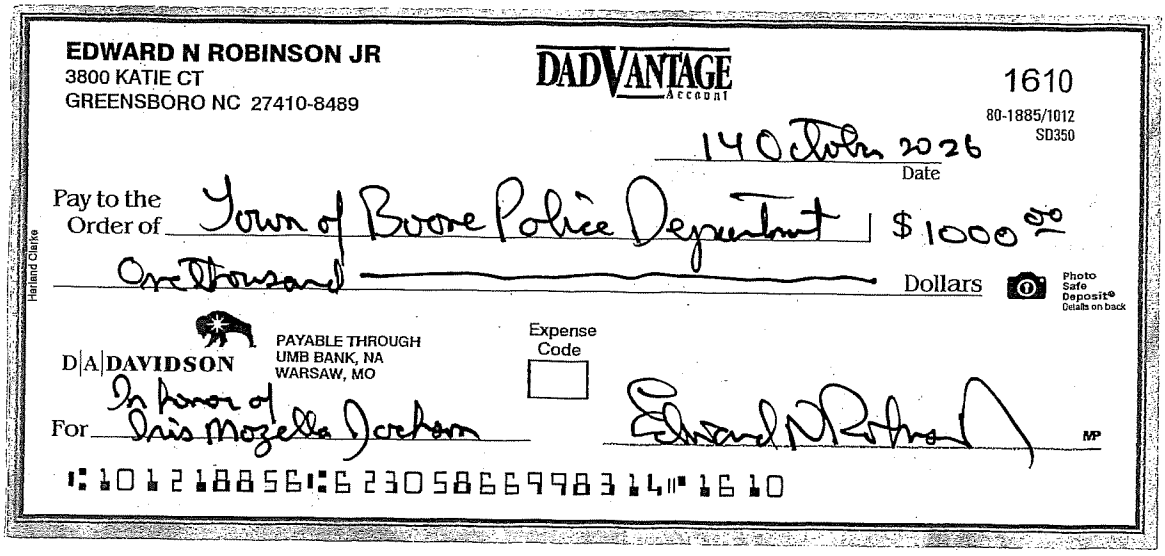
I hereby request that the following BUDGET AMENDMENTS be approved by the Boone Town Council:

	LINE ITEM DESCRIPTION	ACCOUNT NO.	AMOUNT
TO:	Miscellaneous Supplies	010-407-000-519900	$1,000.00
FROM:	Miscellaneous Revenue	010-000-000-489900	($1,000.00)

EXPLANATION/JUSTIFICATION: Donation check in honor of the late retired officer Mozella Jackson.

Date

Town Clerk



EDWARD N ROBINSON JR
3800 KATIE CT
GREENSBORO NC 27410-8489

DADVANTAGE Account

1610

80-1885/1012
SD350

14 October 2026
Date

Pay to the Order of Town of Boone Police Department $1000 00

One Thousand Dollars

Photo Safe Deposit® Details on back

Harland Clarke

D|A|DAVIDSON

PAYABLE THROUGH
UMB BANK, NA
WARSAW, MO

Expense Code

For In honor of Iris Mozella Jackson

Edward N Robinson MP

⑈101218856⑈ 230586697831⑈ 1610



TOWN OF BOONE
PAYMENT RECEIPT

EDWARD N ROBINSON JR IN HONOR
Receipt #: 01-141381 11/10/26 12:53:22

19 MISC. (G/L ENTRY REQUIRED $1,000.00
00 010-000-000-489900
010-000-000-489900
EDWARD N ROBINSON JR IN HONOR OF MOZ

Paid by Check: $1,000.00

STATE #:

AMOUNT TENDERED $1,000.00
CHANGE DUE $0.00

Please keep this receipt for your
records as proof of payment.

TOWN OF BOONE
ADMINISTRATIVE BUDGET AMENDMENT
FY 2025-2026

DATE: November 18, 2026
TO: Town Council
FROM: Guy Miller, Finance Director

I hereby request that the following BUDGET AMENDMENT be approved:

	LINE ITEM DESCRIPTION	ACCOUNT	AMOUNT
TO:	Professional Services	010-402-000-509100	$386,500.00
FROM:	Appropriated Fund Balance	010-000-000-499900	$386,500.00

EXPLANATION/JUSTIFICATION:
To appropriate funds for professional advisory services from Cherry Bekaert Advisory

AUTHORIZATION: **APPROVED:** _____ **DISAPPROVED:** _____

_____ _____
Town Clerk Date

This form should only be use for Administrative Budget Amendments. All Requests must be made in round numbers.

TOWN OF BOONE
ADMINISTRATIVE BUDGET AMENDMENT
FY 2026-2027

DATE: November 18, 2026
TO: Town Council
FROM: Guy Miller, Finance Director

I hereby request that the following BUDGET AMENDMENT be approved:

	LINE ITEM DESCRIPTION	ACCOUNT	AMOUNT
TO:	Miscellaneous Supplies - WYN Building	010-419-000-519900	$500.00
	Building Supplies - WYN Building	010-419-000-519905	$1,000.00
	Electricity - WYN Building	010-419-000-523110	$6,500.00
	Maintenance & Repair - Building & Grounds- WYN	010-419-000-525101	$13,000.00
	Insurance - WYN Building	010-419-000-535101	$6,000.00
FROM:	Appropriated Fund Balance	010-000-000-499900	$27,000.00

EXPLANATION/JUSTIFICATION:
To appropriate funds for building budget for the WYN Building

AUTHORIZATION: **APPROVED:** _____ **DISAPPROVED:** _____

_____ _____
Town Clerk Date

This form should only be use for Administrative Budget Amendments. All Requests must be made in round numbers.

TOWN OF BOONE
ADMINISTRATIVE BUDGET AMENDMENT
FY 2025-2026

DATE: November 18, 2026
TO: Town Council
FROM: Guy Miller, Finance Director

I hereby request that the following BUDGET AMENDMENT be approved:

	LINE ITEM DESCRIPTION	ACCOUNT	AMOUNT
TO:	Capital Outlay - Hunting Hills Bridge	010-600-403-574201	$930,839.36
FROM:	NC DOT	010-000-000-448025	$930,839.36

EXPLANATION/JUSTIFICATION:
To recognize reimbursement from NC DOT for Hunting Hills Bridge and appropriate funds to the expense line

AUTHORIZATION: **APPROVED:** _____ **DISAPPROVED:** _____

_____ _____
Town Clerk Date

This form should only be use for Administrative Budget Amendments. All Requests must be made in round numbers.

NC Department of Transportation
1514 Mail Service Center
Raleigh, NC 27699-1514

Phone: 919-707-4305
Fax: 919-733-9247
Internet: www.ncdot.gov

Check: **4762811**

TOWN OF BOONE
PO Box 192
BOONE NC 28607

Payment No.: **2004730423**
Check Date: **09/21/2026**
Vendor No.: **56227**

Account/Invoice Number	Invoice Date	DOT Tracking # / Remarks	PO/Contract #	Gross Invoice Amount*	Discount	Net Amount*
20260805	08/05/2026	5202866877	7500023900	930,839.36	0.00	930,839.36
				Check Total		**$930,839.36**

DETACH FROM CHECK AND KEEP FOR YOUR RECORDS

*Includes unplanned freight, if applicable

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER. THIS DOCUMENT CONTAINS A GENUINE WATERMARK. THIS DOCUMENT HAS INVISIBLE FLUORESCENT FIBERS.

NC Department of Transportation
1514 Mail Service Center
Raleigh, NC 27699-1514

66-1059
531

Check **4762811**
Date 09/21/2026
Void after One Year

PAY TO THE ORDER OF

$ 930,839.36

$→→→→930,839.36
DOLLAR→→→→→→→→→→ NINE THREE ZERO COMMA EIGHT THREE NINE PERIOD THREE SIX

TOWN OF BOONE
PO Box 192
BOONE NC 28607

Mark Newsome
Chief Financial Officer

State Treasurer, Raleigh, North Carolina
Payable at Par Through Federal Reserve System THIS FORM CONTAINS MICROPRINTING

⑈4762811⑈ ⑆053105941⑆ 5⑈000⑈601⑈

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Guy Miller, Director of Finance

Department: Finance

Contact Phone: 828.268.6200

Email: guy.miller@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Information/Action

Item Title: Monthly Financial Report

Summary of Information: Attached for Council's review is the November financial report.

Description	Period Actuals	YTD Actuals	YTD Budget	Variance	% Of Budget
REVENUES - GENERAL FUND					
CURRENT YEAR TAXES	-	-	(10,755,499.00)	(10,755,499.00)	-
PRIOR YEAR TAXES	-	-	(50,000.00)	(50,000.00)	-
TAX PENALTIES & INTEREST	-	-	(25,000.00)	(25,000.00)	-
NCVTS TAXES	-	(34,158.99)	(377,645.00)	(343,486.01)	9.05
TAX REFUNDS	-	-	1,000.00	1,000.00	-
GROSS RECEIPTS TAX	-	(6,201.46)	(70,000.00)	(63,798.54)	8.86
MUNICIPAL VEHICLE TAX	-	(15,060.00)	(160,000.00)	(144,940.00)	9.41
PRIOR YEAR TAX REFUNDS	-	-	500.00	500.00	-
LOCAL SALES TAX 1% (39)	(235,507.07)	(451,627.63)	(2,231,715.00)	(1,780,087.37)	20.24
LOCAL SALES TAX 1/2% (40)	(84,301.57)	(169,240.36)	(884,460.00)	(715,219.64)	19.13
LOCAL SALES TAX 1/2% (42)	(115,803.70)	(222,204.24)	(1,095,460.00)	(873,255.76)	20.28
LOCAL SALES TAX 1/4% (44) - ELIMINATED	-	1.96	-	(1.96)	-
LOCAL SALES TAX - MEDICAID HOLD HARMLESS	(61,429.44)	(128,557.22)	(694,570.00)	(566,012.78)	18.51
SOLID WASTE DISPOSAL TAX	-	-	(17,150.00)	(17,150.00)	-
BUSINESS LICENSE	-	(120.00)	(1,700.00)	(1,580.00)	7.06
ROOM OCCUPANCY TAX	(73,532.52)	(166,879.40)	(650,000.00)	(483,120.60)	25.67
ROOM OCCUPANCY TAX - ADMIN	(7,017.94)	(22,658.20)	(70,000.00)	(47,341.80)	32.37
LOCAL VIDEO PROGRAMMING REVENUE	-	-	(93,040.00)	(93,040.00)	-
UTILITIES FRANCHISE TAX	-	-	(1,241,800.00)	(1,241,800.00)	-
TELECOMMUNICATIONS SALES TAX	-	-	(87,800.00)	(87,800.00)	-
BEER & WINE TAX	-	-	(84,125.00)	(84,125.00)	-
ABC REVENUES	(168,005.64)	(168,005.64)	(650,000.00)	(481,994.36)	25.85
ABC BOARD - LAW ENFORCEMENT	(9,500.00)	(9,500.00)	(46,000.00)	(36,500.00)	20.65
STATE FUNDS - POWELL BILL	-	-	(605,000.00)	(605,000.00)	-
PYMT IN LIEU OF TAXES - APPALACHIAN STUDENT HSING	-	-	(183,890.00)	(183,890.00)	-
NC DOT	-	(22,512.00)	-	22,512.00	-
FEMA REIMBURSEMENT	-	-	(175,000.00)	(175,000.00)	-
DEPARTMENT OF JUSTICE (FED FUNDS)	-	-	(275,000.00)	(275,000.00)	-
CBP - TREASURY FEDERAL FUNDS	-	-	(1,000.00)	(1,000.00)	-
BUILDING & SIGN PERMIT FEES	(10,394.00)	(58,777.71)	(200,000.00)	(141,222.29)	29.39
COURT COSTS FEES & CHARGES	-	-	(1,000.00)	(1,000.00)	-
PARKING VIOLATION PENALTIES	(35,552.82)	(229,725.92)	(1,040,000.00)	(810,274.08)	22.09
PENALTIES - PLANNING & INSPECTIONS	(4,815.00)	(30,214.55)	(60,000.00)	(29,785.45)	50.36
SOLID WASTE FEE	(26,948.75)	(104,328.25)	(337,000.00)	(232,671.75)	30.96
CIVIL ORDINANCE VIOLATIONS	-	(110.00)	(200.00)	(90.00)	55.00
POLICE FEES	(468.00)	(2,210.00)	(5,000.00)	(2,790.00)	44.20
FIRE PROTECTION CHARGES - ASU	-	-	(265,000.00)	(265,000.00)	-
FIRE DEPARTMENT - MISC. FEES/PERMITS	(3,375.00)	(18,127.78)	(60,000.00)	(41,872.22)	30.21
PUBLIC WORKS FEES	(165.00)	(53,731.50)	(3,000.00)	50,731.50	1,791.05
INTEREST EARNED ON INVESTMENTS	-	-	(1,000,000.00)	(1,000,000.00)	-
INTEREST EARNED ON POWELL BILL	-	-	(65,000.00)	(65,000.00)	-
LIBRARY LOT PARKING	-	(2,730.00)	(7,500.00)	(4,770.00)	36.40
TRACY CIRCLE PARKING	-	(6,350.00)	(6,200.00)	150.00	102.42
CONSTRUCTION PARKING PERMITS	-	(3,474.00)	(12,000.00)	(8,526.00)	28.95
EMPLOYEE PARKING PERMITS	-	(280.00)	(200.00)	80.00	140.00
HORN IN THE WEST PARKING	1,440.00	(77,775.00)	(204,000.00)	(126,225.00)	38.13
JONES HOUSE PARKING	-	(7,660.00)	(12,500.00)	(4,840.00)	61.28
QUEEN STREET LOT PARKING	-	(31,555.00)	(69,000.00)	(37,445.00)	45.73
BOOT FEES	-	(350.00)	(2,300.00)	(1,950.00)	15.22
KING & WATER STREET PARKING	-	(12.00)	-	12.00	-
PARKING METERS	-	(42,393.76)	(625,000.00)	(582,606.24)	6.78
OFF STREET PARKING METERS	-	-	(300,000.00)	(300,000.00)	-
SALE OF SURPLUS PROPERTY	-	-	(60,000.00)	(60,000.00)	-
CONTRIBUTIONS/DONATIONS	(100.00)	(21,400.00)	(23,000.00)	(1,600.00)	93.04
CONTRIBUTIONS/DONATIONS - CULTURAL RESOURCES	-	-	(1,500.00)	(1,500.00)	-
BOONERANG-CONTRIBUTIONS/DONATIONS	-	(112,770.00)	-	112,770.00	-
RENTAL INCOME	(10,000.00)	(22,813.50)	(71,000.00)	(48,186.50)	32.13
LICENSE FEES (TOWN PROPERTIES)	-	(2,573.99)	(4,000.00)	(1,426.01)	64.35
RENTAL - JONES HOUSE	-	-	(2,500.00)	(2,500.00)	-
CULTURAL RESOURCES FEES	(1,035.00)	(12,132.00)	(35,000.00)	(22,868.00)	34.66
MISCELLANEOUS REVENUE	(564,520.62)	(654,761.83)	(538,887.00)	115,874.83	121.50
LOAN PROCEEDS	-	-	(1,146,267.00)	(1,146,267.00)	-
TRANSFER FROM TOWN FACILITIES CAPITAL RESERVE	-	-	(136,850.00)	(136,850.00)	-
TRANSFER FROM WATER & SEWER FUND	-	-	(516,935.00)	(516,935.00)	-
TRANSFER FROM SEPARATION ALLOWANCE TRUST	-	-	(182,915.00)	(182,915.00)	-
TRANSFER FROM MSD	-	-	(93,314.00)	(93,314.00)	-
TRANSFER FROM TOB RURAL FIRE TAX	-	-	(1,294,482.00)	(1,294,482.00)	-
APPROPRIATED FUND BALANCE	-	-	(1,142,000.00)	(1,142,000.00)	-
REVENUES - GENERAL FUND TOTAL	(1,411,032.07)	(2,912,979.97)	(30,047,904.00)	(27,134,924.03)	9.69

Description	Period Actuals	YTD Actuals	YTD Budget	Variance	% Of Budget
EXPENSES - GENERAL FUND					
TOTAL Dept 400: GOVERNING BODY	32,435.04	61,301.66	171,416.00	110,114.34	35.76
TOTAL Dept 401: ADMINISTRATION	141,583.65	1,088,413.76	1,718,918.00	630,504.24	63.32
TOTAL Dept 402: FINANCE	82,587.79	220,839.40	1,012,057.00	791,217.60	21.82
TOTAL Dept 403: TAX COLLECTIONS	140.00	1,552.71	218,130.00	216,577.29	0.71
TOTAL Dept 404: LEGAL	8,067.50	41,095.00	135,200.00	94,105.00	30.40
TOTAL Dept 406: FIRE STATION #1	2,585.10	5,721.37	63,825.00	58,103.63	8.96
TOTAL Dept 407: BLOWING ROCK ROAD BUILDING	8,420.56	28,590.78	69,010.00	40,419.22	41.43
TOTAL Dept 408: BROWN BUILDING	16,821.75	51,339.41	256,135.00	204,795.59	20.04
TOTAL Dept 409: JONES HOUSE	5,590.38	12,451.73	59,205.00	46,753.27	21.03
TOTAL Dept 410: TOWN HALL BUILDING	12,244.59	36,482.44	117,795.00	81,312.56	30.97
TOTAL Dept 411: SPECIAL PROGRAMS & PROJECTS	1,107,426.82	3,794,050.81	2,815,560.00	(978,490.81)	134.75
TOTAL Dept 412: SUBSIDIES & ALLOCATIONS	-	123,800.00	131,300.00	7,500.00	94.29
TOTAL Dept 413: PROFESSIONAL MEMBERSHIPS	-	37,431.00	42,935.00	5,504.00	87.18
TOTAL Dept 414: GIS / IT	16,379.39	111,547.23	256,474.00	144,926.77	43.49
TOTAL Dept 415: FIRE STATION #2	708.22	2,404.04	21,000.00	18,595.96	11.45
TOTAL Dept 417: DOWNTOWN POST OFFICE	5,557.14	13,289.51	112,400.00	99,110.49	11.82
TOTAL Dept 418: CULTURAL RESOURCES	45,717.36	195,643.87	538,968.00	343,324.13	36.30
TOTAL Dept 420: FIRE STATION #3	2,095.83	3,576.86	15,000.00	11,423.14	23.85
TOTAL Dept 490: NON-DEPARTMENTAL/DEBT SERVICE	-	-	755,745.00	755,745.00	-
TOTAL Div 300: POLICE DEPARTMENT	668,762.24	1,728,513.19	6,881,462.00	5,152,948.81	25.12
TOTAL Div 350: FIRE DEPARTMENT	531,986.47	1,534,284.72	6,146,963.00	4,612,678.28	24.96
TOTAL Div 360: PLANNING & INSPECTIONS	177,127.87	465,570.82	1,598,946.00	1,133,375.18	29.12
TOTAL Div 400: PUBLIC SERVICES & ENGINEERING	60,171.16	140,155.34	559,449.00	419,293.66	25.05
TOTAL Div 401: STREET DEPARTMENT	198,460.67	602,679.94	2,174,124.00	1,571,444.06	27.72
TOTAL Div 402: PARKING OPERATIONS	58,704.93	165,276.02	586,039.00	420,762.98	28.20
TOTAL Div 403: POWELL BILL	347,345.92	1,139,481.41	610,000.00	(529,481.41)	186.80
TOTAL Div 404: FLEET MAINTENANCE	69,523.52	152,954.84	486,234.00	333,279.16	31.46
TOTAL Div 405: FACILITIES MAINTENANCE	187,526.78	562,476.30	1,825,914.00	1,263,437.70	30.81
TOTAL Div 406: SANITATION	60,869.28	87,776.93	350,000.00	262,223.07	25.08
TOTAL Div 407: RECYCLING	50,378.38	76,425.30	317,700.00	241,274.70	24.06
EXPENSES - GENERAL FUND TOTAL	3,899,218.34	12,485,126.39	30,047,904.00	17,562,777.61	41.55
REVENUES - NARCOTICS ENFORCEMENT					
APPROPRIATED FUND BALANCE	-	-	(32,600.00)	(32,600.00)	-
REVENUES - NARCOTICS ENFORCEMENT	-	-	(32,600.00)	(32,600.00)	-
EXPENSES - NARCOTICS ENFORCEMENT					
EXPENSES - NARCOTICS ENFORCMENT TOTAL	94.10	299.70	32,600.00	32,300.30	0.92
REVENUES - WATER/SEWER FUND					
PENALTIES - CIVIL (WWTP)	(400.00)	(1,000.00)	(5,000.00)	(4,000.00)	20.00
PUBLIC UTILITY FEES	(115.00)	(805.00)	(750.00)	55.00	107.33
INTEREST EARNED ON INVESTMENTS	-	-	(250,000.00)	(250,000.00)	-
WATER SALES	(457,027.40)	(1,761,065.43)	(5,113,756.00)	(3,352,690.57)	34.44
SEWER CHARGES	(484,744.00)	(1,736,782.43)	(5,012,556.00)	(3,275,773.57)	34.65
WATER - LABOR & MATERIAL CHARGES	(55,030.42)	(79,340.88)	(125,000.00)	(45,659.12)	63.47
SEWER - LABOR & MATERIAL CHARGES	(3,933.13)	(9,188.70)	(25,000.00)	(15,811.30)	36.75
CONNECTION/RECONNECTION/DISCONNECTION FEES	(760.00)	(8,160.00)	(20,000.00)	(11,840.00)	40.80
SEPTIC TANK DISHCHARGE FEE	(37,436.55)	(153,719.55)	(430,000.00)	(276,280.45)	35.75
SALE OF BIOSOLIDS	-	-	(1,000.00)	(1,000.00)	-
SYSTEM DEVELOPMENT FEES - WATER	-	(11,835.00)	(75,000.00)	(63,165.00)	15.78
SYSTEM DEVELOPMENT FEES - SEWER	-	(11,985.00)	(75,000.00)	(63,015.00)	15.98
OTHER CHARGES	-	-	(1,000.00)	(1,000.00)	-
NSF/RETURNED CHECK CHARGES	(100.00)	(225.00)	(500.00)	(275.00)	45.00
METER CHECK/METER RE-READ CHARGES	(2,740.00)	(45,930.00)	(75,000.00)	(29,070.00)	61.24
LATE PAYMENT PENALTIES	30.00	50.00	(75,000.00)	(75,050.00)	(0.07)
SALE OF SURPLUS PROPERTY	-	-	(50,000.00)	(50,000.00)	-
MISCELLANEOUS REVENUES	(1,260.00)	(14,380.00)	(358,399.00)	(344,019.00)	4.01
LOAN PROCEEDS	-	-	(150,000.00)	(150,000.00)	-
WATER CAPITAL RESERVE CONTRIBUTION	-	-	(487,000.00)	(487,000.00)	-
SEWER CAPITAL RESERVE CONTRIBUTION	-	-	(800,000.00)	(800,000.00)	-
APPROPRIATED FUND BALANCE	-	-	(1,548,400.00)	(1,548,400.00)	-
REVENUES - WATER/SEWER FUND	(1,043,516.50)	(3,834,366.99)	(14,678,361.00)	(10,843,994.01)	26.12
EXPENSES - WATER/SEWER FUND					
TOTAL Div 801: PUBLIC UTILITIES (ADMIN)	130,774.99	322,991.43	2,863,581.00	2,540,589.57	11.28
TOTAL Div 802: WATER OPERATIONS	153,772.78	534,234.72	2,294,889.00	1,760,654.28	23.28
TOTAL Div 803: SEWER OPERATIONS	152,938.33	386,264.57	1,796,638.00	1,410,373.43	21.50
TOTAL Div 804: WATER TREATMENT PLANT	153,092.09	445,243.21	1,798,685.00	1,353,441.79	24.75
TOTAL Div 805: WASTE WATER TREATMENT PLANT	236,622.54	727,978.17	3,224,539.00	2,496,560.83	22.58
TOTAL Div 806: UTILITY BILLING & COLLECTIONS	48,528.87	149,404.08	500,022.00	350,617.92	29.88
TOTAL Div 890: NON-DEPARTMENTAL/DEBT SERVICE	-	-	2,200,007.00	2,200,007.00	-
EXPENSES - WATER/SEWER FUND TOTAL	875,729.60	2,566,116.18	14,678,361.00	12,112,244.82	17.48

Description	Period Actuals	YTD Actuals	YTD Budget	Variance	% Of Budget
REVENUES - HEALTH INSURANCE FUND					
INSURANCE REVENUE - COBRA	-	(1,930.00)	(500.00)	1,430.00	386.00
INSURANCE REVENUE - RETIREE %	(4,454.06)	(18,351.32)	(71,864.00)	(53,512.68)	25.54
INSURANCE REVENUE - GENERAL FUND TRANS	(229,354.11)	(682,304.47)	(1,925,012.00)	(1,242,707.53)	35.44
INSURANCE REVENUE - WATER/SEWER FUND TRANS	(69,187.59)	(208,603.27)	(589,035.00)	(380,431.73)	35.41
MISCELLANEOUS REVENUE	-	-	(14,050.00)	(14,050.00)	-
REVENUES - HEALTH INSURANCE FUND TOTAL	(302,995.76)	(911,189.06)	(2,600,461.00)	(1,689,271.94)	35.04
EXPENSES - HEALTH INSURANCE FUND					
EXPENSES - HEALTH INSURANCE FUND TOTAL	223,455.00	903,567.40	2,600,461.00	1,696,893.60	34.75
REVENUES - MUNICIPAL SERVICE DISTRICT					
CURRENT YEAR TAXES	-	-	(299,650.00)	(299,650.00)	-
NCVTS TAXES	-	(292.40)	(4,500.00)	(4,207.60)	6.50
LOCAL SALES TAX 1%	(7,322.86)	(14,042.92)	(29,400.00)	(15,357.08)	47.77
LOCAL SALES TAX 1/2% (40)	(2,621.28)	(5,262.37)	(12,600.00)	(7,337.63)	41.76
LOCAL SALES TAX 1/2% (42)	(3,600.80)	(6,909.22)	(14,700.00)	(7,790.78)	47.00
LOCAL SALES TAX 1/2% (44)	-	0.06	-	(0.06)	-
LOCAL SALES TAX 1/4% (40 MEDICAID REPL)	(1,910.09)	(3,997.36)	(10,500.00)	(6,502.64)	38.07
MUNICIPAL SERVICE DISTRICT - REVENUES TOTAL	(15,455.03)	(30,504.21)	(371,350.00)	(340,845.79)	8.21
EXPENSES - MUNICIPAL SERVICE DISTRICT					
MUNICIPAL SERVICE DISTRICT - EXPENSES TOTAL	23,491.15	66,623.46	371,350.00	304,726.54	17.94
REVENUES - RURAL FIRE SERVICE DISTRICT					
CURRENT YEAR TAXES	-	-	(1,398,133.00)	(1,398,133.00)	-
PRIOR YEAR TAXES	-	-	(5,000.00)	(5,000.00)	-
TAX PENALTIES & INTEREST	-	(156.87)	(1,000.00)	(843.13)	15.69
NCVTS TAXES	-	(10,575.37)	(80,000.00)	(69,424.63)	13.22
LOCAL SALES TAX 1% (39)	(60,608.19)	(116,656.53)	(600,000.00)	(483,343.47)	19.44
INTEREST EARNED ON INVESTMENTS	-	-	(50,000.00)	(50,000.00)	-
SALE OF SURPLUS PROPERTY	-	(11,700.00)	(10,000.00)	1,700.00	117.00
RURAL FIRE SERVICE DISTRICT - REVENUES TOTAL	(60,608.19)	(139,088.77)	(2,144,133.00)	(2,005,044.23)	6.49
EXPENSES - RURAL FIRE SERVICE DISTRICT					
RURAL FIRE DISTRICT - EXPENSES TOTAL	823.68	74,144.32	2,144,133.00	2,069,988.68	3.46

BANK ACCOUNT BALANCES	As of 10/31/2026
Operating Account	
First Horizon - Checking	2,328,277.63
Investment Accounts	
First Horizon - CDARS-ICS	11,546,593.13
First Horizon - MMSA	13,319,807.37
First Horizon - Fire Department MMSA	38,104.33
First Horizon - Cemetery Acct	3,005.00
First Horizon - USDA Reserve	1,610,756.61
NCCMT - General Fund	4,678,988.18
NCCMT - E-911	29,814.17
NCCMT - Narcotic Enforcmement	12,593.80
NCCMT - NARC Justice/Federal	49,312.69
NCCMT - Sanitation Capital Reserve	20,041.47
NCCMT - Park & Greenspace	3,293.05
NCCMT - Grants	389.67
NCCMT - Capital Reserve Land	71.55
NCCMT - Facilities Capital Reserve	1,013.22
NCCMT - Raw Water Land Reserve	219.51
NCCMT - Water and Sewer Fund	1,159,445.50
NCCMT - Water Capital Reserve	1,262,003.19
NCCMT - Sewer Capital Reserve	559,370.24
NCCMT - Rural Fire Service District	27,130.93

HOWARD STREET PROJECT	
Original Budget	15,495,998.00
Expenditures paid to 09/30/26	9,681,483.79
Encumbrances	-
Balance remaining 09/30/2026	5,814,514.21

	CAPITAL RESERVE FUND BALANCES	As of 10/31/2026
013-419-000	SANITATION CAPITAL RESERVE	19,118.32
014-421-000	PARK/GREENSPACE	132,598.53
016-421-000	CAPITAL RESERVE - LAND	68.25
017-420-000	TOWN FACILITIES CAPITAL RESERVE	648,617.70
018-420-000	RAW WATER LAND RESERVE	209.41
019-420-000	SIDE WALK CAPITAL RESERVE	76,293.48
031-700-000	WATER CAPITAL RESERVE	2,867,857.21
032-700-000	SEWER CAPITAL RESERVE	1,338,408.59
033-700-000	WATER & SEWER INFRASTRUCTURE	212,770.91
052-451-000	RURAL FIRE - CAPITAL RESERVE	1,193,079.00
053-420-000	CAPITAL RESERVE - FIRE STATION 4	1,756,453.00

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Nicole Harmon, Town Clerk

Department: Administration

Contact Phone: 828.268.6200

Email: nicole.harmon@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Approval of Minutes

Summary of Information: Attached for Council's consideration and approval are the minutes from the October 28, 2026 regular Town Council meeting.

MINUTES- BOONE TOWN COUNCIL
REGULAR MEETING
OCTOBER 28, 2026

CALL TO ORDER

A regular meeting of the Boone Town Council was called to order on Wednesday, October 28, 2026, in the Boone Town Council Chambers located at 1500 Blowing Rock Road in Boone. Mayor Dalton George presided. Town Council members present included Mayor Pro-Tem Todd Carter, Virginia Roseman, Adrian Tait, Anne Pruitt, and Anitra Ball. Town staff present included Interim Town Manager Hank Perkins, Town Clerk Nicole Harmon, Public Works Director Todd Moody, Planning Director Jane Shook, Downtown Development Director Lane Moody (remote), Police Chief Daniel Duckworth, Commercial Zoning Administrator Amy Snider, Finance Director Guy Miller, and Town Attorney Allison Meade.

MOMENT OF SILENCE

A brief moment of silence was observed.

WORK SESSION

Discussion Regarding the CDBG-DR Workforce Housing Ownership Program Application and Potential Next Steps

Council Member Roseman expressed concern that the Town had not previously mentioned the possibility of developing the Town-owned property on Church Street when questioned by members of the public during a neighborhood meeting. Although no formal plans had been established, she expressed hope that the Town would move forward with an affordable housing project. Mayor George acknowledged that some residents had previously expressed opposition to development of the property. Interim Town Manager Perkins noted that the project would be subject to a public hearing process where input would be gathered.

Council Member Tait presented preliminary renderings illustrating the potential development of approximately five small homes, ranging from 800 to 900 square feet, on the property. He explained that the renderings considered the property's topography and landscape. He noted that construction costs typically began at approximately $300 to $400 per square foot and that many builders were unwilling to undertake smaller projects. He emphasized the importance of municipal involvement in addressing affordable housing needs, particularly through the contribution of publicly owned land. Council members expressed appreciation for Council Member Tait's work and the renderings presented. Council Member Ball commented that the proposed development would provide a significant benefit to the Junaluska community.

Ms. Shook explained that a public hearing would be required before submitting the grant application. Council Member Pruitt questioned how the properties would be managed and maintained following construction. Ms. Shook explained that a nonprofit could oversee construction and the applicant qualification process. She noted that the Town would need to establish a program and could potentially partner with the housing authority or other organization, depending on the ownership model selected. Council Member Pruitt emphasized the importance of ensuring adequate resources were available for the long-term maintenance of the properties.

There was a question as to how the project might be structured to preserve affordability. Ms. Meade stated that she anticipated, but did not know, that the grant application would be based on an ownership model incorporating deed restrictions to preserve affordability. Mayor Pro-Tem Carter expressed a preference for a housing trust model that would maintain affordability in perpetuity while allowing individuals to own their homes. Ms. Shook explained that another option could involve ownership of the homes with long-term leases on the land. Ms. Meade noted that additional research would be necessary to evaluate the available models, particularly regarding requirements for property maintenance, improvements, and preservation of affordability. Council Member Pruitt reiterated the importance of ensuring that the properties would be properly maintained.

Council Member Ball questioned how prospective homeowners would be selected. Ms. Shook explained that an advertised application process would be established and anticipated that qualified applicants could be considered on a first-come, first-served basis. She noted that the Town could work with the Northwest Regional Housing Authority (NWRHA) to develop the process. Ms. Meade indicated that NWRHA could also provide guidance regarding applicable legal requirements. Ms. Shook clarified that the grant program was intended to support homes offered for sale rather than rental properties.

Council Member Tait asked whether staff could continue discussions with NWRHA and the Housing Council if Council supported moving forward. Ms. Shook confirmed that preliminary conversations had already occurred and emphasized the limited timeframe for submitting the

grant application. She explained that the application deadline was December 13, 2026, which would require a public hearing on December 9, 2026. She anticipated presenting a draft application and preliminary site plan to Council on November 18, 2026. She also noted that the property would need to be appropriately zoned within 90 days of receiving the grant.

Council members also discussed public notification and community engagement. Ms. Shook noted that a 300-foot notification radius was typical for zoning notifications. Mayor Pro-Tem Carter suggested notifying the broader Junaluska community, while Mayor George recommended coordinating with the local church to help distribute information. Council Member Tait expressed support for moving forward with the initial application process and expanding public engagement as additional project details became available. Council Member Pruitt cautioned against creating unrealistic expectations before the Town had sufficient information to answer questions about the proposed development. Mayor George suggested issuing a public announcement clarifying that the Town was applying for grant funding rather than committing to a specific development. Ms. Shook confirmed that staff could coordinate with Interim Town Manager Perkins on the announcement. Mayor George recommended expanding the notification radius to 500 feet and including the church in the outreach efforts.

Next, Council Member Roseman expressed concerns regarding visibility and safety at pedestrian crosswalks and requested that staff evaluate opportunities to improve lighting or remove vegetation that may obstruct visibility. Mr. Moody explained that potential improvements would depend on the location of the crosswalk, noting that existing traffic signal infrastructure could limit options for installing additional lighting. Council Member Roseman indicated that she would provide photographs of the specific crosswalks of concern for staff review.

Mayor George reported an increase in complaints regarding LMS parking enforcement practices on privately owned parking lots, primarily at one lot in particular. He noted that North Carolina law limited the Town's authority to regulate private businesses and referenced previous discussions about requiring property managers to provide their contact information as the designated contact for parking lots. He expressed support for pursuing this requirement to ensure property managers were aware of complaints and emphasized that the Town did not contract or partner with LMS. He also requested that the Town issue a public statement clarifying its position. Mayor Pro-Tem Carter expressed support for the proposed contact information requirement, provided it was legally permissible.

Council Member Tait emphasized the importance of coordinating parking regulations and communication efforts among the Town, Appalachian State University, Watauga County, and private parking operators. He suggested exploring whether these efforts could be incorporated into the Town's current parking-related Request for Proposals (RFP). Mayor George noted that previous attempts to coordinate parking operations with the County at their new parking deck had been unsuccessful but agreed that greater consistency would be beneficial. Ms. Meade cautioned

that using the same parking application across multiple lots could create additional confusion and recommended issuing a press release to clarify the Town's lack of involvement with LMS. Council Member Tait referenced other municipalities that utilized QR codes to direct visitors to comprehensive parking information. Mayor George also expressed concern regarding additional credit card processing fees charged by private parking operators.

Ms. Meade stated that LMS parking enforcement practices were predatory in her opinion but noted limitations on the Town's ability to pursue legal action. Mayor George suggested encouraging private property owners to consider alternative parking enforcement contractors. Ms. Meade raised the possibility of exploring whether the Town could sublease the parking lot at issue upon the expiration of the owner's existing contract with LMS. Mayor George reiterated his request for a press release clarifying the Town's position.

Ms. Meade asked Council members to notify her of any additional concerns involving other privately operated parking lots. She cautioned that adopting regulations in response to a single problematic location could create burdensome enforcement requirements throughout the Town. Mayor Pro-Tem Carter referenced previous concerns regarding potential ordinance violations involving parking enforcement personnel, including identification badges and enforcement times. Ms. Meade noted that similar concerns had been investigated previously and indicated that she would discuss the matter with Police Chief Duckworth.

Mayor George declared a break at 5:50 p.m. Council reconvened at 5:59 p.m.

PUBLIC COMMENT

Brooke Butler of Boone spoke regarding the proposed Clement Street project and made note of the additional accommodations she was willing to make as the developer. The accommodations included a willingness to work with the Town on sidewalk enhancements, trash enclosure appearances, lot access, and front parking spaces,

Liz Lanham of Woodland Drive expressed concerns regarding the increasing number of student-occupied rental properties in traditionally residential neighborhoods. She noted that a fraternity house had been constructed in 2018 following zoning changes and that numerous homes in the area had deteriorated and were being rented to students. Concerns were also raised regarding the difficulty of securing rental housing due to the demand from students. She requested that the Town review and enforce existing R-1 residential zoning regulations to preserve the character of established neighborhoods.

Kathie Senft of Oak Street expressed concerns regarding student rental properties and ongoing disturbances in the neighborhood, including frequent parties, outdoor live music, excessive traffic, and vehicles blocking the roadway. She noted that students frequently traveled in the wrong

direction on the one-way street, creating safety concerns for neighborhood residents, particularly children. Ms. Senft reported repeatedly contacting the Police Department regarding these issues and expressed frustration with the lack of respect for the surrounding neighborhood. She requested increased parking enforcement and additional measures to address traffic safety and neighborhood disturbances.

