



Community Appearance Commission

Regular Meeting

<http://www.townofboone.net/>

~ Agenda ~

Jane Shook
828-268-6960

Tuesday, July 28, 2020

5:30 PM

WebEx

This meeting will be held using WebEx, a video conferencing software.

**Watch the Meeting: Anyone can view the meeting live at:
<https://townofboone.viebit.com/?folder=ALL>**

Participate in the Meeting: Individuals who wish to speak during public comment can do so through WebEx either online or by phone. To do so, please email Jane Shook, Director of Planning & Inspections at jane.shook@townofboone.net or call in at 828-268-6960 by 5 pm on the day of the meeting and you will be provided with an invite via email.

Staff will moderate the WebEx session to ensure all participants have an opportunity to speak. Individuals who require user assistance registering or joining the WebEx event on the day of the meeting can call 828-268-6960 for support. Note: to preserve bandwidth and to ensure an orderly meeting, only individuals who wish to speak should use the WebEx link. Anyone who wants to watch the meeting, but not speak, should view the livestream at the link above.

- I. Call to Order**
- II. Board Training**
- III. Adoption of Agenda**
- IV. Approval of Minutes**

June 23, 2020 Meeting Minutes

- V. Case PL03370-112019 Creation of B1 Districts UDO Text Amendment**
- VI. Informal Discussion/Other Matters**
- VII. Public Comment**
- VIII. Adjournment**

**TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
MEETING MINUTES
TUESDAY, JUNE 23, 2020 at 5:30 P.M.**

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

TOWN COUNCIL LIASION MEMBERS PRESENT: Sam Furgiuele and Dustin Hicks

STAFF MEMBERS PRESENT: Jane Shook, Director of Planning and Inspections, Brian Johnson, Urban Design Specialist and Marlene Crosby, Board Secretary

OTHERS PRESENT: John Ward, Boone Town Manager and Anna Twigg, Boone Town Hall Administration Department Intern

CALL TO ORDER

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

Mr. John Ward, Boone Town Manager introduced Ms. Anna Twigg as an intern for the Town Hall Administration Department. He noted that she has attended many Council meetings as well as other board and commission meetings for the Town.

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

Chairperson Williams made a motion, seconded by Vice-Chairperson Cagle to approve the February 25, 2020 meeting minutes as written.

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

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

Ms. Shook explained that the Town meetings started back up in June of 2020 and the Historic Preservation Commission has begun working on their part of the Historic Design Guidelines, and they are expecting to review the final draft at their next meeting. She said that the Historic Preservation Commission requested from Council to schedule a joint meeting with the Community Appearance Commission and Council. She said that the joint meeting will possibly be via the video conferencing software. She said the Planning Staff is coordinating the joint meeting. She said the purpose of the joint meeting is to review both the Downtown Design Guidelines and the Historic Design Guidelines. She explained that the HPC wants to invite officials from the State Historic Preservation Office to attend the joint meeting. She said the SHPO offered to give some perspective and advice on how to help the Town of Boone with their process in creating a Historic District.

Ms. Shook said the Planning Staff has updated the Case PL03370-112019 Creation of B1 Districts UDO Text Amendment as well as revised maps for the CAC to review. Chairperson Williams suggested that discussion begin on the revised maps.

Chairperson Williams began discussion on building roofs. He said from a neighborhood perspective, he has noticed that at the residential building on Wallace Circle which is part of the King and College project, the roof has a commercial look to the residential building. He suggested that the CAC keep this topic in mind, when updating future text on roofs.

Discussion ensued on the revised Existing Zoning Downtown Map. Ms. Shook said the map shows a listing of the parcels that the Planning Staff have reviewed for zoning designations. She said if the parcel is presented in color, it is part of the district. She said that the two parcels included in the King and College Mixed Use Project were accidentally left off the map. She noted that the King and College Project is zoned as a Planned Development. She also pointed out that there are several properties that are zoned for conditional district use which means they have a site specific development plan. She said there are a total of nine of these type properties in this area. She said she would check with the Town Attorney to see, if these properties can be re-zoned as general-use.

