

**Town of Boone
Planning Commission
Regular Meeting
6:00 PM, Feb. 22, 2021
WebEx**

This meeting will be held remotely using video conferencing software (WebEx).

**For information on how to watch, listen, and/or participate in the meeting, please see the
WebEx Video Conferencing Information section at the end of this agenda.**

I. Call to Order

II. Approval of Meeting Minutes

February 1, 2021 Planning Commission Meeting Minutes

III. Public Comment

IV. Presentation & Discussion of Downtown Planning Projects

*Town Council, Community Appearance and Historic Preservation Commission
members have been invited to attend if available.*

Town of Boone Downtown Planning Projects

V. Other Matters

VI. Adjournment

WebEx Video Conferencing Information

TO WATCH THE MEETING: Anyone can view the meeting live at: <https://townofboone.viebit.com/index.php>

Note: To preserve bandwidth and ensure an orderly meeting, individuals who wish only to view the meeting but not speak at it should view the livestream at this link. Only individuals who wish to speak should use the WebEx link described below.

TO PARTICIPATE IN THE MEETING: Individuals who wish to participate in Public Comment may do so through WebEx, the video conferencing software, either online (by computer or smartphone) or by telephone. To do so, please email Jane Shook, Director of Planning & Inspections at jane.shook@townofboone.net or call 828-268-6960 and you will be provided with an email invitation to the meeting. All requests for participation must be completed by 5 pm on the day of the meeting.

**PLANNING COMMISSION MEETING MINUTES
MONDAY, FEBRUARY 1, 2021, 6:00 P.M.
VIA WEBEX SOFTWARE**

PLANNING COMMISSION MEMBERS: Elizabeth Shay-Chair, Eric Plaag-Vice Chair, Chris Behrend, John Tippet, Frank Veno, and Adam Zebzda

PLANNING STAFF PRESENT: Jane Shook-Director of Planning and Inspections, Christy Turner-Senior Planner, Brian Johnson-Urban Design Specialist, and Brenda Henson-Board Secretary

OTHER TOWN STAFF AND REPRESENTATIVES PRESENT: Rick Miller-Public Services Director and Matt McGregor-Planning Intern

OTHER ATTENDEES/PARTICIPANTS VIA WEBEX: Tyler Moffatt, Joel Olsen, Michael Trew, Ole Christian Olsen, Bill Aceto, Adam Mancini, Todd Rice, and Mary Adams

Call to Order

Chair Shay called the Planning Commission to order at 6:03 p.m.

Public Comment

Vice Chair Plaag questioned the Public Comment section on the agenda. Ms. Shook explained that the Town Code required an opportunity for public comment to be placed on the Planning Commission's agenda but was not intended to be for additional public comment from cases heard at the Public Hearing.

Approval of Meeting Minutes

Vice Chair Plaag made a motion to approve the October 26, 2020 Planning Commission training session minutes. The motion was seconded by Commission Member Behrend.

Vote: Aye – All
Nay – None

The motion passed.

Commission Member Behrend to approve the November 23, 2020 Planning Commission meeting minutes. The motion was seconded by Commission Member Tippet.

Vote: Aye – All
Nay – None

The motion passed.

Case PL04401-120920 – Lovill House Inn – Conditional District Zoning Map Amendment

Olee and Tonje Olsen have requested a Conditional District Zoning Map Amendment to rezone the Lovill House Inn (Watauga County PIN: 2901-40-7729-000) from Conditional Use R3 Multiple-Family Residential to Conditional District B3 General Business with a site-specific development plan for Use 3.05 Bed & Breakfast Category 2; Use 2.07 Boarding House; and Use 12.06 Event Venue Category 2.

Vice Chair Plaag noted that Conditional District's required specific plans and he felt the applicant did not fully know what certain pieces of the project would look like. He stated he was sympathetic but emphasized that the Planning Commission had a duty to follow the guidelines when considering requests.

Vice Chair Plaag suggested they review each of the conditions that were suggested at the public hearing and give the applicant an opportunity to accept or reject the conditions. Chair Shay read the following conditions and items for consideration:

1. The applicant will petition for annexation, the portion of the 3-acre parcel that is located within Watauga County's jurisdiction.
2. The applicant will utilize the existing structures on the site with the exception that the barn may be renovated/reconstructed with a maximum building footprint of 1,800 square feet and second story of 1,200 square feet.
3. The development is limited to 13 rooms. Of the 11 rooms for rent, the boarding house use would be limited to 9 at any given time. These rooms are to be located in the existing structures on the lot. The room and kitchen allocations for the development are as follows:
 - a. Lovill House Inn – 6 rooms and 1 kitchen
 - b. Spring House – 1 room and no kitchen
 - c. Barn – 4 rooms and no kitchen
 - d. Owner's Cottage – 2 rooms and 1 kitchen
4. Events will be limited to 50 attendees. Additional discussion is needed on possible limitation of event length and how many cars can park on-site.
5. A room rented for up to 2 weeks (14 days) will be classified as a bed and breakfast use and a room rented for longer than that (15 days+) will be classified as a boarding house use.

