

**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 Furguele
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.

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 Furguele 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.

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 Furguele and Council Member Hicks if, they were comfortable with moving from the voting member position to the Council Liaison positions. Council Member Furguele 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 Furguele 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

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