Rachel Muller of Oak Street clarified that the concerns were not directed toward Appalachian State University or its students but rather the enforcement of existing regulations within R-1 single-family residential neighborhoods. She expressed frustration with inadequate enforcement of parking, trash, and noise ordinances, noting that property owners and tenants frequently disregarded these requirements. Although the Police Department responded to complaints, Ms. Muller indicated that the issues continued. She also described difficulties obtaining assistance, explaining that the Police Department had referred complaints to Appalachian State University, while University officials directed the resident back to the Town because the properties were located off campus. Ms. Muller further expressed disappointment with previous responses from planning staff, suggesting that such conditions were an expected consequence of living in a college town.

Linda Rigell of Windy Drive emphasized the importance of the neighborhood as a pedestrian corridor providing access to the Farmers Market, playgrounds, parks, and other community amenities. Ms. Rigell described the area as a valuable community asset and acknowledged that residents had become complacent in advocating for its preservation. She expressed concerns regarding inadequate management of rental properties and the recurring nature of ordinance violations. While acknowledging that Town staff had been responsive to complaints, Ms. Rigell noted that corrective actions were often temporary, requiring repeated reports of the same issues. She emphasized that ordinances were only effective when consistently enforced and suggested that property owners should be held accountable for violations, particularly given the annual turnover of student tenants who may be unfamiliar with local regulations. Ms. Rigell also reported that neighbors were organizing a neighborhood group to support one another and expressed a willingness to collaborate with the Town to identify long-term solutions.

Ryan Abrams of Boone requested that Council consider providing financial assistance or special consideration for water and sewer fees to childcare and early childhood development facilities within the Town. Mr. Abrams suggested including eligible organizations such as private daycares, preschools, church-operated childcare programs, nonprofit early learning centers, and privately operated childhood development facilities, while excluding public schools and university-operated programs. Citing the 2024 Watauga County Childcare Study, Mr. Abrams noted that 34 licensed childcare facilities operated countywide, with 16 located in Boone or within the Boone zip code. The study also identified a need for approximately 579 additional childcare spaces for children ages five and younger. Mr. Abrams emphasized the essential role childcare facilities played in supporting working families, local businesses, and childhood development, while acknowledging

the significant operating expenses associated with providing these services. He referenced North Carolina General Statute § 160A-314 regarding municipal utility rate classifications and recognized that discounted rates could not be established solely based on an organization's mission or business status. Mr. Abrams suggested that alternative forms of assistance, potentially through the Town's general fund, could be explored. He asked Council to identify qualifying facilities, evaluate their water and sewer expenses, and consult with the Town Attorney to determine whether financial assistance or cost reductions would be legally and financially feasible.

TENTATIVE AGENDA ADOPTION

Upon a motion by Council Member Roseman, seconded by Council Member Tait, Council voted unanimously to approve the agenda as presented.

REQUESTED APPEARANCES

Chelsea Garrett – Jeremiah's Italian Ice

Ms. Snider reminded Council that the conditional district approval granted in August 2025 included restrictions on drive-through operating hours, and required the applicant to return to Council for review after June 1, 2026. The existing conditions permitted drive-through operations beginning at 6:00 p.m. on weekdays and throughout the weekend.

Ms. Garrett requested permission to operate the drive-through during all regular business hours, noting that no traffic queuing or roadway stacking issues had been observed under the existing schedule. She explained that the business utilized a double drive-through configuration and designated employees to manage traffic and prevent vehicles from stacking onto the roadway. Ms. Garrett expressed willingness to return for additional review and address any operational concerns identified by the Town.

Council members discussed the business's successful operation and the absence of significant traffic concerns to date and expressed support for expanding the hours while maintaining safeguards against potential roadway impacts. Concerns were raised regarding increased traffic during after-school hours, which had not been evaluated under the existing operating restrictions. Council members also discussed establishing clear criteria for identifying traffic-related violations and allowing the Police Department and Town staff to address concerns with the business before requiring further Council consideration.

Ms. Meade discussed the existing conditional district language and the need to preserve Council's ability to reconsider the operating hours if traffic concerns developed. Following discussion, Council expressed support for allowing the expanded hours on a temporary basis, with a subsequent review to evaluate operations and consider more permanent conditions. It was

proposed that the Town could request a review no sooner than six months following approval, with the applicant required to return within twelve months.
Upon a motion by Council Member Pruitt, seconded by Mayor Pro-Tem Carter, Council unanimously voted to allow the unlimited use of the drive-through during the applicant's full business hours and to come back to Council for review no sooner than six months if requested by staff due to issues arising, and no later than twelve months.

George Brudzinski – High Country MOAA

George Brudzinski, Treasurer of the High Country Chapter of the Military Officers Association of America (MOAA), provided background on the Veterans Memorial downtown and explained that the organization had previously transferred just over $20,000 to the Town for its maintenance after the completion of the project. He stated that he had confirmed with staff that none of those funds had been expended, and requested that Council authorize approximately $5,300 from the fund to purchase and install a reflection bench on Town-owned property adjacent to the memorial. Mr. Brudzinski indicated that the bench was expected to be completed in spring 2027, with a dedication ceremony anticipated.

Council Member Roseman asked about the proposed wording on the bench and emphasized the importance of inclusive language honoring all veterans. Mr. Brudzinski explained that the organization was developing wording that would incorporate its logo and a phrase recognizing continued service to veterans and the community. Proposed language included "serving Veterans and Community" or "Never Stop Serving".

Ms. Meade clarified that the bench would become Town property and remain under the Town's control, including any future decisions regarding its placement or maintenance. She also raised concerns about displaying the branding of a specific nonprofit organization on Town-owned property. Mayor George noted that the matter was a policy decision for Council and that the Town had previously recognized organizations with which it had partnered. Council Member Tait agreed and suggested incorporating a plaque with the organization's logo instead. Mayor George expressed support for including the organization's seal on the bench.

Council Member Tait made a motion to approve the full amount requested to purchase the bench to be installed on the property as proposed. Council Member Roseman seconded the motion, which carried unanimously. Mr. Perkins clarified that the Town of Boone would reimburse MOAA in the amount of $2,700 for the initial deposit and pay the remaining amount owed for the bench directly to the fabricator.

APPROVAL OF ITEMS ON CONSENT AGENDA

Upon a motion by Mayor Pro-Tem Carter, seconded by Council Member Tait, Council voted unanimously to approve the following items on the consent agenda:

1. Engineering Services Agreement – McGill Associates
2. Resolution of Support for the Blue Ridge Conservancy's Application to the NCDOT's Integrated Mobility Division Grant Program
3. Monthly Financial Report
4. Budget Amendments:

Finance Department:

TO:	Regular Salaries	010-500-300-501101	$88,250.00
	FICA Tax	010-500-300-508101	$5,222.00
FROM:	Miscellaneous Revenue	010-000-000-489900	$73,472.00

Explanation: To recognize payment from SBI and appropriate funds for Local Law Enforcement Bonus Program.

Public Works:

TO:	Contracted Services	030-700-801-577000	$1,070,400.00
	Capital Outlay – Other Equipment	030-700-803-57400	$478,000.00
FROM:	Appropriated Fund	030-000-000-499900	($1,548,400.00)

Explanation: Appropriate funding to cover grant-reimbursable water and sewer projects.

5. Minutes (October 14, 2026 Regular Town Council Meeting)

PLANNING MATTERS

Consideration of September 28, 2026, Public Hearing Cases

Case A26-0515 Khulaqi Parcel – General Use Zoning Map Amendment

Council Member Roseman made a motion that the proposed amendment to the Town's zoning map is consistent with the Town's current comprehensive plan in light of the following provisions of Boone Next:

Goal 1.1: A sustainable built pattern: Boone's interwoven natural and built environments will promote social, environmental, and fiscal sustainability while aiming to reduce auto- dependence

and the roots of traffic congestion. The town will be a leader of green building design and climate responsibility.
Goal 1.2: Development true to Boone's vision: Boone's development and redevelopment will enhance the best of the town's existing built environment and reinforce the vision set forth in this plan.
Policy 1.2.1: Build the Town for People: To the extent possible, the built environment should be human-scale and pedestrian oriented rather than large-scale and auto-oriented. There are urban design characteristics that transcend eras, styles, and typologies that help to explain why Boone's beloved downtown makes human beings comfortable. Human-scale development is not defined by density, but instead by urban design that makes human beings comfortable and happy navigating streets, activity centers, and neighborhoods on foot. Human-scale built environments might consider terminating vistas at the end of streets or the width and frontage of new buildings.
Goal 1.3: A preserved heritage: Boone's unique architectural and cultural history is celebrated. The town preserves historic buildings and encourages the design of new buildings and places that complement its architectural heritage.
Goal 2.4: Increase mobility through capacity & access management: Ensure Boone's street network supports safe, reliable transportation for all modes by addressing growth-related challenges with strategic roadway improvements beyond traditional widening.

Council Member Pruitt seconded the motion, which carried unanimously.

Council Member Roseman made a second motion to approve Ordinance A26-0515 on grounds that approval is reasonable and in the public interest because this action will bring two parcels together in a cohesive manner so that more construction can take place in the best interest of the community.

Council Member Pruitt seconded the motion, which carried unanimously.

Case A26-0521 – Clement Street Apartments, LLC – CDZMA

Mr. Wise reviewed updates to the proposed site plan and discussed whether the parking layout satisfied the applicable conditions. Ms. Meade expressed concern that the site plan did not specifically demonstrate compliance. The applicant provided measurements of the proposed parking area and confirmed that no deviation from the applicable parking standards was being requested. Ms. Meade clarified that the applicant would be required to comply with all applicable standards unless a specific deviation was granted.

Council Member Pruitt questioned whether the proposed vegetation met the requirements. Mr. Wise confirmed that the landscaping did not meet the applicable standards but noted that the applicant had agreed to retain all existing vegetation and had requested a deviation.

Council Member Tait raised concerns regarding stormwater runoff and referenced calculations indicating that the proposed impervious surface could generate approximately 11,000 gallons of runoff during a heavy summer rainfall. The applicant explained that underground stormwater retention had been considered but was not financially feasible given the property's constraints. Mr. Wise clarified that state regulations limited the Town's authority to require additional stormwater retention measures or changes to impervious surface coverage, although incentives could be offered. Ms. Meade cautioned against imposing additional requirements on individual developments outside established regulations, emphasizing the importance of consistent standards. She suggested that Council address potential stormwater incentives through a future work session, with staff providing recommendations for a policy that could be applied uniformly. Council Member Tait agreed that a broader policy discussion was warranted. Council Member Roseman indicated that she would support the request because the building footprint remained unchanged. Mr. Wise also reviewed additional measures offered by the applicant, including rain barrels and hardy board siding, and distinguished those from existing development requirements. Council Member Tait indicated that rain barrels were unnecessary, while Council Member Pruitt noted that the applicant could still incorporate them voluntarily without having to come back to Council for approval to remove them in the future.

Council Member Roseman made a motion that the proposed amendment to the Town's zoning map is consistent with the Town's current comprehensive plan in light of the following provisions from Boone Next:

Planning Principle 1: Prioritize thoughtfully designed development of underutilized land within the town's existing built-upon areas over development of undeveloped land on the town's outer limits. It is preferable to accommodate growth in locations within the existing town limits that are appropriate for, can support, and would be enhanced by new development. Infill and redevelopment will occur in a strategic manner that considers community needs like provision of and access to goods, services, transit, and quality public space.
Policy 1.2.2: Infill Development Enhances the Town: Infill development is important because it directs growth away from natural areas, but it must be done well. Infill development shall enhance and not detract from the building character of the town by replicating key elements of Boone's cherished historic design features (like building scale, proportion, setbacks, character) with high quality, pedestrian-oriented design and providing public goods like plazas, wide sidewalks, public art, and affordable spaces for living, artists, and small businesses. Rules for new development should avoid financially incentivizing displacement of vulnerable populations.
Policy 1.3.4: Encourage Reuse and Rehabilitation: Support and encourage adaptive reuse and rehabilitation of existing homes and buildings. Where appropriate, minimum building code standards should be applied in a manner compatible with historic preservation efforts.
Policy 4.4.1: Promote Use of Existing Resources: Promote infill, redevelopment, and adaptive use as a way to maximize use of existing services, infrastructure, and utilities. The development will provide multi-family housing as a primary use in the walkable mixed-use designation.

Planning Principle 7: Support the town's established neighborhoods and new residential developments through neighborhood-level engagement and planning. Neighborhoods may include a variety of land uses (residential, commercial, civic, and recreational areas), building types, and housing types. They may have an identifiable center that offers basic services such as cafes, childcare, specialty stores, and grocery options. Neighborhoods will support a variety of travel options and be well-connected to adjacent neighborhoods and parks. They will seamlessly integrate the members of diverse, multi-generational communities living in proximity to one another.

Conditions:

1. Where there is a conflict between the original application information and the plans (received on June 10, 2026), the plans shall control. Insignificant deviations may be permitted to comply with the requirements of the UDO. For application elements not depicted on the plans but included in the written materials provided by the applicant and considered at the public hearing held on July 27, 2026, those details shall be considered part of the approved plan except as may be specifically provided otherwise in these conditions or was represented otherwise by the applicant at the public hearing.
2. Any commitments and representations concerning the proposed development made by the applicant 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.
3. The applicant shall submit the necessary applications, plans, details, and specifications meeting 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.
4. Units shall be leased by the unit, not by the bedroom.
5. Provide parking that does not impede traffic on Clement Street, including those spaces that back into the street.
6. The applicant must work with town staff on a solid waste collection plan that defines the container location and collection access before site plan approval.
7. Existing trees on the site must be retained.

Mayor Pro-Tem Carter seconded the motion, which carried unanimously.

Council Member Roseman made a second motion to approve Ordinance A26-0521 and believes approval is reasonable and in the public interest because the Town is revitalizing used infrastructure to provide housing for the community and because four units will be for people of unique capabilities and needs.

Council Member Pruitt seconded the motion, which carried unanimously.

Consideration and Selection of Historic Preservation Commission Chair and Vice-Chair

Council Member Roseman nominated Vardell Smythe to continue to serve in his role as Chair and Bennie Gaetano to serve as Vice Chair. Hearing no further nominations, Mayor George called for a vote.

VOTE: Aye: All
Nay: None

Consideration and Selection of Planning Commission Chair and Vice-Chair

Council Member Roseman nominated Frank Veno to serve as Chair. Hearing no further nominations, Mayor George called for a vote.

VOTE: Aye: All
Nay: None

Council Member Roseman nominated Frida Paz-Miranda to serve as Vice Chair, and stated that her questions had been very poignant during her time on the Commission. Council Member Pruitt nominated Declan King to serve as Vice Chair, noting that both applicants brought a lot to the table, but that Declan had really stepped up to the role. Hearing no further nominations, Mayor George called for a vote.

VOTE (Paz-Miranda): Roseman
(King): Pruitt, Carter, Tait, Ball

Discussion Regarding Enforcement of Town Ordinances on Oak Street and in Neighborhoods Surrounding Strawberry Hill

Mayor George stated that staff had discussed neighborhood concerns with community members, including excessive noise, litter, and blocked sidewalks, and expressed interest in exploring additional enforcement measures.

Police Chief Duckworth provided an overview of the Police Department's enforcement efforts and reviewed complaint statistics from August 1 through the previous day. Oak Street had received seven calls, including four parking complaints resulting in two citations and three noise complaints resulting in two warnings. No complaints had been received for Horn in the West Drive. Clement Street had received two parking complaints resulting in one citation, while Pine Street had received two parking complaints resulting in three citations. Windy Drive had generated 17 calls related to parking and noise, including 11 parking complaints resulting in four citations and five noise complaints resulting in four warnings. Chief Duckworth explained that the Department had increased patrols during football game days and continued conducting after-hours patrols. He also

reported that staff had contacted Appalachian State University representatives regarding fraternity and sorority activities to encourage compliance through the University's Greek life organizations. He emphasized the importance of residents reporting disturbances, noting that officers could not address issues of which they were unaware. In response to Council Member Pruitt, he confirmed that residents could call 911 to report concerns.

Council Member Tait expressed concern regarding large gatherings spilling into neighborhood streets and questioned how enforcement could be improved. Chief Duckworth reiterated the importance of reporting incidents and explained that officers might observe activity while responding to other calls without knowing that a complaint existed.

Mr. Moody discussed the Town's community improvement enforcement efforts, which addressed litter, junk, and trash containers left along roadways. He explained that enforcement was primarily complaint-driven and that the Community Improvement Officer had inspected the area and issued ten letters to property owners. He noted that the officer devoted approximately 20 hours per week to community improvement duties while also performing other responsibilities.

Council members discussed whether enforcement efforts should focus on tenants, property owners, or both. Ms. Meade explained that the Town could conduct targeted enforcement in areas experiencing recurring problems and noted that applicable ordinances generally provided for accountability of both tenants and property owners. She emphasized that tenants were primarily responsible for their conduct, with property owners becoming involved when necessary. Mayor George expressed a preference for increased property owner accountability, while Council Member Pruitt emphasized that tenants should also be held responsible. Mayor Pro-Tem Carter agreed that contacting property owners could be an effective approach. Council Member Roseman suggested contacting fraternity and sorority chapter leadership and advisors, and Chief Duckworth confirmed that the Department had already communicated with Appalachian State University's Greek life representatives.

Mr. Wise reviewed the zoning classifications within the affected neighborhoods, including R-1, R-2, and R-3, and explained that occupancy limitations varied by district. Two previous occupancy investigations had determined that the properties were compliant. He clarified that occupancy restrictions applied to residents of a dwelling rather than individuals attending gatherings. Council Member Pruitt questioned whether departments maintained a centralized system for tracking complaints and repeat violations. He explained that no shared database existed but that departments communicated regularly regarding enforcement concerns. Ms. Meade noted that the Police Department tracked repeat violations and that existing noise regulations provided for escalating penalties.

Mr. Wise also discussed the Town's Good Neighbor Program, which provided informational materials to property owners regarding neighborhood expectations and responsibilities. Mayor

George acknowledged that many renters were responsible neighbors and emphasized that social gatherings were acceptable provided they did not negatively impact surrounding residents. Council members expressed support for continued communication with Appalachian State University, increased proactive enforcement, and consideration of additional measures to hold property owners and tenants accountable, with reevaluation in the future.

Consideration to Submit a Condition District Zoning Map Amendment Application for 155 Wyn Way

Mayor George expressed support for the proposed application but noted that residents had raised concerns regarding traffic in the area. He stated that Interim Town Manager Perkins was looking into those concerns. Ms. Meade acknowledged the importance of being a good neighbor but clarified that the Town had no legal authority over neighboring private properties or individuals trespassing on other properties. She cautioned against imposing conditions related to matters outside the Town's legal interest and noted that conditions requiring compliance with existing laws were unnecessary.

Council Member Roseman expressed concerns regarding winter road conditions and the use of speed bumps, although she acknowledged their intended purpose. Interim Town Manager Perkins confirmed that he was following up on the roadway concerns as a separate matter unrelated to the WYN property. It was the consensus of Council to move forward with the proposal.

With no further discussion, Mayor George adjourned the meeting at 7:42 p.m.

_____ _____

Nicole Harmon, Town Clerk Dalton George, Mayor

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Jane Shook, Director of Planning & Inspections

Department: Planning & Inspections

Contact Phone: 828.268.6200

Email: Jane.Shook@BooneNC.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Discussion of Planning & Inspections Fee Schedules

Summary of Information: Staff requests Council's consideration of the Planning and Inspections Department's fee schedules. New statutory changes require the Town to publish changes to fees, rates, or the methodologies used to develop fees and rates, and to prominently display the fee schedules on its website.
Staff reviewed the historically used cost recovery model and created formulas to recover permitting costs by separating building code-related permitting from zoning/planning-related permitting. This evaluation changed how base operating costs were applied overall, which changed fees in both areas. Staff has also included new fees for the new TIA process.

In addition, to apply a fair methodology for new construction and building permits, staff recommends that the Town use the ICC Building Valuation Data table (also attached) to determine the building permit cost for new construction.

Staff has provided Council with a Cost Recovery Worksheet comparing existing fees with fees that recover costs at 100%, 75%, and 50%, along with the new revised fee schedules,

with the 100% cost recovery as the new fee. Because Council has historically subsidized certain permit fees, staff will be available to answer questions and discuss policy considerations related to each fee.

Town of Boone

Planning and Inspections Fee Schedule Cost Recovery Worksheet(November 2026)

Fee Type	Current Fee	Cost Recovery	100%	75%	50%
New Equipment or Equipment Changeout (per address, per applicance type, first inspection inlcuded)					
Base Fee, Per Appliance Type	$165.00	$171.25	$170.00	$130.000	$85.00
+Additional applicance type	NA	$25.00			
Building: Single-Family & Duplex (Use 1.06)					
New Construction & Additions	$605+	TBD/ICC			
Other Improvements & Repair	$165.00	$249.65	$250.00	$190.00	$125.00
Building: Commercial/All Other Residential					
New Construction & Additions	$755+	TBD/ICC			
Renovation & Repair, Change of Occupancy with Renovations					
≤ 5,000 square feet total building square footage)	$245.00	$292.53	$295.00	$220.00	$220.00
5,001 – 20,000 square feet of total building	$295.00	$348.63	$350.00	$265.00	$260.00
>20,001 square feet of total building	$370.00	$446.80	$445.00	$335.00	$335.00
Other Conbstruction Related Permits					
ABC Compliance Inspection	$250.00	$257.55	$260.00	$195.00	$195.00
Accessory Electric Vehicle Charging Station (No Charge)	$0.00	$0.00	$0.00	$0.00	$0.00
Accessory Solar Energy System (No Charge)	$0.00	$0.00	$0.00	$0.00	$0.00
At-Risk Footing/Foundation	$230.00	$246.97	$245.00	$185.00	$185.00

Town of Boone

Planning and Inspections Fee Schedule Cost Recovery Worksheet(November 2026)

Fee Type	Current Fee	Cost Recovery	100%	75%	50%
Business Occupancy Change	$185.00	$211.58	$210.00	$160.00	$160.00
Change of Contractor	$10.00	$23.12	$25.00	$20.00	$20.00
Construction Trailer	$255.00	$251.91	$250.00	$190.00	$190.00
Day Care Inspection	NA	$236.69	$235.00	$175.00	$175.00
Demolition	$300.00	$327.14	$325.00	$245.00	$245.00
Homeowners Recovery Fee	$10.00	$10.00			
Inspection Fees					
+Per Inspection or Re-Inspection Trip	$55.00	$60.45	$60.00	$45.00	$45.00
+Each additional inspection or re-inspection performed during the same site visit	NA	$30.00	$30.00	$25.00	$25.00
Manufactured Home in Park	$290.00	$327.14	$325.00	$245.00	$245.00
Occupancy Load Reposting	NA	$157.22	$155.00	$115.00	$115.00
On-site Consultation (per employee, per trip)	$55.00	$60.45	$60.00	$45.00	$45.00
Sign Permit	$195.00	$203.43	$205.00	$155.00	$155.00
+Freestanding Sign	$55.00	$60.45	$60.00	$45.00	$45.00
State Buildig Code Regulatory Fee					
+$25.00 for the construction of buildings or structures subject to the NC Residential Building Code	NA	$25.00			
+$100.00 for the construction of buildings or structures subject to the NC Building Code	NA	$100.00			

Town of Boone

Planning and Inspections Fee Schedule Cost Recovery Worksheet(November 2026)

Fee Type	Current Fee	Cost Recovery	100%	75%	50%
+$10.00 for all other work subject to the NC State Building Code	NA	$10.00			
Temporary Certificate of Occupancy or Stocking Permits	NA	$56.10	$55.00	$40.00	$40.00
Tempoary Power	NA	$56.10	$55.00	$40.00	$40.00
Board Hearing Applications					
Voluntary Annexation Fee	$375.00	$598.51	$600.00	$450.00	$300.00
Appeal of Administrative Decision	$300.00	$1,295.03	$1,295.00	$970.00	$650.00
Special Use Permit (ANY)/Major Subdivision Preliminary Plat	$1,190.00	$1,850.55	$1,850.00	$1,390.00	$925.00
Variance (per each request to vary a standard)	$805.00	$1,399.61	$1,400.00	$1,050.00	$700.00
Amendment to Comprehensive Plan or UDO	$875.00	$1,220.43	$1,220.00	$915.00	$610.00
Certificate of Appropriateness	$375.00	$1,115.19	$1,115.00	$835.00	$560.00
Historic Landmark Designation	$375.00	$1,325.31	$1,325.00	$995.00	$665.00
Planning Commission Subdivision Watershed Review	NA	$199.70	$200.00	$150.00	$100.00
General Use Zoning Map Amendment	$765.00	$1,332.63	$1,335.00	$1,000.00	$670.00
SFHA Map Amendment	$640.00	$1,332.63	$1,335.00	$1,000.00	$670.00
Conditional District Zoning Map Amendment	$1,090.00	$2,212.51	$2,215.00	$1,660.00	$1,110.00
+ cost of legal advertising for case	TBD	TBD			
+ $0.71 per adjacent property owner notification letter	$0.71	$0.00			

Town of Boone

Planning and Inspections Fee Schedule Cost Recovery Worksheet(November 2026)

Fee Type	Current Fee	Cost Recovery	100%	75%	50%
Subdivison					
Exempt Division of Land	$145.00	$260.24	$260.00	$195.00	$130.00
Minor Subdivision	$180.00	$350.33	$350.00	$265.00	$175.00
Major Subdivision Final Plat	$245.00	$427.56	$430.00	$325.00	$215.00
Zoning: Single-Family					
New Construction & Additions	$455.00	$620.71	$620.00	$465.00	$310.00
Accessory Use: Secondary Suite or ADU	NA	$339.47	$340.00	$255.00	$170.00
Other Improvement & Repair: Accessory Structures , Yard/Parking Improvements, Culverts, Decks/Porches, Etc.)	$205.00	$339.47	$340.00	$255.00	$170.00
Zoning: Commercial					
New Construction, Additions, Tier 4: Project Cost Exceeds 75% of Total Development Value					
$\leq$ 2,500 total building square footage and land disturbance	$545.00	$861.30	$860.00	$645.00	$430.00
>2,501 building square footage	$1,265.00	$1,236.77	$1,235.00	$930.00	$620.00
Renovation/Change of Use/Other					
Project cost < 10% of total development value	$250.00	$371.91	$370.00	$280.00	$185.00
Project cost is $\geq$ 10% of total development value	$340.00	$487.24	$485.00	$365.00	$245.00
Project cost $\geq$ 25% of total development value	$515.00	$615.76	$615.00	$460.00	$310.00
Project cost $\geq$ 50% of total development value	$780.00	$861.30	$860.00	$645.00	$430.00

Town of Boone

Planning and Inspections Fee Schedule Cost Recovery Worksheet(November 2026)

Fee Type	Current Fee	Cost Recovery	100%	75%	50%
Project cost ≥ 75% of total development value	New Const.	$1,236.77	$1,235.00	$930.00	$620.00
Wireless Transmission Facilities					
Colocation or Eligible Facility Modification	$310.00	$371.91	$370.00	$280.00	$185.00
All Others	$1,265.00	$1,236.77	$1,235.00	$930.00	$620.00
Other Zoning Fees					
Annual Short-Term Rental Permit*	$530.00	$669.10	$670.00	$500.00	$335.00
Administrative Interpretation	NA	$734.81	$735.00	$550.00	$370.00
Land Disturbance ≥ 1 acre, per acre or part thereof	$305.00	$266.49	$265.00	$200.00	$135.00
On-site Consultation (per employee, per trip)	$55.00	$55.00	$55.00	$40.00	$30.00
Neighborhood Conservation District Parking Sticker (No Charge)	$0.00	$0.00			
Repaving/Pavement Sealant	$100.00	$285.98	$285.00	$215.00	$145.00
Special Flood Hazard Area Review	$315.00	$127.86	$130.00	$95.00	$65.00
Statement of Conformity	$100.00	$337.04	$335.00	$255.00	$170.00
Transportation Impact Analysis	NA	TBD			
+Town Management of Case (due at scoping)	NA	$500.17	$500.00	$375.00	$250.00
Water Supply Watershed Review	NA	$34.87	$35.00	$25.00	$20.00
Zoning Confirmation Letter	$160.00	$273.11	$275.00	$205.00	$140.00

Building/Construction Fee Schedule, Effective January 1, 2027
680 W. King Street, Suite C, Boone, NC 28607
Phone: (828) 268-6960 | Email: planning@townofboone.net | http://www.boonenc.gov/pi

Please see below for guidance on how to use this fee schedule. For any questions on whether or not a permit is required or for more information on a permit, please contact the Town of Boone Planning and Inspections Department.

Fee Schedule Guidance

How are fees calculated?

Building Permits/New Construction: Cost of new construction will be evaluated against the most current ICC Building Valuation Data (BVD) table. The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

All Other: The methodology used to calculate all other fees is based on cost recovery of the actual costs incurred by the Town to review, issue, and administer an application. Since an applicant who requires a relatively simple permit should not subsidize an applicant whose development requires substantially more resources, fees are calculated by assessing actual staff time required for each type of application, assigning the appropriate staff to those tasks, and incorporating department operating costs.

Note: Fees do not include 100% of operating costs as the department provides broader public services that benefit the community.

When are fees due?

Within 10 days after the submission of a complete application, the department will provide the applicant an initial fee estimate that is due before any additional processing of the application begins. Then, prior to permit issuance, the department will send a final fee estimate of any additional fees owed to the department and the time frame in which those fees must be paid. Any subsequent fees, due to development changes or reinspection shall be paid prior to the final inspection, issuance of a certificate of compliance, or issuance of a certificate of occupancy.

Fee Responsibility & Communications

The applicant shall be responsible for all associated fees.

NOTE: Communications will only be sent to the applicant and relevant design professionals.

Inspection Fees

New Construction: New construction permit fees include all inspections, except for re-inspections.

Other Building Permits: For all other permits, one inspection is included per permit. Each additional inspection trip after this is subject to the applicable inspection fee. When multiple inspections are performed during the same inspection trip, each additional inspection shall be charged at 50% of the applicable inspection rate. For example, a request for framing with an electrical rough-in at the same time, will be billed an initial inspection trip of $60.00, plus an additional $30.00 for the second inspection.

Re-inspections: A re-inspection fee of $60.00 shall be assessed when one or more of the following occurs:

1. The inspection reveals deficiencies requiring an additional inspection to verify compliance.
2. The project is not ready for inspection or the site is inaccessible at the time of the scheduled inspection.

Reviews and Associated Fees

Upon submittal of a complete application, each application is allowed two (2) reviews under the initial fee, the first review and a second review if revisions or supplemental information is required based upon the first review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application.

Other Town Development Related Fees

Fees may be collected on behalf of other Town of Boone Departments for project reviews and inspections. You may access all other Town Department Fee Schedules here: https://boonenc.gov/796/Fee-Schedules

Refund Request

Refund requests shall be submitted in writing from the applicant. Refund requests will be reviewed by the Director or their designee, who shall evaluate the amount of work completed by the Town as compared to the cost of the permit to ensure the Town has recovered the costs incurred with the processing, review, and inspections associated with the application.

Penalties

Working without permits: Fees are doubled if the activity or site change requested has already occurred or has been started unless the Director or their designee finds that there are mitigating circumstances.

Other Town Code Penalties – See Appropriate Town Code reference.

680 W. King Street, Suite C, Boone, NC 28607
Phone: (828) 268-6960 | Email: planning@townofboone.net | http://www.boonenc.gov/pi

Building/Construction Related Fees

New Appliance or Appliance Changeout (per address, per appliance, first inspection included)

- ☐ $170.00 Fee Per Address, Per Appliance Type
- + $25.00 Each additional appliance type

Single-Family, Two-Family, Townhouses (NC Residential Code)

New Construction & Additions (includes inspections)

- ☐ Gross Area x Square Foot Construction Cost (BVD) x .0025

Other Improvements & Repair (first inspection included)

- ☐ $250.00 Single-trade
- +$30.00 Each additional trade

Commercial/All Other Residential (NC Building Code)

New Construction & Additions (includes inspections)

- ☐ Gross Area x Square Foot Construction Cost (BVD) x .0025

All Other Improvements & Repair (first inspection included)

- ☐ Single-trade
  - ○ $295.00 ≤ 5,000 square feet gross building square footage
  - ○ $350.00 5,001-20,000 square feet gross building square footage
  - ○ $445.00 > 20,000 square feet gross building square footage
- +$30.00 Each additional trade

Other Construction Related Fees and Permits (where required first inspection included)

- ☐ $260.00 ABC Compliance Inspection
- ☐ No Charge Accessory Electric Vehicle Charging Station
- ☐ No Charge Accessory Solar Energy System
- ☐ $245.00 At Risk Footing/Foundation
- +$30.00 for each additional trade
- ☐ $210.00 Business Occupancy (change of occupancy)
- ☐ $25.00 Change of Contractor
- ☐ $250.00 Construction Trailer
- +$30.00 for plumbing
- ☐ $240.00 Day Care Inspection
- ☐ $325.00 Demolition

- ☐ $10.00 Homeowners Recovery Fund Fee[1]
- ☐ TBD Inspection Fees

  +$60.00 per additional inspection or re-inspection trip

  +$30.00 for each additional inspection or re-inspection performed during the same site visit
- ☐ $325.00 Manufactured Home in Park
- ☐ $155.00 Occupancy Load Reposting
- ☐ $60.00 On-Site Consultation (per Building Code Compliance employee, per trip)
- ☐ $205.00 Sign Permit

  +$60.00 for freestanding signs
- ☐ State Building Code Regulatory Fee[2] (only one will be applicable)
  - $25.00 for the construction of buildings or structures subject to the NC Residential Building Code
  - $100.00 for the construction of buildings or structures subject to the NC Building Code
  - $10.00 for all other work subject to the NC State Building Code
- ☐ $55.00 Temporary Certificate of Occupancy or Stocking Permits
- ☐ $55.00 Temporary Power

Penalties

- ☐ Double application fee Working without permits
- ☐ TBD Other Town Code Penalties (see appropriate Town Code reference)

[1] Pursuant to N.C. Gen. Stat. § 87-15.6, whenever a general contractor applies for the issuance of a permit for the construction of any single-family residential dwelling unit or for the alteration of an existing single-family residential dwelling unit, a city or county building inspector shall collect from the general contractor a fee in the amount of ten dollars ($10.00) for each dwelling unit to be constructed or altered under the permit. These funds are sent to the NC Licensing Board for General Contractors on a quarterly basis. For more information please visit: Homeowners Recovery Fund – NC Licensing Board for General Contractors

[2] Pursuant to N.C. Gen. Stat. § 95-281(b), in addition to building permit fees levied by local governments pursuant to G.S. 160D-402, each building permit applicant shall pay a State Building Code regulatory fee for the costs incurred by the Building Codes and Interpretations Bureau of the Department of Labor in administering, developing, interpreting, providing technical assistance on, and supporting the consistent application of the North Carolina State Building Code, as defined in G.S. 143-138, including the enforcement of interpretations and decisions pursuant to G.S. 95-283.

Please see below for guidance on how to use this fee schedule. For any questions on whether or not a permit is required or for more information on a permit, please contact the Town of Boone Planning and Inspections Department.

Fee Schedule Guidance

How are fees calculated?

The methodology used to calculate all other fees is based on cost recovery of the actual costs incurred by the Town to review, issue, and administer an application. Since an applicant who requires a relatively simple permit should not subsidize an applicant whose development requires substantially more resources, fees are calculated by assessing actual staff time required for each type of application, assigning the appropriate staff to those tasks, and incorporating department operating costs.

Note: Fees do not include 100% of operating costs as the department provides broader public services that benefit the community.

When are fees due?

Within 10 days after the submission of a complete application, the department will provide the applicant an initial fee estimate that is due before any additional processing of the application begins. Then, prior to permit issuance, the department will send a final fee estimate of any additional fees owed to the department and the time frame in which those fees must be paid. Any subsequent fees, due to development changes or reinspections shall be paid prior to the final inspection, issuance of a certificate of compliance, or issuance of a certificate of occupancy.

Fee Responsibility & Communications

The applicant shall be responsible for all associated fees.

NOTE: Communications will only be sent to the applicant and relevant design professionals.

Reinspection Fees

A reinspection fee of $55.00 shall be assessed when one or more of the following occurs:

1. The inspection reveals deficiencies requiring an additional inspection to verify compliance.
2. The project is not ready for inspection or the site is inaccessible at the time of the scheduled inspection.

Reviews & Associated Fees

Upon submittal of a complete application, each application is allowed two (2) reviews under the initial fee, the first review and a second review if revisions or supplemental information is required based upon the first review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application.

Other Town Development Related Fees

Fees may be collected on behalf of other Town of Boone Departments for project reviews and inspections. You may access all other Town Department Fee Schedules here: https://boonenc.gov/796/Fee-Schedules

Refund Request

Refund requests shall be submitted in writing from the applicant. Refund requests will be reviewed by the Director or their designee, who shall evaluate the amount of work completed by the Town as compared to

the cost of the permit to ensure the Town has recovered the costs incurred with the processing, review, and inspections associated with the application.

Penalty Fees

Working without permits: Fees are doubled if the activity or site change requested has already occurred or has been started unless the Director or their designee finds that there are mitigating circumstances.

Other UDO Penalties – See UDO Article 12 for more details.

Board Hearing Applications

Annexation

☐	$600.00	Voluntary Annexation (+ zoning map amendment)

Exception: The annexation petition fee and newspaper publication costs are waived for applicants with incomes below 60% of area median income as defined by the most recent figures published by the US Department of Housing and Urban Development.

