

**TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
Tuesday, July 25, 2017
6:00 P.M.**

COMMISSION MEMBERS PRESENT: Chairperson Brian Williams, Vice-Chairperson Jason Selong and Sarah Davis Cagle

STAFF PRESENT: Jane Shook-Director of Planning and Inspections, Brian Johnson, Urban Design Specialist, Marty Little and Marlene Crosby-Board Secretary

COUNCIL LIASIONS PRESENT: Jeannine Underdown Collins

CALL TO ORDER

Chairperson Williams called the meeting to order at 6:01 p.m.

ADOPTION OF THE AGENDA

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

VOTE:

Aye – All

Nay – None

The motion passed.

APPROVAL OF MINUTES

Council Member Collins made a motion, seconded by Member Cagle to approve the March 28, 2017 meeting minutes as written.

VOTE:

Aye – All

Nay – None

The motion passed.

DOWNTOWN DESIGN GUIDELINES DISCUSSION

Ms. Jane Shook, Director of Planning and Inspections explained that starting in August of 2017 the discussion of the proposed Downtown Design Guidelines public meetings will go to Council for them to approve the public meetings and decide on the location and the date and time of the public meetings.

Ms. Shook explained at the public meetings there will be a several small stations set up where Staff will give presentations on the proposed guidelines and the CAC members will be available to answer questions from the public. Ms. Shook added that the Staff can meet with property owners one on one to look at their individual properties to review the possibility for changes to their properties.

Ms. Shook said for the Appearance Standards that Mr. Johnson will modify the Downtown Design Guidelines Workshop PowerPoint presentation that was presented to Council. She said the modified presentation will be presented at the public meetings to give the public a clear understanding of the Appearance Standards.

Ms. Shook noted that there have been some changes made to the Unified Development Ordinance Article 25 that will be included in the UDO. The changes were made to building design standards for the B-1 zoning district. She noted that the Staff removed the Downtown District from the language.

Ms. Shook reviewed changes to the draft Downtown Design Guidelines dated November 14, 2016 (permanently attached). She said that Staff is reviewing the draft guidelines for terminology and duplications. She said one of the concerns is that the language is not clear on what is the historic core and what is the interface area.

Ms. Shook suggested to move the three Architectural Features (located on page seven of the draft guidelines): a. large glass windows, b. metal detail and metal roof elements and c. accordion or garage style windows/doors from the Downtown Interface area section to the Downtown Historic core section of the draft guidelines. The CAC members agreed to moving the proposed Architectural Features with the new wording of these features are allowed additional in the Interface area. Ms. Shook said this proposed text change may clear up some of the confusion in the difference between the Historic core and the Interface area.

Ms. Shook explained that the HPC has been working on the historic district. The HPC has found out that there probably cannot be a state historic district but there could be a local historic district in the Town of Boone.

Mr. Johnson said at the last joint workshop on the draft guidelines, there was consensus from the Council to remove H.3 Additions: Additions such as rooftop penthouses or additional stories should not be constructed unless there is documented historic evidence to justify the change because the Council did not want to limit the building height as long as it was appropriate construction (located on page 12 of the handout). Mr. Johnson asked the CAC members to clarify the reason why additions are only allowed at the rear of the building. Chairperson Williams said there was a discussion with the Historic Preservation Commission regarding preserving the facade of a historic building. Chairperson Williams said there was concern from the HPC that additions on the front of the building could take away from being able to use the building as a historic building designation.

Ms. Shook and Mr. Johnson reviewed the online state guidelines for additions and renovations for historic buildings at the following website: www.nps.gov. Mr. Johnson said the state guidelines does not want to prohibit additions as long as they are compatible and sympathetic.

Discussion ensued on the look of contemporary buildings. Ms. Shook asked the CAC members if they have articulated the language enough to allow for a more contemporary look. Mr. Johnson said is there too much flexibility for the designers to work with on proposed projects. Ms. Shook suggested that the CAC read the UDO and figure out what is the minimum someone has to do to get approved.

