Community Appearance Commission

Regular Meeting

~ Agenda ~

http://www.townofboone.net/

Jane Shook
828-268-6960

Tuesday, March 23, 2021 **5:30 PM** **WebEx**

The meeting will be held remotely using video conferencing software (WebEx). For information on how to watch, listen and/or participate in the meeting, please see the WebEx Video Conferencing information at the end of this agenda.

I. Adoption of Agenda

II. Approval of Minutes

September 22, 2020 Meeting Minutes

November 24, 2020 Meeting Minutes

III. Downtown Expansion Update

IV. Rooftop Additions

Rooftop Additions

Rooftop Additions on Mid-Size Historic Buildings

V. Informal Discussion/Other Matters

VI. Public Comment

VII. Adjournment

To watch the meeting: Anyone can view the meeting live at: https://townofboone.net.viebit.com/index.php

Note: To preserve bandwidth and ensure an orderly meeting, individuals who wish only to view the meeting but not speak at it should view the livestream at this link. Only individuals who wish to participate should use the WebEx link described below.

To participate in the meeting: Individuals who wish to participate may do so through WebEx, a video conferencing software, either online (by computer or smartphone) or by telephone. To do so, please email Jane Shook, Director of Planning & Inspections at jane.shook@townofboone.net or call in at 828-268-6960 and you will be provided with an email invitation to the meeting. All requests for participation must be completed by 5:00 p.m. on the day of the meeting.

TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
MEETING MINUTES
TUESDAY, SEPTEMBER 22, 2020 at 5:30 P.M.

COMMISSION MEMBERS PRESENT:	Vice-Chairperson Sarah-Davis Cagle and Jason Selong
COUNCIL LIAISONS:	Dustin Hicks and Sam Furgiuele
STAFF MEMBERS PRESENT:	Jane Shook, Director of Planning and Inspections, Brian Johnson, Urban Design Specialist and Marlene Crosby, Board Secretary
OTHERS PRESENT:	Justin Stines, Facilities Maintenance Superintendent, and Thomas Bolick, Landscape Specialist

CALL TO ORDER

Vice-Chairperson Sarah Davis Cagle called to order the meeting of the Boone Community Appearance Commission, held online via WebEx, a video conferencing software at 5:36 p.m.

ADOPTION OF AGENDA

Vice-Chairperson Cagle made a motion, seconded by Member Selong to adopt the 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 August 25, 2020 meeting minutes as written.

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

UPCOMING ASSIGNMENTS

Ms. Jane Shook, Director of Planning and Inspections explained that the Community Appearance Commission has not completed their main assignment on the Downtown Design Guidelines but are at a stopping point until the Council gives them further direction on them.

Ms. Shook explained that the Planning Staff's work plan that was published in September of 2018 shows that the CAC was tasked with making recommendations on regulating historic and significant trees in residential zones, investigating tree cutting permits, researching data to see if a certified arborist is required to cut trees, if outside of the parameters. She said subsequently in October of 2019 the CAC was tasked with inviting experts in bee and bird health to participate in discussions about the lives of bees and birds in our community and to make recommendations to Council on how the Town can balance the value of maintaining an attractive community. She further explained that there are certain regulations under the Town Code regarding the maintenance of lawn and lawn care that can help maintain an attractive community while protecting natural area habitats. She said the Planning Staff has suggested that the bee and bird health tasks could be done with or subsequent to the consideration of tree protection in residential areas. She said the

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

last CAC task from Council is to implement Food Council recommendations and other recommendations that Mr. Brian Johnson, Urban Design Specialist will cover at this meeting.

Ms. Shook noted that the Planning Staff will review the information that they already have on the three tasks from Council.

Ms. Shook said the first task to be reviewed is residential tree protection. She introduced Mr. Johnson and stated that he will be going over the information on said topic. He noted that residential tree protection has been previously discussed at the Town of Boone Planning Retreat.

Mr. Johnson said the Planning Staff has information on residential tree cutting from the Tree Board before it was combined with the Community Appearance Commission.

Mr. Johnson pointed out that the Town of Boone Unified Development Ordinance has language on trees for commercial and multi-family zoning districts. He said we do not have language on trees in the residential zoning district areas. He said there is a minimal of tree protection through the Viewshed protection regulations in limited areas based on certain elevations of the Town. He clarified that the regulations are not based on specific zoning areas but on certain elevations. He explained that the Viewshed protection regulations do not get applied as much now since the Extra-Territorial Jurisdiction is not part of the Town. He noted that there is Unified Development Ordinance language on tree protection for subdivisions.

Mr. Johnson talked about the concern for adequate tree protection in residential areas and if this topic needs to be assessed. He pointed out that the Town does have an *Urban Forestry Master Management Plan* (permanently on file) that was completed in 2009 that does contain an assessment of the Town's overall tree canopy. He explained that the assessment was broken up into the different zoning districts that gave a tree canopy percent cover that is recommended to maintain or to increase the canopy. He noted that if anyone would like to assess said plan, the Planning Staff could direct them to it.