Board of Adjustment

☐	$1295.00	Appeal
☐	$1,850.00	Special Use Permit
☐	$1,400.00	Variance

Comprehensive Plan or UDO Text Amendment

☐	$1,220.00	Amendment to the Town's UDO or Comprehensive Plan

Historic Preservation Commission

☐	$1,115.00	Certificate of Appropriateness
☐	$1,325.00	Historic Landmark Designation (Overlay Zoning Map Amendment)

Planning Commission

☐	$200.00	Subdivision Watershed Review

Zoning Map Amendment

☐	$1335.00	General Use Zoning Map Amendment
☐	$2215.00	Conditional District Zoning Map Amendment
☐	$1335.00	Special Flood Hazard Area Map Amendment/Revision (LOMA/LOMR)

Other Applicable Board Hearing Fees

☐	$0.88 per adjacent property owner notification letter	
☐	+Direct cost of legal advertising for the case	

Subdivision Applications

☐	$260.00	Exempt Plat
☐	$350.00	Minor Subdivision
☐	$430.00	Major Subdivision Plat

Zoning Related Permits & Fees

Single-Family & Duplex (Use 1.06)

New Construction & Additions

☐	$620.00	New Construction/Additions

Other Accessory Use, Improvements, & Repair

☐	$340.00	Secondary Suite or Accessory Dwelling
☐	$340.00	Other Improvements & Repair

680 W. King Street, Suite C, Boone, NC 28607
Phone: (828) 268-6960 | Email: planning@townofboone.net | http://www.boonenc.gov/pi

Commercial/All Other Residential

New Construction & Additions

☐	$860.00	≤ 2,500 gross building square footage
☐	$1235.00	>2,500 gross total building square footage

Change of Use/Renovation/Repair

☐	○	$370.00	Project cost < 10% of total development value
	○	$485.00	Project cost is ≥ 10% of total development value
	○	$615.00	Project cost ≥ 25% of total development value
	○	$860.00	Project cost ≥ 50% of total development value
	○	$1235.00	Project cost ≥ 75% of total development value

Wireless Transmission Facilities

☐	$370.00	Colocation or Eligible Facility Modification
☐	$1235.00	All Others

Other Zoning Fees & Permits

☐	$670.00	Annual Short-Term Rental Permit
☐	$735.00	Interpretation Request
☐	$265.00	Land Disturbance
☐	$55.00	On-Site Consultation (per employee, per trip)
☐	$55.00	Reinspection Fees
☐	$285.00	Repaving/Pavement Sealant
☐	$130.00	Special Flood Hazard Area Review
☐	$335.00	Statement of Conformity
☐	TBD	Transportation Impact Analysis
	+$500.00	Town Management of Case (due at scoping meeting)
☐	$35.00	Water Supply Watershed Review
☐	$275.00	Zoning Confirmation Letter

Penalties

☐	Double application fee	Working without permits
☐	TBD	Other UDO Penalties (see UDO Article 12 for details)

Building Valuation Data – AUGUST 2026

The International Code Council is pleased to provide the following Building Valuation Data (BVD) for its members. The BVD will be updated at six-month intervals, with the next update in February 2027. ICC strongly recommends that all jurisdictions and other interested parties actively evaluate and assess the impact of this BVD table before utilizing it in their current code enforcement related activities.

The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

ICC has developed this data to aid jurisdictions in determining permit fees. It is important to note that while this BVD table does determine an estimated value of a building (i.e., Gross Area x Square Foot Construction Cost), this data is only intended to assist jurisdictions in determining their permit fees. This data table is not intended to be used as an estimating guide because the data only reflects average costs and is not representative of specific construction.

This degree of precision is sufficient for the intended purpose, which is to help establish permit fees so as to fund code compliance activities. This BVD table provides jurisdictions with a simplified way to determine the estimated value of a building that does not rely on the permit applicant to determine the cost of construction. Therefore, the bidding process for a particular job and other associated factors do not affect the value of a building for determining the permit fee. Whether a specific project is bid at a cost above or below the computed value of construction does not affect the permit fee because the cost of related code enforcement activities is not directly affected by the bid process and results.

Building Valuation

The following building valuation data represents average valuations for most buildings. In conjunction with IBC Section 109.3, this data is offered as an aid for the building official to determine if the permit valuation is underestimated. Again, it should be noted that, when using this data, these are "average" costs based on typical construction methods for each occupancy group and type of construction. The average costs include foundation work, structural and nonstructural building components, electrical, plumbing, mechanical and interior finish material. The data is a national average and does not take into account any regional cost differences. As such, the use of Regional Cost Modifiers is subject to the authority having jurisdiction.

Permit Fee Multiplier

Determine the Permit Fee Multiplier:

1. Based on historical records, determine the total annual construction value which has occurred within the jurisdiction for the past year.
2. Determine the percentage (%) of the building department budget expected to be provided by building permit revenue.
3. $$\text{Permit Fee Multiplier} = \frac{\text{Bldg. Dept. Budget x (\%)}}{\text{Total Annual Construction Value}}$$

Example

The building department operates on a $300,000 budget, and it expects to cover 75 percent of that from building permit fees. The total annual construction value which occurred within the jurisdiction in the previous year is $30,000,000.

$$\text{Permit Fee Multiplier} = \frac{\$300{,}000 \times 75\%}{\$30{,}000{,}000} = 0.0075$$

Permit Fee

The permit fee is determined using the building gross area, the Square Foot Construction Cost and the Permit Fee Multiplier.

Permit Fee = Gross Area x Square Foot Construction Cost
X Permit Fee Multiplier

Example

Type of Construction: IIB
Area: 1st story = 8,000 sq. ft.
2nd story = 8,000 sq. ft.
Height: 2 stories
Permit Fee Multiplier = 0.0075
Use Group: B

1. Gross area:
   Business = 2 stories x 8,000 sq. ft. = 16,000 sq. ft.
2. Square Foot Construction Cost:
   B/IIB = $277.56/sq. ft.
3. Permit Fee:
   Business = 16,000 sq. ft. x $277.56/sq. ft x 0.0075
   = $33,307.20

Important Points

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

- For purposes of establishing the Permit Fee Multiplier, the estimated total annual construction value for a given time period (1 year) is the sum of each building's value (Gross Area x Square Foot Construction Cost) for that time period (e.g., 1 year).

- The Square Foot Construction Cost does not include the price of the land on which the building is built. The Square Foot Construction Cost takes into account everything from foundation work to the roof structure and coverings but does not include the price of the land. The cost of the land does not affect the cost of related code enforcement activities and is not included in the Square Foot Construction Cost.

Square Foot Construction Costs [a, b, c]

Group (2024 International Building Code)	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	360.96	348.39	337.35	324.27	303.54	294.94	313.17	283.31	272.34
A-1 Assembly, theaters, without stage	331.90	319.33	308.29	295.21	274.24	265.63	284.12	254.01	243.04
A-2 Assembly, nightclubs	281.26	272.80	264.60	254.37	238.42	231.98	245.62	216.53	208.41
A-2 Assembly, restaurants, bars, banquet halls	280.26	271.80	262.60	253.37	236.42	230.98	244.62	214.53	207.41
A-3 Assembly, churches	335.11	322.54	311.50	298.42	277.94	269.33	287.32	257.71	246.74
A-3 Assembly, general, community halls, libraries, museums	278.93	266.35	254.32	242.24	220.51	212.90	231.14	200.28	190.31
A-4 Assembly, arenas	330.90	318.33	306.29	294.21	272.24	264.63	283.12	252.01	242.04
B Business	312.15	300.92	289.96	277.56	252.72	243.79	266.86	225.87	215.44
E Educational	298.97	288.31	278.58	266.87	247.78	235.15	257.69	216.87	209.85
F-1 Factory and industrial, moderate hazard	171.67	163.34	153.02	147.14	131.07	124.79	140.28	110.60	101.94
F-2 Factory and industrial, low hazard	170.67	162.34	153.02	146.14	131.07	123.79	139.28	110.60	100.94
H-1 High Hazard, explosives	160.14	151.81	142.49	135.61	120.87	113.59	128.75	100.40	N.P.
H234 High Hazard	160.14	151.81	142.49	135.61	120.87	113.59	128.75	100.40	90.74
H-5 HPM	312.15	300.92	289.96	277.56	252.72	243.79	266.86	225.87	215.44
I-1 Institutional, supervised environment	286.01	275.76	265.91	255.86	234.19	227.89	255.32	210.91	203.38
I-2 Institutional, hospitals	489.97	478.73	467.77	455.38	429.56	N.P.	444.67	402.71	N.P.
I-2 Institutional, nursing homes	338.00	326.76	315.81	303.41	280.56	N.P.	292.71	253.71	N.P.
I-3 Institutional, restrained	329.08	317.84	306.89	294.49	272.63	262.70	283.79	266.32	233.35
I-4 Institutional, day care facilities	286.01	275.76	265.91	255.86	234.19	227.89	255.32	210.91	203.38
M Mercantile	209.97	201.51	192.31	183.08	166.72	161.29	174.33	144.83	137.71
R-1 Residential, hotels	289.33	279.08	269.24	259.18	237.00	230.71	258.65	213.72	206.19
R-2 Residential, multiple family	241.56	231.31	221.47	211.41	190.52	184.22	210.88	167.24	159.71
R-3 Residential, one- and two-family [d]	226.80	220.77	215.47	210.87	203.82	196.56	215.12	189.52	177.63
R-4 Residential, care/assisted living facilities	286.01	275.76	265.91	255.86	234.19	227.89	255.32	210.91	203.38
S-1 Storage, moderate hazard	159.14	150.81	140.49	134.61	118.87	112.59	127.75	98.40	89.74
S-2 Storage, low hazard	158.14	149.81	140.49	133.61	118.87	111.59	126.75	98.40	88.74
U Utility, miscellaneous	126.44	119.24	110.43	105.97	94.40	88.43	100.90	75.13	71.79

a. Private Garages use Utility, miscellaneous
b. For shell only buildings deduct 20 percent
c. N.P. = not permitted
d. Unfinished basements (Group R-3) = $31.50 per sq. ft.

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Jessica Mitchell, Advanced Planning Specialist

Department: Planning & Inspections

Contact Phone: 828-268-6960

Email: jessica.mitchell@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Consideration

Item Title: Presentation of Results from the September 16, 2026, Walk Audit

Summary of Information: Following the Walk Audit on September 16, 2025, Staff compiled and tabulated participants' responses and summarized the feedback in the attached report. Planning and Inspections Staff (10 members) led four walk audit routes with nearly a dozen volunteers, including Town Council members. Staff reviewed responses from all routes and provided key takeaways in the report. Planning Staff presents this report as included in the packet and, as a team, will be available to address Council's questions.

Attachments:
1. Walk Audit Summary Report (PDF)

Walk Audit Summary

Walk Audit Completed by the Planning and Inspections Department on September 16, 2026

Walk Audit Summary – Staff Review 1

Route Summaries – Observer Notes 2

Route 1 – E King Street Loop 5

Route 2 – Wellness 8

Route 3 – Center 12

Route 4 – Hwy 105 15

Build a Better Block Worksheet 17

Walk Audit Summary – Staff Review

After completing the Walk Audit, Staff organized volunteers' and Staff members' responses within this report. Overall, Planning and Inspections Staff have summarized the following observations from all routes:

- Sidewalks are in need of repair.
- Crosswalks, bicycle lanes, and other pedestrian markings need to be repainted.
- Add pedestrian signage for both pedestrians and drivers to help them identify crossings and pedestrian paths.
- Ensure all intersection crossing signals are functional (Town, NCDOT).
- For Town-owned properties, maintain landscaping and street trees accordingly. For privately owned properties, encourage property and business owners to maintain their landscaping near and abutting sidewalks and pedestrian paths.
- Continue Town litter clean-up programs, as volunteers noted litter on almost all routes.
- Volunteers reported noise from speeding cars on all routes and noted that drivers did not appear to be obeying speed limits.
- Evaluate existing sidewalks and curb cuts for smooth transitions and ADA accessibility for all mobility levels.

Staff Note: Based on observations, Staff would summarize that standard 5-foot sidewalks without separation from the street (except for sidewalk curbing) make pedestrians feel unsafe. Wider sidewalks and other road improvements would change the pedestrian experience. These improvements include but are not limited to protected and/or separated sidewalks and bicycle

lanes, raised crosswalks, railings or guardrails, and landscaping. Complete streets elements, such as separated facilities and protected lanes for bicyclists and pedestrians, are part of Boone Next's goals and actions. All of these considerations, and others, would need to be developed in collaboration with NCDOT.

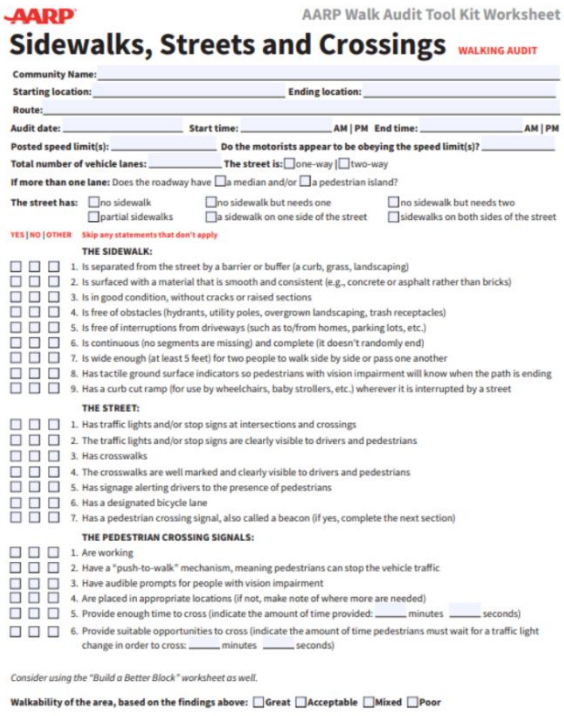
Route Summaries – Observer Notes

For the Walk Audit, participants, including volunteers and Planning and Inspections Staff, catalogued notes and observations on worksheets. Planning and Inspections Staff (10 members) led the routes with nearly a dozen volunteers, including Town Council members, divided among the four walk audit routes. The worksheets asked questions about the existing infrastructure and amenities available to pedestrians. These questions prompted participants to consider how the route could be utilized by different walking abilities and age groups – participants were able to consider the overall walkability and needed features to make the route safer and more accessible.

The routes were divided into at least two sections, with participants completing worksheets for each section. Within each route table below, Staff Notes indicate changes to how the worksheets were completed; otherwise, participants completed each worksheet per section.

Within the pages below are summaries for each route along with observer notes from the Sidewalks, Streets, and Crossings worksheet and the Street Safety and Appeal worksheet. There is a tally of the total number of pedestrians observed during the walk audit from the Who's Using the Street – Why? worksheet. At the end of the report is a tally from the Build a Better Block worksheet that considers improvements and amenities that could improve each route.

AARP Worksheets available at: [AARP Walk Audit Tool Kit Worksheets]



AARP Walk Audit Tool Kit Worksheet

Sidewalks, Streets and Crossings WALKING AUDIT

Community Name: _____

Starting location: _____ **Ending location:** _____

Route: _____

Audit date: _____ **Start time:** _____ AM | PM **End time:** _____ AM | PM

Posted speed limit(s): _____ **Do the motorists appear to be obeying the speed limit(s)?** _____

Total number of vehicle lanes: _____ **The street is:** ☐one-way | ☐two-way

If more than one lane: Does the roadway have ☐a median and/or ☐a pedestrian island?

The street has: ☐no sidewalk ☐no sidewalk but needs one ☐no sidewalk but needs two ☐partial sidewalks ☐a sidewalk on one side of the street ☐sidewalks on both sides of the street

YES | NO | OTHER Skip any statements that don't apply

THE SIDEWALK:

☐☐☐ 1. Is separated from the street by a barrier or buffer (a curb, grass, landscaping)
☐☐☐ 2. Is surfaced with a material that is smooth and consistent (e.g., concrete or asphalt rather than bricks)
☐☐☐ 3. Is in good condition, without cracks or raised sections
☐☐☐ 4. Is free of obstacles (hydrants, utility poles, overgrown landscaping, trash receptacles)
☐☐☐ 5. Is free of interruptions from driveways (such as to/from homes, parking lots, etc.)
☐☐☐ 6. Is continuous (no segments are missing) and complete (it doesn't randomly end)
☐☐☐ 7. Is wide enough (at least 5 feet) for two people to walk side by side or pass one another
☐☐☐ 8. Has tactile ground surface indicators so pedestrians with vision impairment will know when the path is ending
☐☐☐ 9. Has a curb cut ramp (for use by wheelchairs, baby strollers, etc.) wherever it is interrupted by a street

THE STREET:

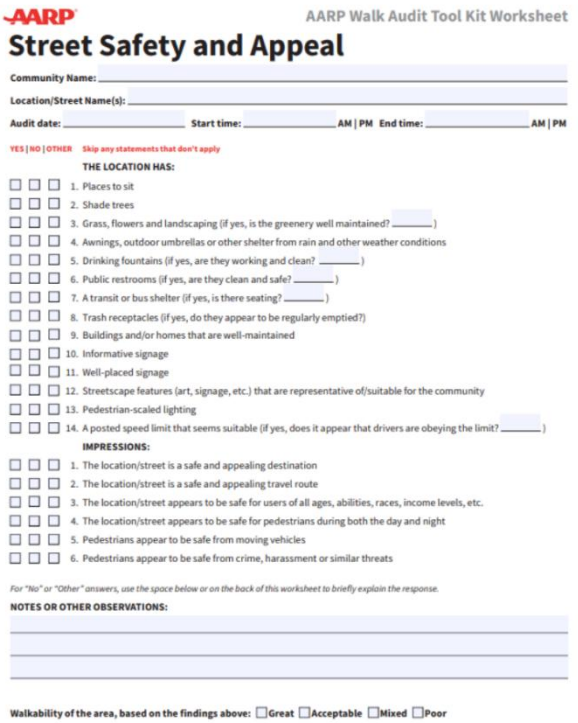
☐☐☐ 1. Has traffic lights and/or stop signs at intersections and crossings
☐☐☐ 2. The traffic lights and/or stop signs are clearly visible to drivers and pedestrians
☐☐☐ 3. Has crosswalks
☐☐☐ 4. The crosswalks are well marked and clearly visible to drivers and pedestrians
☐☐☐ 5. Has signage alerting drivers to the presence of pedestrians
☐☐☐ 6. Has a designated bicycle lane
☐☐☐ 7. Has a pedestrian crossing signal, also called a beacon (if yes, complete the next section)

THE PEDESTRIAN CROSSING SIGNALS:

☐☐☐ 1. Are working
☐☐☐ 2. Have a "push-to-walk" mechanism, meaning pedestrians can stop the vehicle traffic
☐☐☐ 3. Have audible prompts for people with vision impairment
☐☐☐ 4. Are placed in appropriate locations (if not, make note of where more are needed)
☐☐☐ 5. Provide enough time to cross (indicate the amount of time provided: _____ minutes _____ seconds)
☐☐☐ 6. Provide suitable opportunities to cross (indicate the amount of time pedestrians must wait for a traffic light change in order to cross: _____ minutes _____ seconds)

Consider using the "Build a Better Block" worksheet as well.

Walkability of the area, based on the findings above: ☐Great ☐Acceptable ☐Mixed ☐Poor



AARP Walk Audit Tool Kit Worksheet

Street Safety and Appeal

Community Name: _____

Location/Street Name(s): _____

Audit date: _____ **Start time:** _____ AM | PM **End time:** _____ AM | PM

YES | NO | OTHER Skip any statements that don't apply

THE LOCATION HAS:

☐☐☐ 1. Places to sit
☐☐☐ 2. Shade trees
☐☐☐ 3. Grass, flowers and landscaping (if yes, is the greenery well maintained? _____)
☐☐☐ 4. Awnings, outdoor umbrellas or other shelter from rain and other weather conditions
☐☐☐ 5. Drinking fountains (if yes, are they working and clean? _____)
☐☐☐ 6. Public restrooms (if yes, are they clean and safe? _____)
☐☐☐ 7. A transit or bus shelter (if yes, is there seating? _____)
☐☐☐ 8. Trash receptacles (if yes, do they appear to be regularly emptied?)
☐☐☐ 9. Buildings and/or homes that are well-maintained
☐☐☐ 10. Informative signage
☐☐☐ 11. Well-placed signage
☐☐☐ 12. Streetscape features (art, signage, etc.) that are representative of/suitable for the community
☐☐☐ 13. Pedestrian-scaled lighting
☐☐☐ 14. A posted speed limit that seems suitable (if yes, does it appear that drivers are obeying the limit? _____)

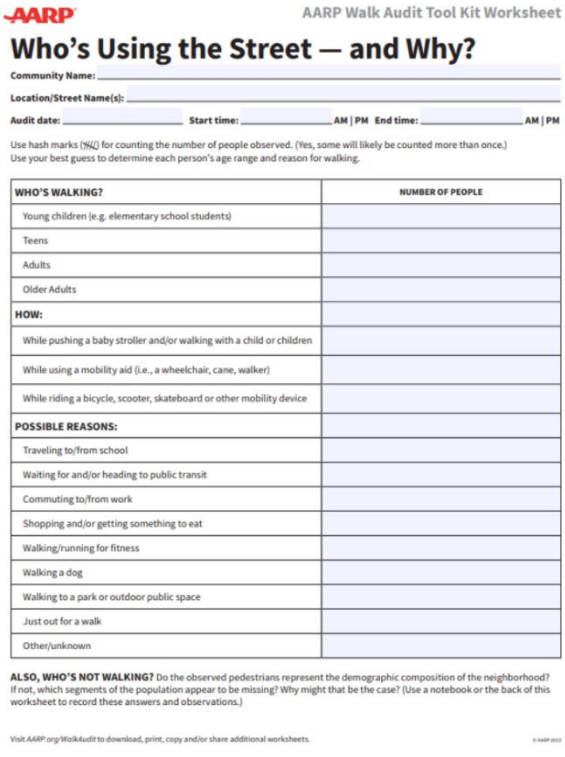
IMPRESSIONS:

☐☐☐ 1. The location/street is a safe and appealing destination
☐☐☐ 2. The location/street is a safe and appealing travel route
☐☐☐ 3. The location/street appears to be safe for users of all ages, abilities, races, income levels, etc.
☐☐☐ 4. The location/street appears to be safe for pedestrians during both the day and night
☐☐☐ 5. Pedestrians appear to be safe from moving vehicles
☐☐☐ 6. Pedestrians appear to be safe from crime, harassment or similar threats

For "No" or "Other" answers, use the space below or on the back of this worksheet to briefly explain the response.

NOTES OR OTHER OBSERVATIONS:

Walkability of the area, based on the findings above: ☐Great ☐Acceptable ☐Mixed ☐Poor



AARP Walk Audit Tool Kit Worksheet

Who's Using the Street — and Why?

Community Name: _____

Location/Street Name(s): _____

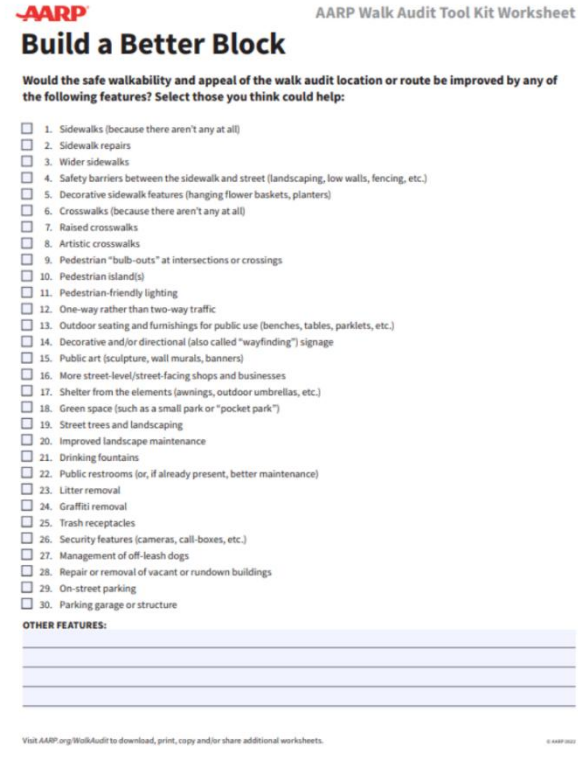
Audit date: _____ **Start time:** _____ AM | PM **End time:** _____ AM | PM

Use hash marks (𝍸) for counting the number of people observed. (Yes, some will likely be counted more than once.)
Use your best guess to determine each person's age range and reason for walking.

WHO'S WALKING?	NUMBER OF PEOPLE
Young children (e.g. elementary school students)	
Teens	
Adults	
Older Adults	
HOW:	
While pushing a baby stroller and/or walking with a child or children	
While using a mobility aid (i.e., a wheelchair, cane, walker)	
While riding a bicycle, scooter, skateboard or other mobility device	
POSSIBLE REASONS:	
Traveling to/from school	
Waiting for and/or heading to public transit	
Commuting to/from work	
Shopping and/or getting something to eat	
Walking/running for fitness	
Walking a dog	
Walking to a park or outdoor public space	
Just out for a walk	
Other/unknown	

ALSO, WHO'S NOT WALKING? Do the observed pedestrians represent the demographic composition of the neighborhood? If not, which segments of the population appear to be missing? Why might that be the case? (Use a notebook or the back of this worksheet to record these answers and observations.)

Visit AARP.org/WalkAudit to download, print, copy and/or share additional worksheets.



AARP Walk Audit Tool Kit Worksheet

Build a Better Block

Would the safe walkability and appeal of the walk audit location or route be improved by any of the following features? Select those you think could help:

☐ 1. Sidewalks (because there aren't any at all)
☐ 2. Sidewalk repairs
☐ 3. Wider sidewalks
☐ 4. Safety barriers between the sidewalk and street (landscaping, low walls, fencing, etc.)
☐ 5. Decorative sidewalk features (hanging flower baskets, planters)
☐ 6. Crosswalks (because there aren't any at all)
☐ 7. Raised crosswalks
☐ 8. Artistic crosswalks
☐ 9. Pedestrian "bulb-outs" at intersections or crossings
☐ 10. Pedestrian island(s)
☐ 11. Pedestrian-friendly lighting
☐ 12. One-way rather than two-way traffic
☐ 13. Outdoor seating and furnishings for public use (benches, tables, parklets, etc.)
☐ 14. Decorative and/or directional (also called "wayfinding") signage
☐ 15. Public art (sculpture, wall murals, banners)
☐ 16. More street-level/street-facing shops and businesses
☐ 17. Shelter from the elements (awnings, outdoor umbrellas, etc.)
☐ 18. Green space (such as a small park or "pocket park")
☐ 19. Street trees and landscaping
☐ 20. Improved landscape maintenance
☐ 21. Drinking fountains
☐ 22. Public restrooms (or, if already present, better maintenance)
☐ 23. Litter removal
☐ 24. Graffiti removal
☐ 25. Trash receptacles
☐ 26. Security features (cameras, call-boxes, etc.)
☐ 27. Management of off-leash dogs
☐ 28. Repair or removal of vacant or rundown buildings
☐ 29. On-street parking
☐ 30. Parking garage or structure

OTHER FEATURES:

Visit AARP.org/WalkAudit to download, print, copy and/or share additional worksheets.

Route 1: E King Street Loop



Route 1 – E King Street Loop

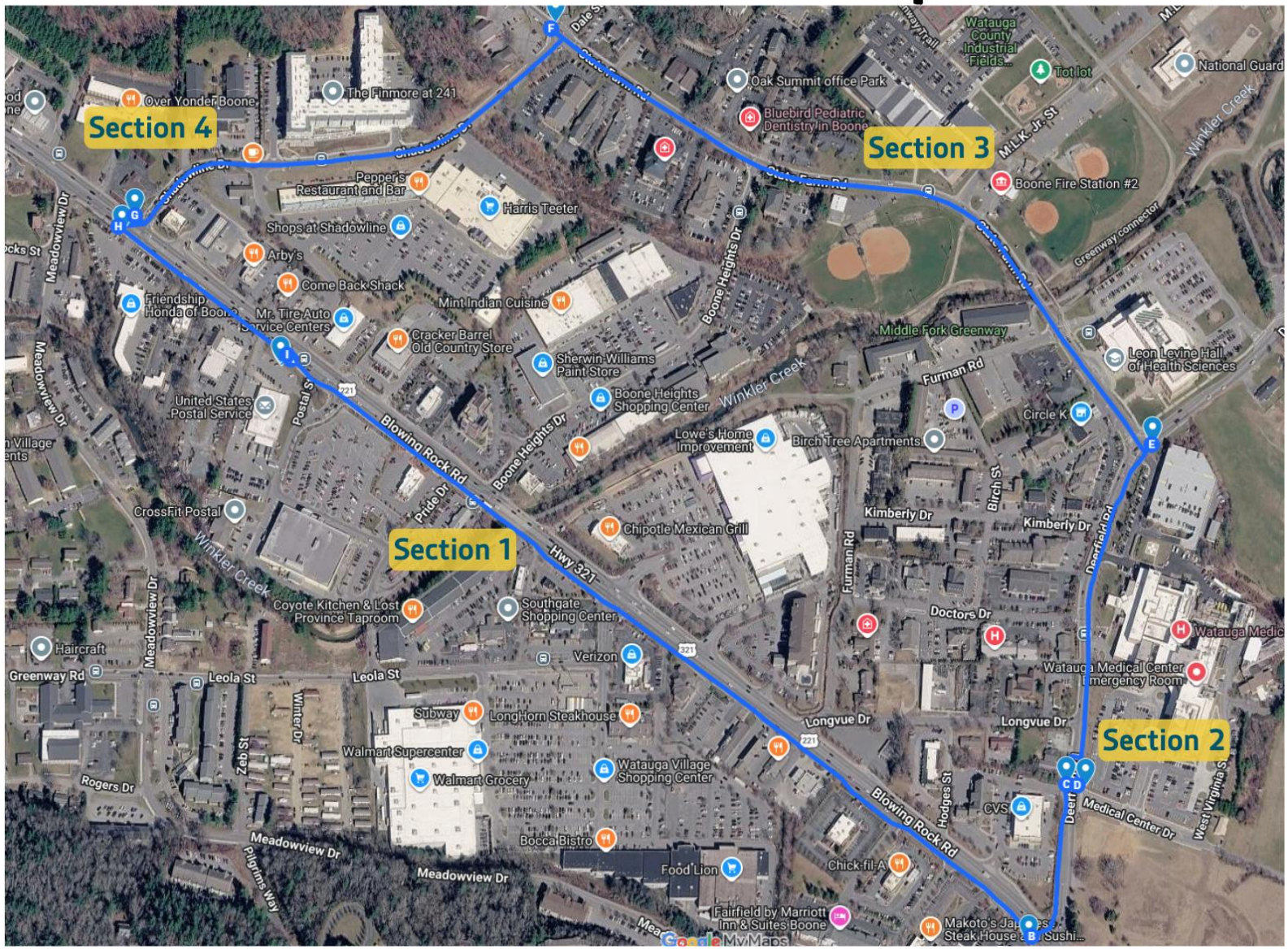
Route Description	This route has a speed limit of 35 with sidewalks on both sides of the street.
Route Notes from Sidewalks, Streets, and Crossings (worksheet)	• Sidewalk surface material is relatively smooth with some portions that are unpaved or a rough surface. • Crosswalks and bicycle lanes need to be repainted and in some areas are hard to see - very worn/faded. • Bicycle lane ends suddenly with no sign indicating that the lane terminates. • The crosswalks have pedestrian crossing signals that are working - although at the 321/Hardee's intersection there is no countdown. • The pedestrian crossing signals were recorded as providing enough time to cross, however, it was noted that they do not have audible prompts.
Route Notes from Street Safety and Appeal (worksheet)	• There is minimal landscaping along the sidewalk, with the volunteers noting that Town-owned property maintains the landscaping, while private businesses do not maintain or the grass is worn bare. • Restroom facilities are available per business establishments. • Litter was a persistent issue to the volunteers. • There was not well-placed signage. • It is not an appealing walk - because of litter, but also because the crosswalks are not reliable and are terrifying; traffic also creates a considerable amount of noise that does not make the walk appealing. • Speeding cars near crosswalks make the walk feel unsafe and unenjoyable.

Other Observation Notes	• Volunteers noted that storm drains need to be cleared.
	• Other areas for future improvements include:
	  • painting elevation changes at crosswalks (ideas include painting arrows indicating incline);
	  • pedestrian light signal improvements (not changing to walk symbol - 105/King and at Jeremiah's Ice);
	  • litter cleanup;
	  • landscaping - removal of invasive species (various locations)
	  • street trees in median need to be evaluated (in front of Public Works)
	  • reconfiguring the road for the bike lane to be next to the sidewalk with a buffer next to the

	road. Road reconfigurations that make lanes more narrow and cars to go slower - to lessen traffic noise. • Speed limit and engine braking not observed • Aesthetics of this section of highway is poor - high retaining walls, no shade trees, litter, crosswalk signals not working.

(Who's Walking)	Young Children	
	Teens	
	Adults	30
	Older Adults	6
(How)	While pushing a baby stroller and/or walking with a child or children	
	While using a mobility aid (i.e., a wheelchair, cane, walker)	
	While riding a bicycle, scooter, skateboard or other mobility device	2
(Possible Reasons)	Traveling to/from school	13
	Waiting for and/or heading to public transit	9
	Commuting to/from work	3
	Shopping and/or getting something to eat	3
	Walking/running for fitness	
	Walking a dog	2
	Walking to a park or outdoor public space	
	Just out for a walk	
	Other/unknown	
Total Pedestrians		36

Route 2: Wellness Loop



Route 2 – Wellness

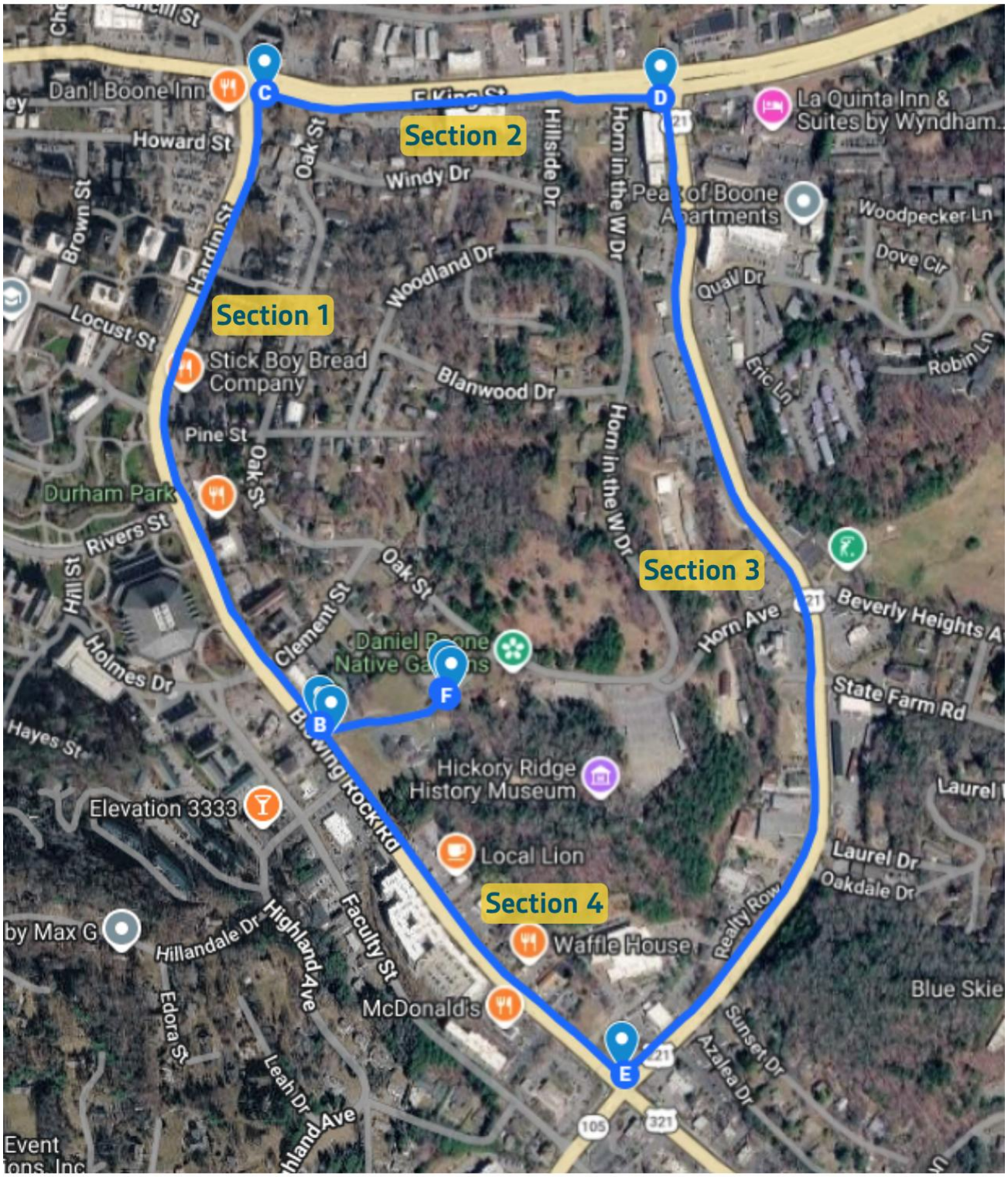
Route Description	This route varies in speed limits from 25 to 35 mph and has sidewalks on both sides of the street, with some sections having sidewalks only on one side of the street.
Route Notes from Sidewalks, Streets, and Crossings (worksheet)	• Bicycle lanes are mainly on the Greenway side of the route/sidewalk. • There are portions of the route that are steep and these areas were noted by volunteers as areas where there were curb cuts. • Pedestrian crossings were noted as working, although some issues at the intersection of BRR and Deerfield (at Walgreens). • Volunteers also noted that a signal could be added at the Shadowline Shopping Center and that the current pedestrian island at Finmore was not ADA accessible. • Observer notes list that the crosswalk signal from State Farm to Shadowline was not clear on which direction was safe to walk. • Multiple volunteer notes were positive for the Greenway part of the route.
Route Notes from Street Safety and Appeal (worksheet)	• Volunteers noted minimal shade trees, one bus stop with a shelter and seating. • The pedestrian-scaled lighting could be improved and traffic was reported as not following the speed limit. • Comments noted that the route was not appealing to walk, with some noting that it gets nicer closer to the Greenway, while others note that it could be better at the Greenway. • For safety, volunteers noted that there is not a light at the crosswalk along the State Farm/Shadowline Dr/Blowing Rock Rd portion of the route. The curb height presents a hazard along the Blowing Rock Rd/Deerfield/State Farm Rd portion of the route. Volunteers noted on the same section of drivers turning right on red when the pedestrian crosswalk symbol signaled to walk. There are many entrances that make it harder to walk safely – must watch for turning cars. • Some volunteers noted that the proximity to the hospital helps it feel safer. • Volunteers noted that multiple sidewalk repairs are needed from Council Chambers to the intersection of

	Blowing Rock Rd/Deerfield Rd; there was no bike lanes present and high traffic noise were noted. • Landscaping needs maintenance on the Blowing Rock Rd/Deerfield Rd/State Farm Rd portion of the route. Along this route, there is an elevation change on curb cuts that can make accessibility difficult. • Volunteers noted that the crosswalk should have audio at the State Farm Rd/Deerfield Rd/Shadowline Dr portion of the route.
Other Observation Notes	Volunteers noticed several places along Blowing Rock Road that need attention for accessibility including • Verizon/Cornerstone entrance, Chili's, Pride Dr/Blowing Rock Rd - sidewalk repairs, gaps or missing parts of sidewalk • Hidden Creek Management - sidewalk direction not clear and goes around light • WMC sign (Deerfield Rd/Blowing Rock Rd) broken sidewalk • Penn Station, Post Office - sidewalk spalling • Chick-fil-a needs clearer crosswalk markings • Bridge sidewalk is too narrow (34 inches) • Landscaping maintenance near crossing buttons Deerfield Rd • UNC Women's Health, Project 23 - sidewalk dip or drop that is not accessible • Sidewalk does not connect before WMC parking and missing sidewalk near the WMC flagpole • Crosswalk markings missing at Longvue • Sidewalk ramp is not in line with the sidewalk and the sidewalk is spalling at Longvue/Doctor's Dr Other areas of route • Oak Summitt crosswalk is uneven • Sidewalk is on the opposite side of road • Suggested removable bollards for the Greenway • Suggested all traffic stop at Shadowline • Reduce noise

