

**TOWN OF BOONE
SPECIAL COMMUNITY APPEARANCE COMMISSION
MEETING MINUTES
TUESDAY, AUGUST 5, 2020 at 5:30 P.M.**

COMMISSION MEMBERS PRESENT:	Chairperson Brian Williams, Vice-Chairperson Sarah-Davis Cagle, Margaret Trumpower and Jason Selong (joined the meeting at 5:36 p.m.)
TOWN COUNCIL LIASION MEMBERS PRESENT:	Dustin Hicks and Sam Furguele
STAFF MEMBERS PRESENT:	Jane Shook, Director of Planning and Inspections, Brian Johnson, Urban Design Specialist and Marlene Crosby, Board Secretary
OTHERS PRESENT:	None

CALL TO ORDER

Chairperson Brian Williams called to order the meeting of the Boone Community Appearance Commission, held online via WebEx, a video conferencing software at 5:35 p.m.

ADOPTION OF AGENDA

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

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

APPROVAL OF MINUTES

Chairperson Williams made a motion, seconded by Member Trumpower to approve the July 28, 2020 meeting minutes as written.

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

CASE PL03370-112019 DRAFT TEXT (CREATION OF B1 DISTRICTS – UDO TEXT AMENDMENT)

Ms. Jane Shook, Director of Planning and Inspections Department began discussion on the draft document dated August 5, 2020 for Case PL03370-112019 Subsection 7.05.02 Development which requires compliance with the Unified Development Ordinance (permanently on file).

Council Member Sam Furguele pointed out his recommended changes to the draft text. He began on page two, Subsection 7.05.02(C)(4) Tier 4, he suggested better defining the words, “good condition”, Subsection 14.01.01, he suggested changing “convey” to “identify” and “dimensional” to “specific”, Subsection 14.01.02(B), he suggested striking the words, “in order to help development fit better with the site and surrounding properties” and changing “they” to “requirements”, Subsection 14.02.02(A) change the word “directed” to “intended”, Subsection 14.02.02(A)(2) B1 Downtown Interface District: add the following words to the end of the paragraph “as well as surrounding zoning districts, many which are low-density residential”, Subsection 15.01(A) strike the words, “provide guidance on how to use any guide application”, Subsection 26.01 Purpose in the first sentence change “represent” to represents”, in the second sentence change “directed” to “intended”, Subsection 26.02(A) after Ordinance add” with the exception of any Historic District Landmark Overlay”, Subsection 26.05.02(C) Setbacks in the first sentence after either, add “the” and after or,

add “the” and after with a lot in, add “an”, Subsection 26.05.07(A)(1)(b) Height, in the first sentence after front add “on”, Subsection 26.05.07(2) in the first sentence after buildings strike, “fronting” and add “which front on streets” and after public sidewalk strike “facing” and add “along”, after structure strike “containing the primary entrance”, Subsection 26.05.07(B)(2)(a) strike “under the as a” and after Amendment strike “process”, Subsection 26.05.07(C.) add after (20’) and add “the lot on which it located”.

Discussion ensued on Subsection 26.05.07(D)(6) Height. Council Member Furguele talked about the use of rooftops and about limiting height to the minimum necessary for elevators and mechanical rooms which are required for the roof. Ms. Shook noted that she was uncomfortable with limited structures. Chairperson Williams suggested switching number four and five in this section and add elevators and mechanical rooms. Ms. Shook added the following text after Limited structures in D.6 “is meant to include elevators, elevator lobbies, bathrooms, small kitchen areas for food service, and mechanical rooms to support the limited structure, but” and Ms. Shook added a new section (D)(7)(c) which reads as follows “The features shall be limited to the minimum height necessary to accomplish the purpose of the feature”.

Chairperson Williams talked about Subsection 26.05.08(B) Rhythm, Proportion and Building Massing. He suggested at the end of the paragraph in (B) to add “architectural features as listed in Subsection 26.06.04(B). He also suggested making the photograph larger of the City of Alpharetta, Georgia Downtown Design Guidelines. Mr. Johnson noted that the photograph does not depict the look of one long continuous building.

Discussion ensued on the appearance of brick. Ms. Shook noted that there are issues with the appearance of brick in many places in the Town of Boone.

In Subsection 26.06.04 (B)(1) Architectural Features, in the first sentence the word “support” was changed to “supports” and the word “in” was struck. In Subsection 26.06.04 (B)(2)(d) Architectural Features, the words “of decorative brick or stone” were struck.

Council Member Furguele recommended the following changes to the draft text: adding a caption to the graphic in Subsection 26.06.04 (C), the following words were added to the caption: “Note: Pursuant to Subsection 26.06.04 (C)(2)(a), there shall be more windows and a higher ratio of window to wall along the ground floor than the upper story”, in Subsection 26.06.04 (C)(5)(a), in the first sentence remove “off” and add “on”, in Subsection 26.06.04(C)(b)(i), change “below” to “following”, in Subsection 26.06.04(D)(1) Materials, to add “and” after durability and to strike “and mortar joints”, in Subsection 26.06.04(D)(2)(a)(xiii) to add after Stucco finishes “except as allowed in Subsection 26.06.04(D)(1)(a)(ii)”.