Council Liaison Furgiuele said he thought the Council had directed that the *Urban Forestry Master Management Plan* be updated with current technology to be able to better assess the current tree canopy. Mr. Johnson said the Council did give direction to update the technology. Ms. Shook pointed out that there is a task on the department work plan for the Planning Staff to get the cost to update the technology for the Urban Forestry Master Management Plan and any other tree related plan that the Town may have.

Ms. Shook explained that Mr. Johnson is introducing to the CAC the information that the Planning Staff has on tree protection. She said this information may or may not have an impact on the final recommendations. Mr. Johnson said the Planning Staff can email out the electronic links to the CAC so they can review the information in detail.

Mr. Johnson pointed out that the first time the Town's tree canopy was assessed was in 2009 which allowed for a baseline to be set with that tree canopy study. He noted that there is newer technology available to better assess the Town's tree canopy. He said it is recommended to have a new study completed every five to ten years.

Mr. Johnson referred to the following website www.americanforests.org for their recommendations on tree canopy goals. He said this website normally recommended a 40 percent canopy goal but since they have learned different information through their research, they are recommending a higher percentage. He said they want to base a percentage on individual communities. He said he thinks that we might need to begin a

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

tree canopy study to assess what the percentage of tree canopy in the Town of Boone. He said this website noted a 40 percent to 60 percent range for a tree canopy in residential areas.

Mr. Johnson referred to the zoning classes section of the *Urban Forestry Master Management Plan* and explained the canopy range in the R-1 zoning area. He said the low density percentage is 45.74 and the high density percentage is 52.58. He also noted that these percentages do include the extra-territorial jurisdiction that was under the Town's jurisdiction at that time. He also noted that he thinks the Town does have a healthy tree canopy in the residential areas. He noted that tree protection in the residential areas is a concern of the Town's and he said it would be good to begin discussions to protect our trees for larger historical trees and saving a certain percentage on lots.

Council Liaison Furgiuele talked about a concern for not having requirements for new construction except in the Viewshed for how homes are placed on lots. He talked about the clear cutting of trees on lots for new construction, when the lot does not have to be clear cut for new construction. Mr. Johnson noted that there are topography issues that have to be taken into account which sometimes necessitate the need for more grading on a lot. He suggested trying to educate property owners on trying to place their house on their lots in a way to save as many trees as possible. Mr. Johnson said that he has reviewed other Town and City ordinances and they have exemptions depending on the size of lots. Mr. Johnson said if there is a certain threshold that cannot be met with saving the trees, the ordinances addresses doing tree plantings on the lots.

Mr. Johnson reviewed some other topics on tree preservation that were presented at the Town of Boone Planning Retreat. He said there is a program called, "A Neighborwoods Program" (permanently on file) that raises the awareness about the benefits of trees. He said this program also helps to replant trees and to get a better species of trees planted in our neighborhoods.

Mr. Johnson talked about tree cutting permits and are they required, if there is a Town ordinance in place for tree preservation. He said it does typically trigger a tree cutting permit to be required. He explained that it is difficult for the Planning Staff unless a compliant is placed with the Town regarding a tree being removed to enforce or manage tree cutting. He pointed out that the permit fee amounts can support programs like, "A Neighborwoods Program" or another type of replanting program. He said a tree permit would help with the tracking of tree cutting in the Town and pay for the Planning Staff's cost for reviewing and the enforcement of the permitting process. He said that he has seen the costs of tree permit application range from free up to about $40.00.

Mr. Johnson reviewed Tree Ordinance information from Chapel Hill, North Carolina (permanently on file). He said that it looks like they have not had tree protection regulations in place for residential areas, only in the commercial areas. He reviewed Chapel Hill's list of frequently asked questions about Potential Tree Ordinance Revisions. He noted that Chapel Hill set some thresholds on certain size trees and lots. He said Chapel Hill does have exemptions for tree removal for dead, diseased or damaged trees or for the distance of trees from residential homes. He said Chapel Hill has a fee in lieu for tree canopy coverage, if the homeowner is not able to pick up the tree canopy coverage on the lot the fee is paid into a fund.

Mr. Johnson concluded his presentation of information on residential tree protection and talked about getting the feedback from further discussion from the CAC on residential tree protection in the Town.

Ms. Shook pointed out that Chapel Hill, North Carolina had listed Boone, North Carolina on their website in their list of "Frequently Asked Questions on Tree Protection" as a Town that has a tree protection ordinance.

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

Ms. Shook pointed out that she would like to create on the Town of Boone website a Tree Protection and Storm water section. She said that she felt having said information on the Town website would be a great educational tool.

Mr. Johnson pointed out that the Planning and Inspections Department does receive calls from residential areas regarding trees that they feel should be removed for safety purposes.

Mr. Johnson pointed out that if there was a tree protection ordinance in place for residential areas that the Planning Staff could help educate the property owners through the ordinance and help them through situations that they face with trees on their properties. He said that not many property owners know about the Town wanting to protect their trees and a residential tree protection ordinance would help property owners know about tree protection, before they try to remove their trees.

Mr. Johnson said that in previous discussions regarding tree permits, the consensus was at that time was to not charge a permit fee because it would be more of an educational tool. He said a tree permit application would show the reason that a tree is needing to be removed and the Planning Staff could help the property owner assess the need to remove a tree.