Joel Olsen stated he agreed to condition #1, to annex the portion of the 3-acre parcel that was currently located in Watauga County's jurisdiction. He noted that, after further review and discussion with the current property owners, the owner's cottage would only allow for the 1 existing bedroom and a loft that is too small to be considered a bedroom, not the 2 rooms as previously indicated so that would reduce the total number of rooms from 13 to 12. Mr. Olsen stated that on-site parking for the 12 rooms would require 15 spaces which is what is being provided. He stated, he would like to be allowed to have a caterer's kitchen in the barn to use for events as well as a ½ bath. Mr. Olsen also indicated he would like to have the number of event attendees be increased from 50 as he had suggested off the cuff at the public hearing to 75. He stated that, based on studies, the average wedding had 167 guests. Mr. Olsen stated they were able to design 6 additional parking spaces for event parking around the existing cul-de-sac. Event attendees would take public transit or utilize satellite parking. Mr. Olsen agreed to condition #5 regarding lengths of stays for bed & breakfast and boarding house guests.

Mr. Olsen noted that the hydroelectric system planned for the property would be located in Watauga County's jurisdiction and have a conduit running along the top of the waterfall with a turbine at the bottom and batteries in the spring house.

Chair Shay asked if event attendees would be required to ride the AppalCART. Mr. Olsen replied that off-site parking and public transportation would be encouraged.

Vice Chair Plaag asked how the required number of parking spaces would be calculated for event parking. Ms. Turner replied that maximum parking requirements is 5 spaces per 1,000 square feet of gross floor area or outdoor area used for the principal use. Vice Chair Plaag asked if there was a minimum parking requirement. Ms. Turner stated there was not a minimum parking requirement. Ms. Shook added that UDO Section 24.01.01 required all developments to provide a sufficient number of parking spaces to accommodate the needs of their development. Vice Chair Plaag asked how the 1,000 square feet was measured. Mr. Turner stated it was the area of the inside and outside space used for the event. She added that developments with satellite parking had to file an agreement with the Town every January 15. Vice Chair Plaag asked who decided what was sufficient parking. Ms. Turner replied that an engineer could provide an analysis of sufficient parking based upon the proposed use if the applicant requests to provide more than the maximum parking allowed.

Vice Chair Plaag noted that the current owners of the property indicated they never had more than 25 guests at their events and neighbors indicated they had not experienced any issues with events at the

Lovill House in the past. He stated that allowing 50 attendees was double and if two people rode in each car there would be 25 cars that had to find a place to park. Vice Chair Plaag estimated an attendance of 75 would create approximately 40 cars and this could adversely impact the neighborhood and cause cars to park along the street.

Commission Member Veno agreed with Vice Chair Plaag. He stated he was a retired chef and had been to many catered events. Commission Member Veno stated that 75 attendees along with caterers and other workers at an event would create quite a bit of traffic.

Commission Member Zebzda stated he would rather limit attendees to 50 than to 75 due to the threat of noise pollution to the neighborhood.

Vice Chair Plaag asked if the catering kitchen and ½ bath would be used to serve events. Mr. Olsen replied that was correct. Vice Chair Plaag asked Mr. Olsen if he would accept a condition that the catering kitchen be used only for catering events and not for use by the guests staying in the barn. He expressed concern that boarders would use the kitchen and the use of the property would no longer be a bed & breakfast or boarding house but more of a hotel or multi-family use. Mr. Olsen stated that the kitchen in the barn would be used for catering but would like for guests to be able to store food items in the kitchen if needed. He stated he was not trying to do a bait and switch and he was not trying to turn the building into a dorm. Mr. Olsen stated he would like to have a nice venue, not a frat house. He also noted he would like to have farm to table dinners on-site.

Vice Chair Plaag stated he had no objection to the half bath in the barn and no objection to the catering kitchen. However, he suggested that boarders and bed & breakfast guests not have access to the kitchen in the barn.

Ms. Shook asked if boarders could store items in the common kitchen in the house. She also asked if sharing the kitchen in the barn with boarders would pose a health violation.