(Who's Walking)	Young Children	
	Teens	
	Adults	11
	Older Adults	
(How)	While pushing a baby stroller and/or walking with a child or children	
	While using a mobility aid (i.e., a wheelchair, cane, walker)	

	While riding a bicycle, scooter, skateboard or other mobility device	
(Possible Reasons)	Traveling to/from school	8
	Waiting for and/or heading to public transit	1
	Commuting to/from work	1
	Shopping and/or getting something to eat	1
	Walking/running for fitness	
	Walking a dog	
	Walking to a park or outdoor public space	
	Just out for a walk	
	Other/unknown	
Total Pedestrians		11

Route 3: Center Loop



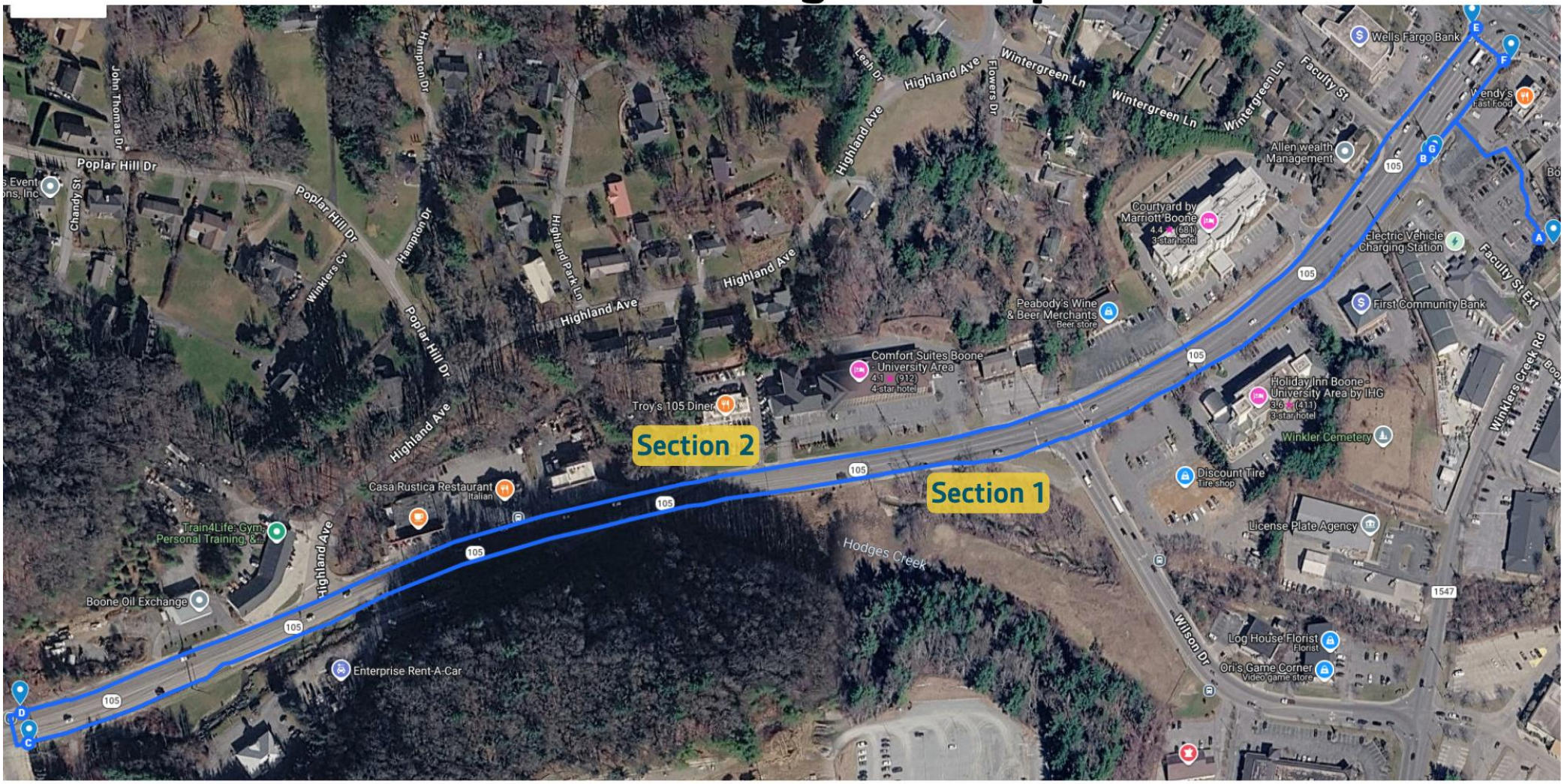
Route 3 – Center

Route Description	This route has a speed limit of 35 mph with motorists either not or somewhat obeying the speed limit. The route varied from 4 to 5 vehicle lanes as a two-way road with sidewalks on both sides or either having partial sidewalks.
Route Notes from Sidewalks, Streets, and Crossings (worksheet) *This worksheet was completed for each of the sections (4 sections total), except for Section 1.	• Volunteers noted improvements needed such as repainting the crosswalk at Horn in the West or adding a stop bar at Horn in the West. • Another note listed that sight distance was an issue at Horn in the West. • The driveway/sidewalk crossing at Lily's/Lil Rudy is a challenge with volunteers noting that the driveway is "missing." Further notes clarify that the issue is broken pavement in this area near the mini market. Sidewalk damage was noted outside of Appalachian Manor. • Volunteers noted for the pedestrian button at Faculty Street to be checked. • Volunteers noted that crossing signals offered between 30 - 60 seconds at intersections with more reports of approximately 45 seconds the signal allowed to cross.
Route Notes from Street Safety and Appeal (worksheet)	• Volunteers noted that there are some shade trees on this route, but that the route could use more trees. However, that would come with maintenance as some of the existing trees block signage. • Volunteers note a shelter/awning across from Citgo and a trash can at the bus shelter. • Drivers do not seem to be obeying the speed limit, but volunteer reports indicate that pedestrians feel somewhat safe from moving vehicles. • Volunteers note that there is road damage across from 221/ 105 Extension on the west side. • Volunteers suggested for a right turn only from Horn Ave to the 105 Extension. Sidewalk repairs are needed to address accessibility issues, as well as how the sidewalk narrows along certain points - which might limit wheelchair access. • Volunteers noted that across from Watauga Building Supply is a narrow sidewalk that is not accessible for all. • Some businesses have parking extend over into the sidewalk, which limits access.
Other Observation Notes	• Other suggested improvements include for wider sidewalks and pedestrian-friendly lighting along

	Blowing Rock Rd. A raised crosswalk at the hawk signal along Hardin Street could be useful. • Bike lane needs protection, and a crosswalk is needed at King St near Dan'l Boone Inn. • Marked crosswalks would be an improvement along larger driveways and at street intersections. Another volunteer noted to remove narrow grass strip at curb cuts. • While there are pedestrian crossing issues at the King/105 Extension intersection, right turning traffic does not always yield to bikes or pedestrians.

(Who's Walking)	Young Children	
	Teens	14
	Adults	56
	Older Adults	1
(How)	While pushing a baby stroller and/or walking with a child or children	
	While using a mobility aid (i.e., a wheelchair, cane, walker)	
	While riding a bicycle, scooter, skateboard or other mobility device	6
(Possible Reasons)	Traveling to/from school	43
	Waiting for and/or heading to public transit	6
	Commuting to/from work	5
	Shopping and/or getting something to eat	6
	Walking/running for fitness	2
	Walking a dog	1
	Walking to a park or outdoor public space	
	Just out for a walk	2
	Other/unknown	
Total Pedestrians		71

Route 4: Hwy 105 Loop



Route 4 – Hwy 105

Route Description	This route has a speed limit of 35 and participants noted that the speed limit was not observed. The route is a two-way street with 4 vehicle lanes. There is a median in most places with a sidewalk on both sides of the street.
*Worksheets completed by Staff - one volunteer participated but did not complete route.	
Route Notes from Sidewalks, Streets, and Crossings (worksheet)	• Curbing along the route needs repair. • There needs to be more protection than just the curbing to create more separation from cars. • Sidewalk width is typical in most areas at 5 feet, whereas, there is another portion that is 9 feet wide that felt much safer. The 9-foot sidewalk provided a great buffer between the cars. • Sidewalk needs repair of ADA features and surface indicators for vision impairment - some are broken or are missing. • Crosswalks at traffic lights are well marked and visible, but crosswalks across business driveways or side streets are missing or need re-painting. • Pedestrian crossing signal at Wilson Dr. needs to be looked at for timing (waited more than one light).
Route Notes from Street Safety and Appeal (worksheet) *Note: One worksheet was completed for the whole route.	• Landscaping varied based on individual businesses with some needing more maintenance than others. The same for structures, some businesses are more maintained than others. • To observers, there is not any sense that the speed limit is followed. When walking, it does not feel very safe on the sidewalk.
Other Observation Notes	• Sidewalk maintenance is needed – smooth out/repair/replace. • Another suggestion after completing the route, is to add more low walls when there is no buffer between the sidewalk and the road. • Painting is needed at the Faculty Street intersection to mark the crosswalk. • A volunteer noted the need for green space along the walk. • At the newest traffic light along 105 near Goodwill (Mountaineer Ridge Dr.), there is no audible signal when crossing.

	• From the Mountaineer Ridge Dr. light, crossing the street and then down to Wells Fargo, the sidewalk is rough and uneven - where repair is needed. There are several instances where the unevenness is a hazard - some are in front of businesses (Case Rustica/Ski Shop/Thrift Store area, Comfort Suites). • The sidewalk is too sloped and would be difficult to traverse with accessibility issues in front of Recess. • The portion of the sidewalk from Highland Hall to Wells Fargo needs repair and maintenance with painting crosswalk markings, adding a pedestrian island. The painted crosswalk markings in front of the snowboard business are helpful, and more businesses need to incorporate that and repair their existing driveways to make it smoother. • The existing guardrail at Wendy's - between the road and the sidewalk – is a feature that observers noted could be added to other locations to create a buffer between the road/cars. • The Faculty Street intersection is narrow and needs markings or ADA ramp to indicate crossing. • There were portions of the sidewalk where the curbing narrowed the walking path - between the curbing and rock debris there was a portion that narrowed from 5 feet to 3 feet. • The railing installed at Enterprise was another feature that added extra security to pedestrians from the varying depths of ditches and stormwater infrastructure. • The strip of grass between the sidewalk and curbing added a small buffer that helped made the path feel safer while walking.

(Who's Walking)	Young Children	
	Teens	
	Adults	1
	Older Adults	
(How)	While pushing a baby stroller and/or walking with a child or children	
	While using a mobility aid (i.e., a wheelchair, cane, walker)	
	While riding a bicycle, scooter, skateboard or other mobility device	
(Possible Reasons)	Traveling to/from school	
	Waiting for and/or heading to public transit	
	Commuting to/from work	

	Shopping and/or getting something to eat	
	Walking/running for fitness	1
	Walking a dog	
	Walking to a park or outdoor public space	
	Just out for a walk	
	Other/unknown	
Total Pedestrians		1

Build a Better Block Worksheet

Volunteers and Staff members filled out this worksheet as a conclusion to the routes and to the other observations. For most routes, this worksheet was filled out once per section. For Route 4, Staff completed more than one of the Build a Better Block worksheet for each section of the route. For Route 1, there was one worksheet completed for the whole route, not for each route section.

The questions asked in the Build a Better Block worksheet are displayed on the left of the table with the total tally of responses ranked from highest to lowest on the right.

Build a Better Block Worksheet Questions	Ranking Most Responded to Least Responded
Safety barriers between the sidewalk and street (landscaping, low walls, fencing, etc.)	14
Wider sidewalks	10
Crosswalks (because there aren't any at all)	9
Raised crosswalks	9
Improved landscape maintenance	9
Sidewalk repairs	8
Shelter from the elements (awnings, outdoor umbrellas, etc.)	7
Street trees and landscaping	7
Litter removal	7
Security features (cameras, call-boxes, etc.)	7
Decorative sidewalk features (hanging flower baskets, planters)	6
Pedestrian "bulb-outs" at intersections or crossings	6
Pedestrian-friendly lighting	6
More street-level/street-facing shops and businesses	6
Green space (such as a small park or "pocket park")	6
Pedestrian island(s)	5
Decorative and/or directional (also called "wayfinding") signage	5
Drinking fountains	5
Trash receptacles	5
Parking garage or structure	4
Artistic crosswalks	3
Outdoor seating and furnishings for public use (benches, tables, parklets, etc.)	3
Public art (sculpture, wall murals, banners)	3

Public restrooms (or, if already present, better maintenance)	3
Management of off-leash dogs	3
Repair or removal of vacant or rundown buildings	3
One-way rather than two-way traffic	2
Graffiti removal	2
On-street parking	0
Sidewalks (because there aren't any at all)	0

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Jane Shook, Director of Planning & Inspections

Department: Planning & Inspections

Contact Phone: 828-268-6960

Email: Jane.Shook@BooneNC.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Information

Item Title: Watauga County Comprehensive Transportation Plan Steering Committee Update

Summary of Information: Attached are the results of the Watauga County Comprehensive Transportation Plan (CTP) survey, which closed in late September. The survey findings will help inform the Steering Committee's work as the CTP update moves forward. Staff intends to provide periodic updates throughout the process, so Council remains informed as the plan progresses and so the final CTP is easier to understand and evaluate when presented for adoption.

NORTH CAROLINA
Department of Transportation

Watauga County CTP Survey Presentation

Hasan Obias, Reuben Crummy, and David Graham

October 21, 2026

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

Public Survey Results at a Glance

Community engagement overview

580
Participants

1,478
Comments

169
Subscribers

7,162
Responses

1. Transportation Priorities

Ranked by average response. Lower average rank = higher priority.



408 RESPONDENTS

TOP 3 PRIORITIES

1. **Safety**
   Avg. 2.51 • 385 responses
2. **Community Character & Environment**
   Avg. 4.02 • 349 responses
3. **Walking/Bicycling**
   Avg. 4.52 • 337 responses

2 MIDDLE PRIORITIES

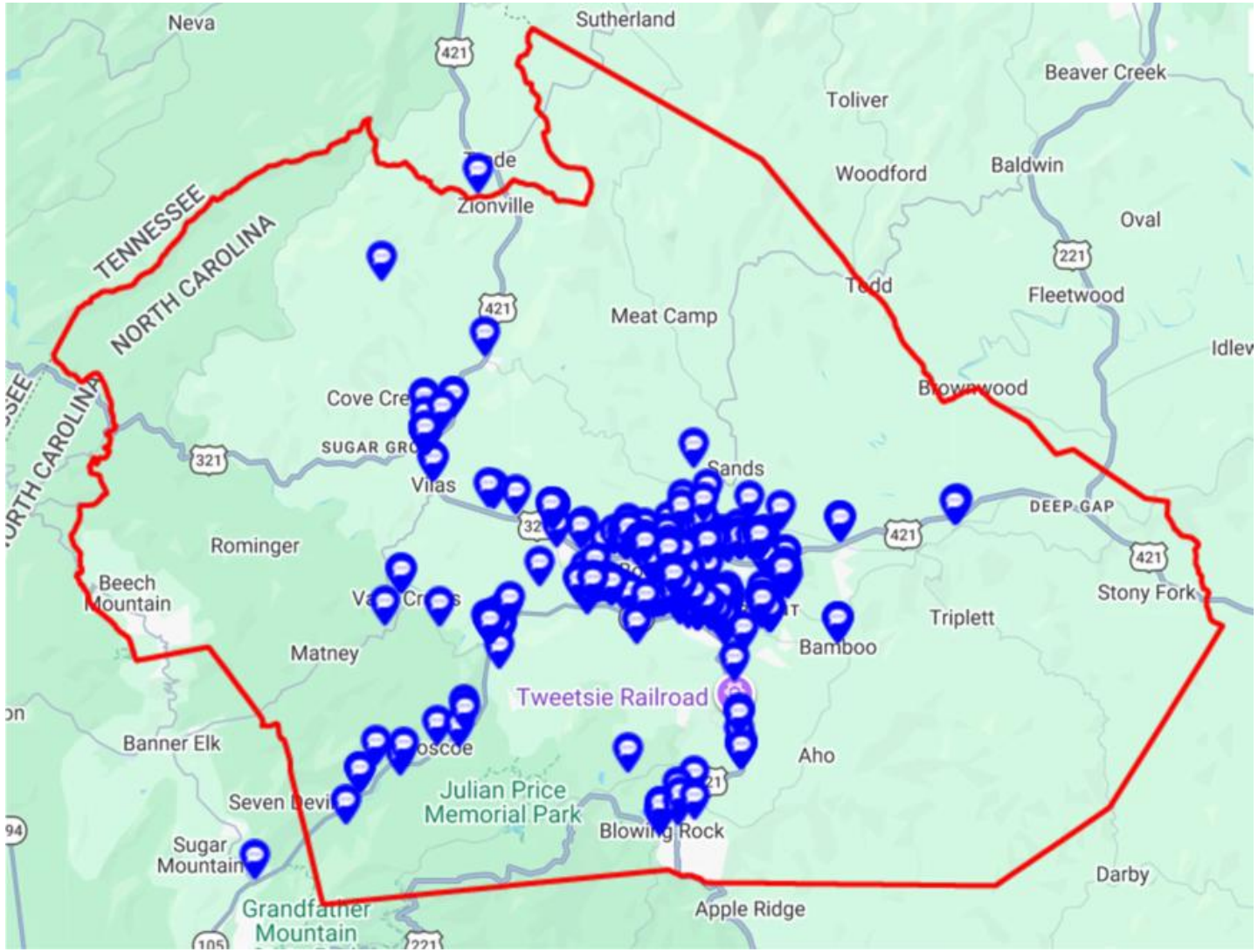
4. **Shorter Travel Times**
   Avg. 4.55 • 344 responses
5. **Modernized Roadways**
   Avg. 5.08 • 339 responses
6. **Local & Regional Connectivity**
   Avg. 5.13 • 335 responses

LOWEST 3 PRIORITIES

7. **Resiliency & Emergency Preparedness**
   Avg. 5.35 • 334 responses
8. **Public & Shared Transportation**
   Avg. 5.65 • 328 responses
9. **Growth & Development**
   Avg. 7.03 • 332 responses

2. Are there any intersections where wait times or delays are a concern to you?

2A. Whole Watauga County intersection delays and concerns



KEY OBSERVATION

Most reported concerns cluster around Boone.

Additional locations are identified across the county.

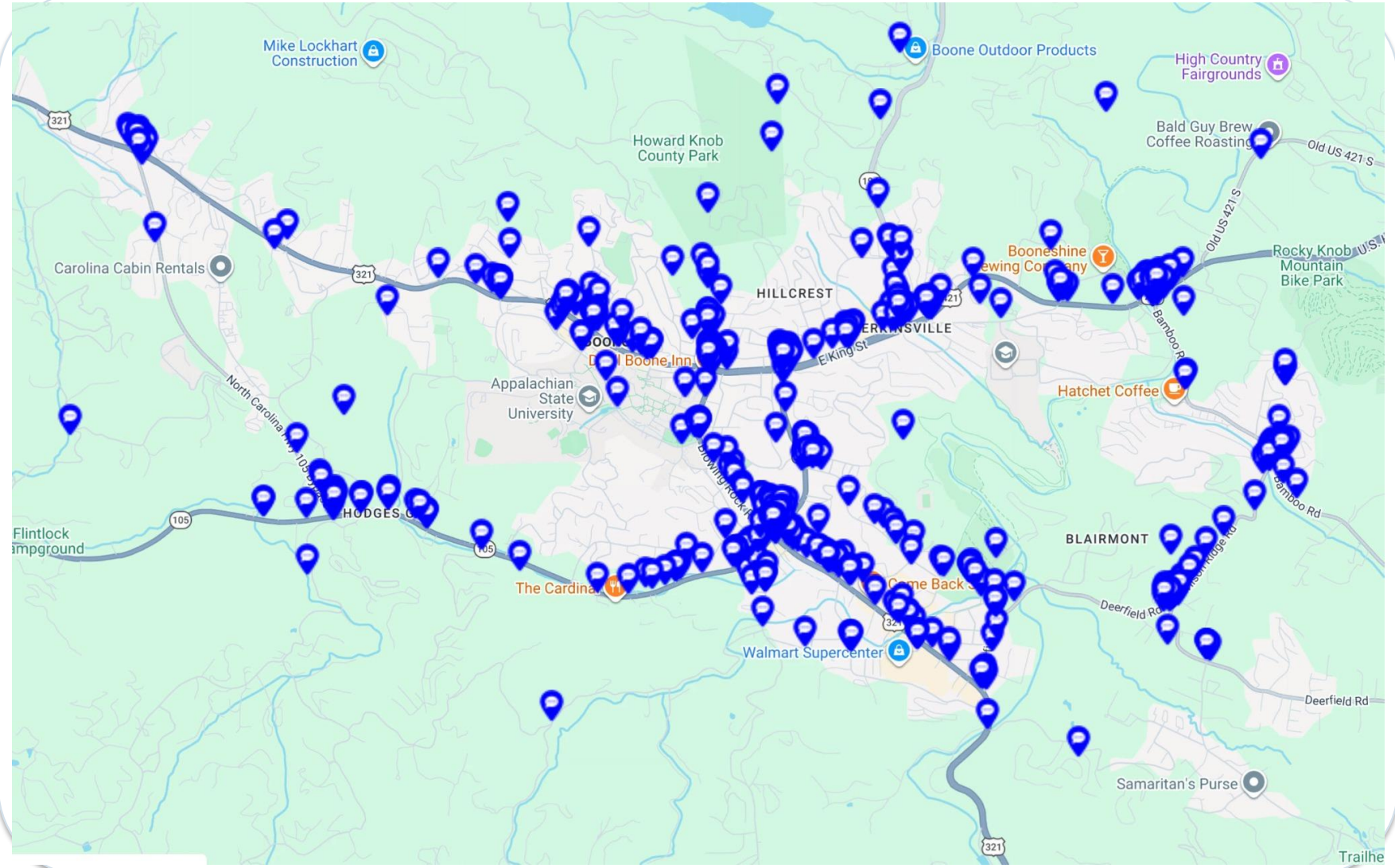
QUESTION 2 SUMMARY

343	Respondents with map pins
932	Individual map pins
247	Written comment entries

Multiple pins could be placed by one respondent.

2. Intersection, delays, and concerns

2B. Boone-area inset



BOONE-AREA SUMMARY

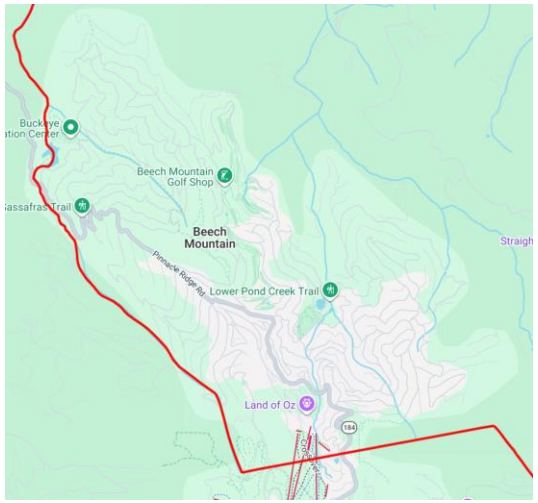
Most mapped concerns cluster around central Boone.

811
Boone-area map pins

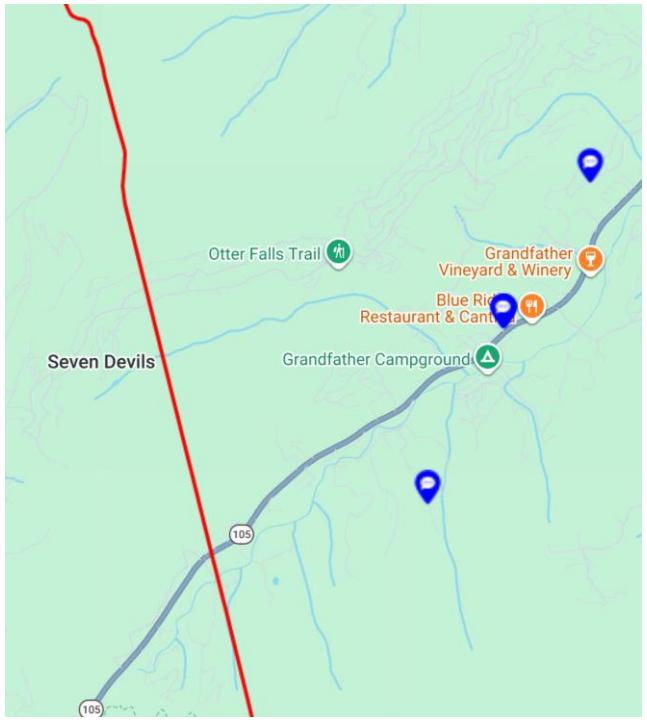
217
Those respondents with comments

2. Continued…

2C. Additional map insets



Beech Mountain



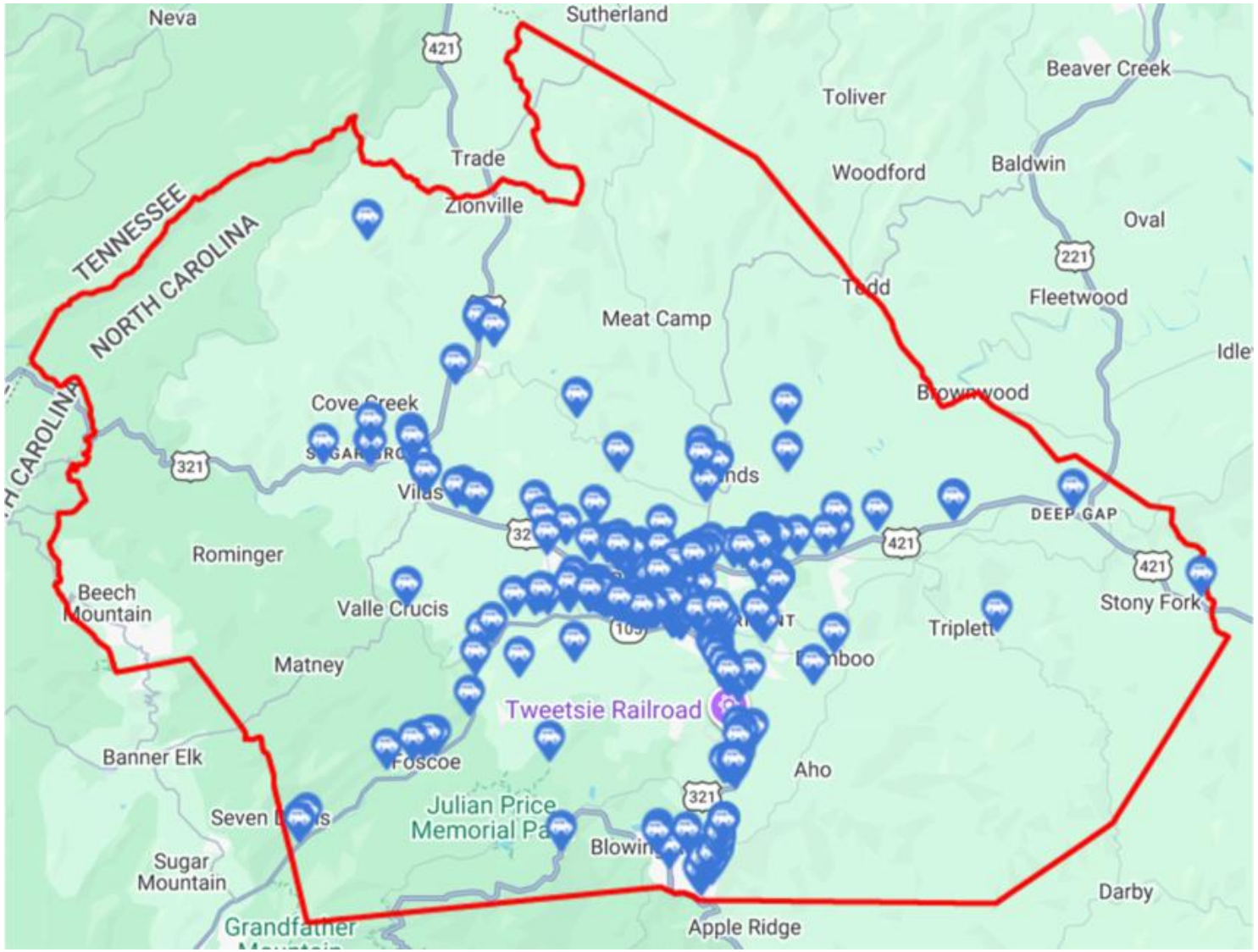
Seven Devils



Blowing Rock

3. Are there any locations where you frequently see crashes?

3A. Whole Watauga County locations where you frequently see crashes



KEY OBSERVATION

Reported crash concerns cluster around Boone.

Other locations are identified across Watauga County.

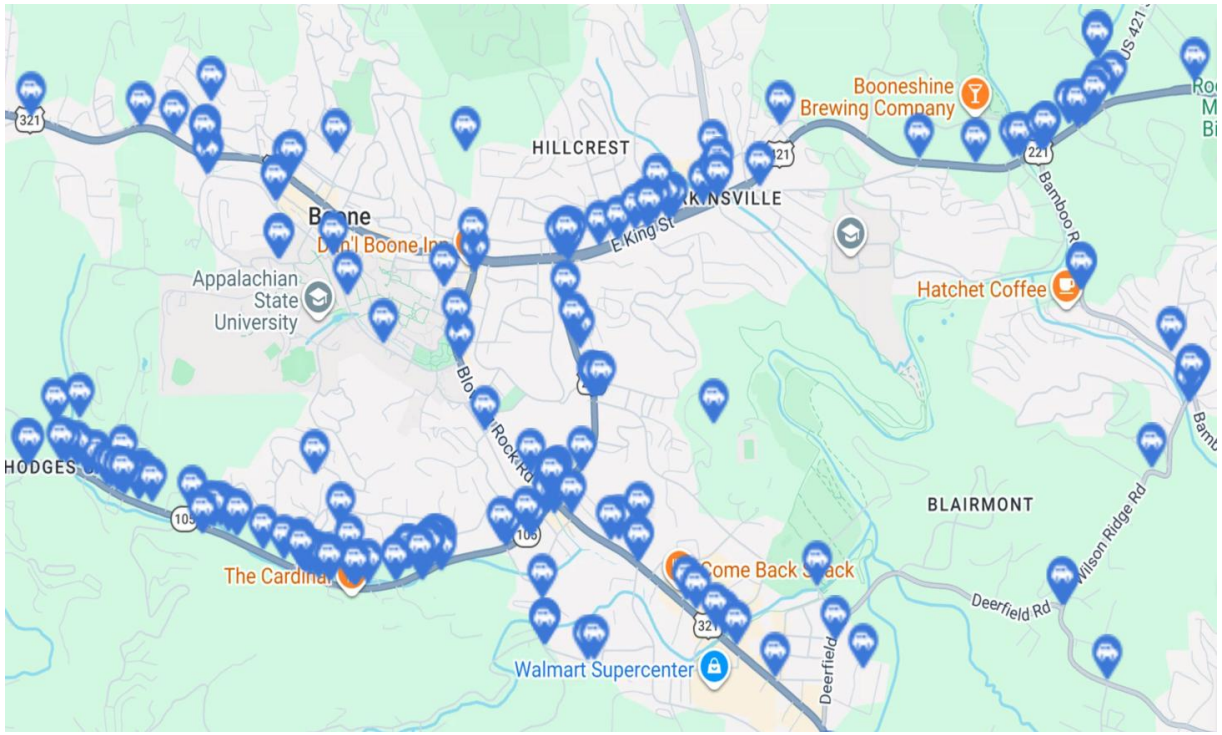
182 Respondents with map pins

340 Individual map pins

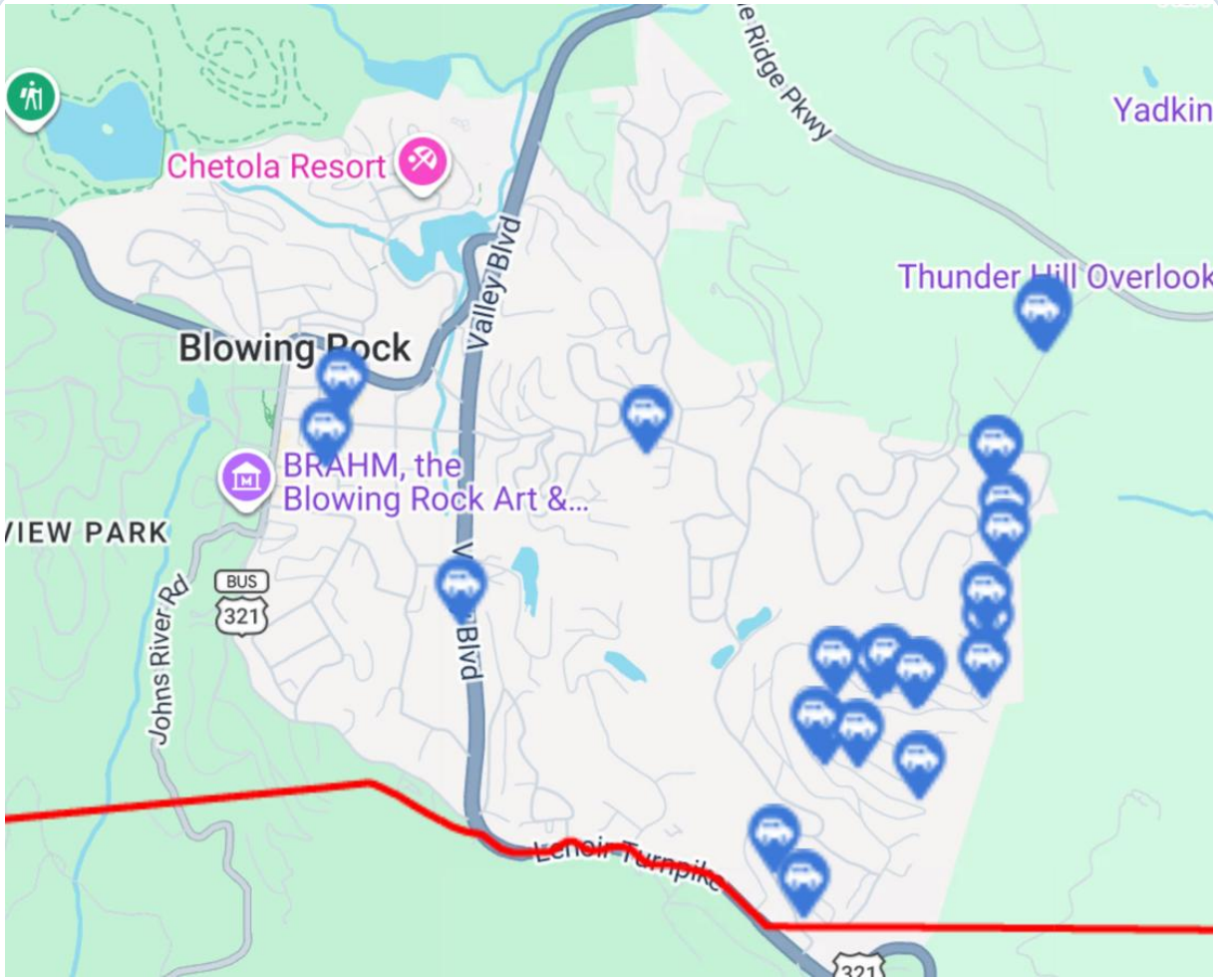
128 Written comment entries

3. Continued...

3B. Reported crash concern locations — Boone and Blowing Rock



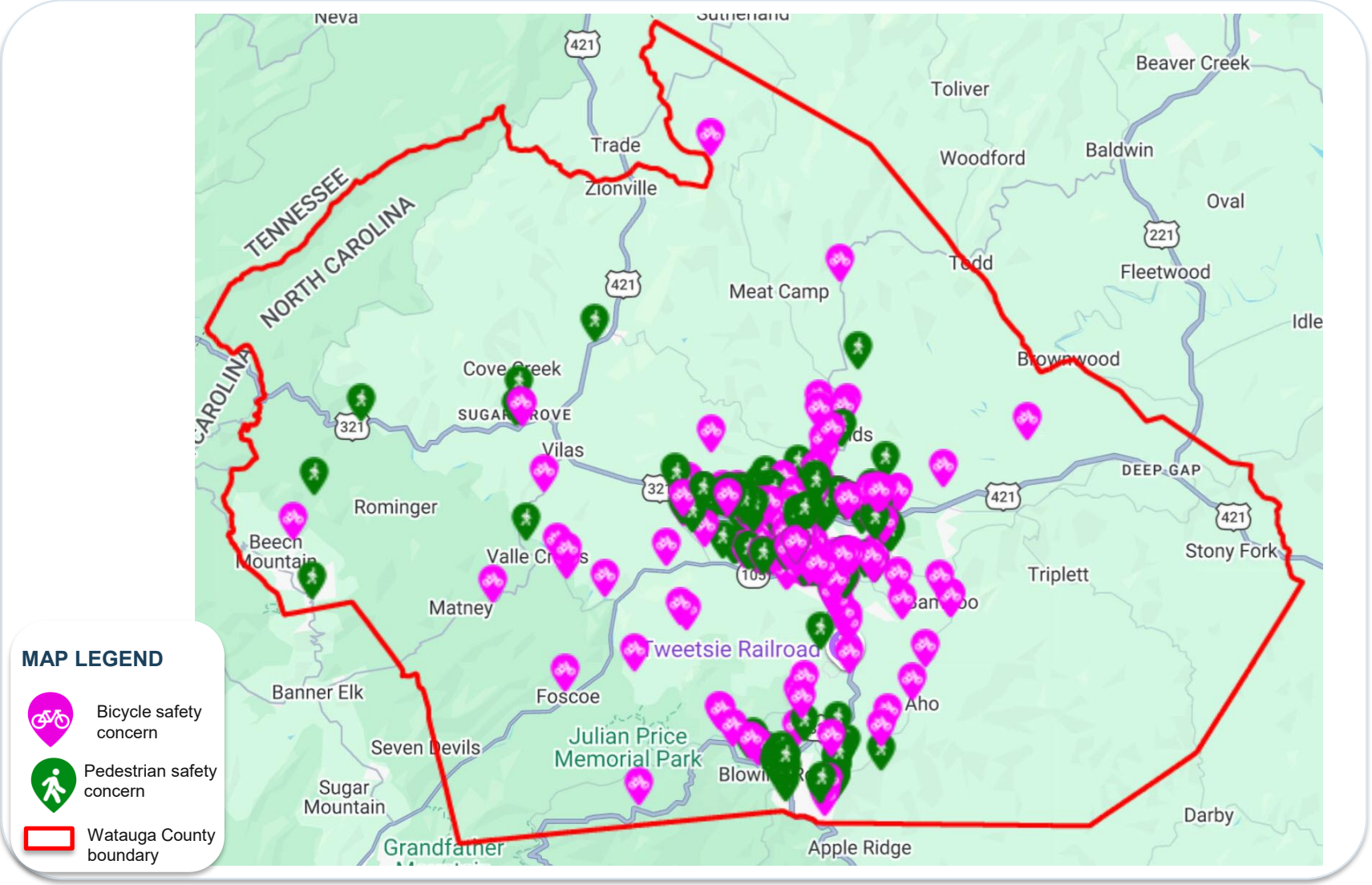
Boone area



Blowing Rock area

4. Are there any priority locations where bike and pedestrian safety is a concern?

Whole Watauga County bicycle and pedestrian safety concerns



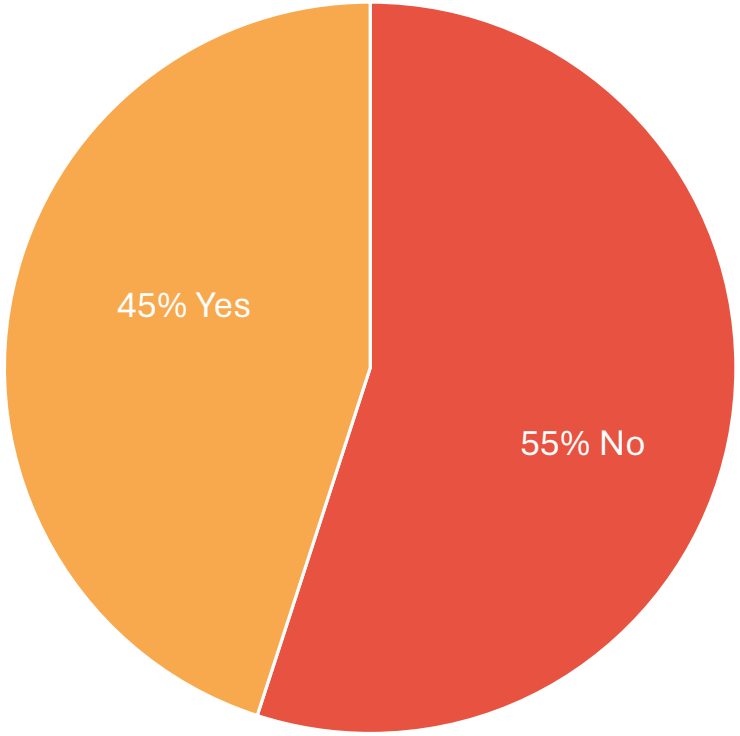
KEY OBSERVATION

Reported bike and pedestrian safety concerns cluster around Boone.