Ms. Shook talked about the supplementing or the increasing the tree canopy in the Town. She further clarified that education is a component of a plan or overall program for the trees. She said that some regulations do need to be made, if the Town is serious about adding residential tree protection. She talked about the potential costs that would need to be weighed out by Council, after the final recommendations are made.

Ms. Shook talked about who will make the assessment of the removal of a tree. She noted that Mr. Johnson is a Certified Municipal Arborist and can do the assessments or would there be a requirement for the property owner to hire an arborist to assess their trees.

Council Liaison Furgiuele talked about the potential loss of tree canopy with the loss of the extra-territorial jurisdiction. He said when the next tree study is completed, he thinks we will see a good loss of tree canopy because of it. He said that he sees a lot of tree cutting in the Town because of a fear of trees falling on their homes and property.

Council Liaison Furgiuele said that he has run into certain situations where insurance companies have made property owners cut down their trees for insurance purposes. He also noted that he felt that a residential tree ordinance would put a stop to the insurance companies making the home owners remove their trees.

Council Liaison Furgiuele said that he felt that a new tree canopy study will show smaller percentages of tree canopy since the 2009 tree canopy study, when the Town still had the extra-territorial jurisdiction. Mr. Johnson agreed with Council Liaison Furgiuele. Mr. Johnson said this is a good reason to propose another tree canopy study. Mr. Johnson said that he would see if there is a way that this proposed study could be done in-house with the Town's GIS system to get some approximate numbers. Council Liaison Furgiuele said he thought the Council approved that a tree canopy study be done a few years back and noted that Mr. John Ward, Town Manager was concerned about the cost of the proposed tree study. Ms. Shook explained that a higher level fly over to get the orthos needs to be done to get the higher level data for storm water and tree protection. Council Liaison Furgiuele said he felt that we should move forward with the new study because the baseline that was set with the 2009 tree study is no longer valid because of the loss of the extra-territorial

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

jurisdiction. He talked about the amount of time that has passed and the major changes that have occurred since the last study. Mr. Johnson agreed that a new tree canopy study needs to be done at some point and noted that there are a lot of tools available to measure tree canopies.

Council Liaison Furgiuele commented about the property owners placing their homes in the Viewshed to be able to save trees and that there was room for negotiation on the placement of the home. He pointed out that since; the Town loss the extra-territorial jurisdiction the homes on Howards Knob are back to cutting down trees and their houses are more exposed. Mr. Johnson pointed out that in the Viewshed there is a certain threshold on a certain acreage that is reviewed for trees. He said the permits that the extra-territorial jurisdiction had on those properties were effective and helped the Planning Staff in the review process.

Ms. Shook reiterated that this meeting was to introduce the CAC to tree protection information. She said that the Planning Staff will research more information and provide it in the meeting packet of the next CAC meeting. She said that the Council's direction is for the CAC to make recommendations on residential tree protection regulations for historic and larger significant trees which included a tree cutting permit. Ms. Shook said speaking from her position of Director of Planning and Inspections that she would prefer to see a permit fee charged for the tree permit applications that are submitted because it would help with cost recovery. Ms. Shook explained that Mr. Johnson is already doing environment job duties from special flood hazard to erosion control. She said she would need to evaluate Mr. Johnson's workload and she would probably make a proposed recommendation that the Town use an outside arborist for initial determinations.

Mr. Johnson said a lot of penalties and assessments for tree cutting in the past has come from uncertified arborists. He said the Town of Beech Mountain requires that their trees are assessed by approved certified arborists and they have a list of them that can be used within their Town. He said that now there is a pool of certified arborists that are available in the Town of Boone.

Mr. Johnson talked about the multiple ways to approach tree preservation in residential areas. He talked about an environmental or habitat approach that allows for tree save areas on properties. It further explained that this type of approach is mapping the habitats of wild life.

Ms. Shook introduced Mr. Justin Stines, Facility Maintenance Superintendent and Mr. Thomas Bolick, Landscape Specialist from the Town of Boone. Mr. Bolick said that he is in charge of all of the trees located on Town property and he determines the health of the trees and how to preserve them. Ms. Shook said the Town has already implemented some no mow areas in the Town.

Ms. Shook introduced another CAC task from Council which is to invite experts to speak on the habitats of birds and bees.

Ms. Shook talked about the connection with the most updated nuisance ordinance and how this ordinance is a potential conflict with preservation of insects and other types of habitats. She said the goal is to try to balance health and safety and appearance and provide the necessary habitats that are necessary for our existence.

Council Liaison Furgiuele talked about the way that leaves are raked off of a property and how this may not be the best Town practice to protect bee and bird habitats. He said he felt that the protection of these types of habitats goes further than Town ordinances requirements, it includes Town practices.

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

Ms. Shook noted that Mr. Johnson has made a list of professionals that the CAC could invite to speak about bee and birds habitats and the discussions from these experts might influence the need for tree preservation. Ms. Shook said she saw a benefit in having the professionals from both areas speak at the same time. She asked the CAC for their feedback. Vice-Chairperson Cagle said she agreed with Ms. Shook. Ms. Shook said that there was consensus from the CAC on this topic. She said that the Planning Staff will start the invitation process for inviting experts to future CAC meetings and she felt it would be beneficial for the Town and the community.

