

**TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
MEETING MINUTES
TUESDAY, JANUARY 28, 2020 at 5:30 P.M.**

COMMISSION MEMBERS PRESENT: Chairperson Brian Williams, Vice-Chairperson Sarah Davis Cagle and Jason Selong
TOWN COUNCIL LIASION MEMBERS PRESENT: Sam Furguele and Dustin Hayes
STAFF MEMBERS PRESENT: Jane Shook, Director of Planning and Inspections, Brian Johnson, Urban Design Specialist and Marlene Crosby, Board Secretary

CALL TO ORDER

Chairperson 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 5:38 p.m.

ADOPTION OF AGENDA

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

VOTE: Aye – All
Nay – None
The motion passed.

APPROVAL OF MINUTES

Mr. Brian Johnson presented proposed changes to the January 7, 2020 draft meeting minutes that had been made by Ms. Jane Shook, Director of Planning and Inspections. He noted that Ms. Shook had made the proposed changes to the meeting minutes after they were posted to the Town website and prior to the Community Appearance Commission meeting.

Chairperson Williams made a motion, seconded by Member Furguele to approve the January 7, 2020 meeting minutes with the proposed changes made by Ms. Jane Shook, Director of Planning and Inspections.

VOTE: Aye – All
Nay – None
The motion passed.

Mr. Brian Johnson, Urban Design Specialist updated the board members of their term dates prior to the Election of Officers. Chairperson Williams noted that he would still like to continue to serve as Chairperson of the Community Appearance Commission even after his term expires on June 30, 2020 if the commission has no new members appointed.

ELECTION OF OFFICERS

Vice-Chairperson Cagle nominated Chairperson Williams to continue to serve in the position of Chairperson for the year 2020. Chairperson Williams accepted the nomination.

Vice-Chairperson Cagle made a motion, seconded by Member Furguele for Chairperson to continue in the position of Chairperson of the Community Appearance Commission for the year 2020.

Vote:

Aye – All

Nay – None

The motion passed.

Chairperson Williams nominated Vice-Chairperson Cagle to continue to serve in the position of Vice-Chairperson for the year 2020.

Chairperson Williams made a motion, seconded by Member Selong for Vice-Chairperson Cagle to continue to serve as the Vice-Chairperson of the Community Appearance Commission for the year 2020.

Vote:

Aye – All

Nay – None

The motion passed.

Discussion ensued on having an additional CAC meeting to complete the draft Design Guidelines. Mr. Johnson asked about February 10, 2020 being a possible meeting date. The CAC decided that they would be able to review the draft text in this meeting. It was the consensus of the CAC to have their next meeting on the regularly scheduled date of February 25, 2020.

Chairperson Williams gave an update from the January 22, 2020 Planning Retreat. He explained that Mr. Brian Johnson, Urban Design Specialist had given an update to Council regarding what the Community Appearance Commission is doing on the draft Design Guidelines. He also explained to Council about the rezoning of the properties within the proposed boundary map. He said there was discussion between the Council and Historic Preservation Commission Chairperson Eric Plaag regarding the difference between the Historic Core and the Historic District. Chairperson Williams explained what parcels that are included in these two areas.

Discussion ensued on the boundaries in the maps that had been distributed at the January 7, 2020 CAC meeting. Mr. Johnson said that he and Ms. Shook, Director of Planning and Inspections had reviewed the proposed boundary map prior to this meeting and they did not see any conflicts with it. Member Furguele noted that on the boundary map Queen Street is included on the south side but not on the north side.

Chairperson Williams talked about a minimum setback in the R-1 zoning district. He asked if the CAC had agreed that the setback be 15 feet in the Interface Area. He said he thought the setback could be optional. He said if a 15 feet setback is required for Howard Street, it is not keeping with the district regulations to encourage a walkable area. Member Furguele said this minimum setback was created to allow for room for street trees.

Discussion ensued on removing properties from the proposed boundary map. Member Furguele said that he was not comfortable leaving the properties next to the University in the proposed boundary map because of future potential redevelopment around the army navy store. He said he did not want to discourage these properties from being potentially re-developed.

Discussion ensued on the Howard Street boundary. Member Furguele said in the Downtown Core, he supported including the south side of Howard Street. He also talked about the building height from King Street to the south side of Howard Street. Mr. Johnson said that both the CAC and HPC Design Guidelines

have proposed language on massing and scale. Chairperson Williams said that the CAC is in consensus to propose to include the south side of Howard Street in the Downtown Core.

Discussion ensued on including the buildings near hippy hill in the Downtown Core. Member Furguele said that the 15-foot setback works for this side of W. King Street. Chairperson Williams said that he would support including the Founders houses, Fruits, Veggies and More and the Beanstalk properties. Mr. Johnson said he did not see a conflict with including these properties.