Mr. Olsen stated he was okay with a restriction that there be no cooking in the catering kitchen by the boarders.

Commission Member Veno asked if Blue Ridge Property Management was the managing agent and would they be responsible for event planning. Mr. Olsen replied that most events had their own planner and Blue Ridge Property Management would not be responsible for event planning. Ms. Turner noted that someone had to live on-site in order to be a managing agent and referred to UDO Section 15.20.02(B) that read *The Bed and Breakfast, Category 2 shall be occupied by the owner or managing agent during the time the Bed and Breakfast is open for business.* Ms. Shook added that the owner would have to demonstrate compliance with the requirement for owner or managing agent occupancy. Mr. Olsen stated that in the short-term his son would be living on-site and in the long-term they would have a managing agent meeting the UDO requirements.

Commission Member Tippet asked if the Lovill House had an official historic designation. Mr. Olsen explained that modifications made to the house in 1992/1993 made it difficult for the house to qualify for a historic designation. He noted that the house was built in 1875 so it was old, but not designated as historic. Vice Chair Plaag stated that the Lovill House would not qualify for the National Registry. He added that the Town had Local Historic Landmark designations, but because the entirety of the property was not located inside Town limits and the porch and windows had been modified, they would be excluded from a qualifying designation. Vice Chair Plaag felt Mr. Olsen's intent was to maintain the property although it would not be eligible for designation without extensive renovation and expenditures.

Chair Shay stated she liked the project and felt it would be an asset to Boone. However, she felt that parking issues still needed to be resolved.

Commission Member Veno stated he was a bit confused by the condition to annex. Ms. Shook explained that the application was erroneous in that all three parcels owned by the Peecooks were listed in the request when, in actuality, only the 3-acre parcel containing the Lovill House Inn was being considered. Commission Member Veno stated it appeared the house was bisected by the jurisdictional line. Ms. Shook replied that was correct and explained that, according to General Statute 160D, if the property was left as it was and not annexed, permits would have to be obtained from both jurisdictions for any work done to the structure.

It was suggested that each condition be addressed again to see where the applicant stood.

- Applicant agreed to condition #1.
- Applicant agreed to condition #2.
- Applicant agreed to condition #3 with a change from 13 rooms to 12 rooms, the addition of a kitchen and half bath in barn, and reduce rooms from 2 to 1 in the owner's cottage.

Mr. Olsen noted that the barn would contain 4 rooms on the 2nd floor and the 1st floor would contain a kitchen, half bath, and an indoor sitting space in case events experienced inclement weather. Vice Chair Plaag stated this would be adding indoor event space and asked if that needed to be included in event venue calculations. Ms. Turner explained that the area would have to be specified on the plan so that appropriate parking calculations would be made.

Commission Member Veno stated that at the Public Hearing, Mr. Olsen indicated he would not be doing the barn construction right away and asked if the barn would have to be constructed within the 2 year vesting period. Ms. Shook explained that the 2 year vesting period gave the applicant up to two years to apply for building permits.

Vice Chair Plaag stated there was still the issue of the kitchen in the barn being restricted to catering use only. Commission Member Behrend felt it should be limited to a catering kitchen.

Ms. Shook reminded Commission members that any condition of approval had to be accepted by the applicant. She stated that Planning Commission could forward conditions to Town Council that had not been accepted by the applicant with the knowledge that the condition was unaccepted.

- Applicant agreed to condition #5.
- Condition #4 applicant would like to have 75 event attendees.

Commission Member Zebzda stated he favored limiting events to 50 attendees, noting COVID distancing requirements might be difficult to meet. He asked about limiting event lengths. Vice Chair Plaag replied that Event Venue, Category 2 provided a time length of 6 a.m. until 10 p.m. Discussion ensued on events that spanned multiple days. Commission Member Zebzda asked if they could limit weekly events to one day only and weekend events could be multiple days. He felt that might be less disruptive for the neighborhood.

Chair Shay stated she did not necessarily want to limit the number of days for an event. Commission Member Veno agreed, noting that some sustainability events could last for several days during the week. Vice Chair Plaag stated he was not sure a limit would be helpful. Commission Member Zebzda stated he was just concerned with the noise for the community.

Vice Chair Plaag suggested allowing Mr. Olsen an opportunity to confer with his legal counsel regarding the suggested conditions. Mr. Olsen replied that he had texted with his team and would be okay with the catering kitchen condition.

Commission Member Veno expressed some concern that the farm to table dinners Mr. Olsen had mentioned sounded a bit like a restaurant use to him.