Council Member Furguele suggested the following recommended changes to the draft text: in Subsection 26.06.04(E)(1) Color, he suggested striking the word “painted”, in Subsection 26.06.04(E)(2) strike the whole sentence, in Subsection 26.06.04(H)(1) Additions, strike “of rehabilitation”, in Subsection 26.06.05(A) Design Standards for Renovation of Existing Buildings, strike the word “historic” in Subsection 26.06.05(E) strike “every effort should be made to uncover it if it is structurally feasible” and add “then it should be uncovered if it is structurally feasible”, in Subsection 26.06.04(G) strike the words “Brick and stone were the predominant building materials used in downtown”.

Discussion ensued on color located in Subsection 26.06.05 Design Standards for Renovation of Existing Buildings. Chairperson Williams suggested that the Planning Staff reword this subsection (J) to better define the color selections, field colors and paint materials. He stated that the colors should be selected from the original colors of the building. Chairperson Williams suggested the following recommended changes: in Subsection 26.06.05(K) strike the first word “coordinate”, capitalize the c in color, after the word selections

add the words, “must be coordinated”, strike the words “and colors used on adjacent buildings and throughout the district”, in Subsection (K)(1) added the words, “only materials that have been previously painted may be repainted”, in Subsection (K)(2) strike “Do not paint masonry that is not painted”, replace with “Masonry that is not painted shall not be painted”, in Subsection (K)(4) strike the first word, “Likewise”, and capitalize the next word, “When”.

Discussion ensued on Subsection 26.07 Retaining Walls. Council Member Furgiuele talked about Subsection (D) and after the word height, he suggested adding, “except for retaining walls in series where an eight foot (8”) landscape buffer has been installed in front of the wall. In those cases, the wall may increase to a maximum height of eight feet (8”)”. He noted that a graphic is helpful to support the text. Ms. Shook said the Planning Staff would modify the Graphic 26.07 Retaining Wall Buffers and included three captions for the graphic: “Dash lines indicates building, road, parking or other element” and “This wall may be a retaining wall” and “Can’t exceed 4’ in height when within 15’ of public sidewalk in B1 Downtown Interface”. In Subsection 26.07 (F)(3) the Planning Staff struck the words, “The space between retaining walls in series shall be as landscaped as outlined in Table 26.07 below”. Chairperson Williams talked about a recommended change to the Subsection 26.07 Retaining Wall Landscape Buffer Standards table. He suggested changing the 8’ Landscape Buffer 26.07 from (G)(2) to (F)(2).

Discussion ensued on Subsection 26.08 Landscaping. Chairperson Williams asked why the shrubs were removed from the eight-foot landscape buffer. Mr. Johnson explained it is to allow for growth of Evergreen trees. Council Member Furgiuele suggested the following recommended changes: in Subsection 26.08.01(A) to strike the words, “is required to follow the purpose set forth in must comply with” and add, “must comply with”.

Discussion ensued on Subsection 26.08.03 B1 Downtown Interface. Council Member Furgiuele recommended adding “B1 Downtown Interface” to the end of the sentence in Subsection 26.08.03. He suggested striking “planted with no less than two planted along the public sidewalk” and in Subsection (C) add an “a” between of and large deciduous tree.

Discussion ensued on the definitions in Article 59. Council Member Furgiuele recommended to strike the definition for Additive Massing. He also recommended striking the words “The width of a masonry structure can be measured by stretchers and joints. The height of a masonry structure can be measured by courses and joints”.

Ms. Shook discussed the process for the review of the draft document. She noted that the Historic Preservation Commission is preparing to send the draft Historic District Design Guidelines to Council. She talked about the process for incorporating the recommended changes for the draft document from the Council input and the public input. She said the next step is the joint meeting with the Council, Appearance Commission, and Historic Preservation Commission. She said that Council has approved the virtual joint meeting and she is working on coordinating the virtual joint meeting.

Ms. Shook asked the CAC members if they wanted to recommend to send the draft document to Council once the Planning Staff has made the recommended changes made at this meeting and also include either Chairperson Williams or Vice-Chairperson Cagle to attend the Council meeting to answer questions. She noted that the August 2020 Council meetings will be held on the 18th and 20th at 6 p.m. She explained that the Planning Staff will create an action request that will be sent to the Town Clerk for processing and the WebEx link and information will be coming from Mr. John Ward, Town Manager.

Motion and Vote:

Chairperson Williams made a motion, seconded by Member Selong for the Community Appearance Commission to send the Case PL03370-112019 Creation of B1 Districts UDO Text Amendment draft document to the August 2020 Council meetings for their consideration. And to recommend that Chairperson Brian Williams or Vice-Chairperson Sarah-Davis Cagle attend the August 2020 Council meetings to answer questions on Case PL03370-112019 Creation of B1 Districts UDO Text Amendment draft document.

Vote:

Aye – All

Nay – None

The motion passed.

INFORMAL DISCUSSION/OTHER MATTERS

There were no other topics discussed at this meeting.

PUBLIC COMMENT

There was no public comment at this meeting.

ADJOURNMENT

Chairperson Williams made a motion, seconded by Member Selong to adjourn the meeting at 7:45 p.m.

VOTE: Aye – All

Nay – None

The motion passed.

Brian Williams, Chairperson

Marlene Crosby, Board Secretary