

**TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
TUESDAY, SEPTEMBER 26, 2017
5:30 P.M.**

**COMMISSION MEMBERS
PRESENT:**

Chairperson Brian Williams, Vice-Chairperson Jason Selong
Daniel Johnson, Sarah Davis Cagle, Charlotte Mizelle and
Jeannine Underdown Collins

STAFF PRESENT:

Jane Shook-Director of Planning and Inspections, Brian
Johnson, Urban Design Specialist and Marlene Crosby-
Board Secretary

CALL TO ORDER

Chairperson Williams called the meeting to order at 5:30 p.m.

Chairperson Williams welcomed new Member Daniel Johnson to the Commission.

ADOPTION OF THE AGENDA

Chairperson Williams made a motion, seconded by Member Cagle 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 August 22, 2017 meeting minutes as written.

VOTE:

Aye – All
Nay – None

The motion passed.

DOWNTOWN DESIGN GUIDELINES UPDATE

Ms. Jane Shook, Director of Planning and Inspections explained that Council has approved the Community Appearance Commission to get public input on the draft Downtown Design Guidelines. She said the draft regulations need to be completed and presented to Council.

Ms. Shook explained that the Town has been working on a contract with the School of Government for Howard Street. She said a market analysis will be done to help the Town locate potential areas for development. She said for the contract the recommendations for the Downtown Design

Guidelines are needed from the Community Appearance Commission and the Historic Preservation Commission for Howard Street.

Ms. Shook said an action request has been sent to Council for their September 2017 meeting. She said the action request was regarding direction from Council for the CAC and HPC regarding the regulations for the Downtown Appearance Standards. She said once the Council direction is given to the two Commissions, a more predictable outcome can be given to the School of Government. She added that she did include a brief summary of each committees work with the action request.

Ms. Shook told the CAC members that the HPC members voted for Chairman Eric Plaag to attend the September 2017 Council meeting to answer questions. Ms. Shook said that other HPC members may attend the Council meeting as well.

Ms. Shook told the CAC members that the HPC survey will be completed the end of September 2017 and the HPC will need to evaluate it at their October 2017 meeting.

Ms. Shook said there might need to be another meeting with the CAC and HPC to work on some of the areas on Howard Street.

Member Mizelle asked about the additional buildings that were added in the blue section of the map (see permanently attached). Ms. Shook confirmed at the last CAC meeting there was a consensus for Staff to add the Footsloggers and ECRS buildings to the Downtown Historic Core section of the map.

Vice-Chairperson Selong asked about the proposed regulations. Ms. Shook said the Secretary of the Interior Standards have been adopted by the Town and the proposed regulations change would involve a zoning and map amendment change.

Ms. Shook invited the CAC members to attend the September 2017 Council meeting to hear the Council's discussion on the action request. She noted that this Council agenda item will be covered later in their meeting.

Member Collins talked about the look of Howard Street with the transition from Rivers Street. She said her concern is if a more historic look is added to Howard Street, the feel for a more artsy-type look may be lost.

Member Collins asked how many property owners on Howard Street have been notified of the proposed regulations.

Ms. Shook said the property owners were notified by the Downtown Boone Development Association through the HPC survey for the Municipal Service District. Ms. Shook said that a public meeting was held at the Watauga County library over one year ago.

Ms. Shook said before a property owner can make changes to the exterior of their property, they would have to obtain a "Certificate of Appropriateness" from the Historic Preservation Commission.

She said this is a permitting process in addition to a zoning permit process. She said the property owner would have to satisfy the HPC's requirements before the zoning permit process.

Discussion ensued on the design of a building. Chairperson Williams said he felt that there will be more restrictions on the expansion of buildings by the Town following the Secretary of Interiors Standards.

Member Mizelle said that she agrees with Member Collins regarding her desire to see a more festive look for a transition over to Rivers Street as well as preserve what is truly historic.

Member Mizelle asked if the HPC guidelines controlled the inside of a historic building. Ms. Shook said for Landmarks, there are certain times that the guidelines control the inside of a building. She noted this is a different process in a historic district.

Vice-Chairperson Selong talked about looking at each building on a case by case basis.

Vice-Chairperson Selong made a motion, seconded by Member Cagle for Chairperson Williams to attend the September 28, 2017 Council meeting to get direction from Council for the Community Appearance Commission regarding the Downtown Design Guidelines.

VOTE:

Aye – All

Nay – None

The motion passed.

OTHER MATTERS BY BOARD MEMBERS OR STAFF

There were no others topics discussed at this meeting.

ADJOURNMENT

Chairperson Williams made a motion, seconded by Member Collins to adjourn the meeting at 6:01 p.m.

VOTE:

Aye – All

Nay – None

The motion passed.

Chairperson, Brian Williams

Marlene Crosby, Board Secretary