Mr. Johnson pointed out that the Town of Boone is a Bee City USA. He reviewed the plant list and noted that he has been working on an addendum to the plant list that is not complete and that it will identify when flowers and plants begin to bloom. He said he felt the plant list will be a great tool for the Planning and Inspections Department to incorporate in certain area in commercial development. He said it would take some educating to get developers to include edible plants in the commercial development. He said that landscape buffers, street buffers and property line buffers and islands are already set aside. Mr. Johnson said that the Planning Staff can provide the CAC with copies of the plant list.

Member Selong agreed with the plant material in the list. He pointed out that no less than a dozen species on the plant list will be completed eaten by the Herbivores. He said as part of a larger discussion, he did not think there would be any success with trees or native plants on the list as long as there are deer. He also suggested including wildlife management into the planning. He said that non-native plants are not eaten by the deer which is what makes those plants very successful.

Discussion ensued on Food Council Recommendations. Mr. Johnson encouraged the CAC to review the information on Carver Park which was created by University Students. Ms. Shook said that the Council directed the Public Works Department to adopt a policy that acknowledges the commitment to plant perennial trees, shrubs and herbs that will provide a pollinated area. Mr. Johnson said that Mr. Justin Stines, Facilities Maintenance Superintendent and Mr. Thomas Bolick can help identify areas to put edible plants in the Town. Ms. Shook said that the Public Works Department asked for designated funding but she did not know, if they had received it. She said they may work within the existing funding that they have. She said currently there is no signage because the edible plants are being planted on a trial basis. Mr. Bolick said that the Public Works Department has been working with the Blue Ridge Women in Agriculture on planting the edible plants. Mr. Bolick said they have planted the low and high bush blueberries along with some herbs at the Boone Bagelry and at Jimmy Johns both located on W. King Street. He said they planted vegetables near the Veterans Memorial on W. King Street, and the bulb outs at Linney Street on W. King Street. Ms. Shook asked if signage is going to be placed in the various planting locations. Mr. Bolick said he has not been directed to put up signage. Council Liaison Furguiele explained that the direction of Council was for the CAC to review plantings on Town property and that fruit trees might be planted on private properties in the Town and to enhance the edible plantings around Town with the purpose of it helping people with low income.

Ms. Shook talked about inviting Ms. Margie Mansure from Watauga County, North Carolina Cooperative Extension Center and Ms. Brooke Kornegay, Watauga Food Council Coordinator to give a presentation to the Community Appearance Commission to help make possible recommendations for the Food Council task. Ms. Shook pointed out that Ms. Kornegay is now the Chairperson of the Boone Sustainability Committee.

Council Liaison Furgiuele talked about the Council directing Ms. Allison Meade, Town Attorney to revise the draft nuisance policy to recognize the preservation of natural areas. He said the draft nuisance policy needs to include the definitions in ways that are understandable to the community. He said he does not want to

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

inadvertently cause people to not have natural areas. He supported the gathering of information from organizations like the Audubon Society to help with preserving natural habitats.

Ms. Shook talked about the information that the Planning Staff would prepare for the next CAC meeting. She noted that the Planning Staff would need to meet with the Public Works Staff to create a list of Town Code and UDO Requirements.

Council Liaison Furgiuele talked about a complaint that came into the Town regarding someone's neighbor who had wild flowers planted in their front yard who wanted them to go to seed to they could reseed them. He said that the neighbor complained that the Community Improvement Code Standards through the Public Works Department was not improving the neighborhood. He said that the Council did discuss this topic at a Council meeting.

Discussion ensued on the Planning Staff preparing information for the next Community Appearance Commission meeting. Ms. Shook thought that the Planning Staff should coordinate with the Public Works Department to create a list of Town Code or Practices and Unified Development Ordinance requirements that will have an impact on preserving the natural habitats of birds and bees. She said the Planning Staff would also include the additional information that Mr. Johnson presented at this meeting.

Ms. Shook asked the CAC if, they would prefer to invite the experts to give presentations or have one more meeting and prepare a format for the presentations, then invite the experts to speak. She noted that the Planning Staff is also still working on the B-1 zoning districts. Vice-Chairperson Cagle said that she preferred to have the information first to help lay a foundation before hearing from the experts and receiving new information.

Council Liaison Furguiele said that Vice-Chairperson Cagle's preference makes sense to him. He explained that he preferred that we invite the experts first and begin to learn the new information so when we begin to review regulations, we will not be confined to what the Town has already done. He further explained that either preference works. He noted that if it will delay the completion of the B-1 zoning districts, he would rather begin to hear the presentations from the experts first and let the Planning Staff complete their work on the B-1 zoning districts as their schedule allows. Vice-Chairperson Cagle's said that she does not disagree with Council Liaison Furgiuele but she does like to have enough terminology to help her be able to understand what is being presenting on the given topics.

Ms. Shook explained that on September 30, 2020 there is a joint meeting with the Council, Community Appearance Commission and Historic Preservation Commission that the Planning Staff might receive more direction on what they want the Planning Staff to do. She noted that without the direction from Council, it is difficult for her to estimate the amount of time the Planning Staff can prepare the information. She also said that the Planning Staff has discussed ways to have public involvement for the B-1 zoning districts. Ms. Shook talked about Member Selong meeting with Mr. Johnson to discuss the University contacts involvement with the public for the B-1 zoning districts. She said that the Planning Staff would like to have a wide variety of experts to speak to the CAC on said topics.

