



COMMUNITY APPEARANCE COMMISSION MEETING AGENDA

A meeting of the Town of Boone Community Appearance Commission will be held on **Tuesday, September 25, 2018 at 5:30 p.m.** in the Planning and Inspections Department - Upstairs Conference Room located at 680 W. King Street. The following items will be on the agenda:

- 1. Call to Order**
- 2. Adoption of Agenda**
- 3. Approval of Minutes**
 - August 28, 2018
- 4. Discussion of the Downtown Design Guidelines**
- 5. Other Matters by Board Members or Staff**
- 6. Adjournment**

**TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
TUESDAY, AUGUST 28, 2018
5:30 P.M.**

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

COUNCIL LIASIONS MEMBERS PRESENT: Sam Furguele

STAFF MEMBERS PRESENT: Brian Johnson, Urban Design Specialist and Marlene Crosby-Board Secretary

CALL TO ORDER

Chairperson Brian Williams called to order the meeting of the Boone Community Appearance Commission, held in the Planning and Inspections Department – Upstairs Conference Room located at 680 W. King Street at 5:34 p.m.

ADOPTION OF THE AGENDA

Chairperson Williams made a motion, seconded by Vice-Chairperson Cagle to approve agenda as written.

VOTE:

Aye – All
Nay – None

The motion passed.

APPROVAL OF MINUTES

Vice-Chairperson Cagle made a motion, seconded by Member Selong to approve the July 24, 2018 meeting minutes as written.

VOTE:

Aye – All
Nay – None

The motion passed.

DISCUSSION OF THE DOWNTOWN DESIGN GUIDELINES

Mr. Brian Johnson, Urban Design Specialist gave a brief update from the July 24, 2018 CAC meeting regarding the proposed Warehouse District. He said it was the consensus of the CAC members that there was not enough merit to have a Warehouse District in Downtown Boone. The CAC members recommended taking this information to Council for their review and direction and Ms. Jane Shook, Director of Planning and Inspections explained it to Council. The CAC members also recommended

blending the proposed Warehouse District area into the Downtown Historic Core. Mr. Johnson said he would revise the map to show this proposed change to the parcel boundaries.

Council Member Furguele said in the Council's discussion on this topic, Council agreed that both sides of Howard Street should have the same standards as King Street.

Discussion ensued on designating signage that shows the history of the Warehouse buildings in the Downtown area. Member Furguele noted that there are not many warehouses left in the Downtown area. Mr. Johnson said the thought process was not to create warehouses that were not really located there as was shown in photos provided by Historic Preservation Commission Chairperson Plaag by Digital Watauga.

Discussion ensued on Unified Development Ordinance, Article 18. Mr. Johnson said that the Planning Staff was proposing to include the Downtown Design Standards into the Article along with B-1 zoning standards of the Town.

Mr. Johnson said that the Planning Staff has worked on building orientation and height requirements and these topics are in place.

Discussion ensued on the formatting of information. Mr. Johnson said the information of the zoning district and the setbacks, orientation, parking, signs, landscaping and building height requirements and other requirements will be in a one article. Mr. Johnson said a revised map will also be provided.

Mr. Johnson said the Planning Staff are working on formatting the information between the Historic Core and Interface Area without repeating the information in two places in the Downtown Design Guidelines.

Discussion ensued on adding the topics of building massing and scale into the draft Downtown Design Guidelines. Mr. Johnson pointed out that setbacks tie to building massing and scale. Mr. Johnson said that the CAC had previous discussions on zero lot lines in the Downtown area. Chairperson Williams talked about including parking in the setback topic discussion. Chairperson Williams said he would want to see parking in front of the buildings. Member Furguele said that parking should be discussed because it affects the appearance of the buildings.

Discussion ensued on building materials in the Downtown area. Chairperson Williams said the CAC determined in previous discussions that the building materials will be the same throughout the Downtown District. He said he thought the change to the buildings would be in the fenestration because of the allowable changes to the doors and windows. He said the roof, material and color sections would remain the same.

Discussion ensued on massing and scale in the Downtown area. Mr. Johnson said he thought the massing and scale would be the same in the Historic Core and Interface Area. Member Furguele explained that the current building height for King Street is 30 feet including the parapet and the rest of the Downtown area building height is 35 feet not including the parapet or 39 feet including a four-foot parapet.

Mr. Johnson handed out the Staff Report dated April 23, 2018 that contained the interim steps for new construction, renovation of existing buildings and additions and exterior facades (permanently attached).

Discussion ensued on having an overlay in the Downtown area. Chairperson Williams said that the overlay is needed to areas like Straight Street where there should not be commercial uses. Member Furgiuele agreed because the Town does not want to allow commercial uses in areas that are already zoned for residential use.

Mr. Johnson said the Planning Staff is asking the CAC members for feedback on merging the two documents without repeating the information. Member Selong said he thinks pointing out the differences in the Historic Core and the Interface is better than to have to search both areas for the regulations for new construction or changes to existing buildings.