Vice Chair Plaag stated that the goal was to ensure that the use of the kitchen did not cause a violation of use. He stated that the barn kitchen should be used as a catering kitchen only and not for guest use or as a secondary kitchen. Mr. Olsen replied that he was okay with a condition that the barn kitchen be used only for events and not by guests.

Commission Member Behrend suggested calling the kitchen an event kitchen.

Commission Member Veno stated he did not see a need to call the kitchen an event kitchen or a catering kitchen. He added that he had been in several kitchens at events that just had residential kitchen equipment because they were really just used for staging, heating, and presentation of food. Ms. Shook noted that, regardless of how the kitchen was configured or what it was called, it still needed to be specified for event use only.

Mr. Olsen noted the average wedding size was 167 and he felt that, even with COVID, he could meet distancing requirements based on the size of their event spaces.

Commission Member Veno stated he thought limiting events to 50 attendees was not enough for an average size wedding and he would even be in favor of a higher number of up to 100 attendees.

Commission Member Zebzda asked how Planning Commission members would feel about splitting the difference and allowing 65 attendees. Commission Members Behrend, Veno, Tippet, and Chair Shay indicated they were okay with 75 attendees. Vice Chair Plaag stated he was uncomfortable with taking an informal poll of Commission members.

First Motion and Vote: Commission Member Zebzda made a motion that the proposed amendment to the Town's zoning map is consistent with the Town's comprehensive plan and any other adopted plan(s) of the Town that are applicable because it complies with:

Comprehensive Plan Policy 2.1.1 Economic Development

- A. The Town shall protect and enhance a high quality of life, image, cultural amenities, and natural beauty as the most effective, long term component of an economic development strategy.
- D. Economic development efforts shall encourage the revitalization and reuse of currently unused or underutilized structures, sites and infrastructure in appropriately located areas.
- F. New firms and expanding businesses that complement the natural resources and beauty of the region shall be especially recruited and encouraged.

Comprehensive Plan Policy 2.3.1 Community Appearance

- D. Sign policies and standards shall be periodically updated to enhance community identity and create a high quality business image.

Comprehensive Plan Policy 2.3.2 Community Character

- A. The identification, restoration and active use of structures, buildings, monuments, and neighborhoods of historic or architectural significance shall be encouraged as a means of enhancing their economic and cultural value to the planning area.
- B. Multiple and appropriate adaptive reuse of historic resources shall be encouraged.
- C. Wise development of the tourism potential of the area's architectural, historic, scenic and natural resources shall be encouraged.
- E. New development, redevelopment and rehabilitation of structures and sites shall occur in a manner which is consistent with the neighborhood and architectural context of the immediate area, and

supportive, whenever possible, of Boone's original community character as a High Country small town.

Commission Member Zebzda cited the following conditions of approval:

1. The applicant will petition for annexation, the portion of the 3-acre parcel that is located within Watauga County's jurisdiction.
2. The applicant will utilize the existing structures on the site with the exception that the barn may be renovated/reconstructed with a maximum building footprint of 1,800 square feet and second story of 1,200 square feet.
3. The development is limited to 12 rooms. Of the 11 rooms for rent, the boarding house use would be limited to 9 rooms at any given time. These rooms are to be located in the existing structures on the lot. The room and kitchen allocations for the development are as follows:
 - a. Lovill House Inn – 6 rooms and 1 kitchen
 - b. Spring House – 1 room and no kitchen
 - c. Barn – 4 rooms and 1 catering kitchen and a half bath
 - d. Owner's Cottage – 1 room and 1 kitchen
4. Events will be limited to 75 attendees.
5. A room rented for up to 2 weeks (14 days) will be classified as a bed and breakfast use and a room rented for longer than that (15 days+) will be classified as a boarding house use.

Vice Chair Plaag wished to amend Condition #3 (c) to not limit the barn to only one half bath because events of 75 people would likely need more than one bathroom. Commission Member Zebzda accepted the amendment.

The motion was seconded by Commission Member Behrend.

Ms. Shook pointed out the three conditions suggested by staff in the Staff Report. Commission Member Zebzda stated he wished to add those conditions to his motion as follows:

6. Where there is a conflict between the application information and the plans (dated December 9, 2020) the plans shall control. Insignificant deviations may be permitted to comply with the requirements of the UDO.
7. Any commitments and representations concerning the proposed project made by the applicant or its (his or her) representatives at the public hearing shall also become a condition of the permit, and a basis for a stop work order and/or permit revocation if violated.
8. The applicant shall submit the necessary applications, plans, details and specifications which meet the requirements of the Town Code, UDO, Building Code and any other applicable plans for review and approval necessary to issue Zoning and Building Permits.

