

**TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
TUESDAY, MARCH 28, 2017
6:00 P.M.**

**COMMISSION MEMBERS
PRESENT:**

Vice-Chairperson Jason Selong and Sarah Davis Cagle

STAFF PRESENT:

Jane Shook-Director of Planning and Inspections and
Marlene Crosby-Board Secretary

COUNCIL LIASIONS PRESENT:

Jeannine Underdown Collins

CALL TO ORDER

Vice-Chairperson Selong called the meeting to order at 6:03 p.m.

ADOPTION OF THE AGENDA

Member Cagle made a motion to accept the agenda as written, seconded by Council Member Collins.

VOTE:

Aye – All

Nay – None

The motion passed.

APPROVAL OF MINUTES

Council Member Collins made a motion to approve the January 24, 2017 meeting minutes as amended with the correction of three typos, seconded by Member Cagle.

VOTE:

Aye – All

Nay – None

The motion passed.

Vice-Chairperson Selong talked about his board term expiring in June of 2017. He said that he is interested in being re-appointed to this board and he will submit his board application.

GOALS AND MATTERS FOR THE UPCOMING YEAR

Ms. Jane Shook, Director of Planning and Inspections reviewed the 2017 goals for this board. She said that Mr. Brian Johnson, Urban Design Specialist has asked that the board members look at

building materials outside of the B-1 zoning district, and to look for potential changes that could be made to get the look that they want in the Downtown area.

Ms. Shook said the discussion of the Downtown Design Guidelines has been put on hold while the Wellness District public forums are taking place. She said the forums will take place in the Watauga Medical Center auditorium located at 336 Deerfield Road on Wednesday, April 5, 2017 and Thursday, May 4, 2017 both at 5:30 p.m. She told the CAC members that they are invited to attend these forums. She explained that the purpose of the meeting is to meet with Clemson University's Architecture and Health Program and the community to discuss Healthy Community Planning and potential modifications to Wellness District regulatory standards.

Discussion ensued on the notifications of the Wellness District forums. Ms. Shook said that a notification and the agenda has been posted at the hospital for both meetings, and signs have been posted in the Wellness District as well as a mailing to the adjoining property owners.

Ms. Shook explained that any feedback as a result of the Wellness District public forums that the Town receives will be considered for proposed changes to the Wellness District section of the UDO.

Ms. Shook said that she and Mr. Johnson had discussed tweaking the Downtown Design Guidelines but not the standards between now and May 2017. She noted that there has been a complaint in the way that the historic core and the interface area are defined. She said the definition of the interface area needed clarification. She said she would ask the Town attorney to review the proposed changes for consistency as well.

Ms. Shook talked about a more public process with the design guidelines. She said the Downtown Merchants have been included in this process. She said there was a survey that was done in the Downtown area and the CAC had seen those results.

Ms. Shook said that a rezoning will need to occur with the design guidelines. She explained that the notification process for this rezoning process. She said the Downtown Boone Development Association will be notified and signs will be posted along with public meetings to gather feedback on it. She said that a public hearing would be the next step in the process.

Ms. Shook said that Mr. Johnson will draft the changes that Staff would like to see changed in the design guidelines and provide them at the next CAC meeting. She said that Staff will work with CAC Chairperson Brian Williams to get the proposed changes on the Council agenda.

Vice-Chairperson Selong asked Ms. Shook to explain the involvement of the Historic Preservation Commission with the Downtown Design Guidelines. Ms. Shook explained that the HPC has been involved in this process and the Staff will update them when the standards are changed. She said that Council has directed Staff to continue to work within the boundaries and continue to make proposed changes to the design guidelines. She said the boundaries have been modified to include a portion of Depot Street into the Historic core.

Council Member Collins asked about the difference between the historic core and the historic district. Ms. Shook explained that there are several steps in the process to achieve a historic classification. She said there are two classifications and the classifications are a historic landmark or a historic district. She said both of these classifications are quasi-judicial processes which need certain standards adopted for them. She said at this time the standards have not been adopted for it. She said the HPC is working on getting the standards adopted and they are looking to see if there are enough historic properties to create a historic district.

Vice-Chairperson Selong asked if the property owners have any say in their properties being designated. Ms. Shook said that Council has the ability to zone properties, if the property owners agree or not agree. She said there use to be a protest petition in state law that said that you were against the rezoning of a property within five percent which would trigger a higher vote requirement. She noted that about two years ago the protest petition process was removed from state law.

Discussion ensued on historic designations. Member Cagle said she thought the CAC members could not move forward until there is a historic district. Ms. Shook said the survey results showed there are not enough properties to qualify for a state or federal office but there can still be local districts. Ms. Shook said the local district can decide if there is enough cultural significance altogether to create a district. Ms. Shook said the CAC would move forward to provide the protections to the properties that was not there before.

Ms. Shook said the goal of the Staff per Council's direction is to complete the Wellness District and Downtown Design Guidelines standards this year.

Ms. Shook said at the next meeting Mr. Johnson will present a list of items that he would like for the CAC members to discuss for proposed changes. She said that Mr. Johnson would forward those proposed changes to Council for their direction to Staff. She asked the CAC members to email Mr. Johnson any questions on proposed changes to the design guidelines.

OTHER MATTERS BY BOARD MEMBERS OR STAFF

Discussion ensued on adding more CAC members to the board. Ms. Shook said that there are currently two vacant positions on this board. She added that it would be helpful to have design professionals in the landscaping, architectural or engineering fields on the board. She said there is no legal requirement on how many members this board should have and increasing the number of board members would be the Council's decision.

Ms. Shook said the CAC might want to make a recommendation to keep the current number of board members or to add two additional members for a total of seven members. Vice-Chairperson Selong said he does not think a change needs to be made to the number of board members, he said it is a challenge to find board members that can attend the meetings.

ADJOURNMENT

Council Member Collins made a motion to adjourn the meeting at 6:28 p.m., seconded by Member Cagle.

VOTE:

Aye – All

Nay – None

The motion passed.

Vice-Chairperson, Jason Selong

Marlene Crosby, Board Secretary