Discussion ensued on the percentages for windows for building storefronts. Chairperson Williams said on the first floor there should be continuous storefront windows. Ms. Shook pointed out that things like continuous storefront windows may need to be explained more specifically. Mr. Johnson noted that these types of things should be reviewed before the proposed Downtown Design Guidelines are reviewed at the public meetings.

Discussion ensued on the percentages for trim materials and the main façade. Ms. Shook asked what would be classified as façade and trim material. Mr. Johnson explained that if the main building façade is not brick or stone, it is trim material. Ms. Shook explained that the proposed language needs to regulate what the graphics are showing. Ms. Shook suggested that the materials be reviewed by the CAC for the interface area which is a much larger area.

Chairperson Williams said that it is almost more important to him in continuing creation of a Downtown area than a historic core because it should look like a part of the Downtown area versus the look of the Hwy 321 corridor.

Ms. Shook and Mr. Johnson presented various historic Downtown photos from the City of Boulder, Colorado (permanently attached). The CAC reviewed the photos to see what they might like to see in the Town of Boone for the historic and interface areas.

Ms. Shook talked about developers on a project watching their budget to include all of the life safety requirements but on the building materials, they might propose to use for example hardy board versus brick building materials or shake siding versus lap siding because of the waste of this material. Ms. Shook asked CAC if they have had any discussion regarding this topic. Chairperson Williams said in the past the CAC has discussed trying to be sympathetic to project costs in the Downtown area versus the rest of the Town. He noted that the developer might need to pay a premium to build in the Downtown area. Mr. Johnson said that the state guidelines were somewhat flexible if a building material could not be replicated, the state guidelines are alright with using a more modern material. Ms. Shook said she thought there should be some consideration for long-term maintenance for the new building materials. Mr. Johnson pointed out during a renovation of building, it should be suggested to the developer to replace as much existing materials that they can on a building.

Ms. Shook said the Council, Planning Commission, Community Appearance Commission and the Historic Preservation Commission will be at the public meetings. She said that a CAC member will

be available to meet with each person from the public. She said that everyone will be mailed an individual letter with the meeting time and date and signs will be posted regarding the public meetings. She said the Downtown Boone Development Association will be notified so the business owners will be informed about the public meetings.

Ms. Shook explained the process after the feedback from the public has been received. She explained that the Staff will incorporate the feedback in the proposed design guidelines and present it to the Council a week before the public hearing for this topic.

Ms. Shook noted that the Foothills and Expresso News buildings have been added to the historic core map.

Chairperson Williams said he would ask some larger construction companies about the building materials that they use in Downtown Historic areas.

Ms. Shook asked the CAC members if they wanted to think about opening up the accent materials for the interface area.

Mr. Johnson noted that the brick and rock percentages have been resolved but some thought may need to be given to the percentages for trim and accent materials.

Mr. Johnson said the Staff will make the changes to Article 25 that were agreed upon by the CAC members at this meeting.

Chairperson Williams and Vice-Chairperson Selong both stated that they wanted to continue to serve on the CAC and they will be submitting their new board applications to Council for their consideration.

OTHER MATTERS BY BOARD MEMBERS OR STAFF

Mr. Johnson suggested changing the meeting time from 6 p.m. to 5:30 p.m. Ms. Shook noted that this proposed change would be consistent with the other Town meeting times.

Chairperson Williams made a motion, seconded by Member Cagle to move the CAC meeting time from 6:00 p.m. to 5:30 p.m. moving forward.

VOTE:

Aye – All

Nay – None

The motion passed.

ADJOURNMENT

Chairperson Williams made a motion, seconded by Member Cagle to adjourn the meeting at 7:00 p.m.

VOTE:

Aye – All

Nay – None

The motion passed.

Chairperson, Brian Williams

Marlene Crosby, Board Secretary