Community Appearance Commission

Regular Meeting

~ Agenda ~

,
http://www.townofboone.net/

Jane Shook
828-268-6960

Tuesday, September 26, 2017 **5:30 PMPlanning and Inspections Conference Room**

I. Adoption of Agenda

II. Approval of Minutes

-Meeting Minutes, August 22, 2017

III. Downtown Design Guideline Update

IV. Other Matters by Board Members or Staff

V. Adjournment

TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
TUESDAY, AUGUST 22, 2017
5:30 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, Planner, Christy Turner, Senior Planner and Marlene Crosby-Board Secretary
COUNCIL LIASIONS PRESENT:	Jeannine Underdown Collins and Charlotte Mizelle

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CALL TO ORDER

Chairperson Williams called the meeting to order at 5:30 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

Chairperson Williams made a motion, seconded by Member Cagle to approve the July 25, 2017 meeting minutes as written.

VOTE:

Aye – All
Nay – None

The motion passed.

RESCHEDULE DECEMBER MEETING DATE

Discussion ensued on picking another meeting date in December. It was noted that in the past the CAC did not schedule a December meeting. Ms. Jane Shook, Director of Planning and Inspections recommended the CAC choosing a date in December in case the CAC might need to further discuss the design guidelines.

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Communication: -Meeting Minutes, August 22, 2017 (Approval of Minutes)

Chairperson Williams made a motion, seconded by Member Cagle to move the December CAC meeting from Tuesday, December 26, 2017 to Tuesday, December 12, 2017 at 5:30 p.m.

VOTE:

Aye – All
Nay – None

The motion passed.

DOWNTOWN DESIGN GUIDELINES DISCUSSION

Mr. Brian Johnson, Urban Design Specialist handed out a copy of the draft document for Article 25: Community Appearance Standards (see permanently attached). Mr. Johnson referred to page 37 of the Guidelines for New Commercial Buildings.

Mr. Johnson noted that the Staff had revised Article 25:01 Applicability. Mr. Johnson said the Staff's main goal was to incorporate the historic core and the interface area into the draft document and remove any redundancies on the two topics to better explain the differences between them.

Mr. Johnson said in the draft document the Staff added façade elevations to match the illustrations. Council Member Mizelle said the more contemporary illustrations the better to help developers and others understand the architectural requirements for a building.

Discussion ensued on other approved projects in the Town as it relates to architectural features. It was noted that the appearance of The Standard at Boone has various multiple features on it.

Mr. Johnson talked about the Staff adding terms into the draft document to describe the appearance of adjacent buildings and, building scale and massing.

Chairperson Williams reviewed the draft document and he said there are architectural features that may not be appropriate in the historic core that may be appropriate in the interface area.

Discussion ensued on Article 25. 06.04 Design Standards for Renovation of Existing Buildings. Mr. Johnson said the Staff made changes to section H of this article located on page 20 and 21 of the draft document. Ms. Shook said when an applicant wants to renovate a building they sometimes ask if they can add stories to a building. She talked about the historic preservation guidelines requirements as they relate to an addition to an existing historic building.

Discussion ensued on contemporary architectural features. Ms. Shook talked about the look of continuous windows. It was the consensus of the CAC to keep this type of window because it keeps with the character of the Downtown area.

Discussion ensued on painted murals and painted brick. It was noted that painted wall signs are not allowed in the Downtown Boone area. Council Member Collins noted that the Town of Elkin made it a condition that their murals have to be of a historic nature.

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Communication: -Meeting Minutes, August 22, 2017 (Approval of Minutes)

Ms. Shook explained the difference between an overlay and rezoning. She said the overlay would not give a consistent look to the buildings and the rezoning would give a more consistent look and the development standards are the same. She further explained that the public meetings might help decide on an overlay or rezoning, when they hear the feedback from the community.

Discussion ensued regarding a potential local Historic District. Ms. Shook described the process needed for a local Historic District approval.

Discussion ensued on building height. It was noted that Council approved a building height of 45 feet and three stories in the B-1 zoning district.

Ms. Shook reviewed the timeline of the public hearing process for the adoption of the Downtown Design Guidelines draft document. She said after Council approves the hearing date, the Staff would need time to meet the hearing newspaper advertisement requirements which is 20 to 25 days. She said in addition the Staff would need to send out hearing notifications to the property owners, post signs throughout the whole area and notify the Downtown Boone Development Association. She said the Staff would be ready to begin the notification process as soon as they receive approval from Council.

Ms. Shook said the Staff could present the draft document at the next Council meeting or the Council may decide on a special meeting to hear the presentation and discuss it along with others that might be invited to the meeting.

Ms. Shook explained that the community meetings may be held at the Jones House located on W. King Street with Staff and CAC members present to answer questions on the draft document. She said that the one on one discussions with the community should work well.

Ms. Shook noted that the proposed change to these guidelines would be a text and map amendment change.

Discussion ensued regarding trash cans on Howard Street. Ms. Shook said the trash cans should be in the Town's hardscape plan. The CAC suggested having one trash can per block in the Downtown area. Mr. Johnson said he would check with the Public Works Department on the plan for trash cans.

Discussion ensued on architectural features in Article 25.02.03. Ms. Shook asked the CAC about offsets in front of buildings. Chairperson Williams said that offsets would be nice in front of buildings that has unusable space; but he does not think they need to be a requirement. Mr. Johnson said he would document the percentages for storefront windows.

Discussion ensued on allowing an option for outdoor seating. Ms. Shook explained the mixed-use requirements for a development. It was the consensus of the CAC to discuss landscaping requirements at a future meeting.

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Ms. Shook confirmed that there was consensus from the CAC for the Staff to send the proposed draft document with the changes made at this meeting to Council for their review at their September 2017 Council meeting.

Ms. Shook thanked the CAC for all of their hard work on the proposed draft document.

OTHER MATTERS BY BOARD MEMBERS OR STAFF

There were no others topics discussed at this meeting.

ADJOURNMENT

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

VOTE:

Aye – All
Nay – None

The motion passed.

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Chairperson, Brian Williams **Marlene Crosby, Board Secretary**

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