**TOWN OF BOONE**
**COMMUNITY APPEARANCE COMMISSION**
**MEETING MINUTES**
**TUESDAY, NOVEMBER 26, 2019; 5:30 P.M.**

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| **COMMISSION MEMBERS PRESENT:** | Vice-Chair Sarah Davis Cagle |
| **TOWN COUNCIL LIASION MEMBERS PRESENT:** | Rennie Brantz and Sam Furgiuele |
| **STAFF MEMBERS PRESENT:** | Jane Shook, Director of Planning and Inspections, Stacey Miller, Deputy Director of Planning and Inspections & Chief Building Inspector, Brian Johnson, Urban Design Specialist and Marlene Crosby, Board Secretary |

**CALL TO ORDER**

Vice-Chair Sarah Davis 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 AGENDA**

Member Furgiuele made a motion, seconded by Member Brantz to adopt the agenda as written.

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

**APPROVAL OF MINUTES**

Member Furgiuele made a motion, seconded by Member Brantz to approve the November 5, 2019 Community Appearance Commission as written.

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

**DISCUSSION OF THE DOWNTOWN DESIGN GUIDELINES**

Vice-Chair Cagle opened the floor for discussion on the handout of the draft Downtown Design Guidelines now referred to as Case PL03370-112019 Creation of B1 Districts – UDO Text Amendment dated November 26, 2019 (permanently on file). The Community Appearance Commission members reviewed pages 33 through 48 of the draft document in this meeting; they discussed the highlighted areas of the draft text and made proposed changes.

Ms. Jane Shook, Director of the Planning and Inspections Department, introduced Mr. Stacey Miller, Deputy Director of the Planning & Inspections Department and Chief Building Inspector. Ms. Shook said that Mr. Miller was present at this meeting to answer any questions regarding North Carolina building code as it relates to building materials in the Primary Fire District or Central Fire District in Downtown Boone. Mr. Miller read aloud General Statute 168-436 that talked about the limitations on combustible materials and the non-combustible materials that are allowed in said district. The materials that are allowed are the wood on the door and window sash. Ms. Shook explained that Type 5 building construction is prohibited in the fire district which includes stick built homes such as the Jones House and the Linney House. She noted that if these two structures were to burn down, they cannot be rebuilt as they are now and they cannot have wood siding. She

said there are exceptions. She said the building inspectors can authorize certain types of wood and it has to be approved by the Department of Insurance. She said an exception would not be made without Council approval.

Ms. Shook explained that she and Mr. Miller and Mr. Brian Johnson, Urban Design Specialist had met with the Boone Fire Department and Ms. Christy Turner, Senior Planner who is the Planning Staff person assigned to the Boone Historic Preservation Commission to discuss materials in the Primary Fire District. Ms. Shook said that she has asked Ms. Turner to research other communities such as Salisbury and Hendersonville, North Carolina for the materials they use in their fire districts that have Historic Districts. Member Furgiuele suggested that Ms. Turner also check with Marshall, North Carolina on their building materials.

Mr. Miller noted that the building department is responsible for the safety of the buildings until they are completed and passed all inspections; then the Fire Department is responsible for the safety of the buildings.

Discussion ensued on doors. Ms. Shook showed photos that the Planning Staff had taken of the doors in the Downtown area. The photos included both residential and commercial doors.

Discussion ensued on expanding the Primary Fire District. Ms. Shook said the Planning Staff recommends that the Primary Fire District be expanded at the same time, if the B1 district is expanded because of the type of construction being similar.

Discussion ensued on occupancy. Ms. Shook noted that the Historic Preservation Commission needs to know about the additional costs involved for building materials not only when occupancy is increased in a building but other proposed changes in a building. Mr. Miller explained the process of a fire rating on a building.

Discussion ensued on Design Standards for New Construction and Additions Section 22.06.04Db. Mr. Miller explained that the acceptable trim materials must be made of non-combustible or fire treated materials. Mr. Miller explained that there are companies that make fire treated wood but it costs more. Ms. Shook talked about the Planning Staff needing to review the zoning and building plans of certain projects at the same time, so the applicant can be informed about how the building code will affect the exterior of the building.

Discussion ensued on sandblasted signs. Ms. Shook said these types of signs are not allowed unless they are made of a non-combustible material or heavy timber being a minimum of four inches thick. Mr. Johnson also noted that there is a cost issue involved because the material is more expensive.

Mr. Miller left the meeting at approximately 6:02 p.m.

Discussion ensued on Section 26.05-06 Orientation. Ms. Shook reviewed the definition for the Primary Façade. Member Furgiuele suggested adding to the sentence in this section, “must be parallel to the street”. Mr. Johnson agreed with having as much parallel as possible in the B1.

Discussion ensued on the Graphics 26.06.03 Desired Downtown Designs. The CAC was in agreement with the proposed changes made that were highlighted in yellow on pages 33 through 37.

Discussion ensued on section 26.06.05 Design Standards for Renovation of Existing Buildings. Member Furguiele suggested a proposed change to number 5 by removing “causes the details to be accented which makes the buildings appear less homogenous than the original design”. Add: “and this intent should not be done.

Discussion ensued on Section 26.07 Retaining Walls. The CAC was in agreement to remove F., and they were in agreement with the proposed changes in H of this section.

**OTHER MATTERS BY BOARD MEMBERS OR STAFF**

Ms. Shook talked about the work plan for the CAC members after they complete the Downtown Design Guidelines. She said in addition to working on residential tree regulations the Council has directed that the CAC members work on recommendations for the Town to consider planting more edible plants such as greens and fruit trees on public land to support a local food plan. She also said the residential tree regulations would include the protection of the natural habitats versus the use of Chem One. Member Furguiele noted that he has some information on tree protection, if the Staff would like to have it.

Mr. Johnson said he has applied for the Town of Boone's 27th Tree City USA Award.

Discussion ensued on recruiting new CAC members. Member Furguiele suggested the first of next year adding a Council agenda item that would include asking the Council to ask the Town Attorney to investigate ways to see if the CAC can be expanded so more people can be added to Commission.

Ms. Shook reminded the CAC members that they are invited to the Town of Boone Volunteer Appreciation Breakfast provided by the Town of Boone to be held at the Dan'l Boone Inn on Friday, December 13, 2019 at 9:00 a.m.

**ADJOURNMENT**

Member Brantz made a motion, seconded by Member Furgiuele to adjourn the meeting at 7:45 p.m.

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

Vice-Chair Sarah Davis Cagle

Marlene Crosby, Board Secretary