Ms. Shook explained that on this map there are 254 parcels. She said that four of them are zoned R1-Residential, 38 parcels are zoned R3-Multi-Family, 174 parcels are zoned B1-Central Business, 11 parcels are zoned B2-Neighborhood Business, 11 parcels are B3-General Business, five parcels are OI-Office Institutional, two parcels are multi-zoned which are R1-B3 and a B1-R3, one parcel is a conditional district B1, two parcels are conditional use B3, one parcel is a conditional district B3, three parcels are conditional use OI which are the Town's properties where the parking lot near Town Hall on W. King Street is located and a planned development.

Ms. Shook showed the proposed revised map that indicated the B1 Downtown core and the B1 Downtown Interface which included the R1A Single Family Residential with Accessory Apartment zoned parcels. She said if all of the parcels were rezoned, the following number of parcels would be zoned: ten parcels would be R1A which would include the Ms. Marsha Turner House located on Wallace Circle and the property in the vicinity of Straight Street and Bent Street which are residential properties. She said everything else is B1-Core with 136 properties or B1 Interface with 108 properties. She said the Planning Staff is still verifying all of the data to create a book where each individual parcel has a sheet that contains tax information, zoning designation and if it is in the Historic District. She said the data is currently in a table. She suggested having a photo included on the information sheet which would look similar to a storybook that could be more easily reviewed. She said she would send out to the CAC members the parcels that the Planning Staff are showing on the revised map.

Discussion ensued on the door photographs in the Downtown area. Ms. Shook said that the Planning Staff need to take more door photos but the doors currently have a lot of paper signs on them which makes it more difficult to take photos that might be used in the draft Downtown Design guidelines document. She talked about the possibility of getting more professional photos to use in the draft document. Mr. Ward noted that there are probably door photos are ready taken on King Street. Ms. Shook said that the Planning Staff would try to locate those photos.

Discussion ensued on proposed changes to the draft text for Case PL03370-112019 Creation of B1 Districts UDO Text Amendment. Mr. Johnson began discussion on the proposed changes starting on page 49 of the meeting packet. He said the words "or directly into unit" was added to the caption of "Acceptable Door

Gallery for Residential Access” (entrance into common area or directly into unit). Council Liaison Furguele suggested at the top page 49 to add a caption for clarity that says “Acceptable Door Gallery for Any Use”.

Discussion ensued on proposed changes to Graphic 26.06.04(D.1.a.i) Acceptable Field Materials. Mr. Johnson said the Planning Staff removed “stone” and added “unglazed and unpainted” to this section of the proposed text to be consistent in what is listed in the acceptable trim materials that is referenced in Subsection 26.05.08 Rhythm and Proportion (D.3). Chairperson Williams voiced his concern for the possibility of creating a false looking building in proposing text for fenestrations. He said he didn’t want the proposed text to force an architect to create a design that looks like multiple buildings, when it is only one structure or building. Vice-Chairperson Cagle asked if the words in 26.05.08 Rhythm and Proportion (D.3), “Where necessary and appropriate” are part of Chairperson Williams concern. Chairperson Williams explained that he is concerned that this section of proposed text is included in the draft document. Council Liaison Furguele noted that he agrees with Chairperson Williams on this section of proposed text and he said that he was not sure how to prevent the look of bay divisions on the facades of large buildings allowing the building to reflect the massing of smaller-scaled historic structures.

Chairperson Williams asked the CAC members what are we trying to prevent by proposing the creating of bay divisions on the facades. He said is it to make one building look like the size of the other buildings in the Downtown area. Council Liaison Furguele said that at the February CAC meeting there was some discussion on the look of the Walmart buildings where they create the look of separate stores in one building. Chairperson Williams noted that in the proposed text we want to prevent buildings that could look like the “The Standard at Boone.”

Council Liaison Furguele asked Chairperson Williams if he is suggesting removing Subsection 26.05.08 Rhythm and Proportion (D.1.2) and keeping (D.3). Mr. Ward explained that the architects are designing the buildings in the Downtown area based on the percentages of stone and other materials stated in the guidelines. Chairperson Williams noted that the same type of building designing is also coming from the percentage of windows stated in the guidelines. Chairperson Williams suggested removing the last two sentences of Subsection 26.05.08 (D) and include (D.3) into (D).