Mr. Johnson suggested emailing the CAC information for their review. Vice-Chairperson Cagle suggested that the Planning Staff could email the links to the information presented at this meeting.

Ms. Shook said that she would invite Mr. Justin Stines and Mr. Thomas Bolick to the next series of CAC meetings while they discuss the said topics that Council has assigned to the CAC.

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

Mr. Johnson said he could put together a list of the key stakeholders for the CAC to review.

Ms. Shook explained that the Planning Staff tracks the tasks that are assigned to them by Council through a work plan and since the CAC has begun to work on these three tasks, she will reposition them accordingly on the work plan. She asked Council Liaison Hicks and Furgiuele to update Council in their liaison reports on the assigned tasks. She also noted that she felt, it could be beneficial to check with Mr. Chris Miller the Town's GIS specialist to discuss the mapping that was discussed earlier in this meeting. Mr. Johnson agreed with Ms. Shook and noted that some recent mapping has been done that could be beneficial.

Ms. Shook confirmed that as a result of this meeting, the Planning Staff will invite experts to the next CAC meeting, a list of stakeholders that the Planning Staff has identified to support the CAC's tasks and will be sent to the CAC to review and prepare to discuss at the next meeting.

Ms. Shook talked about the presentation from the experts being recorded and possibly advertising the future meetings on these topics as Council meetings so all the Council members can get the benefit from the presentations. Council Liaison Hicks said that he supported the idea for the rest of the Council members to be equally informed on topics that might require more changes that are discussed by the different groups giving the presentations. Council Liaison Furgiuele agreed with Council Liaison Hicks and suggested that there be a presentation at the beginning of the meeting and the Council as a whole can adjourn, then the CAC as they continue their meeting and discussion on what was heard from the presentation. She noted that it would not be a requirement for all of the Council members to attend but it would be a benefit for them to be able to hear the presentation. Council Liaison Furguiele agreed to advertise it as a Council meeting but a quorum of the Council is not necessary. She said if the Council Liaisons agreed, she could submit an action request for the Council's October 2020 agenda.

Ms. Shook explained the structure of the September 30, 2020 joint meeting with a brief overview and presentation from Mr. Johnson on the draft Downtown Design Guidelines and Ms. Christy Turner, Senior Planner will review the draft Historic Preservation Commission draft Historic Design Guidelines. Ms. Shook explained that there will also be a discussion with the State Historic Preservation Office on both of the draft documents. Ms. Shook explained that Mr. Johnson and Ms. Turner are having a virtual meeting with members of the SHPO to discuss mostly the draft Downtown Design Guidelines and get a grasp on the joint meeting and how to help the CAC and HPC make their best approach moving forward with goals of both commissions.

Ms. Shook talked about the two examples of story books that the Planning Staff is working on with the Town's GIS Specialist to present during the public information sessions to help the property owners or business owners better understand the proposed changes to the Downtown area.

INFORMAL DISCUSSION/OTHER MATTERS

There were no other topics or other matters discussed at this meeting.

PUBLIC COMMENT

No individuals requested the opportunity to speak during public comment.

ADJOURNMENT

Vice-Chairperson Cagle made a motion, seconded by Member Selong to adjourn the meeting at 7:06 p.m.

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

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

Sarah-Davis Cagle, Vice-Chairperson

Marlene Crosby, Board Secretary

Communication: September 22, 2020 Meeting Minutes (Approval of Minutes)

TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
MEETING MINUTES
TUESDAY, NOVEMBER 24, 2020 at 5:30 P.M.

COMMISSION MEMBERS PRESENT:	Vice-Chairperson Sarah-Davis Cagle and Jason Selong
STUDENT MEMBER:	Sam Gass
COUNCIL LIAISONS:	Dustin Hicks and Sam Furgiuele
STAFF MEMBERS PRESENT:	Brian Johnson, Urban Design Specialist and Marlene Crosby, Board Secretary
OTHERS PRESENT:	None

CALL TO ORDER

Vice-Chairperson Sarah Davis Cagle called the meeting of the Boone Community Appearance Commission, held via WebEx, a video conferencing software to order on Tuesday, November 24, 2020 at 5:38 p.m.

Mr. Brian Johnson, Urban Design Specialist welcomed new Community Appearance Commission member Samuel Gass and asked him to introduce himself.

ADOPTION OF AGENDA

Vice-Chairperson Cagle made a motion, seconded by Member Gass to adopt the 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 September 30, 2020 meeting minutes as written.

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

Vice-Chairperson Cagle made a motion, seconded by Member Gass to approve the October 27, 2020 meeting minutes as written.

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

CAC and HPC WORK PRODUCTS UPDATE

Mr. Johnson explained that at the last CAC, HPC and Council joint meeting, it was decided that the Staff would meet with the Community Appearance Commission Chairperson Brian Williams and Historic Preservation Commission Chairperson Eric Plaag. Mr. Johnson said they discussed the boundaries, content, the purview of the Historic District regulations and the purview of the underlying zoning district and a proposal for the next steps of the process including special meetings to move the two work products forward and public hearings dedicated to these projects.