Additional locations are identified across Watauga County.

229	Respondents with map pins
654	Individual map pins
185	Written comment entries

5. If a scheduled fixed-route transit service were provided in your area or to your destination, would you use it?



432 respondents

WHAT RESPONDENTS SAID

- **High connectivity demands**

  Interest in connections between Boone, Blowing Rock, Vilas, Foscoe, Deep Gap and other underserved areas.

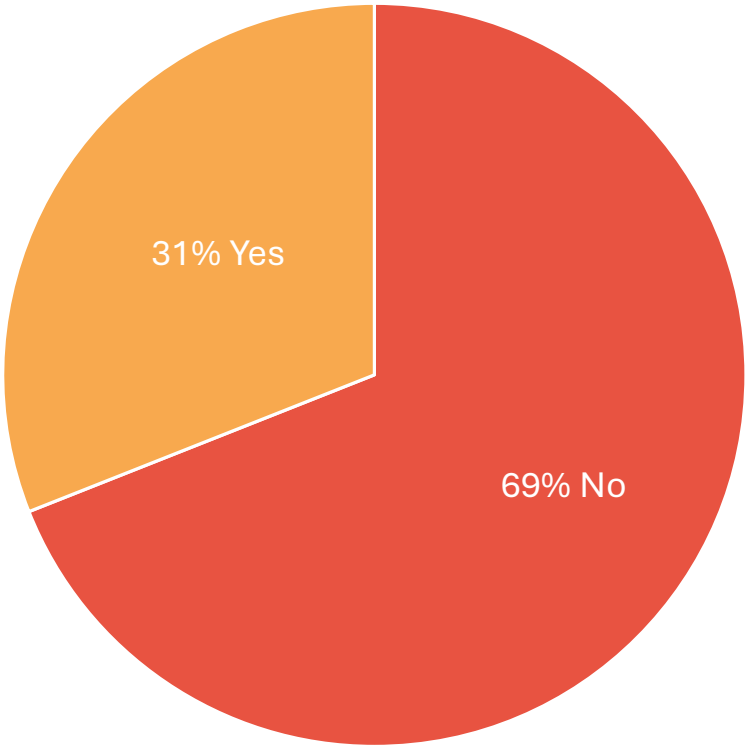
- **Conditions for using transit**

  Frequent, on-time service; convenient stops; direct routes; and access to jobs, shopping, healthcare and downtown.

- **Reasons for hesitation**

  Preference for driving, existing car access

6. Would you use a Park-and-Ride lot if one were available?



436 respondents

WHAT RESPONDENTS SAID

- **Where park-and-ride could help**

  Suggested lots near Boone entrances, Deep Gap, Vilas, Blowing Rock and major highway corridors.

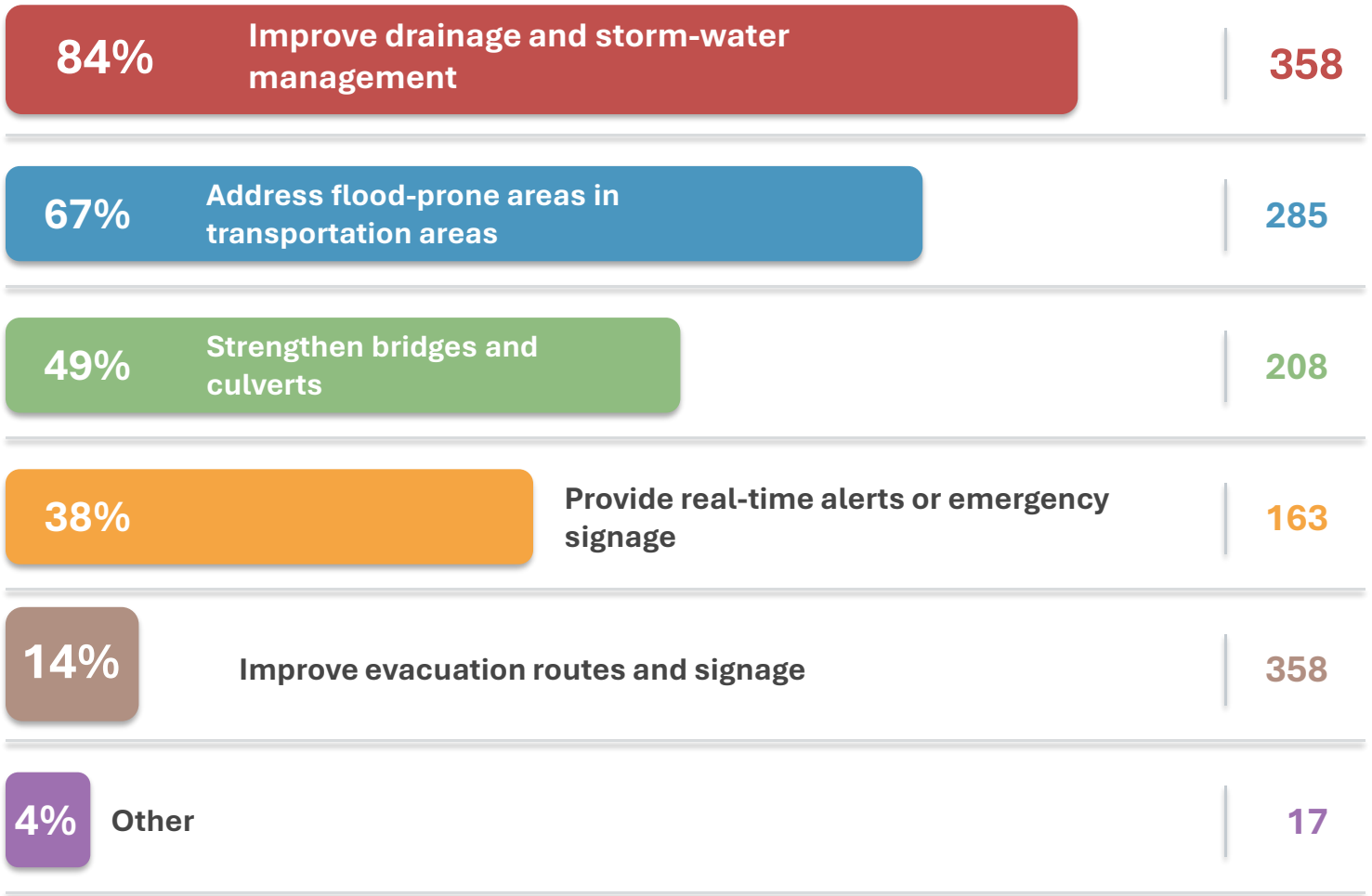
- **Reasons for interest**

  Avoiding downtown parking, commuting to campus, access to events, affordable, frequent shuttle connections.

- **Reasons for hesitation**

  Preference for driving directly, added transfer time, unpredictable schedules.

7. What would help your community be better prepared to respond to emergencies or natural disasters? (Select up to 3)

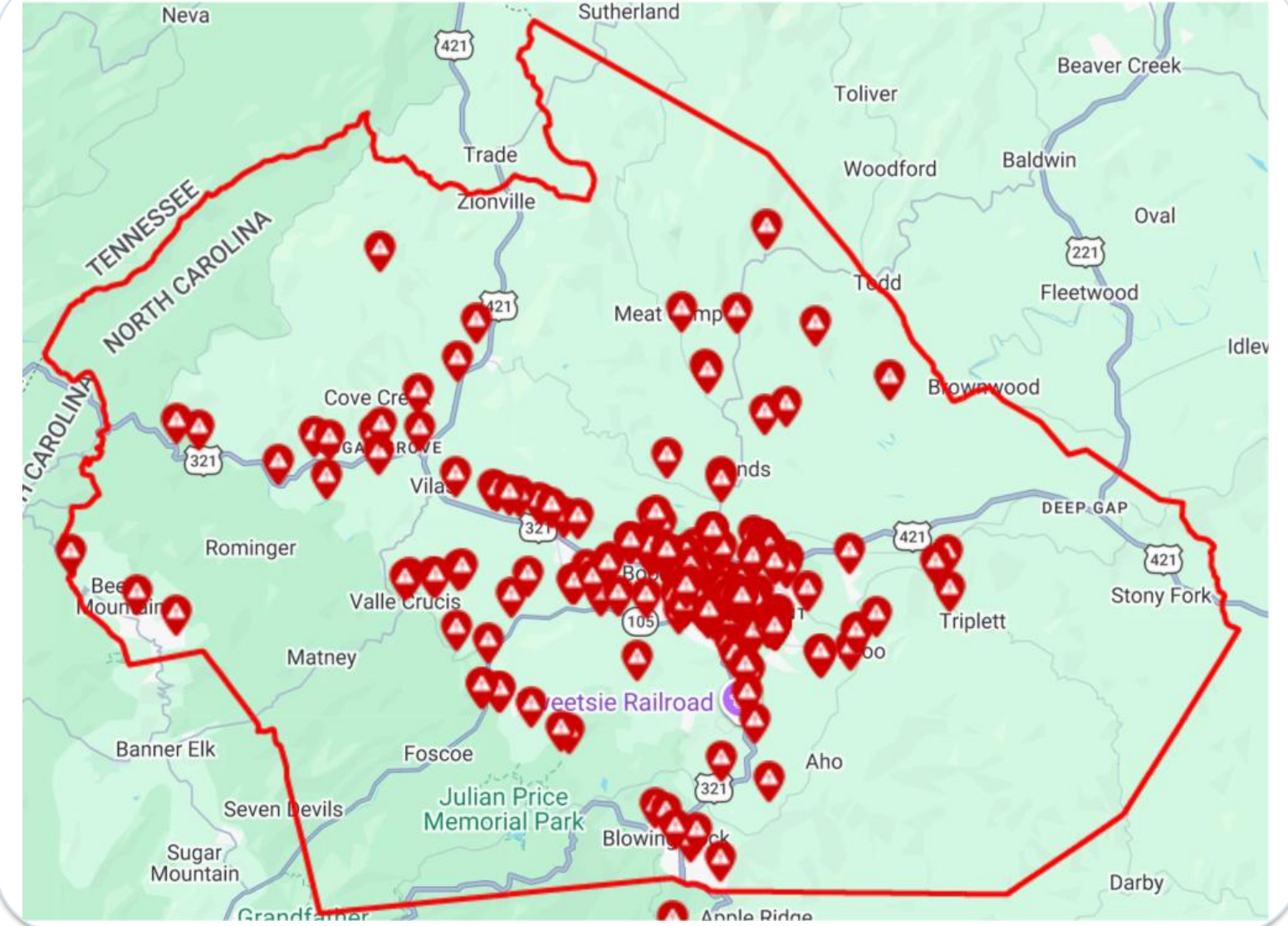


428 Respondents

Key Themes from Written Comments

1. **Community preparedness**
   Train residents for emergencies and recovery.
2. **Flood prevention**
   Reduce runoff and flooding from development.
3. **Road maintenance**
   Maintain roads, ditches, and drainage structures.
4. **Development concerns**
   Limit sprawl and environmental damage.
5. **Emergency access**
   Provide alternate routes during road closures.
6. **Flood warning signs**
   Improve signs in flood-prone areas.
7. **Debris removal**
   Clear fallen trees and road debris.
8. **Population growth**
   Address college enrollment and overcrowding.
9. **Community amenities**
   Provide additional local amenities.
10. **Existing priorities**
    Emphasize previously selected improvements.

8. Please identify areas (roads, bridges, etc.) in the transportation system that need attention before the next natural disaster.



KEY OBSERVATION

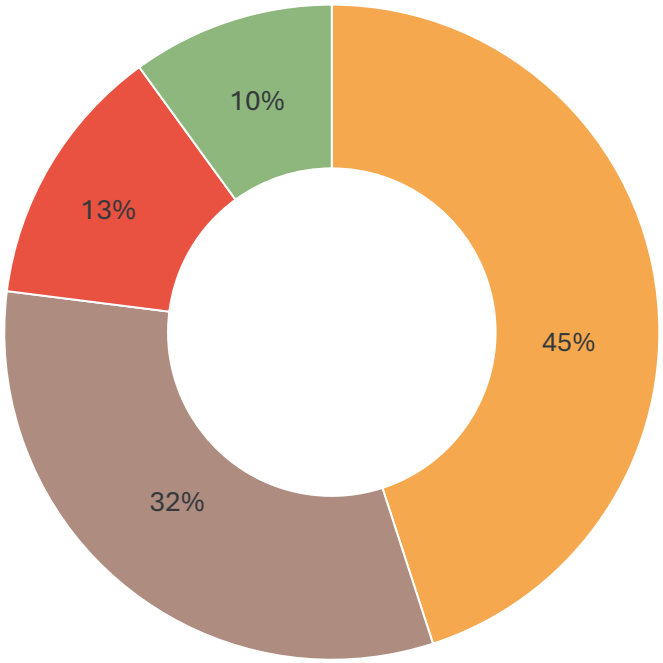
Reported concerns cluster around Boone and nearby road corridors. Flooding, drainage, culverts, road damage and bridge access are recurring concerns.

154 Respondents with map pins

309 Individual map pins

109 Written comment entries

9. Which approach do you prefer for future transportation improvements?



- 45% **Expand transportation infrastructure to improve mobility and reduce congestion (new roads, additional travel lanes, and overpasses/underpasses).**
- 32% **Maintain existing roads and minimize new roadway construction.**
- 13% **Make only improvements needed to accommodate future growth.**
- 10% **Other: Any additional thoughts?**

432 Total respondents

45 Written comments

Key Themes from "Other" Comments

Bypass / Reduce Through-Traffic
Some favor alternate routes; others raise environmental and community concerns.

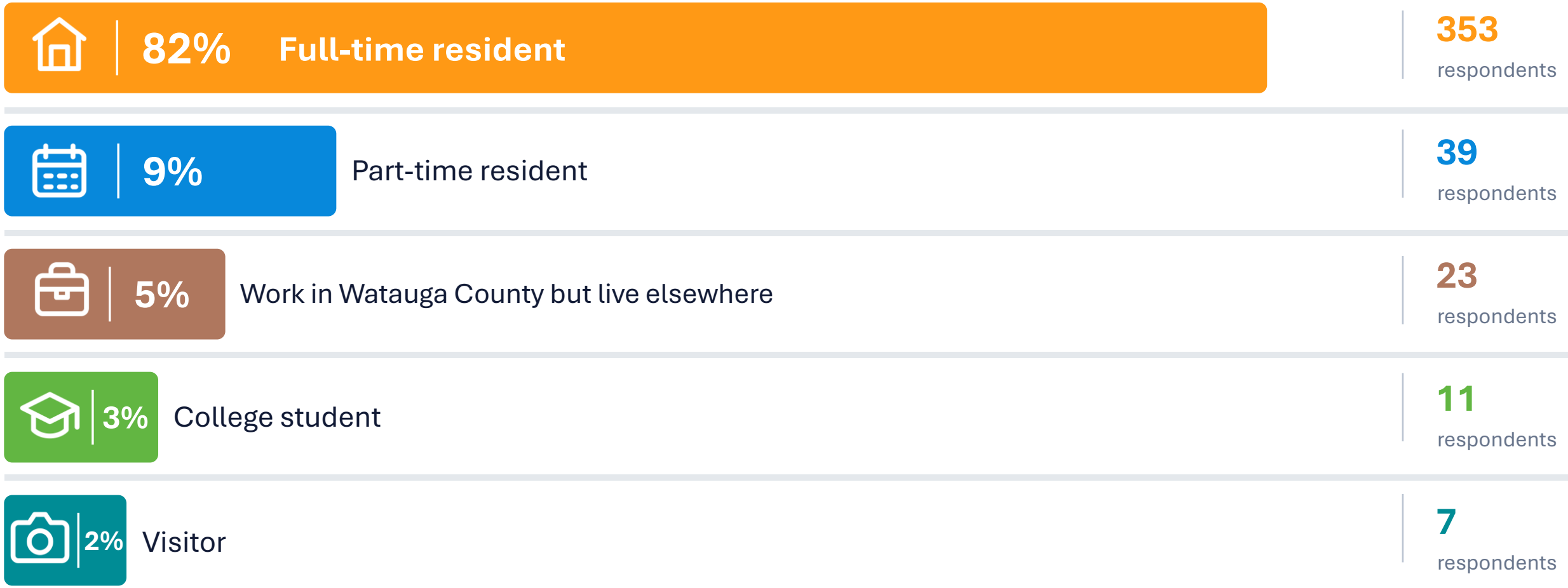
Maintain Roads & Improve Safety
Prioritize existing roads, problem locations, and safer intersections.

Bicycle & Pedestrian Improvements
More sidewalks, bike lanes, greenways, and safer travel choices.

Public Transportation Options
Expand transit and reduce reliance on personal vehicles.

Protect Community Character
Consider impacts on neighborhoods, landscapes, and Boone's mountain setting.

10a. Which best describes your relationship to Watauga County?



433 Total Respondents

ZIP Code Distribution

by Town / Community

Primary Focus: Watauga County, North Carolina

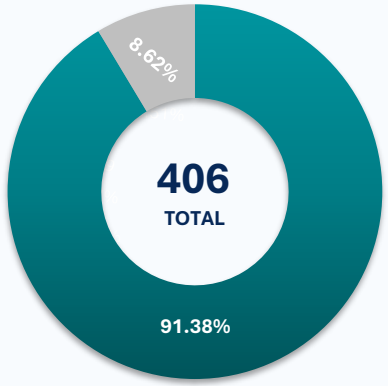
35 ZIP Codes
in the dataset

406 Total Records
100% of records entries

Top 5 Towns / Communities by Count

1	Boone	213	52.46%
2	Blowing Rock	62	15.27%
3	Beech Mountain/Seven Devils	28	6.90%
4	Vilas	21	5.17%
5	Deep Gap	15	3.69%

Distribution of Records



Watauga County
371 (91.38%)
(All Watauga County ZIP Codes)

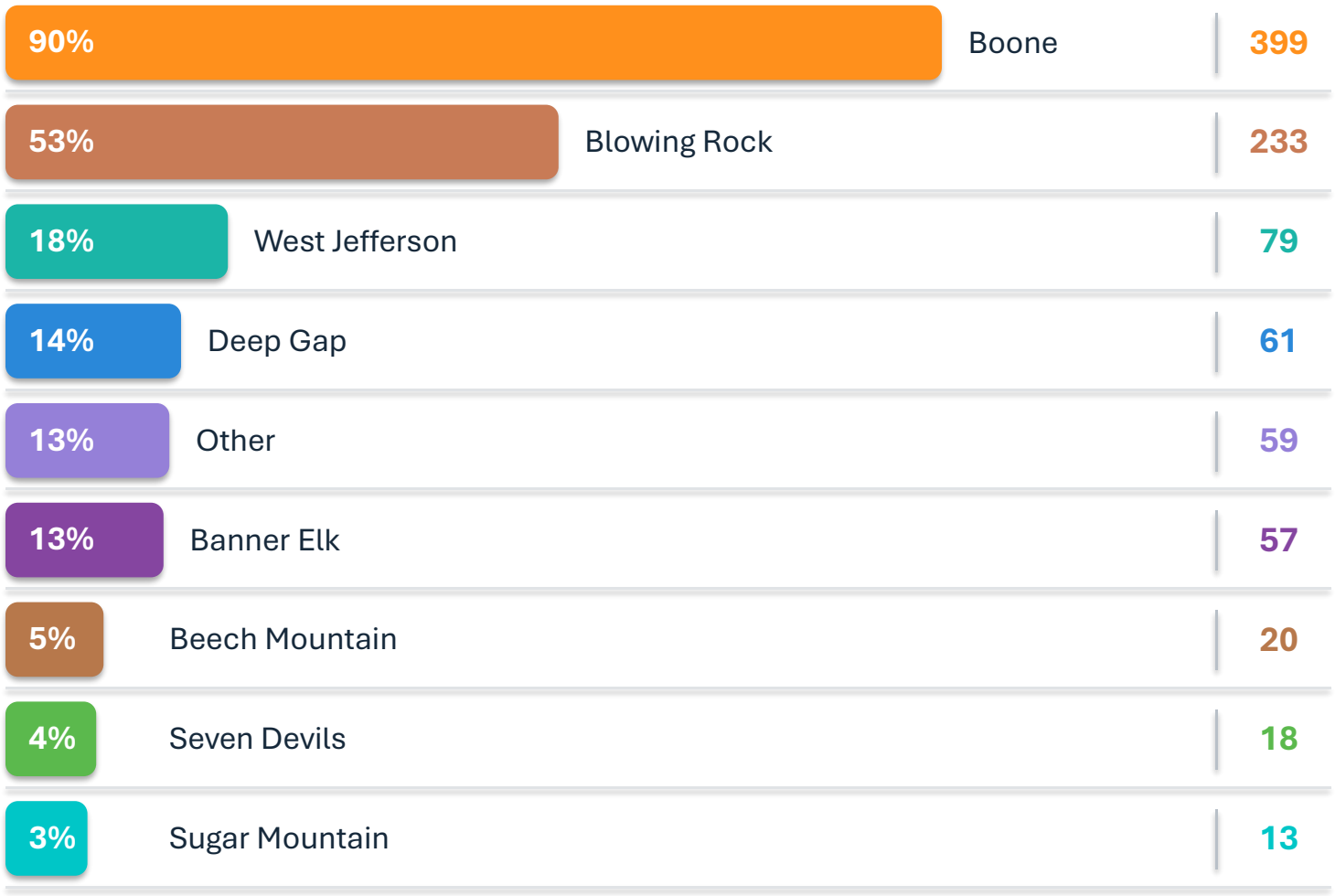
Other Counties
35 (8.62%)
(ZIP Codes outside Watauga County)

All Towns / Communities by ZIP Code

#	ZIP Code	Town / Community	State	Primary County	Count	Percentage
1	28607	Boone	NC	Watauga	213	52.46%
2	28605	Blowing Rock	NC	Watauga	62	15.27%
3	28604	Beech Mountain/Seven Devils	NC	Watauga	28	6.90%
4	28692	Vilas	NC	Watauga	21	5.17%
5	28618	Deep Gap	NC	Watauga	15	3.69%
6	28698	Zionville	NC	Watauga	13	3.20%
7	28679	Sugar Grove	NC	Watauga	9	2.22%
8	28608	Boone (APP State)	NC	Watauga	4	0.99%
9	28684	Todd	NC	Ashe/Watauga	4	0.99%
10	28626	Fleetwood	NC	Ashe	3	0.74%
11	28645	Lenoir	NC	Caldwell	3	0.74%
12	28694	West Jefferson	NC	Ashe	3	0.74%
13	28615	Creston	NC	Ashe	2	0.49%
14	28651	Millers Creek	NC	Wilkes	2	0.49%
15	28657	Newland	NC	Avery	2	0.49%
16	28659	North Wilkesboro	NC	Wilkes	2	0.49%
17	37683	Mountain City	TN	Johnson	2	0.49%
18	26807	Franklin	WV	Pendleton	1	0.25%
19	27023	Lewisville	NC	Forsyth	1	0.25%
20	27516	Chapel Hill	NC	Orange	1	0.25%
21	27705	Durham	NC	Durham	1	0.25%
22	28105	Matthews	NC	Mecklenburg	1	0.25%
23	28270	Charlotte	NC	Mecklenburg	1	0.25%
24	28406	Wilmington	NC	New Hanover	1	0.25%
25	28504	Kinston	NC	Lenoir	1	0.25%
26	28606	Boomer	NC	Wilkes	1	0.25%
27	28640	Jefferson	NC	Ashe	1	0.25%
28	28643	Lansing	NC	Ashe	1	0.25%
29	28655	Morganton	NC	Burke	1	0.25%
30	28691	Valle Crucis	NC	Watauga	1	0.25%
31	28697	Wilkesboro	NC	Wilkes	1	0.25%
32	28777	Spruce Pine	NC	Mitchell	1	0.25%
33	29605	Greenville	SC	Greenville	1	0.25%
34	30188	Woodstock	GA	Cherokee	1	0.25%
35	33154	Miami Beach	FL	Miami-Dade	1	0.25%
	TOTAL				406	100.00%

11. Towns/communities in or near Watauga County where you spend most of your time

Survey selections (multiple responses allowed)

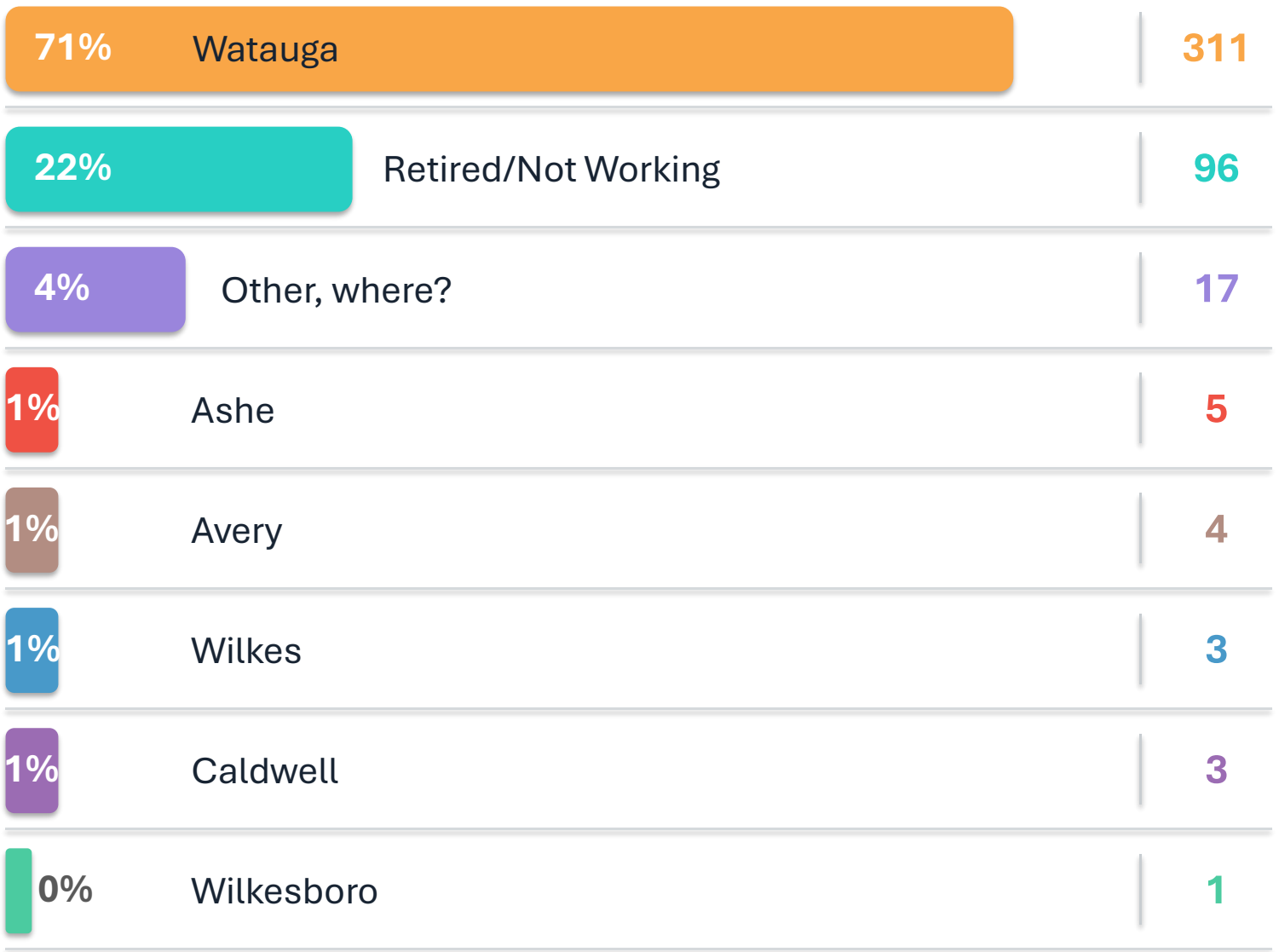


443 respondents

Most Mentioned "Other" Locations

1	Vilas	9
2	Valle Crucis	5
3	Foscoe	4
4	Todd	4
5	Sugar Grove	3
6	Zionville	3
7	Senior Center	3
8	Cove Creek	1
9	Lenoir	1
10	Linville	1

12. Which county do you work in?

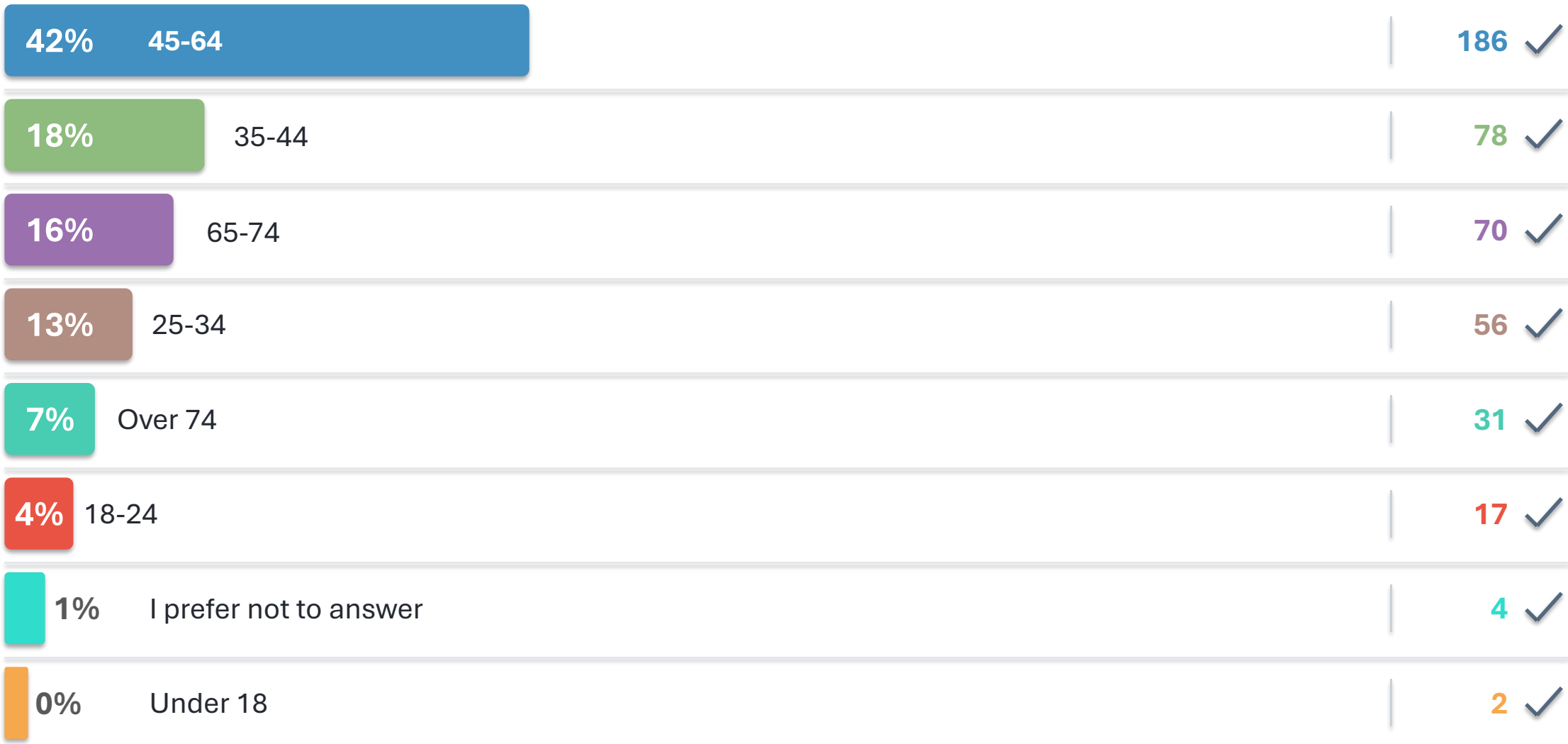


438 Respondents

"Other" Comments

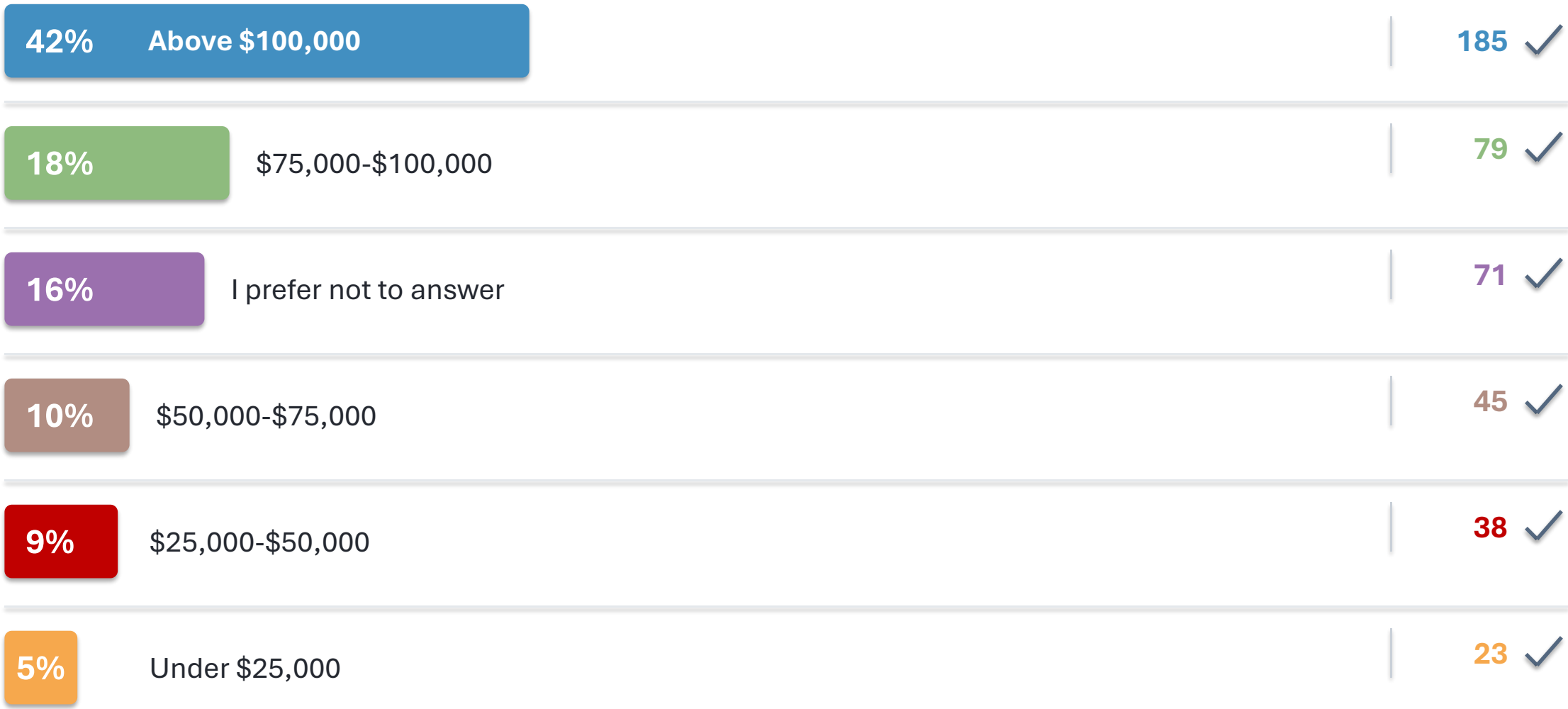
1	Johnson TN
2	I work in Watauga, Ashe, and Avery
3	Forsyth
4	I work in Watauga, Wilkes, and Alleghany.
5	Remote - Watauga
6	Burke
7	catawba
8	Durham, on alt weeks
9	Durham
10	Travel
11	Mecklenburg
12	Chapel Hill
13	Watauga & Ashe. My husband's time is split between the two each week.
14	Charlotte