Discussion ensued on the percentage of materials used on the Rivers Walk Mixed Use project located at the corner of Burrell Street and Rivers Street. Council Member Furguele said that he thought this building would look better, if the exterior was all brick. Chairperson Williams agreed with Council Liaison Furguele.

Council Liaison Furguele noted that the proposed change to Subsection 26.05.08 Rhythm and Proportion to remove (D.1.2) is a reasonable point and he said the introductory paragraph in Subsection 26.05.08(D) Rhythm and Proportion allows the Planning Staff to make suggestions when they have make the judgment when what is being proposed is not compatible with the proportions and rhythm. He said that the graphics might be more helpful to an architect than the proposed text, when designing building plans. Mr. Johnson suggested that the Planning Staff do more research on the massing for the Downtown buildings. He said the future will bring larger buildings to the Downtown area. Council Liaison Hicks suggested that the Planning Staff look for photos from other places that might be helpful in adding to the proposed graphics.

Discussion ensued on the graphics. Mr. Johnson asked if the graphics need to be larger. He suggested having a second graphic to show how the building as a whole should look like including the entrances. Member Trumpower suggested adding captions over the graphics.

Discussion ensued on changes to the proposed text in Subsection 26.05.08 Rhythm and Proportion (E.1.2.) Mr. Johnson pointed out that in E.1 the words, “can be painted any color” were added and in E.2 the words, “Buildings with painted field materials may be repainted.” Chairperson Williams added that the Historic Preservation Commission might have some concern for the repainting of the buildings. Mr. Johnson said that there have been some water issues with the Downtown buildings and the repainting of the buildings has solved some of those issues.

Discussion ensued on adding the proposed text for separating doors from trim. Vice-Chairperson Cagle reminded the CAC members that at the February meeting, there was discussion on separating doors from trim in the proposed text. Ms. Shook said the Planning Staff would add this topic to the proposed text.

Discussion ensued on removing proposed text from Subsection 26.06.05 Design Standards for Renovation of Existing Buildings. Mr. Johnson pointed out that in Subsection 26.06.05 (B.) that the last sentence in this section was changed to read: “Renovations which preclude a future applicant from proceeding with historic preservation efforts are prohibited.”

Discussion ensued on adding proposed text to Subsection 26.06.05 Design Standards for Renovation of Existing Buildings. Mr. Johnson pointed out that in Subsection 26.06.05 (I.) that this section was changed to read: “Non-historic buildings (building built less than fifty years ago) in the B1 and buildings previously so renovated to the extent that no historic features or materials exist shall be renovated in accordance with the standards set forth in Subsection 26.06.04. Council Liaison Furguele suggested adding the word, “previously” before so renovated.

Discussion ensued on Table 26.07 regarding the Retaining Wall buffer. Council Member Furguele asked for clarification on the information in the table. Mr. Johnson said that Table 26.07 is showing the landscape requirements in between the walls. Mr. Johnson said that the Planning Staff will revise the Table by adding headings over the columns in the Table and show the width and height of the buffer.

Mr. Johnson confirmed that the Planning staff would do more research on the massing and scale and make the proposed changes made at this meeting. Mr. Johnson said the goal is to complete the final draft to the design guidelines in July of 2020.

Discussion ensued on additional meetings to finalize the Case PL03370-112019 Creation of B1 Districts UDO Text Amendment. Mr. Johnson pointed out that the next scheduled CAC meeting is on July 28, 2020. He asked the CAC members, if they felt another meeting was needed before the next regular CAC meeting to finalize the draft document. He suggested having a possible meeting on the second week of July. Council Liaison Furguele noted that the July Council meetings are scheduled on the 14th and 16th. Mr. Johnson suggested having the next meeting on July 28, 2020 and the CAC members agreed to this date for the next meeting. Mr. Johnson said the Planning Staff will get the updated draft Downtown Design guidelines document out to the CAC members for their review as soon as possible.

INFORMAL DISCUSSION/OTHER MATTERS

There were no other topics discussed at this meeting.

PUBLIC COMMENT

There was no public comment at this meeting.

ADJOURNMENT

With no other topics to discuss, Chairperson Williams made a motion, seconded by Vice-Chairperson Cagle to adjourn the meeting at 6:42 p.m.

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

Brian Williams, Chairperson

Marlene Crosby, Board Secretary