Communication: November 24, 2020 Meeting Minutes (Approval of Minutes)

Mr. Johnson said the discussion was based on the "Downtown Boone Local Historic District" map. He said the group agreed that there was not sufficient reason for the boundaries of the B1 Downtown Core zoning district and the Downtown Boone Local Historic District to match. The group discussed no proposed changes to the Downtown Boone Local Historic Core. Mr. Johnson noted that the Council approved the proposal to have different boundaries that do not match.

Mr. Johnson said that during the group discussion, they talked about the parcels around the Courthouse Area. He said they decided that the Nathans Walk Apartments would remain in the B1 Downtown Interface. He said the group recommended that five parcels in the area be removed from the B1 Downtown Interface and placed into the B1 Downtown Core creating an "even" B1 Downtown Core District that had natural boundaries. He said three of the parcels to be removed are located on the same side of King Street as the Courthouse and there are two parcels to be removed are located across the road from the Courthouse.

Mr. Johnson said that during the group discussion, they talked about the "uneven" boundary of the core district on the eastern end of the project area. He said they talked about possibly including the Turchin Center, First Baptist Church and the Appalachian Wesley Foundation properties in the B1 Downtown Core because College Street is a natural boundary into the Downtown Core. There was not complete consensus in the group on including these properties, therefore, it was decided to put them forth for Council to decide on them and the Council agreed to include them.

Discussion ensued on the three parcels around the First Baptist Church. Member Furgiuele said if we are going to include the First Baptist Church, he said he thought that we needed to possibly include the First Baptist Church parking lots. He said if other CAC members agreed then there might should be discussion on it. Vice-Chairperson Cagle said she thought it was a good suggestion to include the parking lots just in case the First Baptist Church was ever moved this corner of King and College Streets would be covered, if included in the B1 Downtown Core. She also noted that including the parking lot parcel would make the parcel look more uniform on the map.

Mr. Johnson said during group discussion they reviewed Article 7.05.02 Development which requires compliance with UDO. He said they reviewed Article 26.06.04 Design Standards for New Construction and Additions. He said they added "Quoins" to Article 26.06.04 (A)(iv), under Architectural Features. He said in Article 26.06.04(F)(2), they clarified the language on Terracotta or Limestone.

Mr. Johnson said the Council reviewed and approved the recommended baseline steps moving forward with the two work products. He said in early January 2021 there will be a Planning Retreat with Council and Staff. He said at the Planning Retreat, the Staff will have the storybook or journal book ready that will include the descriptions of the properties on the boundary map. He said in early February 2021, the Staff would schedule a joint meeting with the Council, CAC, HPC and invite the Planning Commission to introduce them to the two work products. He said also in early February, the Staff will begin to schedule the public input sessions. He said the two work products would be presented by Staff at the February 2021 Planning Commission meeting to get their initial feedback on said products. He said the CAC and HPC Chairpersons would be invited to this Planning Commission meeting to answer questions. He said in March 2021, there would be public input sessions. He said in late March the Staff would schedule another joint meeting with the Council, CAC, HPC and Staff to review all public input that has come in and make any possible changes. He said once any necessary discussions would occur and the Staff would prepare the final draft work product documents the zoning map amendments and present them to Council at their April 2021 meeting for their approval. He said the Staff would keep the CAC updated on the time frames for the baseline steps.

Communication: November 24, 2020 Meeting Minutes (Approval of Minutes)

Mr. Johnson said that the Staff doesn't feel that the CAC needs to meet on their December 22, 2020 meeting. He said this would allow Staff to move forward and work on the creating of the Storybook or Journal type maps on the Downtown properties to be able to provide the maps to Council at the January 2021 Planning Retreat and for the public input meetings. He noted that these types of maps will take some time to complete because of the detail that will be contained in them. It was the consensus of the CAC to cancel their December meeting.

Mr. Johnson said he felt that the Staff feels that the Council, CAC and HPC feel comfortable with the two draft work product documents. He asked the CAC if they had any questions or concerns regarding his update of the two work products at this meeting. Vice-Chairperson Cagle said she felt the CAC was comfortable with the two draft work product documents.

Mr. Johnson suggested that the CAC make a formal vote on the proposed boundary map and to include the proposed three parcels at the First Baptist Church parking lot. He said that Staff would revise the proposed boundary map to include these three parcels discussed at this meeting.

Motion and Vote:
Vice-Chairperson Cagle made a motion, seconded by Member Trumpower to accept the proposed changes made to the boundary map by moving the following ten properties from the B1 Downtown Interface to the B1 Downtown core: Nathan's Walks Apartments located at 285 Queen Street, Watauga County Courthouse property located at 847 W. King Street and the Courthouse King property located at 879 W. King Street, the Wesley Foundation property located at 461 Howard Street, First Baptist Church property located at 375 W. King Street, State of North Carolina property located at 423 W. King Street, JDL Henson, LLC property located at 890 W. King Street, Shoemake property located at 898 W. King Street, Angle property located at 904 W. King Street and the Casey property located at 891 W. King Street.