13. What is your age?



442 Respondents

14. What was your total household income last year?



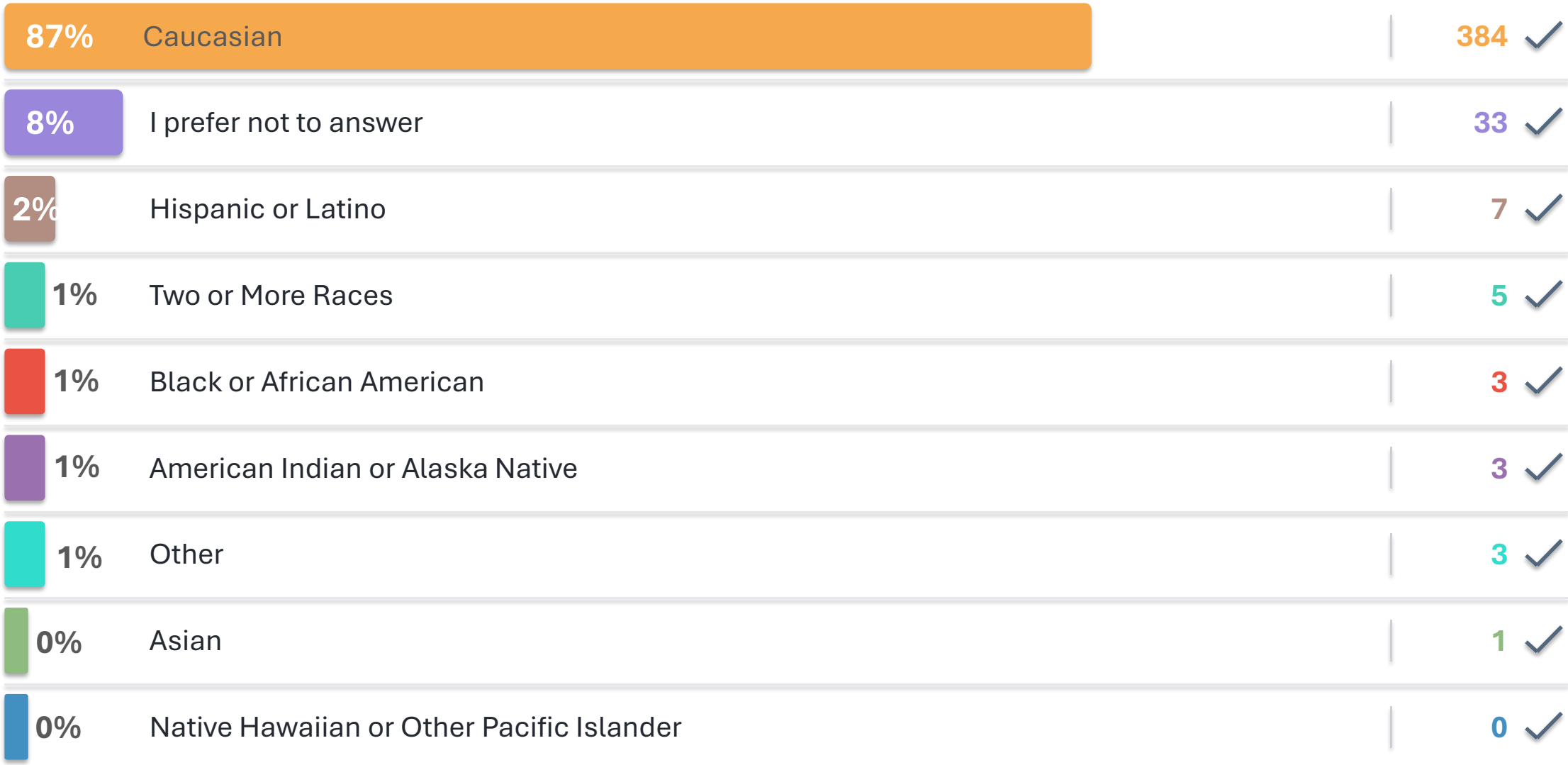
440 Respondents

15. How many people live in your household, including yourself?



437 Respondents

16. What is your race/ethnicity?



439 Respondents

Contact Us

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919-707-0971

David Graham, HCRPO
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828-265-5434 ext. 135

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NORTH CAROLINA
Department of Transportation

Planning Level Crash and Bridge Data Maps for the Watauga County CTP

Reuben Crummy

NCDOT Transportation Planning Division and High Country RPO

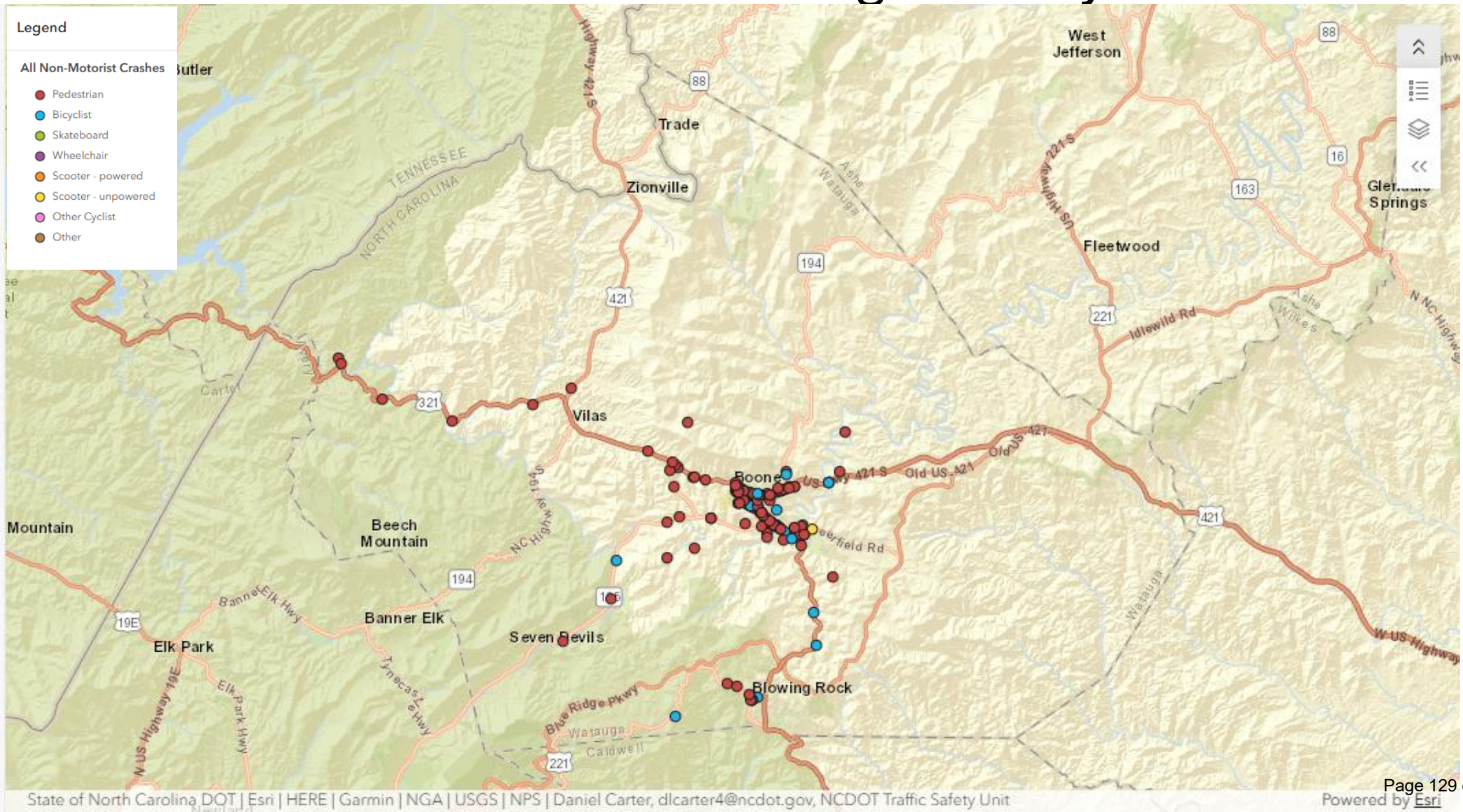
October 2026

Connecting people, products and places safely and efficiently with customer focus, accountability and environmental sensitivity to enhance the economy and vitality of North Carolina

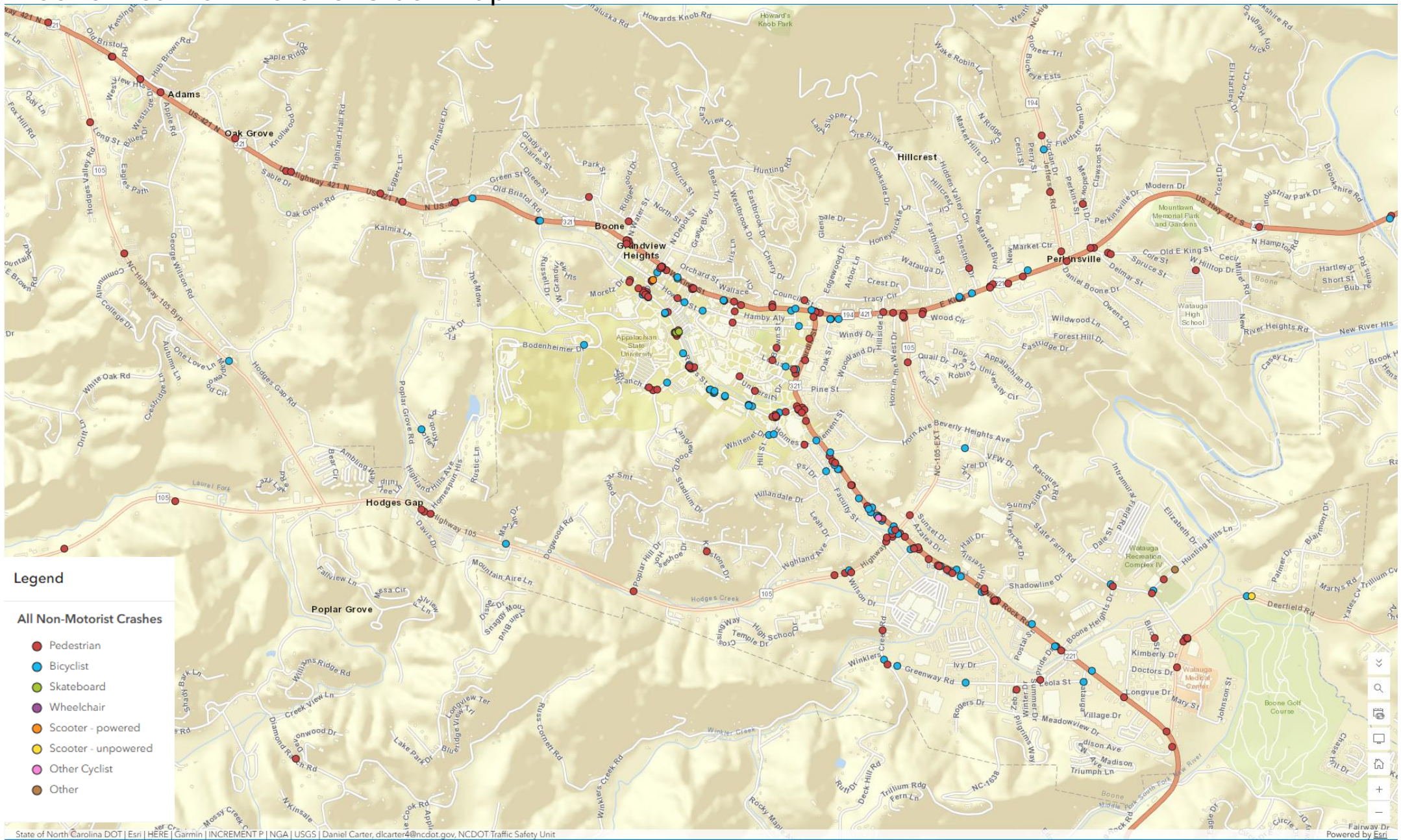
Overview

- Non-Motorist Dashboard
- Planning Level Crash Data
- Bridge Deficiencies Data

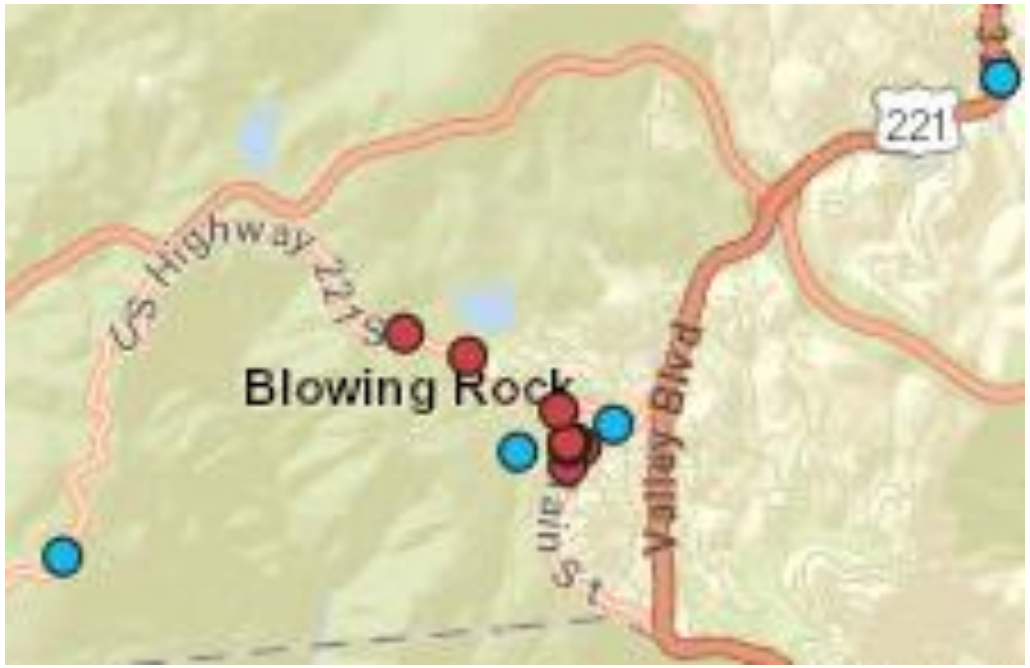
Non-Motorist Dashboard for Watauga County



Boone Area Non-Motorist Crash Map



Area Non-Motorist Crash Map



Blowing Rock



Beech Mountain

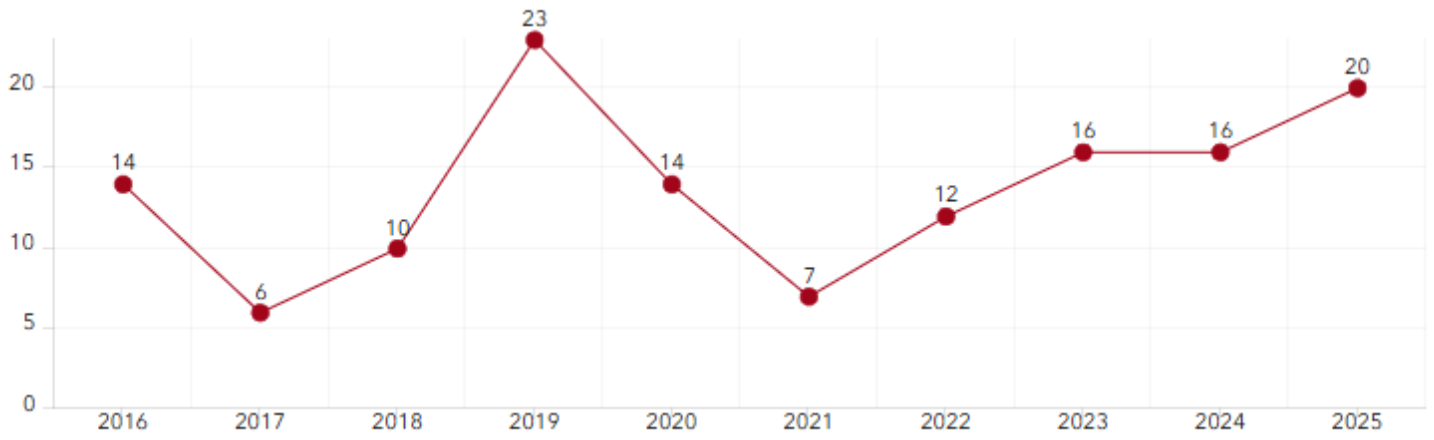


Seven Devils

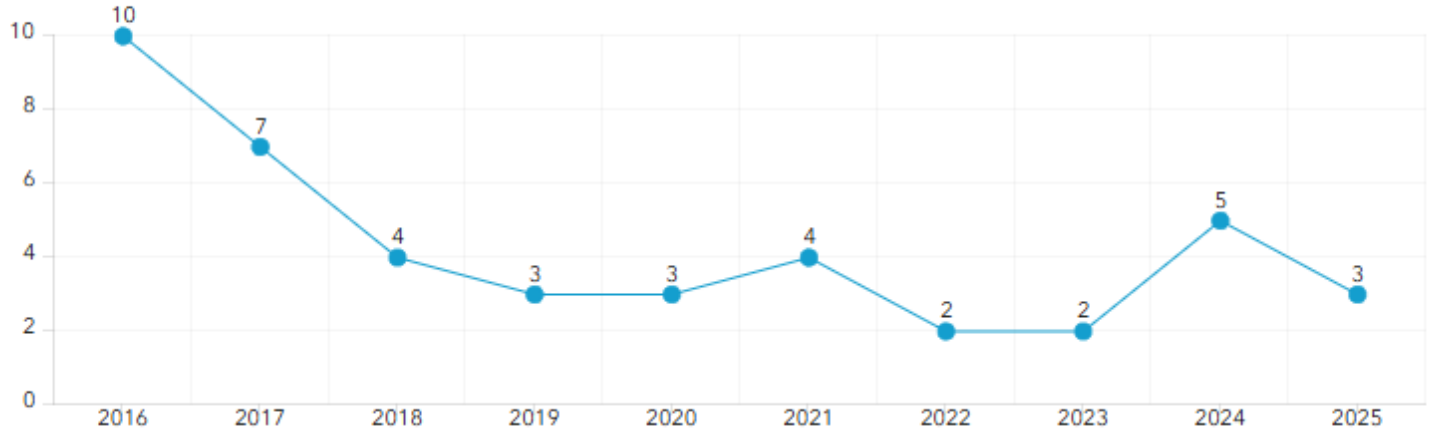
Non-Motorist Crash Dashboard

Explore statewide numbers (default), or select a geography from the options at right

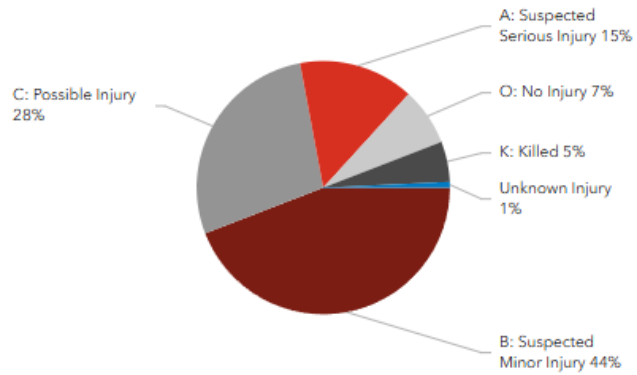
Pedestrian Crashes by Year



Bicyclist Crashes by Year

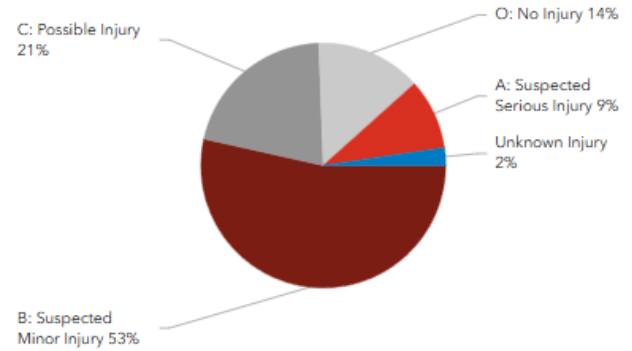


All Pedestrian Crashes

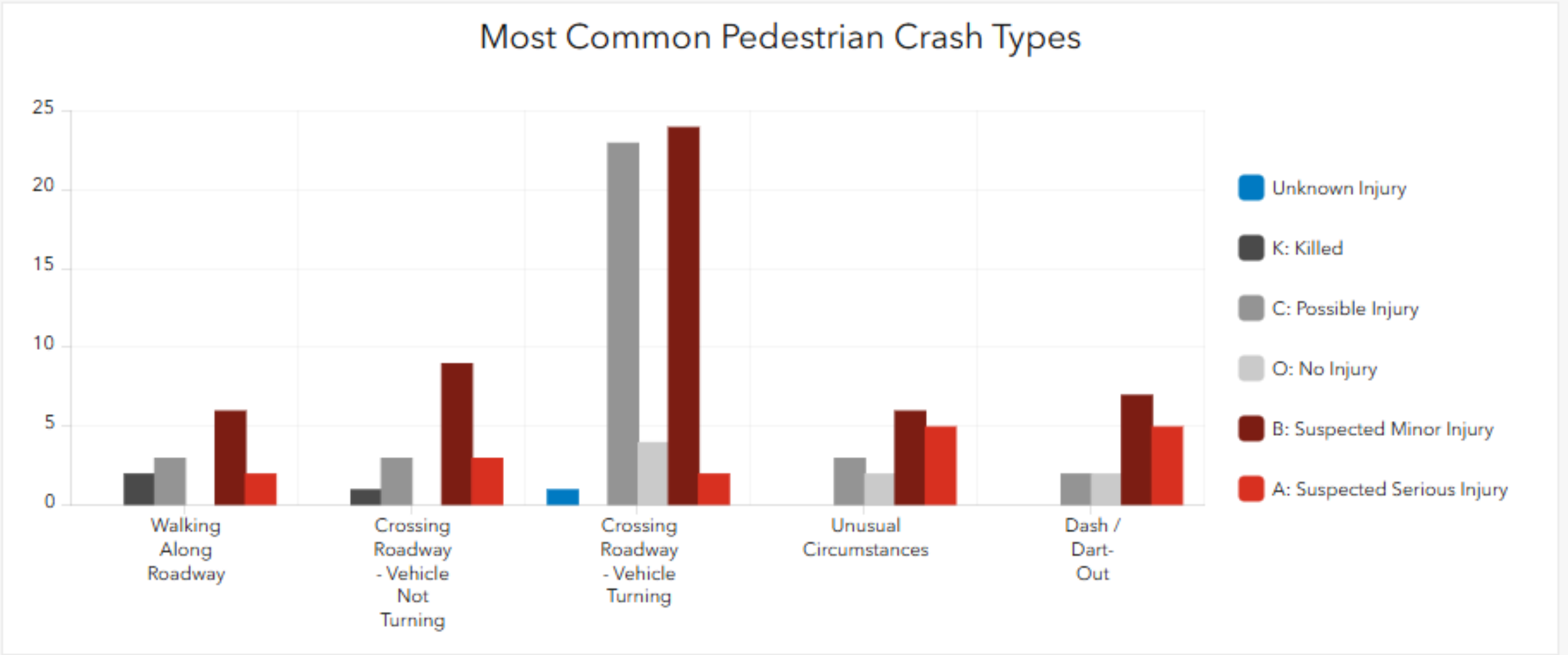


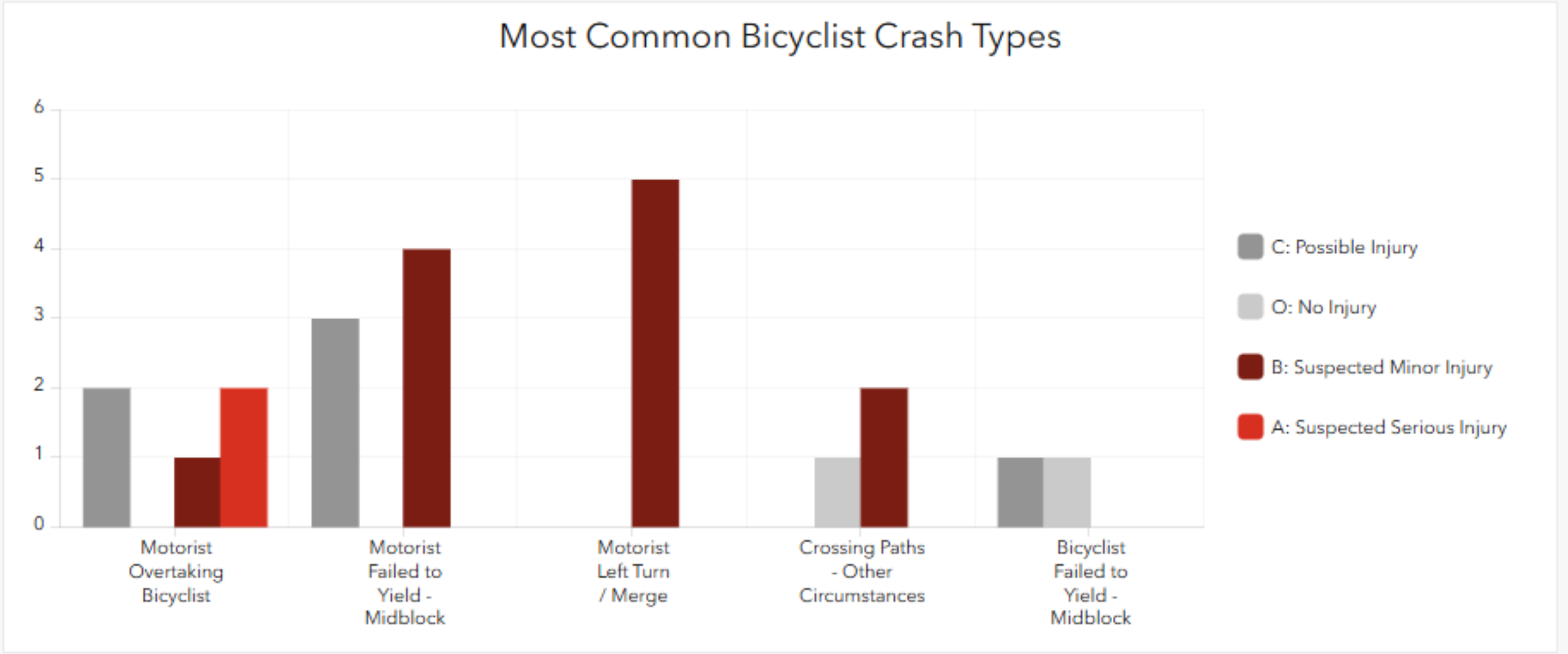
All Ped | Intersection Ped | Non-Intersection Ped

All Bicyclist Crashes

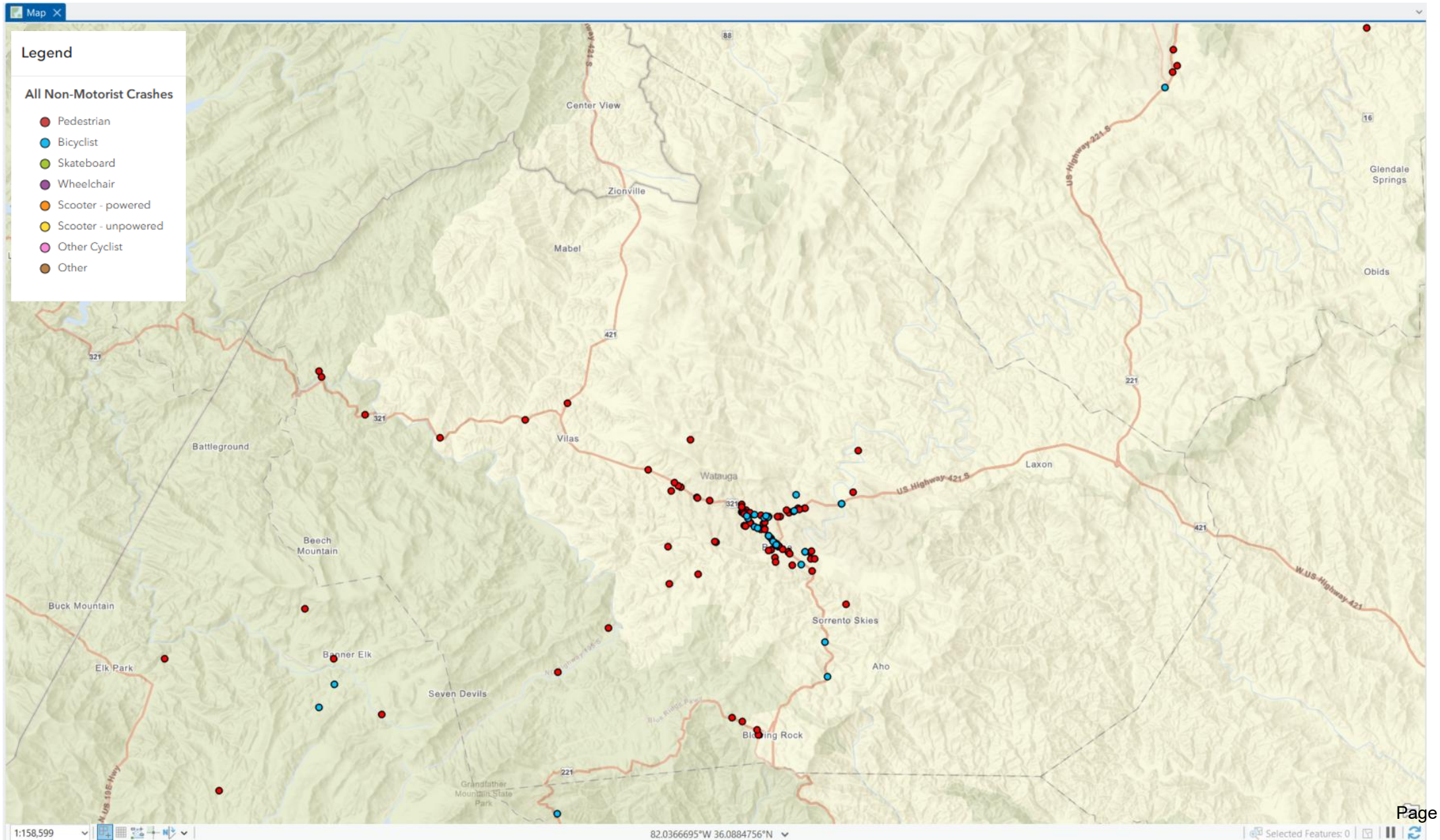


All Bike | Intersection Bike | Non-Intersection Bike

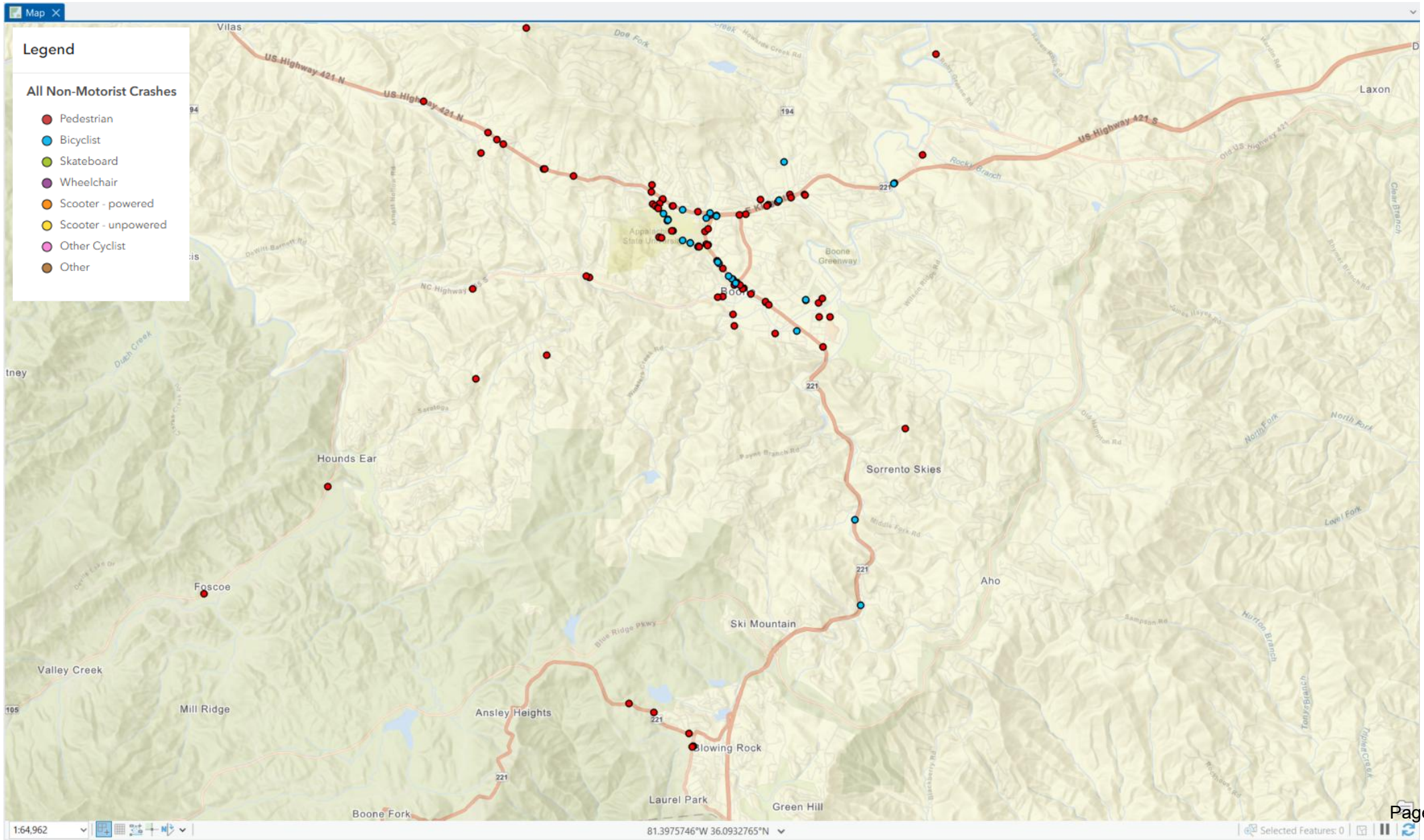

Most Common Pedestrian Crash Types
25
20
15
10
5
0
Walking Along Roadway
Crossing Roadway - Vehicle Not Turning
Crossing Roadway - Vehicle Turning
Unusual Circumstances
Dash / Dart-Out
Unknown Injury
K: Killed
C: Possible Injury
O: No Injury
B: Suspected Minor Injury
A: Suspected Serious Injury


Most Common Bicyclist Crash Types
6
5
4
3
2
1
0
Motorist Overtaking Bicyclist
Motorist Failed to Yield - Midblock
Motorist Left Turn / Merge
Crossing Paths - Other Circumstances
Bicyclist Failed to Yield - Midblock
C: Possible Injury
O: No Injury
B: Suspected Minor Injury
A: Suspected Serious Injury