Mr. Olsen indicated he accepted the conditions.

Commission Member Behrend accepted the additional conditions.

Vice Chair Plaag questioned the reference to Comprehensive Plan Policy 2.1.1.D. regarding signage. Commission Member Zebzda stated he thought he recalled something mentioned during the Public Hearing about signage for traffic in the neighborhoods for events. Vice Chair Plaag stated, if that was the case, he was okay with leaving reference to 2.1.1.D in the motion.

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

Second Motion and Vote: Commission Member Zebzda made a motion that the Planning Commission recommends approval of the proposed amendment to the Town's Zoning map and believes approval is reasonable and in the public interest because it would preserve a culturally important landmark in the Town of Boone while expanding its operations to serve the greater community. The motion was seconded by Commission Member Behrend.

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

Other Matters

Ms. Shook noted that the next Planning Commission meeting was scheduled for February 22 and, depending on how things went at the February 12 Planning Retreat with Town Council, there could be some updates that will need to be provided to Planning Commission at the February 22 meeting.

Commission Member Veno asked Vice Chair Plaag why he had been concerned about Planning Commission members taking an informal poll. Vice Chair Plaag replied that polling members to see where they stood on a project prior to a motion being made seemed like bad form and could encourage applicants to try polling members.

Commission Member Veno stated he was confused the Planning Commission was interacting with the applicant at tonight's meeting and asked why this was different from their normal procedure. Ms. Shook noted that at the end of the Public Hearing the Planning Commission was encouraged to work through the suggested concerns and possible conditions of approval. She noted that the applicant had indicated at the public hearing there was some urgency to get a decision on the request. She stated she would not like for this to be a normal practice and she would rather see the Public Hearing be continued to ensure that the conversations related to possible conditions be with both boards than to have the Planning Commission engage in continued interaction with an applicant during their meeting. Commission Member Veno stated he did not like the pressure this type of situation put on the Planning Commission.

Vice Chair Plaag stated he did not particularly like the allowance of 75 attendees to events but because Mr. Olsen was planning to maintain the historic nature of the house he decided he could live with that number.

Ms. Shook felt that UDO Article 9 regarding meeting procedure and conduct would be a good area for training and suggested that Planning Commission members read over that section to familiarize themselves with the content.

Adjournment

Vice Chair Plaag made a motion to adjourn the meeting at 8:37 p.m. The motion was seconded by Commission Member Tippet.

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

Elizabeth Shay, Planning Commission Chair

Brenda Henson, Board Secretary



Town of Boone Downtown Planning Projects B1 Expansion & Downtown Boone Local Historic District

Date: February 22, 2021

Initial Presentation to Planning Commission

Presentation materials prepared by Town of Boone Planning & Inspections Department with mapping assistance by Town GIS



Communication: Town of Boone Downtown Planning Projects (Presentation & Discussion)

Presentation Outline of Concurrent Projects

B1 Expansion

- Summary
- History – Timeline
- UDO Text Amendment Summary
- Mapping

Downtown Boone Local Historic District

- Summary
- History- Timeline
- Architectural Survey of Downtown Boone Summary
- Designation Report Summary
- Design Guidelines Summary
- Mapping

Downtown Boone Local Historic District Overlay together with B1 Expansion Proposed Zoning

Comprehensive Plan Relation to Downtown Planning Projects

Presentation Tools

Next Steps

Link to Documents:

https://gisviewer.townofboone.net/webdocs/CAC_HPC_WorkProducts/

1. Map 1- Downtown District Boundary Area
2. Map 2- Downtown District Boundary Area – Existing Zoning
3. Map 3- Proposed B1 Downtown Interface Zoning District
4. Map 4- Proposed B1 Downtown Core Zoning District
5. Map 5- Proposed Downtown Boone District Overall Proposed Zoning
6. Map 6- Proposed Downtown Boone Local Historic District Overlay – Existing Zoning
7. Map 7- Proposed Downtown Boone Local Historic District Overlay with B1 Expansion Proposed Zoning
8. Draft Revisions to UDO
9. Comprehensive Survey of Downtown Boone, NC
10. Report and Recommendation for the Designation of the Downtown Boone Local Historic District
11. Draft Downtown Boone Design Guideline and Handbook

B1 Expansion

Case PLO3370-112019, Draft as of November 3, 2020

New text in UDO is marked. Existing text to be deleted is marked in red. Changes from one draft to the next are marked in blue. References that need no action are marked in green. Items that need work are marked in red.

Note: Draft has been prepared for you to go through the draft process. UDO Article 14-59 would be adopted.

