

**TOWN OF BOONE
COMMUNITY APPEARANCE COMMISSION
MEETING MINUTES
TUESDAY, NOVEMBER 5, 2019; 5:30 P.M.**

COMMISSION MEMBERS PRESENT: Chair Brian Williams, Vice-Chair Sarah Davis Cagle and Jason Selong
TOWN COUNCIL LIASION MEMBERS PRESENT: Sam Furguele
STAFF MEMBERS PRESENT: Jane Shook, Director of Planning and Inspections;
Brian Johnson, Urban Design Specialist

CALL TO ORDER

Chair 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 5:35 p.m.

APPROVAL OF MINUTES

Chair Williams made a motion, seconded by Vice-Chair Cagle, to approved the October 22, 2019 Community Appearance Commission.

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

DISCUSSION OF THE DOWNTOWN DESIGN GUIDELINES

Chairperson Williams opened the floor for discussion on the handout of the draft Downtown Design Guidelines dated November 5, 2019 (permanently on file). The Community Appearance Commission members reviewed pages 1 through 33-48 and page 66 of the draft guidelines in this meeting; they discussed the highlighted areas of the draft text and made proposed changes.

Discussion ensued regarding the photographs on page 33. The committee discussed the items that should be noted as important for each photo as follows:

593-603 West King Street: Original brick materials, brick detailing and coping; fenestration percentages

607 West King Street: Original brick materials, brick detailing and coping; fenestration percentages; transom over door

627 West King Street: Original brick materials, brick detailing and coping; medallions; fenestration percentages; transom over door

630 West King Street: Original brick materials, brick detailing; fenestration percentages; transoms; doors; storefront window; awnings

659-661 West King Street: Original brick materials and brick detailing; original concrete detailing; fenestration percentages; transom over door

671 West King Street: Building demonstrates sympathetic renovation with brick materials, brick detailing, fenestration percentages, transoms over doors and awnings

680 West King Street: Original stone material; window detailing

685 West King Street: Original brick materials, brick detailing; fenestration percentages; transoms; and storefront window (modify picture to focus in on 685 West King Street only)

718 West King Street: Original stone materials, fenestration percentages; door; storefront window

Commission Member Selong noted an error in Subsection 26.06.04(C)(2)(e) “provide natural into” should be “provide natural light into”.

Discussion ensued regarding how to regulate doors in the B1 districts. The Committee was in consensus to allow Staff to draft language that would provide different standards for commercial and residential doors with an overall understanding that the doors should be sympathetic to the commercial storefront.

Discussion ensued on landscaping requirements for Section 26.07 Retaining Walls. The Committee was in consensus to create landscape standards for the space between retaining walls.

Discussion ensued as to the change to the Window to Wall Ratio. The Committee agreed the definition should be revised as follows: “A fraction of the above grade façade area where the total façade areas is

$$\text{Window to Wall Ratio} = \frac{\text{Sq. Ft. of Window/Door Openings}}{\text{Total Façade Area}}$$

Commission Member Selong left at 7:15 p.m.

Discussion ensued on how to advise applicants on how to renovate properties. The Committee was in consensus for Staff to draft cautionary language to warn applicants to investigate cautiously before removing facades or other major elements because once those items have been removed they will only be allowed to repair in accordance with the standards in the design guidelines. The Committee did not want applicants to get into a situation where the cost of the repair would then lead to an applicant wanting to insensitively renovate in order to complete a project.

Discussion ensued as to whether painted masonry should be required to be painted the same color or the color of the original material. The Committee was in consensus that other paint options could be explored but wanted to limit the palette and agreed to discuss the topic in more detail at their next meeting.

ADJOURNMENT

Chair Williams made a motion, seconded by Vice-Chair Cagle, to adjourn the meeting at 7:39 p.m.

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

Chair Brian Williams

Brian Johnson, Urban Design Specialist