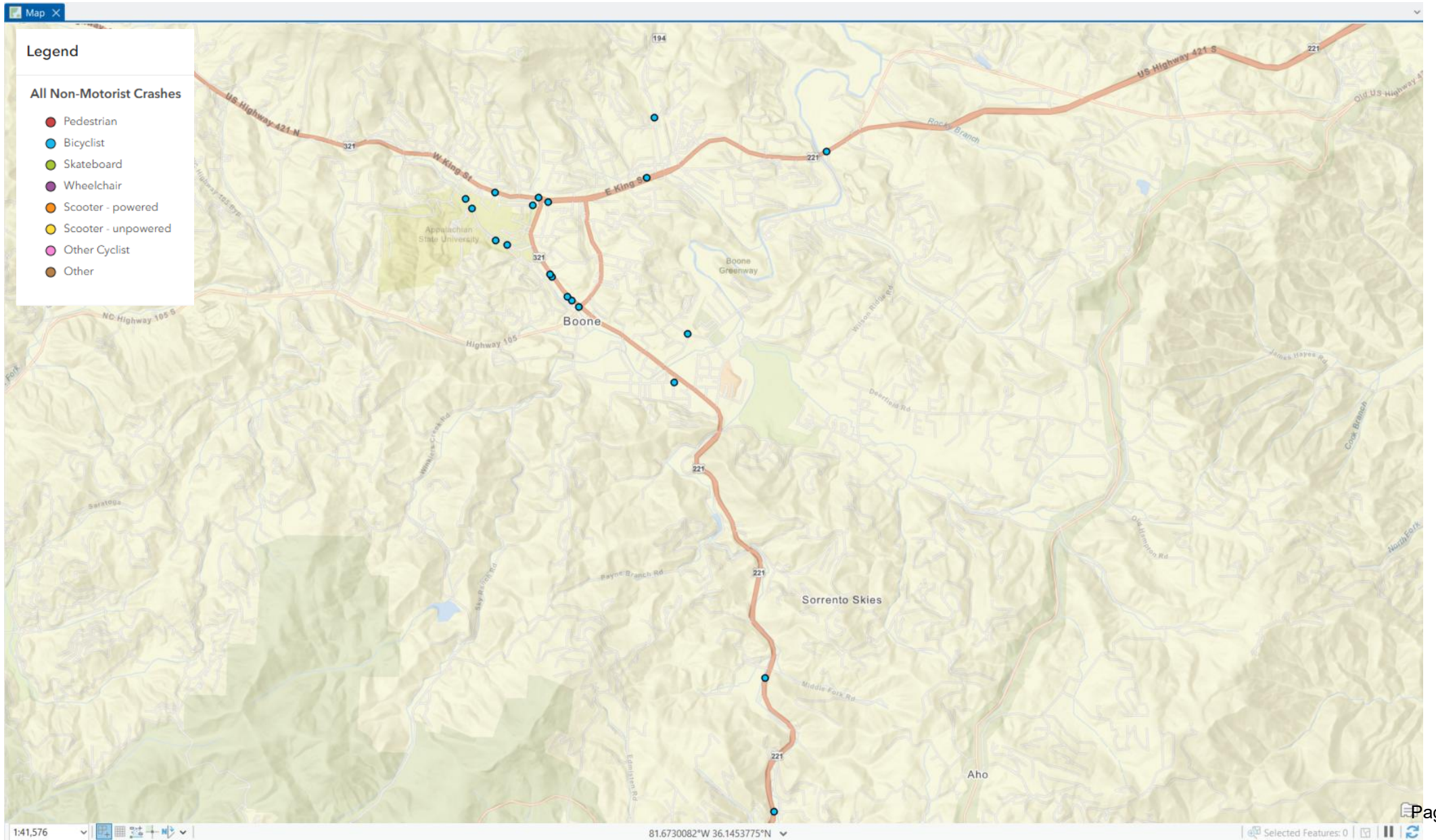
Watauga County Non-Motorist Crash Map



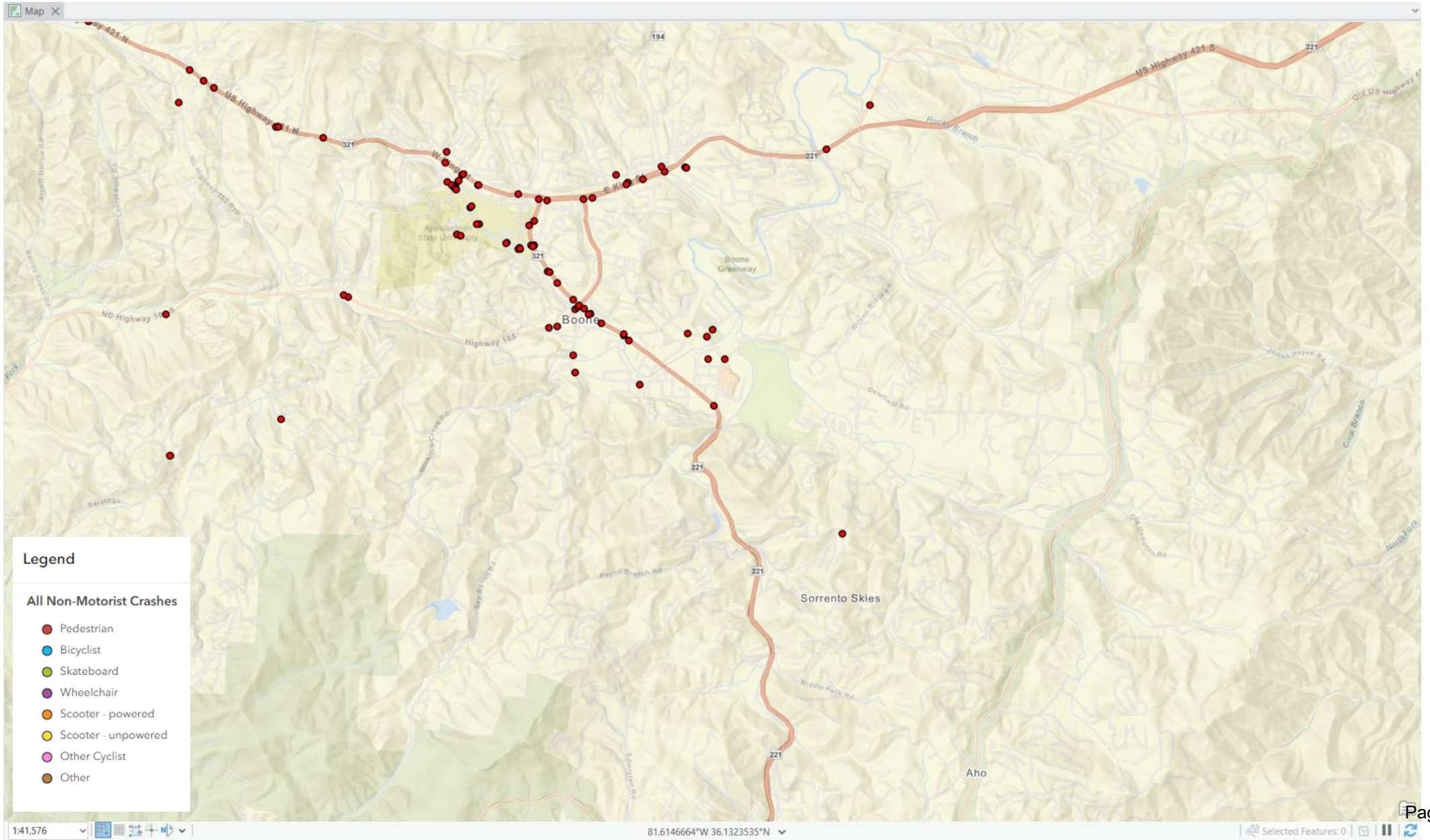
Boone Area Non-Motorist Crash Map (Bicycle and Pedestrian)



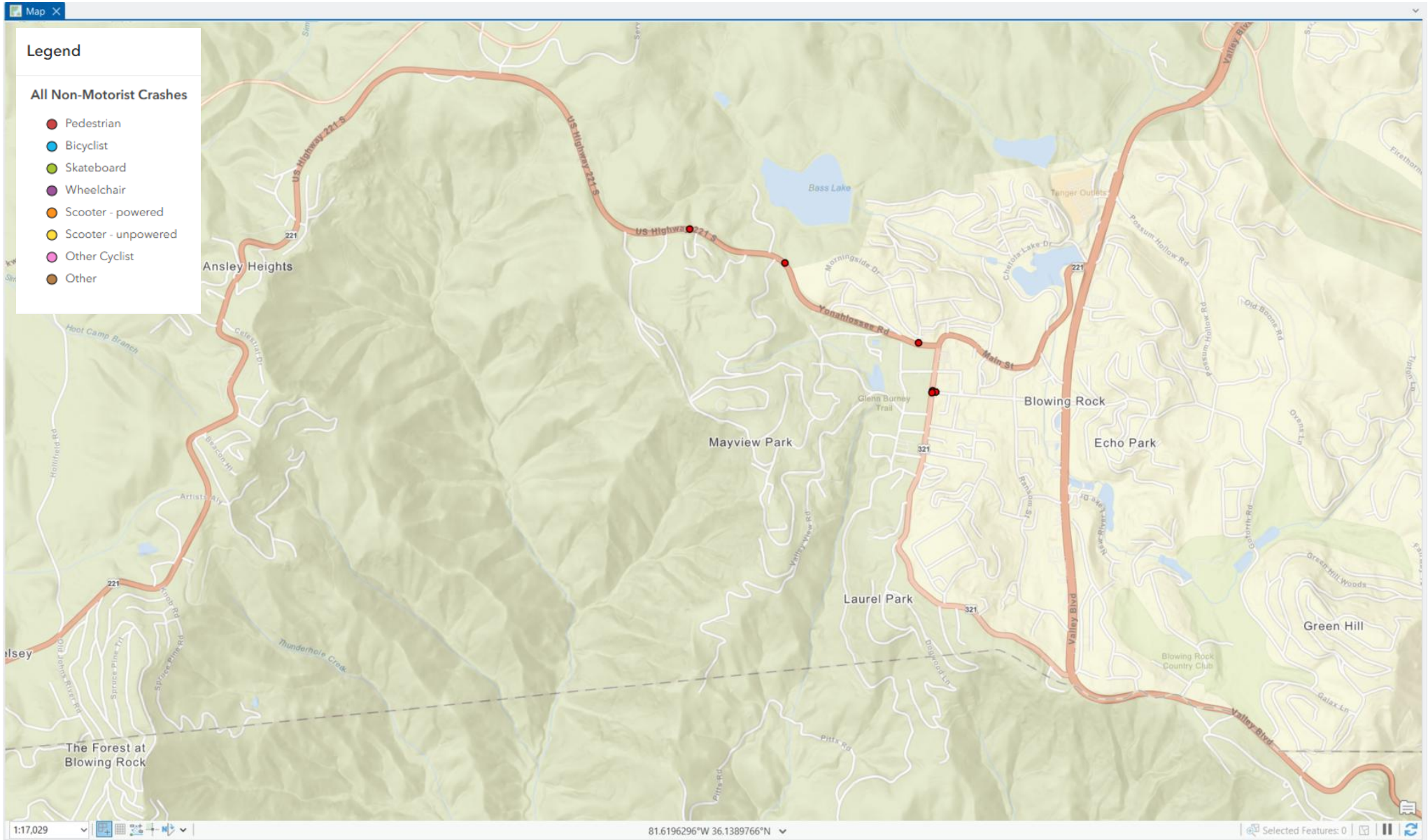
Boone Area Non-Motorist Crash Map (Bicycle)



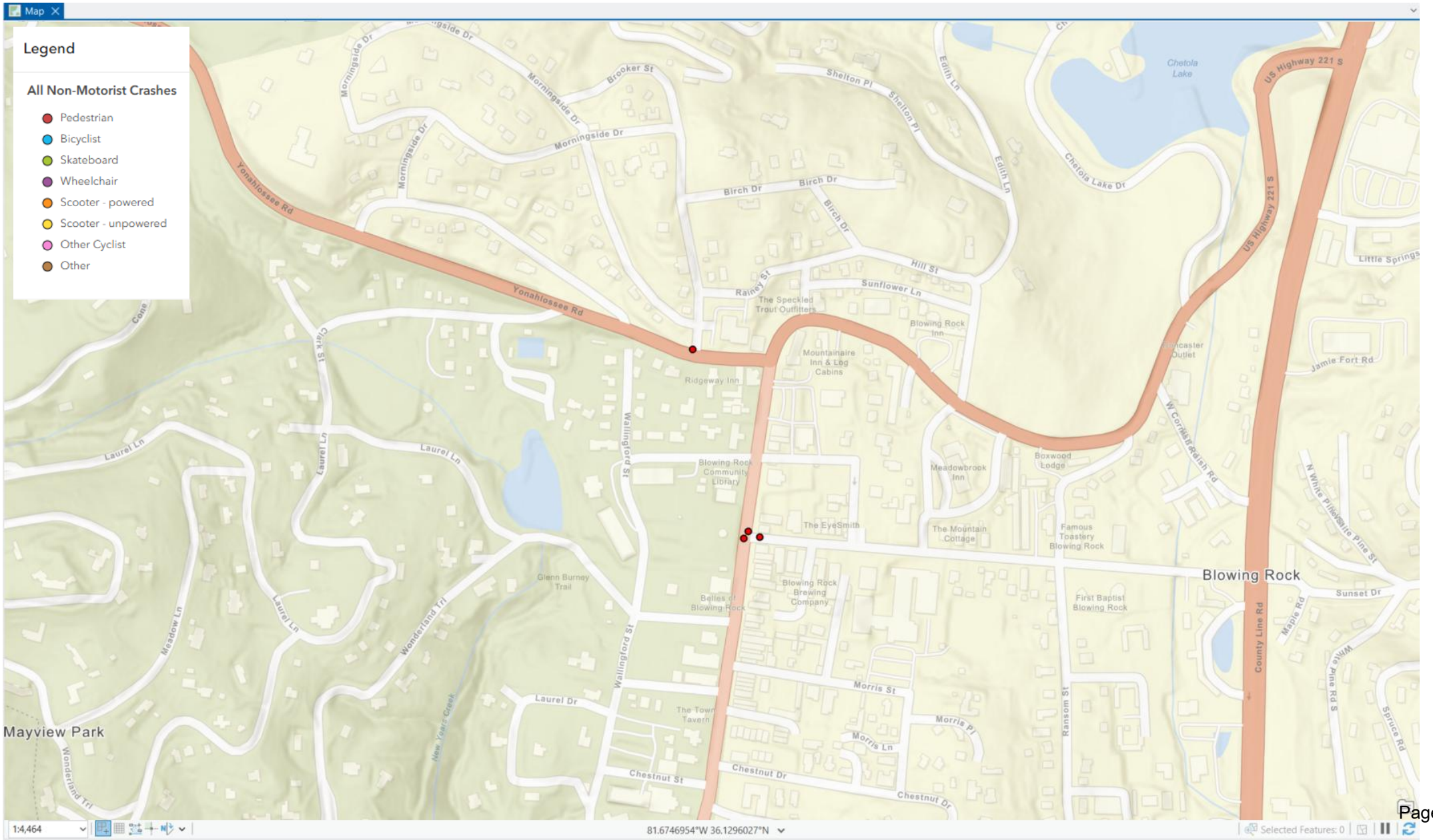
Boone Area Non-Motorist Crash Map (Pedestrian)



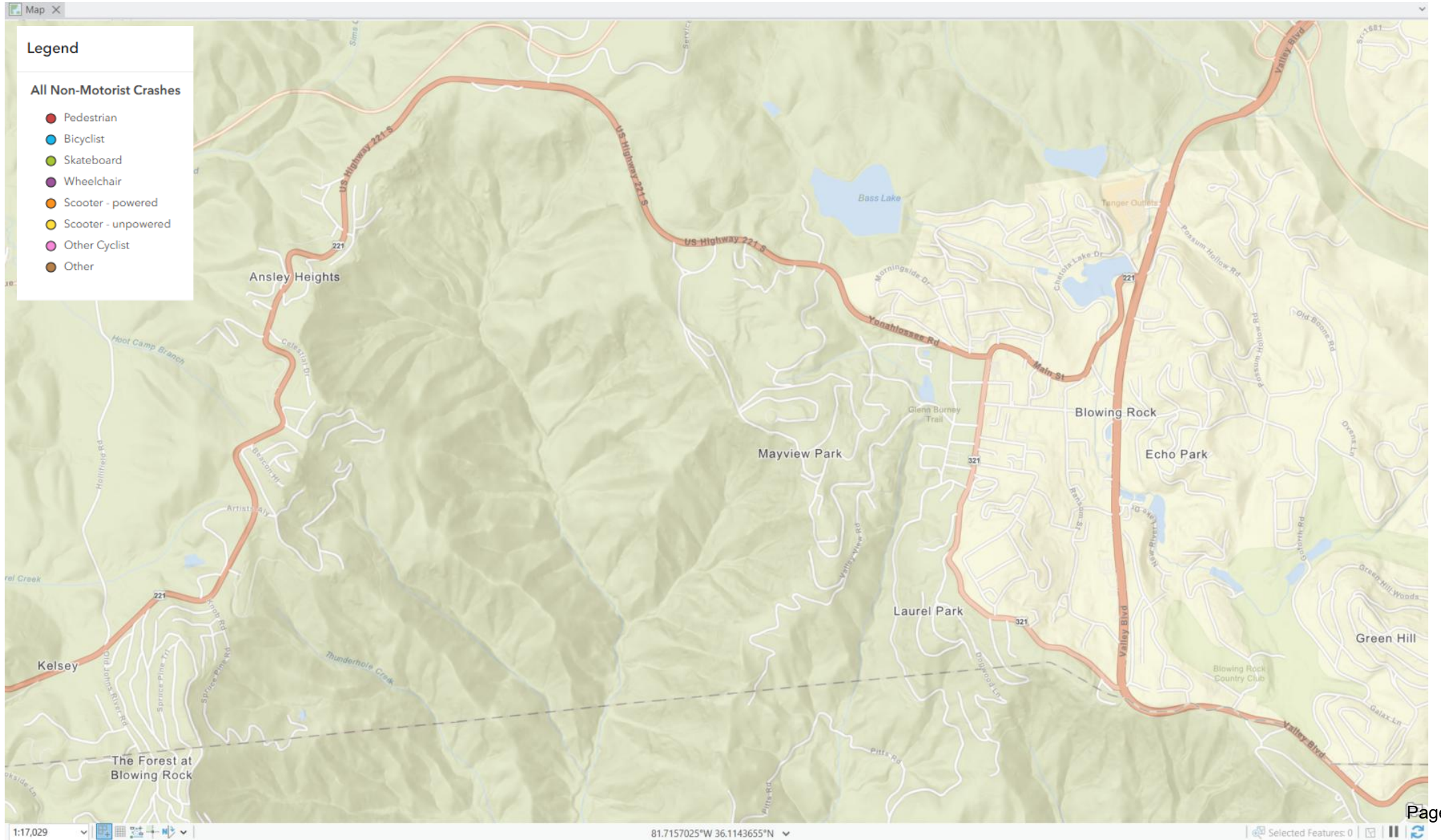
Blowing Rock Area Non-Motorist Crash Map (Pedestrian)



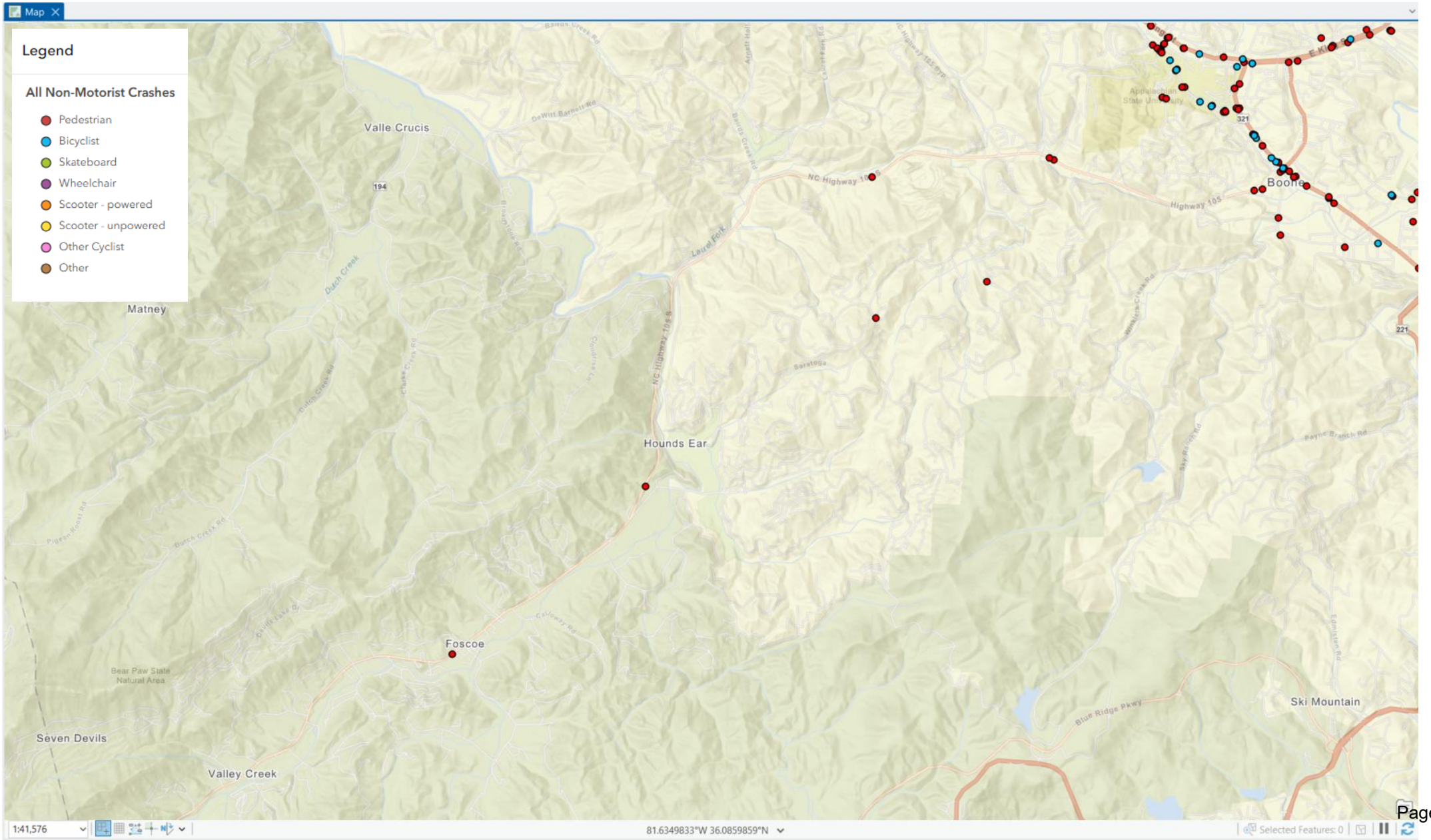
Blowing Rock Area Non-Motorist Crash Map (Pedestrian)



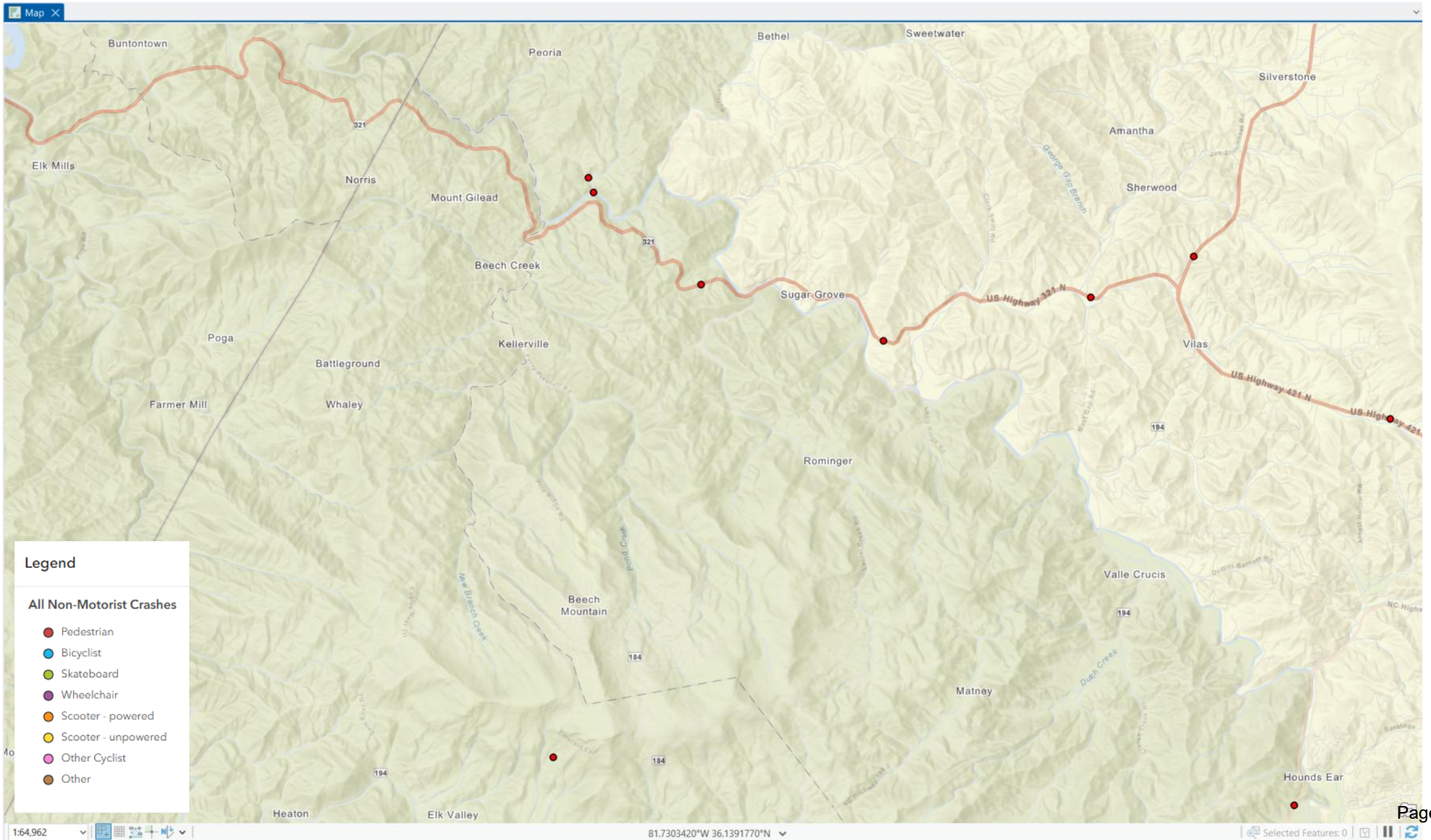
Blowing Rock Area Non-Motorist Crash Map (Bicycle)



Near the Seven Devils Area Non-Motorist Crash Map (Pedestrian) NC 105



Near the Beech Mountain Area Non-Motorist Crash Map (Pedestrian) US 321



Near the Beech Mountain Area Non-Motorist Crash Map (Bicycle) US 321



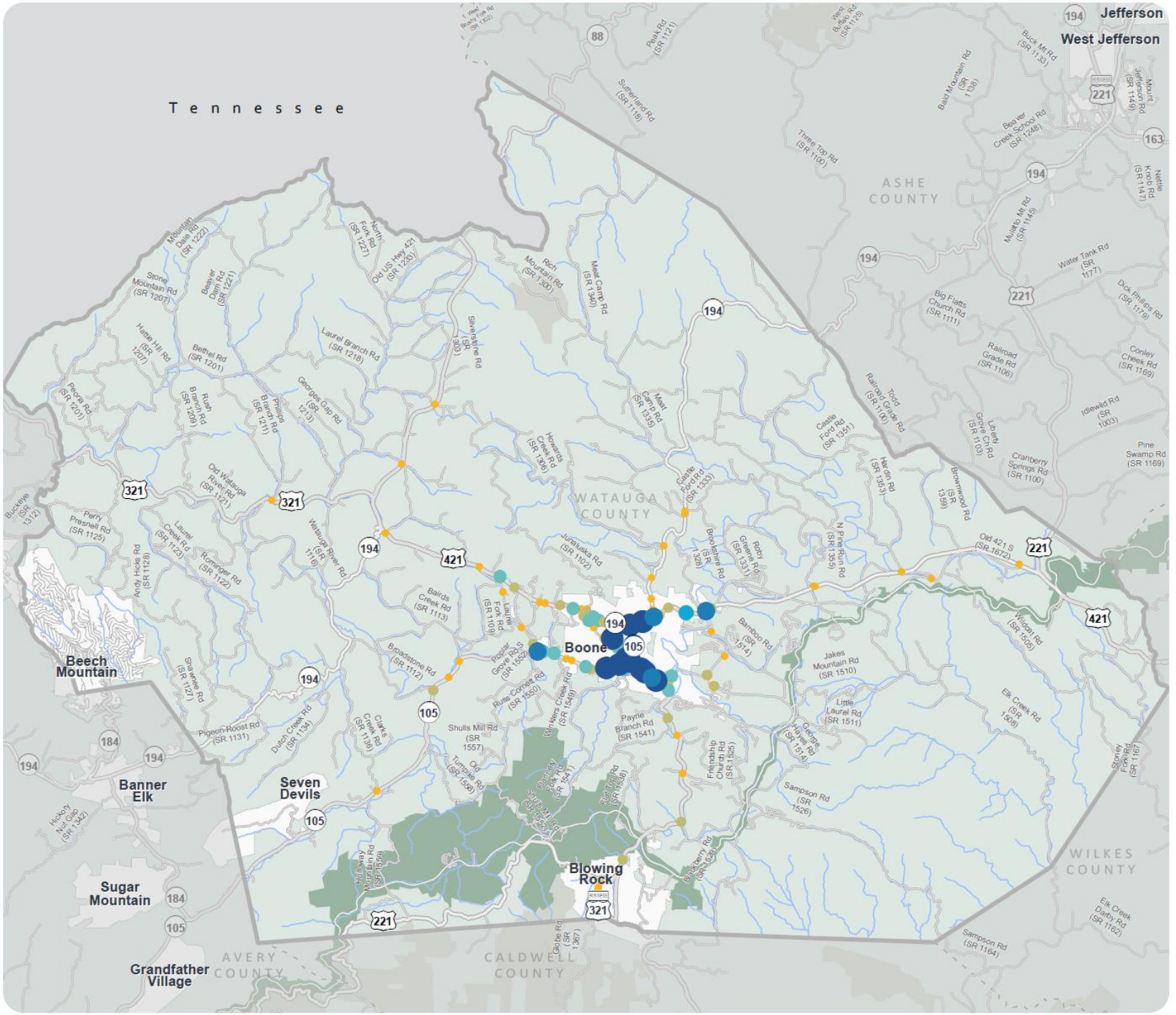


Figure 5

PLANNING LEVEL CRASH LOCATIONS

WATAUGA COUNTY

CTP Analysis and Information

Planning Level Crash Features
(January 2015 - December 2019)

Total Crashes	Intersection	Road Section
5 - 9	●	═
10 - 19	●	═
20 - 29	●	═
30 - 39	●	═
40 - 49	●	═
50 and above	●	═

Other Features

- Study Road
- MPO Boundary
- RPO Boundary

WebAddress

N

0 0.5 1 2 3 4 Miles

Sheet 2 of 3

Base map date: April 30, 2026

Legal Disclaimer

This product contains mapping data for informational and planning purposes only, and is subject to change. Users should review or consult the primary data sources to ascertain the usability of the information.

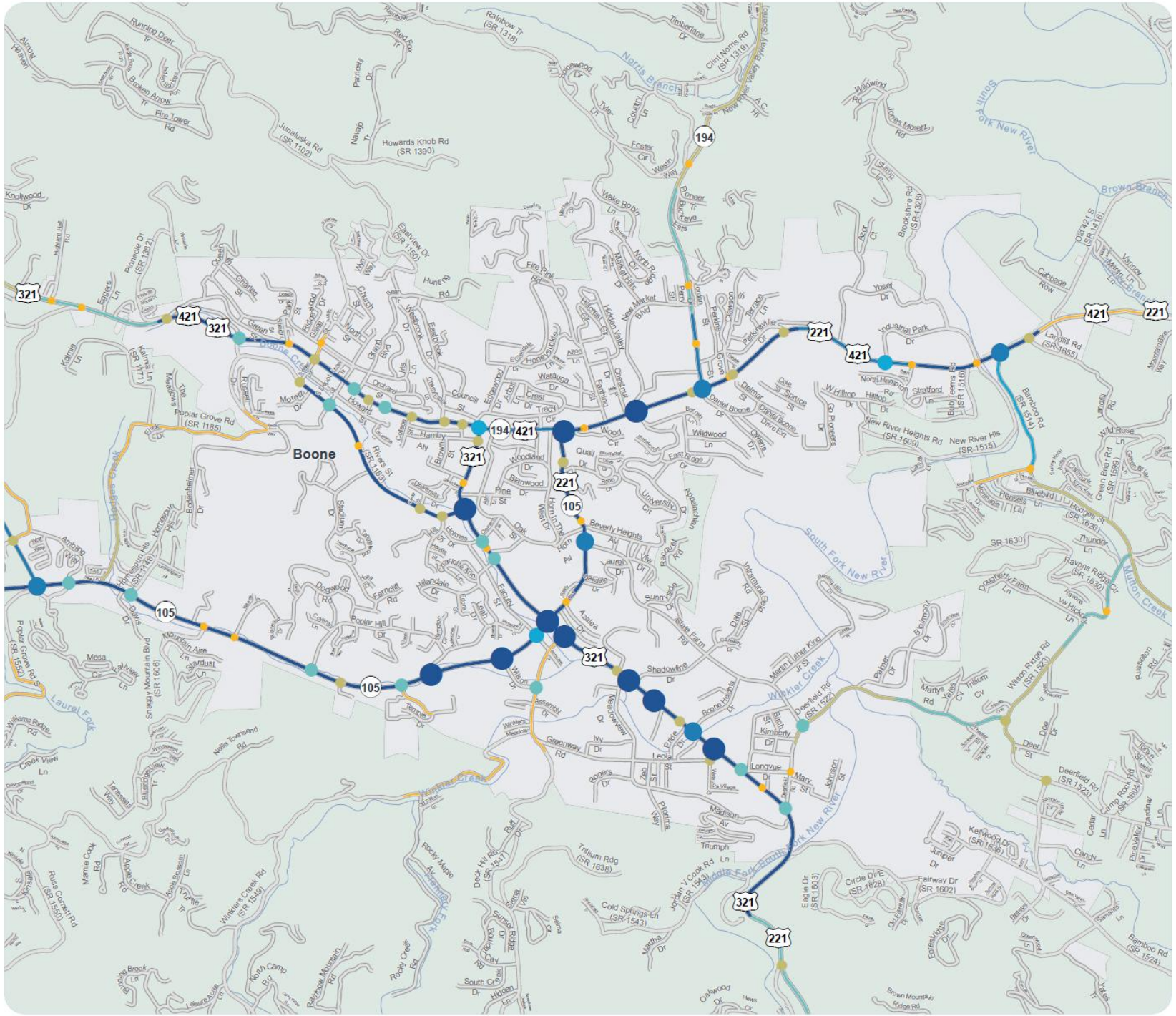


Figure 5

PLANNING LEVEL CRASH LOCATIONS

WATAUGA COUNTY

TOWN OF BOONE INSET
CTP Analysis and Information
Planning Level Crash Features
(January 2015 - December 2019)

Total Crashes	Intersection	Road Section
5 - 9		
10 - 19		
20 - 29		
30 - 39		
40 - 49		
50 and above		

Other Features

- Study Road
- MPO Boundary
- RPO Boundary

WebAddress

N

0 0.1 0.2 0.4 0.6 0.8 Miles

Sheet 2A of 4
Inset A

Base map date: January 08, 2026

Legal Disclaimer

This product contains mapping data for informational and planning purposes only, and is subject to change. Users should review or consult the primary data sources to ascertain the usability of the information.

WORKING COPY
Plan Date: January 20, 2026

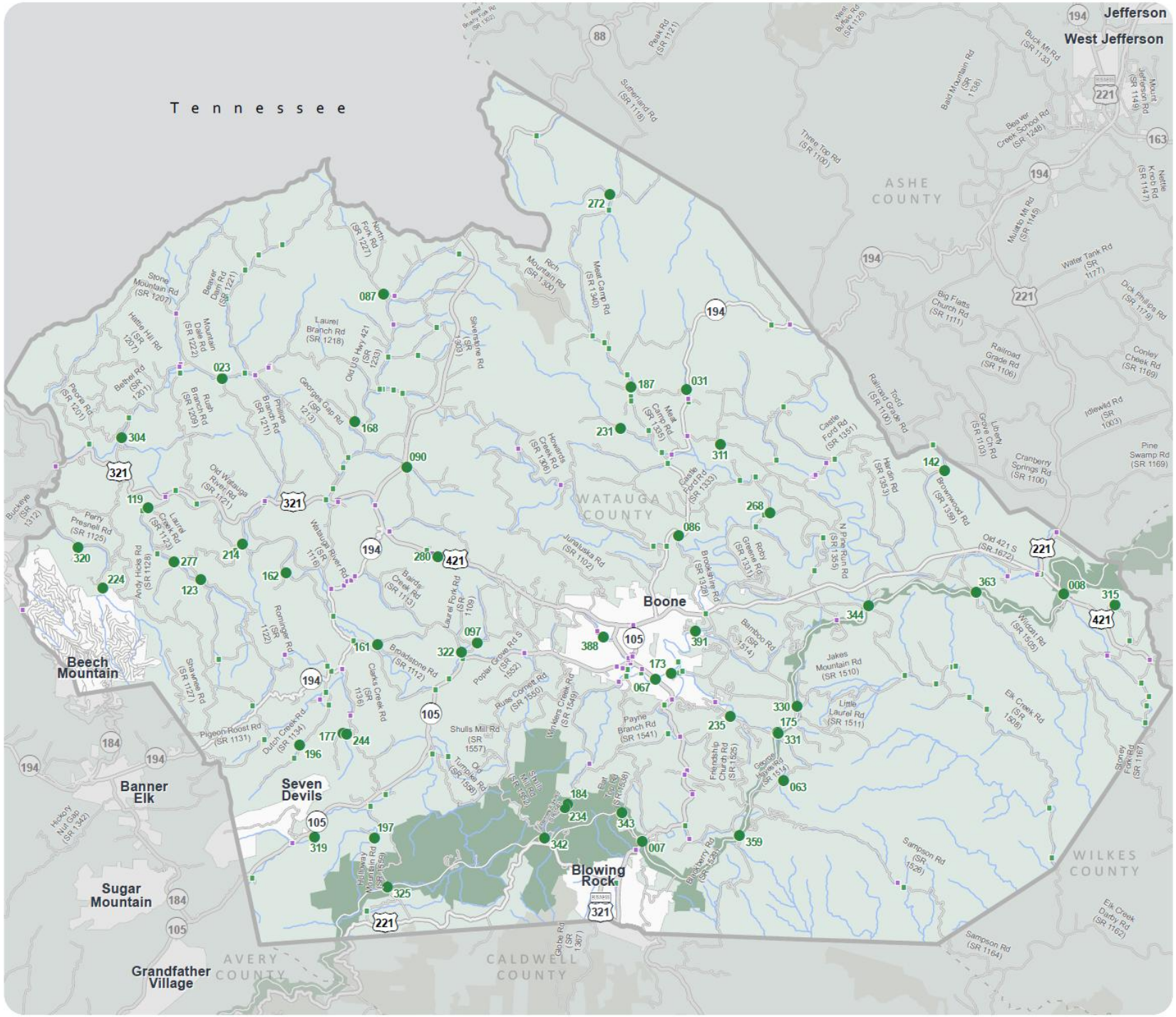


Figure 6

BRIDGE DEFICIENCIES



WATAUGA COUNTY

CTP Analysis and Information

Bridge Features

- Deficient Bridge
- Bridge
- Other Structure

Other Features

- Study Road
- MPO Boundary
- RPO Boundary

WebAddress

N

0 0.5 1 2 3 4 Miles

Sheet 3 of 3

Base map date: April 30, 2026

Legal Disclaimer

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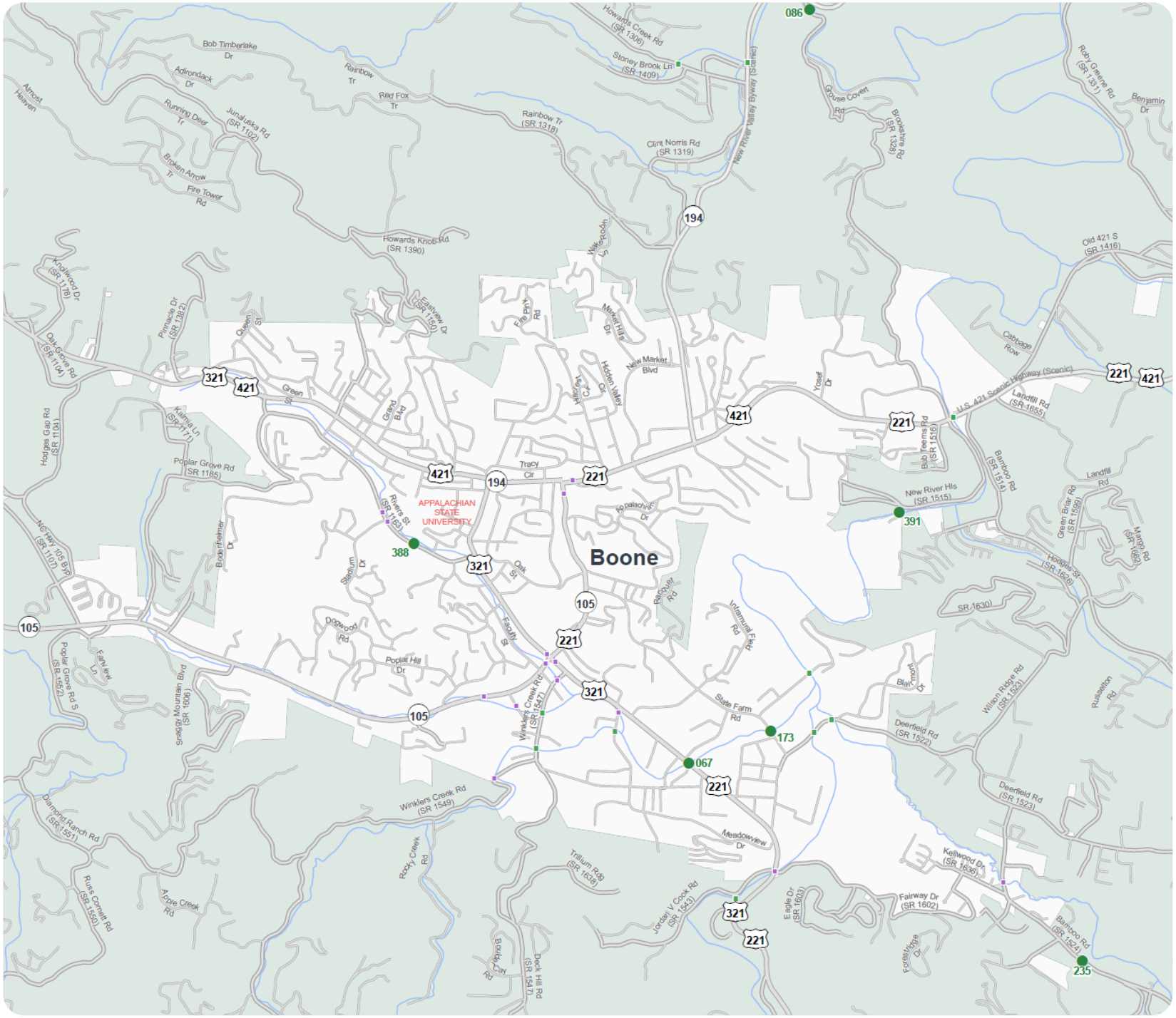

Figure 6.1

BRIDGE DEFICIENCIES

WATAUGA COUNTY
Town of Boone

CTP Analysis and Information

Bridge Features

- Deficient Bridge
- Bridge
- Other Structure

Other Features

- Study Road
- MPO Boundary
- RPO Boundary

WebAddress

N

0 0.13 0.25 0.5 0.75 1 Miles

Sheet 3 of 3

Base map date: April 30, 2026

Legal Disclaimer

This product contains mapping data for informational and planning purposes only, and is subject to change. Users should review or consult the primary data sources to ascertain the usability of the information.