Article 7 Nonconforming

7.05 Nonconforming

7.05.01 Alteration of

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Case PLO3370-112019, Draft as of November 3, 2020

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Case PLO3370-112019, Draft as of November 3, 2020

26.04 Allowable Uses.

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26.04.01 Table of Principles

Note: Reference numbers w

prior to sending the case out

Use #	Special
1.01	Single-Family Dwelling
1.02	Manufactured Home - One
1.03	Manufactured Home - One
1.04	Manufactured Home - One
1.05	Manufactured Home - One
1.06	Manufactured Home - One
1.07	Duplex (one duplex build
1.08	Triplex (more than one d
1.09	Townhouse (up to 30 bed
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B1 Expansion Summary

- Replaces and expands the current B1 Central Business Zoning District;
- Creation of new zoning districts: B-1 Downtown Core & B1 Downtown Interface
- Proposed B-1 Downtown UDO Standards -creates new standards for both new B1 districts
- Reworks the entire UDO – provides a separate Article for each zoning district
- Entire work product involves both a UDO Text and a Zoning Map Amendment where approximately 254 parcels in the downtown area are rezoned.

B1 Expansion History - Timeline

Date	Event Description
07-2010	Council authorized the CAC to work on Community Appearance Standards.
08-2010	In August 2010, the CAC recommended separate downtown design standards.
1-27-2011	Joint meeting with CAC & HPC first joint meeting to discuss downtown design standards.
1-26-2012	Joint meeting with CAC & HPC for discussion on HPC's draft design guidelines for a historic district and the CAC's work product related to UDO downtown design standards
8-14-2013	Joint meeting with CAC & HPC for discussion on HPC's draft design guidelines for a historic district and the CAC's work product related to UDO downtown design standards
11-10-2015	Joint meeting with CAC & TC for discussion on CAC's work product related to UDO downtown design standards
11-19-2015	TC approved UDO text amendment to provide specific standards for the B-1 Central Business District. This amendment was a measure to ensure appropriate materials for the B-1 Central Business District are utilized while the final recommendations of the CAC's work product related to design standards were completed.
12-2015/ 2-2016	CAC created a survey which was sent out to the MSD/community asking questions about B1 Design Standards.
10-11-2016	The CAC met with Council to present the idea of creating two new zoning districts to replace and expand the B1 Central Business district. This concept was approved.
12-12-2017	Joint meeting with TC, CAC, & HPC to discuss the boundaries of the project area for the CAC's discussion on their work product related to UDO downtown design standards.

B1 Expansion History - Timeline

Date	Event Description
03-20-2018	Joint meeting with TC, CAC, & HPC to discuss downtown related planning projects. Council authorized a “stop-gap” text amendment until the final UDO design standards could be completed.
04-26-2018	Council approved UDO text amendment to create Article 18 Central Business District Standards. This text was created to be a “stop-gap” until the final design standards could be completed. Standards based on the Secretary of Interior’s Guidelines for Rehabilitation.
9-30-2020	Joint meeting with TC, CAC & HPC to present work products. State Historic Preservation Office representatives attended. Staff authorized to meet with CAC & HPC Chairs to discuss potential map changes or other text changes that may be necessary to bring the documents in alignment. Council authorized HPC’s district designation report and directed Town Attorney to begin review.
10-27-2020	Joint meeting with TC, CAC & HPC to review work products. Consensus to move forward with work products from all boards provided that Council authorized Staff to work with Committee Chairs on the following: Boundaries -should they be changed, final recommendations taking into account concerns from all parties; Content - review and identify any easily resolved issues and note any issues that need further conversations; Discuss what fall under the purview of the historic district regulations and what is under purview of the underlying zoning district; Come up with a proposal for next steps
11-03-2020	Planning Staff and Town Manager met with Committee Chairs to discuss items in the preceding line. Made recommendations to Council.
11-19-2020	Revisions to proposed zoning map and text amendment for the CAC work product suggested by Committee Chairs was approved by Town Council.
11-24-2020	CAC also approved the revisions to proposed zoning map and text amendment suggested by Committee Chairs.