Discussion ensued on including the properties that face Wallace Circle in the Historic Core. Member Furguele suggested maintaining these properties in the Interface Area because they face Wallace Circle. Mr. Johnson said he would discuss these properties with Ms. Shook to see if there is a conflict. Mr. Johnson confirmed that the CAC wanted to include Blue Deer and the Turner house in the Downtown Core.

Discussion ensued on including the Foggy Pine bookstore and the Boone Saloon properties into the Historic Core. Mr. Johnson said he would discuss these properties with Ms. Shook to see if there is a conflict. The CAC was in consensus to include these properties in the boundary map and to remove the Turchin Center from the map.

Ms. Shook joined the meeting at approximately 7:00 p.m.

Chairperson Williams briefly explained to Ms. Shook that the CAC had been discussing proposed changes to the boundary map for the Historic Core and the Interface Area. Member Furguele pointed out that he wants to make sure that you can tell a difference between the Historic District and the Downtown Core.

Discussion ensued on the Founders houses being included in the boundary map. Chairperson Williams asked Ms. Shook about the Founders houses that do not front on King Street. He asked do these properties need to be left out of the Downtown Core. The CAC looked at the property owners on the GIS map and decided that the properties on Wallace Circle be included in the Interface Area to maintain the setbacks.

Discussion ensued on parking requirements. Ms. Shook said the parking requirements are not currently different in the Downtown Core than the Interface Area. It was the consensus of the CAC to further discuss parking requirements at a future meeting. Member Furguele said that properties that front onto King Street should be in the Downtown Core.

CASE PL03370-112019 DRAFT TEXT (CREATION OF B1 DISTRICTS – UDO TEXT AMENDMENT)

Ms. Shook began discussion on draft text for Case PL03370-112019 Subsection 7.05.02 Development which requires compliance with Unified Development Ordinance (permanently on file.)

Discussion ensued on development which requires compliance with the UDO tiered system. Ms. Shook explained the tiered system and asked the CAC for their input on the tiered-system along with the new proposed standards. She talked about the cost that is involved with the tiered system. She said in the Tier 1, Tier 2 and Tier 3 the site must be brought into compliance to the extent practical. She added that Tier 4 is unless it is impossible which is a much higher standard. Mr. Johnson said there can be façade improvements that do not cost a lot but have a large impact on the façade. He said there can be a couple of thousands-dollars' worth of façade improvements that can really change the look of the façade yet the site is not required to come into compliance with the UDO. Ms. Shook said a most recent change is that bicycle parking is required to the extent possible for a site to come into compliance with the UDO. She noted that if there is not room for bicycle parking outside the building, the bicycle parking can be placed on the inside of the

building. Mr. Johnson asked where do, we draw the line for when a whole façade needs to be torn down. Ms. Shook noted that repairs and maintenance are not tracked in the tiered system.

Mr. Johnson said the Planning Staff can review and make proposed changes to the draft text regarding Subsection 7.05.02 to present at the next CAC meeting.

Discussion ensued on multiple questions presented by Chairperson Williams regarding the draft document. Chairperson Williams presented his questions starting with Subsection 26.05.02(A) Setbacks. He asked if there was a list of primary and secondary public ways. Ms. Shook said the primary public way is the street that has the most traffic.

Chairperson Williams asked about Subsection 26.05.08(C)(D)(1)(2)(3) Rhythm and Proportion. He talked about redevelopment with larger buildings within a group and breaking up the buildings in series of bays. He said he wanted to ask Historic Preservation Commission Chairperson Eric Plaag, if the HPC has a best practice that they follow in this situation. Ms. Shook said the Planning Staff researched the Historic Preservation documents while preparing the proposed text. She asked if it would be helpful, if each bay had its own entrance door. It was the consensus of the CAC to discuss this topic further at a future meeting.

Chairperson Williams talked about Subsection 26.06.04(A) Design Standards for New Construction and Additions. He suggested removing the word “However” in the last sentence of this section. The CAC agreed that the sentence makes better sense without this word in it.

Mr. Johnson explained that at the last CAC meeting it was decided in Section 26.06.04 (C)(5) Exterior Doors to break out this section and added an (i) as a subsection.

Discussion ensued on the percentage of window openings. Chairperson Williams talked about 26.06.04© Fenestrations. He showed concern that there is not a minimum for windows. Ms. Shook said that the Planning Staff will research other ordinances regarding this concern and present what they find at the next CAC meeting.

Chairperson Williams asked about 26.06.04(D)(1)(ii) Materials and it was necessary to have the words real stone in the draft text. He suggested changing (D)(1)(i) to brick or stone.