Contact Us

- NCDOT Transportation Planning Division (TPD)
  - **Reuben Crummy,** rcrummy@ncdot.gov
    919.707.0971 (Project Manager)
  - **Hasan Obias,** hmobias@ncdot.gov
    919.707.09XX (Project Engineer)
- High Country Rural Planning Organization (RPO)
  - **David Graham,** dgraham@hccog.org
    828.265.5434 x135

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@NCDOT ncdotcom ncdot_comm

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Jane Shook, Director of Planning & Inspections

Department: Planning & Inspections

Contact Phone: 828-268-6960

Email: Jane.Shook@BooneNC.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Consideration of Town of Boone Fee Schedules

Summary of Information: Boone Fire Marshal Amy Flieg will present proposed increases to the Fire Department permit fee schedule. These changes reflect higher operating costs and align with similar jurisdictions. The department last adjusted fees in 2019.

Council is asked to adopt the attached revised Town of Boone fee schedules for Fire and Planning & Inspections.

ORDINANCE # 26-

AN ORDINANCE TO REVISE THE
FIRE DEPARTMENT AND PLANNING AND INSPECTIONS FEE SCHEDULES

WHEREAS, the Boone Town Council desires to modify the Fire Department and Planning and Inspection Fee Schedules; and

WHEREAS, the Boone Town Council held a duly-noticed public hearing on November 18, 2026, with respect to this ordinance; and

WHEREAS, the Boone Town Council has taken into full consideration any information offered at the public hearing; and

WHEREAS, the Town Council finds that it is in the best interest of the Town and its citizens that Town Council directly consider and, with input from the public as deemed appropriate by Council; and

WHEREAS, the Boone Town Council is authorized to enact this Ordinance;

NOW THEREFORE, BE IT ORDAINED BY THE BOONE TOWN COUNCIL THAT:

SECTION 1. The Fire Department and Planning and Inspections Fee Schedules are hereby revised as set forth in the attached Exhibit A to this Ordinance, which is incorporated by reference.

SECTION 2. All provisions of any Town ordinance in conflict with this ordinance are hereby repealed to the extent of such conflict.

SECTION 3. In the event any section, subsection, subdivision, paragraph, subparagraph, item, sentence, clause, phrase or word of this ordinance is declared or adjudged to be invalid or unconstitutional, such declaration or adjudication shall not affect the remaining provisions of this ordinance, which shall remain in full force and effect as if the portion so declared or adjudged invalid or unconstitutional was not originally a part of this ordinance.

SECTION 4. This Ordinance shall be effective January 1, 2027.

Adopted this the 9th day of December, 2026.

_____
The Honorable Dalton George, Mayor

Attest:

_____
Nicole Harmon-Church, Town Clerk

General Fees Collected by Boone Fire Department	Current	Proposed 2026
Fireworks Display	150	150
Insecticide fogging / Fumigation	40	40
Blasting Permit - 48 hours	50	75
Blasting Permit - 90 days	100	200
Special Assemblies (Craft shows)	50	50
Temporary kiosks / Displays	40	40
Tent and Air Structures	50	50
Any additional inspections required/requested	40	40
Day Care inspection (other than Annual)	40	40
Hydrant Fire Flow Test	100	200
Re-Inspection or any event requiring a FD inspection	40	40
After hours Inspection requested		50 added to permit fee
Annual lnspections - Level 1 (Non-residential)	40	40
Annual lnspections - Level 2 (Non-residential)	60	60
Annual lnspections - Level 3 (Non-residential)	120	120
Annual lnspections - Multi-tenant commercial (0-6 tenants)	40	40
Annual lnspections - Multi-tenant (7-12 tenants)	80	80
Annual lnspections - Multi-tenant (greater than 12 tenants)	120	120
Annual lnspections - Commercial Residential per building (0-12 units)	40	60
Annual lnspections - Commercial Residential per building (13-24 units)	60	80
Annual lnspections - Commercial Residential per building (25-49 units)	80	100
Annual lnspections - Commercial Residential per building (50-99 units)	130	130
Annual lnspections - Commercial Residential per building (100-149 units)	180	180
Annual lnspections - Commercial Residential per building (150 -199 units)	230	230
Annual lnspections - Commercial Residential per building (greater than 199 units)	280	280
Fire Alarm Equipment Malfunction fee	300	300
Standpipe Flow Testing	actual cost	move to part of Permit

Apparatus and Personnel Fees

Aerial	250	300
Engine (Type 1)	200	250
Engine (Type 6)	75	125
Rescue Truck	200	250
Haz-Mat Trailer	200	200
Tanker	100	150
Utility Service Vehicle	75	75
Car/Pickup	50	50
Personnel	actual cost	actual cost

Construction Fees Collected by Planning and Inspections

ABC Inspections	60	60
New Fire Alarm systems	100 first 10,000 ft2, 0.01 per ft2 after	100 first 10,000 ft2, 0.01 per ft2 after
Fire Alarm system renovations	50	50
New Fixed Fire Suppression systems	100	100
Fixed Fire Suppression system renovation	50	50
New Sprinkler system	200 first 10,000 ft2, 0.02 per ft2 after	200 first 10,000 ft2, 0.02 per ft2 after
Sprinkler system renovation	100	100
New Standpipe system (**for first test, $300 per each additional test**)	200	500
ERCCS	150	150
Commercial Site Plan Review	75	125
Building Plan Review (per square foot)	0.03	300 first 10,000 ft2, 0.03 per ft2 after
Building Plan Renovation Review - project cost under $40,000	50	100
Building Plan Renovation Review - project cost over $40,000		300 first 10,000 ft2, 0.03 per ft2 after
New Underground Tank install (per tank)	100	100
Underground Tank removal (per tank)	50	50

Fees collected by Boone Fire Department

Fireworks Display
Insecticide fogging / Fumigation
Blasting Permit - 48 hours
Blasting Permit - 90 days
Special Assemblies (Craft shows)
Temporary kiosks / Displays
Tent and Air Structures
Any additional inspections required/requested
Day Care inspection (other than Annual)
Hydrant Fire Flow Test
Re-Inspection or any event requiring a FD inspection
After hours Inspection requested
Annual lnspections - Level 1 (Non-residential)
Annual lnspections - Level 2 (Non-residential)
Annual lnspections - Level 3 (Non-residential)
Annual lnspections - Multi-tenant commercial (0-6 tenants)
Annual lnspections - Multi-tenant (7-12 tenants)
Annual lnspections - Multi-tenant (greater than 12 tenants)
Annual lnspections - Commercial Residential per building (0-12 units)
Annual lnspections - Commercial Residential per building (13-24 units)
Annual lnspections - Commercial Residential per building (25-49 units)
Annual lnspections - Commercial Residential per building (50-99 units)
Annual lnspections - Commercial Residential per building (100-149 units)
Annual lnspections - Commercial Residential per building (150 -199 units)
Annual lnspections - Commercial Residential per building (greater than 199 units)
Fire Alarm Equipment Malfunction fee
Standpipe Flow Testing

Apparatus and Personnel Fees

Aerial
Engine (Type 1)
Engine (Type 6)
Rescue Truck
Haz-Mat Trailer
Tanker
Utility Service Vehicle
Car/Pickup
Personnel

Fees Collected by Planning and Inspections

ABC Inspections

New Fire Alarm systems
Fire Alarm system renovations
New Fixed Fire Suppression systems
Fixed Fire Suppression system renovation
New Sprinkler system
Sprinkler system renovation
New Standpipe system (for first test, $300 per each additional test)
ERCCS (we just charge a second fire alarm fee)
Commercial Site Plan Review
Building Plan Review (per square foot)
Building Plan Renovation Review - project cost under $40,000
Building Plan Renovation Review - project cost over $40,000
New Underground Tank install (per tank)
Underground Tank removal (per tank)

Approved 2019	Proposed 2026	Hickory	Concord
150	150	158.75	300
40	40	69.5	300
50	75	99.5	100
100	200	150.5	300
50	50	69.5	150 per event/2500 per year
40	40	69.5	
50	50	69.5	50
40	40	75	
40	40		
100	200	122.5	150
40	40		
	20 added to permit fee	75	35 per hr, min of 2 hrs
40	40	109.5	
60	60	220	
120	120	369.5	
40	40	189.25	
80	80	369.5	
120	120		
40	60	109.5	
60	80		
80	100		
130	130		
180	180		
230	230		
280	280		
300	300		
actual cost	move to part of Permit		

250	300		
200	250		
75	125		
200	250		
200	200		
100	150		
75	75		
50	50		
actual cost	actual cost	45 per hr, min of 3 hrs	

60	60		

100 first 10,000 ft2, 0.01 per ft2 after	100 first 10,000 ft2, 0.01 per ft2 after	100 plus 0.022 per ft2	150 permit, 150 test
50	50	78	
100	100	92	150 permit, 150 test
50	50	78	
200 first 10,000 ft2, 0.02 per ft2 after	200 first 10,000 ft2, 0.02 per ft2 after	100 plus 0.022 per ft2	150 permit, 150 test
100	100	78	
200	500	92	150 permit, 150 test
50	150	100 plus 0.022 per ft2	
75	125		
0.03	300 first 10,000 ft2, 0.03 per ft2 after		
50	100		
	300 first 10,000 ft2, 0.03 per ft2 after		
100	100	92	250 per site
50	50	92	

Gastonia	Asheville	Watauga
200	100	25
100	11	50
200	200	500 per year
150	500 per year	100
	100	25
150	50	25
50		
200		
	200	30
	50 additional	50
	100	50
		60
		60

220.55		
173.47		
150		75 per hour

100		50

150	13% of trade fees	75
150		
150	13% of trade fees	0.10 per ft2
	13% of trade fees	75
150		
150	100	
		50
		50

Building/Construction Fee Schedule, Effective January 1, 2027
680 W. King Street, Suite C, Boone, NC 28607
Phone: (828) 268-6960 | Email: planning@townofboone.net | http://www.boonenc.gov/pi

Please see below for guidance on how to use this fee schedule. For any questions on whether or not a permit is required or for more information on a permit, please contact the Town of Boone Planning and Inspections Department.

Fee Schedule Guidance

How are fees calculated?

Building Permits/New Construction: Cost of new construction will be evaluated against the most current ICC Building Valuation Data (BVD) table. The BVD table provides the "average" construction costs per square foot, which can be used in determining permit fees for a jurisdiction. Permit fee schedules are addressed in Section 109.2 of the 2024 *International Building Code* (IBC) whereas Section 109.3 addresses building permit valuations. The permit fees can be established by using the BVD table and a Permit Fee Multiplier, which is based on the total construction value within the jurisdiction for the past year. The Square Foot Construction Cost table presents factors that reflect relative value of one construction classification/occupancy group to another so that more expensive construction is assessed greater permit fees than less expensive construction.

- The BVD is not intended to apply to alterations or repairs to existing buildings. Because the scope of alterations or repairs to an existing building varies so greatly, the Square Foot Construction Costs table does not reflect accurate values for that purpose. However, the Square Foot Construction Costs table can be used to determine the cost of an addition that is basically a stand-alone building which happens to be attached to an existing building. In the case of such additions, the only alterations to the existing building would involve the attachment of the addition to the existing building and the openings between the addition and the existing building.

All Other: The methodology used to calculate all other fees is based on cost recovery of the actual costs incurred by the Town to review, issue, and administer an application. Since an applicant who requires a relatively simple permit should not subsidize an applicant whose development requires substantially more resources, fees are calculated by assessing actual staff time required for each type of application, assigning the appropriate staff to those tasks, and incorporating department operating costs.

Note: Fees do not include 100% of operating costs as the department provides broader public services that benefit the community.

When are fees due?

Within 10 days after the submission of a complete application, the department will provide the applicant an initial fee estimate that is due before any additional processing of the application begins. Then, prior to permit issuance, the department will send a final fee estimate of any additional fees owed to the department and the time frame in which those fees must be paid. Any subsequent fees, due to development changes or reinspection shall be paid prior to the final inspection, issuance of a certificate of compliance, or issuance of a certificate of occupancy.

Fee Responsibility & Communications

The applicant shall be responsible for all associated fees.

NOTE: Communications will only be sent to the applicant and relevant design professionals.

Inspection Fees

New Construction: New construction permit fees include all inspections, except for re-inspections.

Other Building Permits: For all other permits, one inspection is included per permit. Each additional inspection trip after this is subject to the applicable inspection fee. When multiple inspections are performed during the same inspection trip, each additional inspection shall be charged at 50% of the applicable inspection rate. For example, a request for framing with an electrical rough-in at the same time, will be billed an initial inspection trip of $60.00, plus an additional $30.00 for the second inspection.

Re-inspections: A re-inspection fee of $60.00 shall be assessed when one or more of the following occurs:

1. The inspection reveals deficiencies requiring an additional inspection to verify compliance.
2. The project is not ready for inspection or the site is inaccessible at the time of the scheduled inspection.

Reviews and Associated Fees

Upon submittal of a complete application, each application is allowed two (2) reviews under the initial fee, the first review and a second review if revisions or supplemental information is required based upon the first review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application.

Other Town Development Related Fees

Fees may be collected on behalf of other Town of Boone Departments for project reviews and inspections. You may access all other Town Department Fee Schedules here: https://boonenc.gov/796/Fee-Schedules

Refund Request

Refund requests shall be submitted in writing from the applicant. Refund requests will be reviewed by the Director or their designee, who shall evaluate the amount of work completed by the Town as compared to the cost of the permit to ensure the Town has recovered the costs incurred with the processing, review, and inspections associated with the application.

Penalties

Working without permits: Fees are doubled if the activity or site change requested has already occurred or has been started unless the Director or their designee finds that there are mitigating circumstances.

Other Town Code Penalties – See Appropriate Town Code reference.

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Building/Construction Related Fees

New Appliance or Appliance Changeout (per address, per appliance, first inspection included)

- ☐ $170.00 Fee Per Address, Per Appliance Type
- + $25.00 Each additional appliance type

Single-Family, Two-Family, Townhouses (NC Residential Code)

New Construction & Additions (includes inspections)

- ☐ Gross Area x Square Foot Construction Cost (BVD) x .0025

Other Improvements & Repair (first inspection included)

- ☐ $250.00 Single-trade
- +$30.00 Each additional trade

Commercial/All Other Residential (NC Building Code)

New Construction & Additions (includes inspections)

- ☐ Gross Area x Square Foot Construction Cost (BVD) x .0025

All Other Improvements & Repair (first inspection included)

- ☐ Single-trade
  - ○ $295.00 ≤ 5,000 square feet gross building square footage
  - ○ $350.00 5,001-20,000 square feet gross building square footage
  - ○ $445.00 > 20,000 square feet gross building square footage
- +$30.00 Each additional trade

Other Construction Related Fees and Permits (where required first inspection included)

- ☐ $260.00 ABC Compliance Inspection
- ☐ No Charge Accessory Electric Vehicle Charging Station
- ☐ No Charge Accessory Solar Energy System
- ☐ $245.00 At Risk Footing/Foundation
- +$30.00 for each additional trade
- ☐ $210.00 Business Occupancy (change of occupancy)
- ☐ $25.00 Change of Contractor
- ☐ $250.00 Construction Trailer
- +$30.00 for plumbing
- ☐ $240.00 Day Care Inspection
- ☐ $325.00 Demolition

- ☐ $10.00 Homeowners Recovery Fund Fee[1]
- ☐ TBD Inspection Fees

  +$60.00 per additional inspection or re-inspection trip

  +$30.00 for each additional inspection or re-inspection performed during the same site visit
- ☐ $325.00 Manufactured Home in Park
- ☐ $155.00 Occupancy Load Reposting
- ☐ $60.00 On-Site Consultation (per Building Code Compliance employee, per trip)
- ☐ $205.00 Sign Permit

  +$60.00 for freestanding signs
- ☐ State Building Code Regulatory Fee[2] (only one will be applicable)
  - $25.00 for the construction of buildings or structures subject to the NC Residential Building Code
  - $100.00 for the construction of buildings or structures subject to the NC Building Code
  - $10.00 for all other work subject to the NC State Building Code
- ☐ $55.00 Temporary Certificate of Occupancy or Stocking Permits
- ☐ $55.00 Temporary Power

Penalties

- ☐ Double application fee Working without permits
- ☐ TBD Other Town Code Penalties (see appropriate Town Code reference)

[1] Pursuant to N.C. Gen. Stat. § 87-15.6, whenever a general contractor applies for the issuance of a permit for the construction of any single-family residential dwelling unit or for the alteration of an existing single-family residential dwelling unit, a city or county building inspector shall collect from the general contractor a fee in the amount of ten dollars ($10.00) for each dwelling unit to be constructed or altered under the permit. These funds are sent to the NC Licensing Board for General Contractors on a quarterly basis. For more information please visit: Homeowners Recovery Fund – NC Licensing Board for General Contractors

[2] Pursuant to N.C. Gen. Stat. § 95-281(b), in addition to building permit fees levied by local governments pursuant to G.S. 160D-402, each building permit applicant shall pay a State Building Code regulatory fee for the costs incurred by the Building Codes and Interpretations Bureau of the Department of Labor in administering, developing, interpreting, providing technical assistance on, and supporting the consistent application of the North Carolina State Building Code, as defined in G.S. 143-138, including the enforcement of interpretations and decisions pursuant to G.S. 95-283.

Planning/Zoning Fee Schedule, Effective January 1, 2027
680 W. King Street, Suite C, Boone, NC 28607
Phone: (828) 268-6960 | Email: planning@townofboone.net | http://www.boonenc.gov/pi

Please see below for guidance on how to use this fee schedule. For any questions on whether or not a permit is required or for more information on a permit, please contact the Town of Boone Planning and Inspections Department.

Fee Schedule Guidance

How are fees calculated?

The methodology used to calculate all other fees is based on cost recovery of the actual costs incurred by the Town to review, issue, and administer an application. Since an applicant who requires a relatively simple permit should not subsidize an applicant whose development requires substantially more resources, fees are calculated by assessing actual staff time required for each type of application, assigning the appropriate staff to those tasks, and incorporating department operating costs.

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When are fees due?

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Fee Responsibility & Communications

The applicant shall be responsible for all associated fees.

NOTE: Communications will only be sent to the applicant and relevant design professionals.

Reinspection Fees

A reinspection fee of $55.00 shall be assessed when one or more of the following occurs:

1. The inspection reveals deficiencies requiring an additional inspection to verify compliance.
2. The project is not ready for inspection or the site is inaccessible at the time of the scheduled inspection.

Reviews & Associated Fees

Upon submittal of a complete application, each application is allowed two (2) reviews under the initial fee, the first review and a second review if revisions or supplemental information is required based upon the first review. Each subsequent review after the 2nd review will be charged at 50% of the original fees charged for the application.

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Refund requests shall be submitted in writing from the applicant. Refund requests will be reviewed by the Director or their designee, who shall evaluate the amount of work completed by the Town as compared to

the cost of the permit to ensure the Town has recovered the costs incurred with the processing, review, and inspections associated with the application.

Penalty Fees

Working without permits: Fees are doubled if the activity or site change requested has already occurred or has been started unless the Director or their designee finds that there are mitigating circumstances.

Other UDO Penalties – See UDO Article 12 for more details.

Board Hearing Applications

Annexation

☐	$600.00	Voluntary Annexation (+ zoning map amendment)

Exception: The annexation petition fee and newspaper publication costs are waived for applicants with incomes below 60% of area median income as defined by the most recent figures published by the US Department of Housing and Urban Development.

Board of Adjustment

☐	$1295.00	Appeal
☐	$1,850.00	Special Use Permit
☐	$1,400.00	Variance

Comprehensive Plan or UDO Text Amendment

☐	$1,220.00	Amendment to the Town's UDO or Comprehensive Plan

Historic Preservation Commission

☐	$1,115.00	Certificate of Appropriateness
☐	$1,325.00	Historic Landmark Designation (Overlay Zoning Map Amendment)

Planning Commission

☐	$200.00	Subdivision Watershed Review

Zoning Map Amendment

☐	$1335.00	General Use Zoning Map Amendment
☐	$2215.00	Conditional District Zoning Map Amendment
☐	$1335.00	Special Flood Hazard Area Map Amendment/Revision (LOMA/LOMR)

Other Applicable Board Hearing Fees

☐	$0.88 per adjacent property owner notification letter	
☐	+Direct cost of legal advertising for the case	

Subdivision Applications

☐	$260.00	Exempt Plat
☐	$350.00	Minor Subdivision
☐	$430.00	Major Subdivision Plat

Zoning Related Permits & Fees

Single-Family & Duplex (Use 1.06)

New Construction & Additions

☐	$620.00	New Construction/Additions

Other Accessory Use, Improvements, & Repair

☐	$340.00	Secondary Suite or Accessory Dwelling
☐	$340.00	Other Improvements & Repair

Commercial/All Other Residential

New Construction & Additions

☐	$860.00	≤ 2,500 gross building square footage
☐	$1235.00	>2,500 gross total building square footage

Change of Use/Renovation/Repair

☐	○	$370.00	Project cost < 10% of total development value
	○	$485.00	Project cost is ≥ 10% of total development value
	○	$615.00	Project cost ≥ 25% of total development value
	○	$860.00	Project cost ≥ 50% of total development value
	○	$1235.00	Project cost ≥ 75% of total development value

Wireless Transmission Facilities

☐	$370.00	Colocation or Eligible Facility Modification
☐	$1235.00	All Others

Other Zoning Fees & Permits

☐	$670.00	Annual Short-Term Rental Permit
☐	$735.00	Interpretation Request
☐	$265.00	Land Disturbance
☐	$55.00	On-Site Consultation (per employee, per trip)
☐	$55.00	Reinspection Fees
☐	$285.00	Repaving/Pavement Sealant
☐	$130.00	Special Flood Hazard Area Review
☐	$335.00	Statement of Conformity
☐	TBD	Transportation Impact Analysis
	+$500.00	Town Management of Case (due at scoping meeting)
☐	$35.00	Water Supply Watershed Review
☐	$275.00	Zoning Confirmation Letter

Penalties

☐	Double application fee	Working without permits
☐	TBD	Other UDO Penalties (see UDO Article 12 for details)

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Hank Perkins, Interim Town Manager

Department: Administration

Contact Phone: 828.268.6200

Email: hank.perkins@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Consideration and Approval of Statement of Work - Cherry Bekaert Advisory, LLC

Summary of Information: Council is asked to approve a Statement of Work with Cherry Bekaert Advisory, LLC for financial services and consulting to the Town of Boone.

Town of Boone: Progress and Plan

Town Council Meeting
November 18, 2026

Cherry Bekaert
Your Guide Forward

Successes to Date

12 of 12

FY25 bank reconciliations delivered

All twelve months of FY25 operating account reconciliations, July 2024 to June 2025, rebuilt and reviewed

20 of 22

Priority audit requests complete

Including Single Audit, OPEB, leases and subscriptions and Hurricane Helene asset impairments

FY25

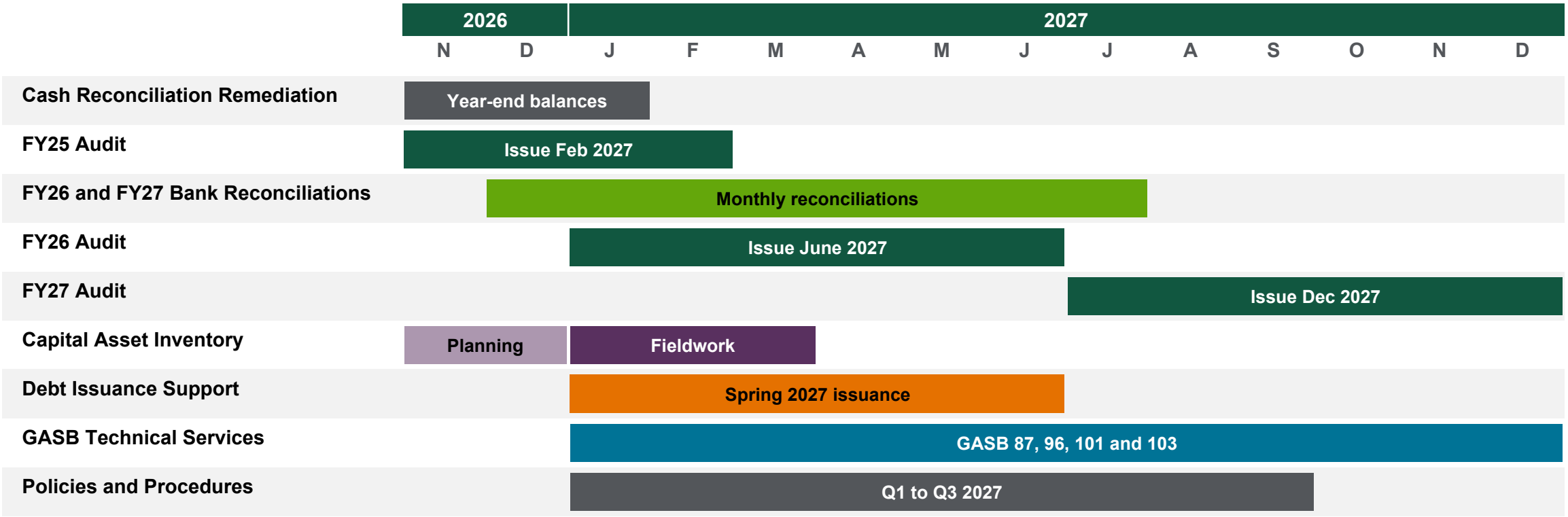
Audit ready to resume

Cherry Bekaert and the Town's external auditor are working from one shared priority list

Since August 2026: The groundwork is in place to bring the Town's audits back on schedule.

A Comprehensive Plan Through December 2027

Six workstreams bring three years of audits current and build the policies that keep the Town on track



Audit issue dates are targets and depend on the external auditor's schedule

Set Up for Success by December 2027

Fully caught up, with a finance function that closes each month on its own

1. FY25, FY26 and FY27 audits issued
2. Bank accounts reconciled every month
3. Accurate capital asset inventory in place
4. Spring 2027 debt issuance and new GASB standards supported
5. Written policies and trained staff to sustain the work

Estimated Monthly Hours

175

Average consulting hours per month, November 2026 to December 2027 with heavier workload in early months tapering off as Town transitions to owning tasks

Statement of Work

This Statement of Work ("SOW") by and between Town of Boone, North Carolina ("Customer", "you" or "your") and **CHERRY BEKAERT ADVISORY LLC** ("Cherry Bekaert," "we", "our", or "us") is effective beginning on November 13, 2026 ("Effective Date") and will remain in effect through completion of the Services set forth in this SOW unless earlier terminated in accordance with the Terms or this SOW. This SOW is governed by the Cherry Bekaert Advisory LLC Terms and Conditions for Services located at cbh.com/CBA-services-terms (or a successor URL, as may be updated from time to time) in effect as of Effective Date (the "Terms"). Capitalized terms used but not defined in this SOW shall have the meanings set out in the Terms.

SUMMARY OF SERVICES

We will provide technical accounting and Governmental Accounting Standards Board ("GASB")"consulting Services on accounting and financial reporting matters. Services may include assistance related to:

- Assistance with preparation of the central depository account bank reconciliations for June 30, 2024, June 30, 2025, as well as all 12 months of fiscal years 2026 and 2027.
- Provide audit preparation and fieldwork support for the audits of fiscal years 2025, 2026, and 2027 to support planned audit issuance of February 15, 2027, June 30, 2027 and December 31, 2027, respectively.
- Perform a physical inventory of the Town's capital assets and ensure reconciliation to the general ledger.
- Provide technical accounting support and debt schedules for upcoming debt issuance as needed and not provided by other vendors.
- Provide GASB technical services and support in areas such as: GASB 87, GASB 96, GASB 101, GASB 103 implementation and ongoing technical accounting support
- Prepare eight written Town policies and provide staff training and support adoption of new policies
- Other complex or technical accounting matters that arise.

Other tasks as agreed to by Customer and Cherry Bekaert may be added.

TIMING & LOCATION OF SERVICES

We will work with you to define an agreed upon schedule that accommodates both Customer and Cherry Bekaert resource availability. We anticipate completing the Services by December 31, 2027.

The estimated fees for Services are based on anticipated full cooperation from your personnel, timely delivery of requested schedules and supporting information, timely communication of all significant accounting and financial reporting matters, as well as clerical assistance as mutually agreed upon and as is normal and reasonable in the circumstances. We strive to ensure that we have the right professionals scheduled on each aspect of the Services. As a result, sudden requested scheduling changes or scheduling changes necessitated by the agreed information not being ready on the agreed-upon dates can result in expensive downtime for our professionals. Any last-minute schedule changes that result in downtime for our professionals could result in additional fees. Our estimated fees do not include assistance in bookkeeping or other accounting services not previously described. If, for any reason, Customer is unable to provide such schedules, information, and assistance, Cherry Bekaert and

Customer will mutually revise the fee to reflect additional work, if any, required of us to achieve these objectives.

PROFESSIONAL FEE ESTIMATES

Our fees for the Services are generally based on the time spent at our established hourly rates, adjusted for other appropriate factors, including the difficulty of the assignment, the experience of the professional expertise of the personnel assigned, time limitations imposed, risks and responsibilities the Services entail, and the value of our Services.

Our fees are based on the hours billed and will not exceed $487,500 without your consent. If we are approaching the maximum fee range noted above, we will notify you in writing. Any additional fees and associated scope will be agreed to in writing prior to the commencement of work.

Our hourly fee rates for the Services are reflected in the following table:

Experience Level	Rates
Partner and Principal	$295
Managing Director and Director	$275
Senior Manager	$260
Manager	$225
Senior Associate	$195
Associate	$175

We will bill you for reasonable out-of-pocket expenses incurred on your behalf and will include them as a separate line item on all invoices.

Cherry Bekaert will invoice Customer for the hours of Services performed and expenses from the previous period and upon completing the Services.

Fees and other amounts owed to Cherry Bekaert are due and payable within thirty (30) days of Customer's receipt of an invoice. If any fees or other amounts due by Customer are past due, Cherry Bekaert may charge Customer a service charge equal to 1.5% per month, or the maximum rate permitted by applicable law, on any such past due amounts, with a minimum charge of $2.00 per month

You agree to pay all costs of collection (including reasonable attorneys' fees) that we may incur in connection with the collection of unpaid invoices. In the event Customer becomes delinquent in the payment of invoices, Cherry Bekaert may cease all Services until all outstanding amounts due are paid in full and the individuals performing the Services become available.

ASSUMPTIONS

Our Services and related fee estimates are based on several assumptions:

- All data required to perform the summary of Services is assumed to be readily available;
- Customer's personnel are knowledgeable of the in-scope accounting and management processes, and all personnel are readily available and accessible to demonstrate as-is processes;
- Procedures will not validate the accuracy of Client-provided information, nor constitute an audit of internal controls over financial reporting; and

- Customer initiated changes to agreed upon scope, timing or schedule are provided with a minimum of two calendar weeks of advanced notice.

Failure to meet above assumptions may impact timing of performance of the Services or require additional fees.

STAFFING

Cherry Bekaert's performance of the Services requires professionals with specific accounting, financial audit, and GASB knowledge. The service partner responsible for assuring the overall quality of our Services will be Danny Martinez. Staffing and expertise required will be monitored and adjusted by Cherry Bekaert, as necessary, to support quality service delivery in a cost-effective manner, subject to staff availability and your scheduling requirements.

PROFESSIONAL STANDARDS

The Services under this letter of arrangement will be performed in accordance with the Statement on Standards for Consulting Services issued by the American Institute of Certified Public Accountants ("AICPA"). No aspect of the Services should be considered to constitute an examination of prospective financial statements, an examination of internal controls or other attestation or review services in accordance with standards established by the AICPA.

The Services cannot be relied on to detect or disclosure errors, irregularities, or illegal acts, including but not limited to fraud, embezzlement or defalcations that may exist. Accordingly, our Services will not constitute an audit, compilation, review, or attestation service of Customer's financial statements or any part thereof, as described in the pronouncements on professional standards of the AICPA.

The Services that involve performing accounting advisory procedures will be performed in accordance with established standards. The sufficiency of the advisory procedures is solely the responsibility of the Town Council.

Consequently, we make no representation regarding the sufficiency of the advisory procedures either for the purpose for which our assistance, recommendations or our report, is being prepared or for any other purpose.

We will not audit, review or compile Customer's financial information and we will not express an opinion or any form of assurance on it under such standards. Additionally, no aspect of the Services should be considered to constitute an examination of prospective financial statements, an examination of internal controls or other attestation or review services in accordance with standards established by the AICPA. Additionally, the Services cannot be relied on to detect or disclose all errors, irregularities, or illegal acts, including but not limited to fraud, embezzlement or defalcations that may exist.

OTHER MATTERS

Our procedures will not result in the expression of an opinion, or any other form of assurance, on Customer financial statements or any part thereof, nor an opinion or any other form of assurance on Customer internal control systems or its compliance with laws, regulations, or other matters.

We will not express an opinion or any other form of assurance with respect to management's system of internal control over financial reporting or in safeguarding Customer's assets.

Either party may terminate this Agreement for convenience and without cause upon thirty (30) days' prior written notice to the other party. In the event of any termination of this Agreement by either party for any reason, Customer shall pay Cherry Bekaert all fees for Services performed and other amounts owed by Customer through the effective date of any such termination.

YOUR EXPECTATIONS

We shall be responsible for the reasonable accuracy of all work performed based on information and records available to us.

Cherry Bekaert will provide technical accounting advisory Services pertaining to GASB accounting standards to Customer under your direction.

We will work with Customer staff and Customer's internal business commitments in order to schedule and execute the Services.

OUR EXPECTATIONS

You understand that we will not act in a management capacity or perform the following:

- Make or approve business risk decisions, or
- Present business risk considerations to those charged with governance or others on behalf of management.

You are responsible for making all management decisions and performing all management functions, establishing, and maintaining internal controls, including monitoring ongoing activities.

You are responsible for designating an individual with suitable skill, knowledge, or experience to oversee the Services we provide.

You are responsible for evaluating the adequacy and results of the Services performed and accepting responsibility for such Services.

Governing Terms

- Customer agrees to the Terms, and agrees that the Terms govern this SOW and all active Statements of Work that are governed by, reference, or otherwise incorporate the Terms. Customer acknowledges and agrees that Customer has had access to and has reviewed the Terms prior to signing this SOW.

- Customer agrees that: Cherry Bekaert may modify, amend, or otherwise update the Terms from time to time in its sole discretion by posting the revised version of the Terms at the URL listed above, and Customer's execution of a new Statement of Work after the revised Terms have been posted constitutes Customer's acceptance of the revised Terms, which will then apply to all then-active Statements of Work (as described in further detail in Section 15.2 of the Terms, which controls in the event of a conflict with this subsection). This Section (Governing Terms) will survive expiration and termination of this SOW.

IN WITNESS WHEREOF, the parties set forth below have executed this SOW as of the Effective Date.

Cherry Bekaert Advisory LLC

Cherry Bekaert Advisory LLC

Town of Boone, North Carolina

ACCEPTED BY:

PRINTED NAME: _____ SIGNATURE:_____

TITLE:_____ DATE:_____

ACCEPTED BY:

PRINTED NAME: _____ SIGNATURE:_____

TITLE:_____ DATE:_____

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Jane Shook, Director of Planning & Inspections, Laney Wise, Grants Coordinator/Communications

Department: Planning & Inspections

Contact Phone: 828-268-6960

Email: Jane.Shook@BooneNC.gov; Laney.Wise@BooneNC.Gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: CDBG-DR Workforce Housing For Ownership Grant Update

Summary of Information: Town Staff will provide Town Council with a status update on the CDBG-DR Workforce Housing for Ownership grant. Staff anticipates additional grant-related activity prior to the November 18, 2026, Town Council meeting and, if completed, will upload any deliverables for Council review as they become available.

Town of Boone
Agenda Item Action Request Form

This form must be completed and attached to all supporting documentation for items to be included in the Town of Boone Council agenda. One (1) form per agenda item.

Submitted By: Hank Perkins, Interim Town Manager

Department: Administration

Contact Phone: 828.268.6200

Email: hank.perkins@boonenc.gov

Date of Council Meeting to consider this item: 11/18/2026

Council Action Requested: For Action

Item Title: Discussion of SAHA License Agreement

Summary of Information: Staff requests a discussion of the status of the License Agreement between the Southern Appalachian Historical Association and the Town of Boone, which expired approximately two years ago and remains unresolved due to ongoing discussions between the Town and SAHA.