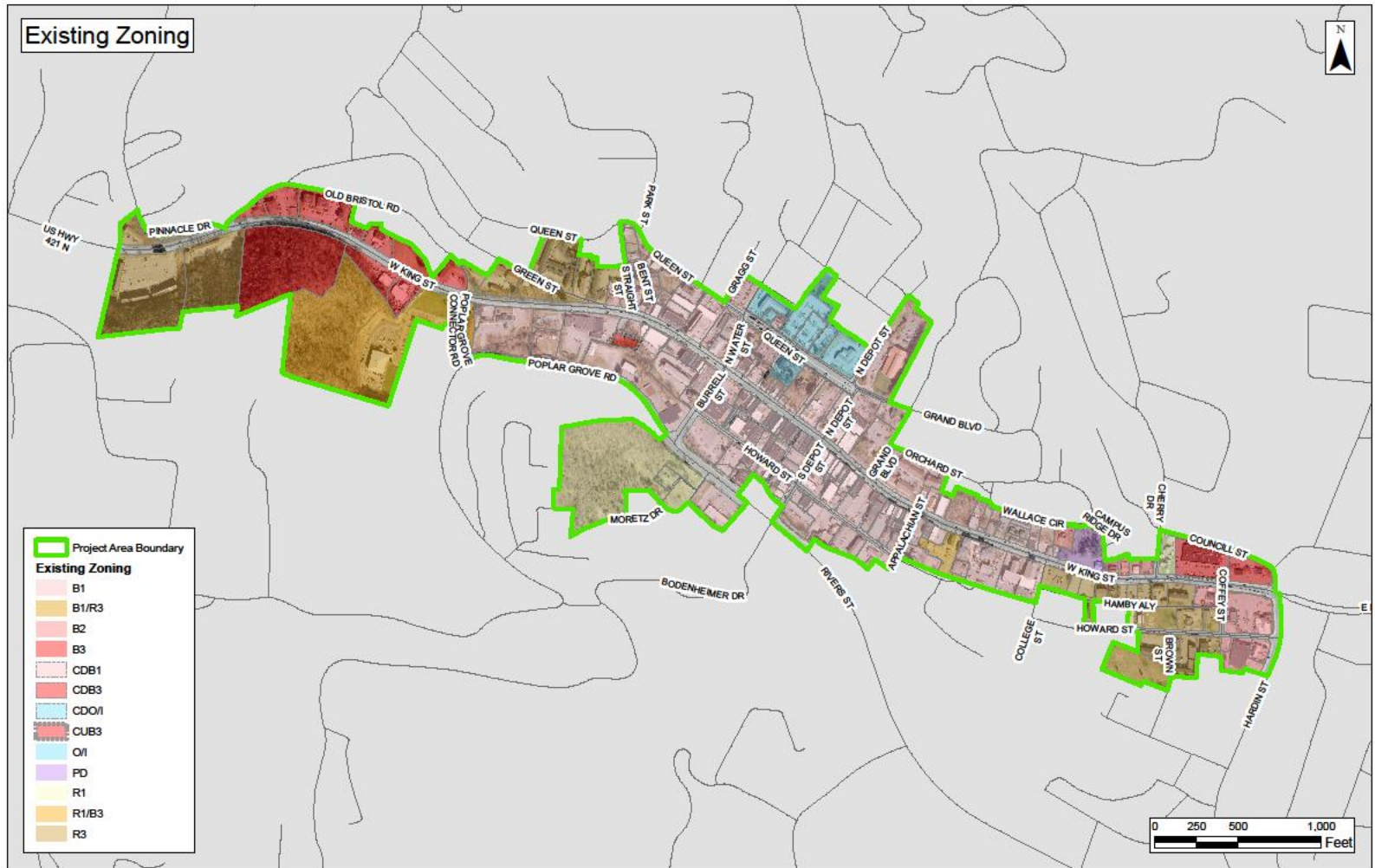
B1 Expansion-UDO Text Amendment Summary

- Draft has been prepared as if each zoning district has its own standalone article. As you go through the draft you will see notes on what the final product would look like. For this to work, UDO Articles 14-34 and Appendix B would have to be repealed and new Articles 14-59 would be adopted.
 - Creates the B1 Downtown Core (B1-DC) and the B1 Downtown Interface (B1-DI) zoning districts. These district encompass the Town of Boone's downtown area and represent, in large measure, the last vestiges of the Town's original character. Regulations in these districts are intended to preserve and maintain a small town, high country atmosphere. Preservation and adaptive reuse of existing historic buildings is encouraged and new construction shall be appropriately scaled to be sympathetic to the existing built environment. Design and regulatory standards for these districts reinforce the character of the downtown as a pedestrian friendly area by encouraging architectural solutions that are visually interesting, and are compatible in scale and character to the surrounding area. To help accomplish this, the area is divided into the two (2) districts, each with its own character and scale which contribute to the overall vitality of the downtown area
1. **B1 Downtown Core District:** The Downtown Core District is the center of the downtown area and contains the greatest concentration of historic commercial buildings. This district establishes a continuous building facade at the street frontage to strengthen the identity of downtown as a pedestrian destination where pedestrians feel comfortable through the careful selection of building materials, human scale design, and ground floor fenestration. Standards in this district reinforce the historic nature of the existing built environment through regulation of appearance, height, scale and mass.
 2. **B1 Downtown Interface District:** The Downtown Interface District serves as a gateway into the downtown area and as the transition between the B1 Downtown Core District and adjacent zoning districts. Development in this district must be sensitive to issues of compatibility with the Downtown Core District as well as surrounding zoning districts, many which are low-density residential.
- Creates unique design standards for B1 Downtown Core and B1 Downtown Interface