Chairperson Williams asked about 26.06.04(D)(1)(b)(viii) Materials and he asked if the word “embellishments” needed to be defined to reduce the opportunity for a loop hole for the use of aluminum trim. Ms. Shook agreed with defining the word “embellishments.”

Chairperson Williams asked about 26.06.04(D)(3)(b) Materials. He suggested moving the (3)(b) to (3)(a).

Chairperson Williams asked about the 26.06.04(G)(1)(c) Awnings and Canopies. He talked about the decorative noncombustible awnings and canopies. He was concerned that the graphic does not match the proposed text and needs to be changes. The CAC decided that further discussion is needed on this topic.

Chairperson Williams asked about the 26.06.04(H)(1)(2)(3) Additions. He asked about number three and what had the CAC previously decided on this topic. Ms. Shook said the CAC had previously noted that they did not want to be able to tell the difference between the addition and the historic building.

Chairperson Williams asked about 26.06.05(B) Design Standards for Renovation of Existing Buildings. He asked if the words “shall be avoided” could be changed to “is prohibited.”

Chairperson Williams asked 26.06.05(K)(i) Design Standards for Renovation of Existing Buildings. He asked if (i) should be (6). The CAC agreed on this proposed change.

Member Furgiuele pointed out that some of the sections of the draft document are not parallel in terms of grammar. Ms. Shook said she will look at the whole document for possible grammar corrections.

Chairperson Williams asked about 26.06(B)(3) Fencing. He asked if the word “solid” be changed to “masonry” fence pillars. Ms. Shook said it would be helpful, if there was a graphic for this section. Member Furgiuele suggested revising the sentence to read, “Solid masonry pillars are allowed, if made by the same brick or rock used on the principal structure.”

Vice-Chairperson Cagle suggested a proposed change to 26.06(B)(4) Fencing. She and Member Furgiuele suggested revising the sentence to read, “The fence must be installed with a decorative side facing away from the façade.

Chairperson Williams asked about 26.06(C)(1) Height. He asked what do these words apply to “will be visible from the public way.” Ms. Shook said the intent of this proposed language was to shield the fence as the plant material grows to maturity.

Chairperson Williams asked about 26.07(A) Retaining Walls. He talked about the compatible materials of the walls. Mr. Johnson said that most architects will say that the proposed building material is architectural compatible. Member Furgiuele suggested revising the draft text to say the construction shall match to address the question of compatibility. Chairperson Williams said his concern is if there are natural stones used that are not compatible with the existing structure. Chairperson Williams suggested revising the proposed language to say the material needs to be stone or brick. Ms. Shook said the Planning Staff will add some proposed language to make sure the correct materials will be used.

Chairperson Williams asked about 26.08.02(C) B1 Downtown Core. He asked what if you do not have a trunk of a large deciduous tree. He said it is more difficult to put a large deciduous tree in a parking lot in the Historic Core. Mr. Johnson said that this proposed language was intended for the parking lots. Mr. Johnson said if there is a conflict with using a large deciduous, you should be able to use a smaller deciduous tree.

Ms. Shook asked Mr. Johnson what the tree canopy goal is for the Downtown. Mr. Johnson said the national goal is 15 percent. He said the overall goal is to bring the canopy up to 15 percent for the tree canopy in parking lots. Member Furgiuele noted other parking lots in the town where trees need to be added.

Vice-Chairperson Cagle noted a proposed change to 26.08.02 B1 Downtown Core. She said the word “Historic” should be changed to “Downtown.”

Chairperson Williams asked about 26.09.02 (C)(1) Utilities. He asked if this section could be revised to include the use of a stock plan or desire to not modify the internal layout of a building does not constitute an impossible scenario. Ms. Shook explained that there are distance requirements in the building code that would need to be considered. Ms. Shook said she would check with the building inspectors on this topic. Member Furgiuele suggested revising the language to include that it is “impossible to place utility meters and vents on or near the façade.” Ms. Shook said the Planning Staff will strengthen the proposed language.

Chairperson Williams asked if the proposed boundary map will be revised by the February 2020 Council meeting. Ms. Shook said yes, if possible. She said she will try to have it ready to be handed out at the said meeting.

Mr. Johnson said if the CAC has other proposed changes to email them to him for the Planning Staff to review.

OTHER MATTERS BY BOARD MEMBERS OR STAFF

Mr. Johnson noted that it was the consensus of the CAC to have their next meeting on February 25, 2020.

ADJOURNMENT

Chairperson Williams made a motion, seconded by Vice-Chairperson Cagle to adjourn the meeting at 8:49 p.m.

VOTE: Aye – All
Nay – None
The motion passed.

Brian Williams, Chairperson

Marlene Crosby, Board Secretary