Discussion ensued on conditional district zoning. Member Furgiuele stated that conditions can be placed on zoning areas, so buildings cannot be torn down and built back higher. He said the conditional district zoning being in place is a guide for the Council to review the proposed plans of the developer even if the Historic Preservation Commission or the UDO are not able to rule on a proposed plan. Chairperson Williams said he did not think there are different regulations outlined for the Downtown core or the rest of the Town.

Discussion ensued on The Secretary of the Interior's Standards for Rehabilitation. Chairperson Williams talked about the sympathetic design materials that compliments a building design. He talked about not re-creating a look of a building to keep it distinct from the historic portion of the building and the addition of the building. He asked if this type of information was included in the additions section of Article 18.

Mr. Johnson referred to page three of the Staff Report in Article 18.01.01B1. Design Standards for Renovation of Existing Buildings. He said the Planning Staff included language to keep the building design materials sympathetic.

Chairperson Williams referred to page four of the Staff Report in Article 18.01.01C1d. He said if the desire is to keep the look of the existing buildings, if people want to add on to existing buildings to make them more marketable. He suggested revising the second sentence of this section to keep the existing buildings looking the same in the future. Mr. Johnson said on page two in Article 18.02.01 under Purpose, there is language to cover future changes to historic buildings or materials. Member Furgiuele asked would the expectation be that there would be some modification to which the Historic Preservation Commission would designate historic buildings or districts. Mr. Johnson said if the HPC designates a historic building or district, it would trump this proposed language. Member Furgiuele and Mr. Johnson agreed that this proposed language should be explicitly outlined in the proposed language. It was the consensus of the CAC members to elaborate more on sympathetic on additions in the proposed language.

Member Furgiuele suggested revising Article 18.01.01C1d: Additions will be differentiated first and elaborate on sympathetic. He suggested removing the word "and" adding "but must be compatible" with historic materials. Member Selong agreed with Member Furgiuele on this proposed change.

Discussion ensued on the proposed Marketplace project in the Downtown area. Mr. Johnson said this proposed project has been revised is under review at this time for appearance standards.

Discussion ensued on the Rivers Walk project. Mr. Johnson said the old Southern States building has gone through demolition. He said that Ms. Shook has been handling this project and would have more details on it.

Discussion ensued on acceptable and not acceptable building materials located on page five of the Staff Report. Mr. Johnson said if it can be proved that the building material is a historical material it can be used. Member Furgiuele suggested revising Article 18.01.02C2ai the second sentence should read: but prohibited building materials under Subsection B can only be used pursuant to Subsection C. Member Furgiuele said this would make it clear that a new standard is not being proposed to use prohibited materials.

Mr. Johnson said there are exterior building materials like stucco that look historic material and it is acceptable, but does it carry over to real building materials. He said you can purchase different brick and stone materials that look real. Member Furgiuele said he would like to see Section B narrowed or cross-referenced back to Section C.

Discussion ensued on Article 18.01.01B2a. Design Standards for Renovation of Existing Buildings. Chairperson Williams said this proposed language is appropriate and it is consistent. Member Selong said that as the language is written right now in the first and second sentence any material could be substituted and considered compatible. It was the consensus of the CAC members to *remove completely* the Article 18.01.01B2ai which reads: Acceptable building materials are historic materials found on one or more historic building on the same block or block across the street. Applicants may use a compatible substitute material that can reproduce the overall appearance and aesthetic of the historic material.

Discussion ensued on Article 18.02.02B2a. Exterior Building Materials. It was the consensus of the CAC members in the second sentence to remove the "or desirable".

Discussion ensued on the UDO Definitions for Primary and Secondary Facades. The CAC members reviewed Article 25 and discussed pedestrian orientation and tertiary facades. It was suggested to tighten up the proposed language to reduce alley ways like behind the Ransom Restaurant and bar.

Mr. Johnson asked the CAC members to review the massing and scale sections, so the Planning Staff can get this information incorporated into one draft document. The CAC members requested the updated version of the draft design guidelines. Chairperson Williams offered to help the Planning Staff with his experience of working with large documents.

Mr. Johnson said at the next CAC meeting, the CAC members could review any substantive changes to the proposed draft of Article 18. Mr. Johnson said the Planning Staff will try to get the merged document to the CAC for their review in the next couple of weeks.

OTHER MATTERS BY BOARD MEMBERS OR STAFF

Mr. Johnson informed the CAC members that on August 14, 2018 the Council discussed the scheduling of the CAC meetings on a quarterly basis after the conclusion of the Downtown Design Guidelines. He said the CAC would then meet quarterly on an as needed basis.

Mr. Johnson added that the two Council liaison positions will be phased out as new members are appointed and will stay on the Commission as liaisons. He said the first of 2019 the CAC members could possibly discuss the dates and times of the CAC quarterly meetings. It was noted that there are currently three open positions on the CAC roster.

ADJOURNMENT

Chairperson Williams made a motion, seconded by Vice-Chairperson Cagle to adjourn the meeting at 7:05 p.m.

VOTE:

Aye – All

Nay – None

The motion passed.

Chairperson, Brian Williams

Marlene Crosby, Board Secretary