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

COUNCIL LIAISON MEMBER DISCUSSION
Mr. Johnson explained that when the Council Liaisons were appointed to the CAC they had authority to vote until a full board was complete. He said that now the CAC has a full board. He asked Council Member Furgiuele and Council Member Hicks if, they were comfortable with moving from the voting member position to the Council Liaison positions. Council Member Furgiuele and Council Member Hicks both said they were alright with moving their positions on the CAC from voting members to Council Liaison positions. Mr. Johnson noted that CAC Chairperson Williams's term has expired but he is still interested in attending the CAC meetings to see the two work products through to fruition. Mr. Johnson said that the CAC can readdress the filling of his position, when it is necessary to do so. Mr. Johnson pointed out that at this time, there are two open positions on the CAC board.

INFORMAL DISCUSSION/OTHER MATTERS
Mr. Johnson said that in January 2021, the CAC will hopefully be able to move forward with their other assigned tasks.

Member Furgiuele talked about a previous meeting, when the CAC discussed inviting experts to give presentations on Bee and Bird Habitats. He said there was a question, if the entire Council could participate in those meetings. He noted that there was consensus from the CAC that they would invite all of the Council

Communication: November 24, 2020 Meeting Minutes (Approval of Minutes)

members to the CAC meetings, when the experts are on the agenda are to give presentations. He also noted those meetings would be advertised as Special Council meetings. Mr. Johnson agreed with Member Furgiuele and said the Staff would keep this information in mind, when moving forward with CAC meetings.

PUBLIC COMMENT

No individuals requested the opportunity to speak during public comment.

ADJOURNMENT

Vice-Chairperson Cagle made a motion, seconded by Member Trumpower to adjourn the meeting at 6:13 p.m.

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

Sarah-Davis Cagle, Vice-Chairperson

Marlene Crosby, Board Secretary

Communication: November 24, 2020 Meeting Minutes (Approval of Minutes)

National Park Service
U.S. Department of the Interior

Technical Preservation Services

ITS
NUMBER 36

Interpreting
The Secretary of the Interior's Standards for Rehabilitation

Subject: Rooftop Additions

Applicable Standards:

2. Retention of Historic Character
5. Preservation of Distinctive Features, Finishes, and Craftsmanship
9. Compatible New Additions/Alterations

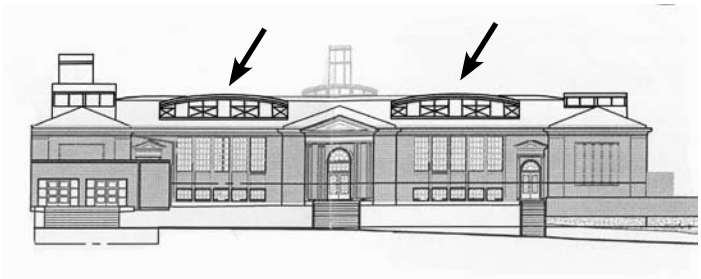
Issue: The Secretary of the Interior's Standards for Rehabilitation allow the construction of new additions if they do not destroy significant fabric, and if their design is compatible with the size, scale, color, material, and character of the property and the historic district if applicable. However, not all historic buildings can be enlarged in a manner that is consistent with the Standards, whether for reasons of size, siting, or location within a district. With regard to rooftop additions, the Guidelines for Rehabilitating Historic Buildings recommend that new rooftop additions be designed so that they are inconspicuous from the public right-of-way, are set back from the primary elevation of the building, and do not damage character-defining features of the historic building. Rooftop additions are almost never appropriate for buildings that are less than four stories high. Generally, rooftop additions should not be more than one story in height, and are more compatible on buildings that are adjacent to taller buildings or dense urban environments. Rooftop additions that do not meet these principles generally will not meet the Standards.

Application 1 (*Incompatible treatment*): A school built in 1923, and expanded in later years, was proposed to be rehabilitated for continued educational use as a community resource center, a housing complex for senior citizens, a day school, and a boarding school. The building was less than three stories, sat prominently on the street and was visible on all elevations. Under the initial proposal, boarding students would live in the historically unoccupied attic of the original, 1923, portion of the school.

The school prior to rehabilitation.

Proposed rooftop additions to school building.

Because the attic lacked adequate headroom, dormers were proposed for the visible front and side elevations. The Stan-



A drawing of the proposed dormers shows the impact this construction would have had on the physical fabric and the historic character of the building.

dards call for additions to be differentiated as new elements. The proposed dormers were very large and out-of-scale with the historic building, featuring an arched profile and contemporary windows that contrasted strongly with the relatively traditional and subdued materials and design of the Colonial Revival structure. In addition, the dormers would not only impose a new form upon the roof, but would also require substantial alteration of the physical fabric of the roof itself. For these reasons, the proposal did not meet the Standards.

This early twentieth century apartment building was actually constructed as two buildings of harmonious but slightly different design.

Application 2 (*Compatible treatment*): A rooftop addition was proposed for a four-story apartment building that was being rehabilitated for continued residential use. The building was constructed in 1914 in a simply articulated, Classical Revival style with a slightly-raised limestone base, a brick facade, beltcourses, and some decoratively-carved keystones on the first floor. It is capped by a simple but prominent dentilled cornice. This building is one of several large apartment buildings located in a primarily small scale, single-family residential neighborhood. It is surrounded on both sides and across the street by two to two-and-one-half story rowhouses, and therefore is highly visible within the district. For this reason alone, it might appear that the addition of any more height to this building would not meet the Standards.

