COMMUNITY APPEARANCE COMMISSION
MEETING AGENDA

A meeting of the Town of Boone Community Appearance Commission will be held on **Tuesday, August 28, 2018 at 5:30 p.m.** in the Planning and Inspections Department - Upstairs Conference Room located at 680 W. King Street. The following items will be on the agenda:

1. **Call to Order**

2. **Adoption of Agenda**

3. **Approval of Minutes**
   - July 24, 2018

4. **Discussion of the Downtown Design Guidelines**

5. **Other Matters by Board Members or Staff**

6. **Adjournment**

TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
TUESDAY, JULY 24, 2018
5:30 P.M.

COMMISSION MEMBERS PRESENT:	Vice-Chairperson Sarah Davis Cagle and Jason Selong
COUNCIL LIASIONS MEMBERS PRESENT:	Rennie Brantz and Sam Furgiuele
STAFF MEMBERS PRESENT:	Jane Shook-Director Planning & Inspections, Brian Johnson, Urban Design Specialist and Marlene Crosby-Board Secretary

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CALL TO ORDER

Vice-Chairperson Cagle 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 5:30 p.m.

ADOPTION OF THE AGENDA

Vice-Chairperson Cagle made a motion, seconded by Member Selong to accept the agenda as written.

VOTE:

Aye – All
Nay – None

The motion passed.

APPROVAL OF MINUTES

Vice-Chairperson Cagle made a motion, seconded by Member Johnson to accept the June 26, 2018 meeting minutes as written.

VOTE:

Aye – All
Nay – None

The motion passed.

DISCUSSION OF THE DOWNTOWN DESIGN GUIDELINES

Mr. Brian Johnson, Urban Design Specialist began discussion on the design guidelines. He said at the last Community Appearance Commission meeting the proposed Warehouse District was discussed and there was consensus that it be removed from the Downtown area. The removal of

the Warehouse District was because there is no merit in proposing a Warehouse District where there is no evidence of warehouse-type buildings.

Ms. Jane Shook, Director of Planning and Inspections reminded the CAC that the proposed Warehouse District was recommended by the Historic Preservation Commission as a compromise based on a discussion on what the standards should be for the Historic Core and the Interface Area. She said there was discussion on which parts of Howard Street should be in the Interface Area and which part should be in the Historic Core. She said the CAC wanted more protection on Howard Street than what the Interface Area was going to provide and a Warehouse District was offered as a compromise.

Discussion ensued on protecting the existing buildings in the Downtown Area. It was noted that the proposed Historic Core and Interface Area standards would protect the existing buildings.

Discussion ensued on the location of Howard Street on the proposed map. Mr. Johnson said on the proposed map Howard Street was included in the Interface Area which proposed less protection for the existing buildings. He said this was the Historic Preservation Commission's concern (permanently attached). Mr. Johnson suggested that further direction is needed to determine which sides of Howard Street should be included in the Interface Area.

Ms. Shook said that the Planning Staff is not trying to advocate for the Warehouse District. Ms. Shook explained that at the last joint meeting the Planning Staff was given direction to work with the HPC on the proposed Warehouse District. She said if there is a possible deviation from Council's direction, the deviation should be taken back to Council for their direction on it.

Discussion ensued on how to label the current proposed Warehouse District. Member Brantz talked about possibly labeling the districts and trying to identify the area. Mr. Johnson said at some point the Historic Preservation Commission could possibly discuss labeling the districts. Mr. Johnson said he thought it would be a good idea to use the term Warehouse District to label this location. Member Furgiuele said that he has seen this type of labeling in other small Towns.

Discussion ensued on expanding the Historic Core. Ms. Shook explained that the Historic Core can be larger than the Historic District. Member Furgiuele pointed out that the Downtown area is the Central Business District for the Town of Boone and Watauga County. He suggested that the Town should be promoting the expansion of the Central Business District. Mr. Johnson said at some point the Historic Core will need to be expanded. Member Brantz said the Historic Core could be expanded to replace the Warehouse District. Mr. Johnson noted that Howard Street has the flexibility to expand the Historic Core. Mr. Johnson noted that he thought that the Historic Preservation guidelines should be considered with a possible expansion of the Historic Core.

Ms. Shook explained that the Planning Staff has not worked on the Unified Development Ordinance, Article 18 because they wanted to discuss with the Community Appearance Commission member's and get their thoughts about getting Council's confirmation and direction on the possible removing of the Warehouse District from the proposed Downtown map.

Discussion ensued on asking the Council about the Planning Staff including the Historic Preservation Commission on the Community Appearance Commission's discussion to possibly remove the proposed Warehouse District from the proposed map. Member Furgiuele suggested that Council have a short discussion on this topic at the next Council meeting.

Discussion ensued on expanding the Municipal Service District. Member Furgiuele said there was previous discussion of including the shopping center on Rivers Street next to the Rivers property into the MSD. Mr. Johnson said all of the properties were included up to Pinnacle Drive which is the end of the Town's jurisdiction.

Discussion ensued on the Planning Staff creating an action request based on the discussion to possibly remove the proposed Warehouse District standards and rolling the proposed Warehouse District into the Historic Downtown Core, it was the consensus of the CAC for the Planning Staff to move forward with this action request.

Ms. Shook noted that the Planning Staff will be introducing some different standards which might put Howard Street more firmly into the Historic Core regarding form and massing between the Historic Core and the Interface Area.

Discussion ensued on distinguishing the Downtown area from the other areas of the Town. Member Furgiuele said that the Town can use signage, landscaping and benches to help with this topic.

Mr. Johnson said when the Planning Staff researched other Towns and Cities, they learned that it is not uncommon to have sub-districts with smaller setbacks in a Downtown area.

OTHER MATTERS BY BOARD MEMBERS OR STAFF

Mr. Johnson introduced Ms. Lane Weiss, the new Downtown Boone Development Coordinator. She noted that her office is at the Boone Town Hall located at 567 W. King Street.

Ms. Marlene Crosby, Board Secretary informed the CAC that Member Daniel Johnson has resigned from the CAC effective on June 30, 2018 which was the end of his appointed term. Mr. Brian Johnson informed the Commission that there are now three vacant positions on the CAC.

ADJOURNMENT

Vice-Chairperson Cagle made a motion, seconded by Member Brantz to adjourn the meeting at 6:12 p.m.

VOTE:

Aye – All
Nay – None

The motion passed.

Vice-Chairperson, Sarah Davis Cagle **Marlene Crosby, Board Secretary**