



COMMUNITY APPEARANCE COMMISSION MEETING AGENDA

A meeting of the Town of Boone Community Appearance Commission will be held on **Tuesday, October 23, 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**
 - September 25, 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, SEPTEMBER 25, 2018
5:30 P.M.**

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

COUNCIL LIASIONS MEMBERS PRESENT: Rennie Brantz

STAFF MEMBERS PRESENT: Brian Johnson, Urban Design Specialist and Marlene Crosby-Board Secretary

CALL TO ORDER

Chairperson Brian 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 5:31 p.m.

ADOPTION OF THE AGENDA

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

VOTE:

Aye – All
Nay – None

The motion passed.

APPROVAL OF MINUTES

Chairperson Williams made a motion, seconded by Member Brantz to approve the August 28, 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 explained that the Planning Staff is recommending that the CAC members explore as a group the streetscape as it relates to scale and massing. He said in the Downtown area there is not a lot of available space to widen the sidewalks because of the existing buildings. He said there is more flexibility for widening the sidewalks in the Interface area.

Mr. Johnson said the purpose of reviewing the massing and scaling of the buildings and the Streetscape is to have a good relationship with the sidewalks and the buildings. He noted that the building height is 33 feet in the Interface area.

It was the consensus of the CAC members to discuss at a future meeting on the scale and massing along with the Streetscape.

Chairperson Williams talked about his concern for the right of ways, when widening the sidewalks. Mr. Johnson said the Planning Staff can check with North Carolina Department of Transportation on the right-of-ways because they vary in a lot of places in the Interface area; specifically, from the Downtown area to Hardin Street.

Chairperson Williams told Mr. Johnson that he is available to help the Planning Staff work on the draft design guidelines document.

Mr. Johnson notified the CAC members of a Council action request dated September 18, 2018. The action request was for Council to request that the CAC members provide recommendations concerning the preservation of large trees ("historic" and larger "significant" trees) in low density residential zoning districts. Mr. Johnson told the CAC members that the recommendations should be sent to Council by the end of this year.

Vice-Chairperson Cagle confirmed that the CAC members do have the most current draft design guidelines for their review.

Chairperson Williams noted that he would like to know what other municipalities are doing to preserve their trees. Mr. Johnson said that tree studies are available for the CAC members review.

Mr. Johnson explained that the Town would like to preserve the existing trees. He further explained the process of removing and replacing trees where needed on a property. He talked about the "tree save area" on building lots.

Mr. Johnson said the CAC members would need to discuss the pros and cons of tree permitting. He mentioned using a tree bank to maintain a safe canopy in residential areas. Mr. Johnson said it is up for discussion the regulation of trees in residential and commercial areas as well as for renovations and new construction.

Member Selong asked Mr. Johnson, if he had any data that has suggested that the Town of Boone is losing its tree canopy. Mr. Johnson said there is a tree study from 2009 and new aerial orthos that need to be compared to the 2009 data. He said this comparison will give the Town a good idea on where they stand with the tree canopy. He said that Council has directed that the Planning Staff to review all of the tree-related plans and present to Council what they think is involved to do another canopy study as well as an estimated cost to have it done. Member Selong said that the Appalachian State University might have some of the tree canopy data. Mr. Johnson said when comparing the tree canopy data that similar data must be reviewed. Mr. Johnson noted that the changing of technology is taken into consideration, when reviewed tree canopy data.

Mr. Johnson said in 2009 the residential areas were not focused on very much because the forested areas were healthy. He said the focus now is to protect the existing residential trees.

Member Brantz asked if there is way to help homeowners when they think they have trouble with their trees. Mr. Johnson said there is a way to help homeowners protect their trees and he has always tried to give homeowners free advice on their trees. He added that the trees can be assessed by a certified tree arborist who will provide a report of their findings on the trees.

Mr. Johnson explained that the only regulation that is in place for tree protection on residential properties is the View shed. He explained that the Town lost a lot of their “tree protection”, when the Extra Territorial Jurisdiction was removed because the View shed helped with the tree protection.

Mr. Johnson explained that by a previous direction from Council the Tree Board and Greenway Parks and Gardens committee were combined into the Community Appearance Commission. He said to let him know, when there are issues with the Greenway Parks and Gardens because it is the charge of the CAC members to review and discuss those issues related to appearance.

Mr. Johnson said these topics on trees have been discussed in the past and he has a lot of information on this topic. He said the Planning Staff would prepare a packet of information for the CAC members to review and discuss for recommendation purposes.

OTHER MATTERS BY BOARD MEMBERS OR STAFF

The CAC members talked about the appearance of the old PNC Bank building and were in favor of the outcome of the previous work done on it.

Chairperson Williams asked about the work being done on the right side of the building at Macados Restaurant and Bar. He noted that the proposed work on this building was permitted prior to the CAC members revising the most recent text. Mr. Johnson explained the scope of work that was approved for this building.

Chairperson Williams asked if the most recent proposed changes on the glass percentages was made to the proposed design guidelines text. He said the proposed changes were that the first floor percentage is 70 to 90 percent required glass. Mr. Johnson said he would check the proposed text on the required glass percentages.

ADJOURNMENT

Chairperson Williams made a motion, seconded by Member Brantz to adjourn the meeting at 6:06 p.m.

VOTE:

Aye – All

Nay – None

The motion passed.

Chairperson, Brian Williams

Marlene Crosby, Board Secretary