New rooftop addition and stairtower visible on the south elevation.

However, a new floor was added that is only minimally visible on the non-significant side elevations and is imperceptible from directly across the street. Setting the new floor into the flat roof plane lowered the profile of the addition to the height of a half story. The slanted front edge further minimized the appearance of the addition and concealed integral skylights. The mass blended with the solid, unadorned side walls of the historic building. This rooftop addition does not impact the historic character of the building and is in conformance with the Standards.

New rooftop addition and stairtower visible on the secondary north elevation, meets the Standards, and is compatible with the historic building.

These bulletins are issued to explain preservation project decisions made by the U.S. Department of the Interior. The resulting determinations, based on the **Secretary of the Interior's Standards for Rehabilitation**, are not necessarily applicable beyond the unique facts and circumstances of each particular case.

National Park Service
U.S. Department of the Interior

Technical Preservation Services

ITS
NUMBER 47

Interpreting
The Secretary of the Interior's Standards for Rehabilitation

Subject: Rooftop Additions on Mid-Size Historic Buildings

Applicable Standards:

2. Retention of Historic Character
5. Preservation of Distinctive Features, Finishes, and Craftsmanship
9. Compatible New Additions/Alterations

Issue: The roofline is often an important character-defining feature of a historic building. A large cornice, tall tower, or a projecting dormer can identify a building in the skyline. Even a simple roofline defines a building's character. Accordingly, rooftop additions proposed as part of a rehabilitation project must be carefully designed in order to preserve the building's historic character. Although a rooftop addition is not appropriate for all historic buildings, under certain circumstances a compatible rooftop addition may be constructed that meets the Secretary of the Interior's Standards for Rehabilitation. A successful rooftop addition does not significantly impact the character of the historic building. It is subordinate to the historic building in size and design, and compatible with its massing, scale, materials and features. It must be set far enough back from the primary elevation(s) of the building — usually at least one bay, so that it is not highly visible from the public right-of-way. In most cases, rooftop additions should not be more than one story and, generally, they are not appropriate for buildings consisting of three stories or less.

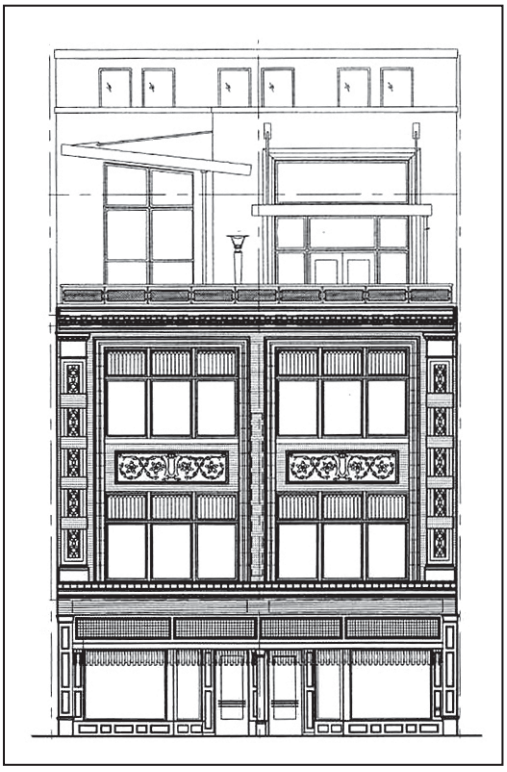
Mid-19th century commercial building with rooftop addition as it appeared after rehabilitation (center).

Application 1 (*Compatible treatment*): The rehabilitation of this mid-19th century commercial building included a rooftop addition as part of the project. Though the building is only four stories in height, this rooftop addition is compatible with its historic character. It is set back substantially—almost halfway from the front façade and, thus, it is minimally visible from the public street and from within the district. High party walls on either side also help to reduce the impact of the addition and allow it to blend in with the adjacent rooflines. This rooftop addition does not detract from the historic character of the building and, therefore, meets the Standards.

Three-story commercial building prior to rehabilitation.

Application 2 (*Incompatible treatment*): This three-story commercial building, originally constructed in 1847 but greatly altered in 1907, underwent rehabilitation for mixed commercial, office, and residential use. The rehabilitation included a substantial new rooftop addition.

Contrary to National Park Service guidance which states that rooftop additions should be limited to one story and are rarely acceptable for low-rise buildings, this addition rises a full story and a half above the roof. The prominent cornice, an important character-defining feature of the primary elevation of the historic building, is overwhelmed and greatly diminished by the new rooftop addition. Not only is the addition barely set back from the front of the building, its asymmetric, modernist design further detracts from the character of the building's classically-styled façade. The rooftop addition competes for attention with the historic building and it is also out of character with the surrounding district. This rooftop addition is not compatible with the historic character of the building and, therefore, does not meet the Standards.



Drawing of front elevation with proposed rooftop addition.

Three -story commercial building showing rooftop addition under construction.

Liz Creveling, Technical Preservation Services, National Park Service

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