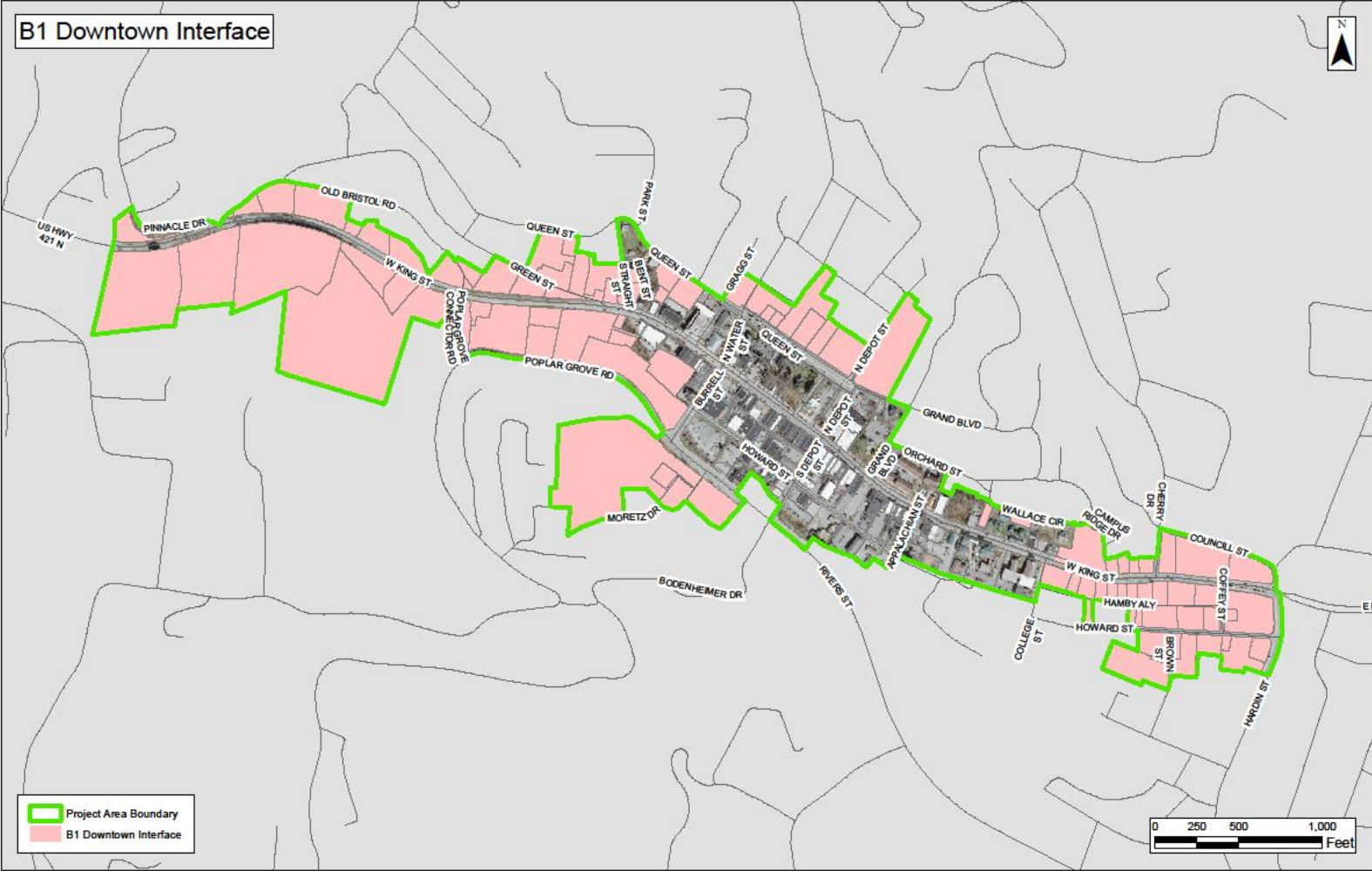
B1 Expansion - Project Area



B1 Expansion - Existing Zoning



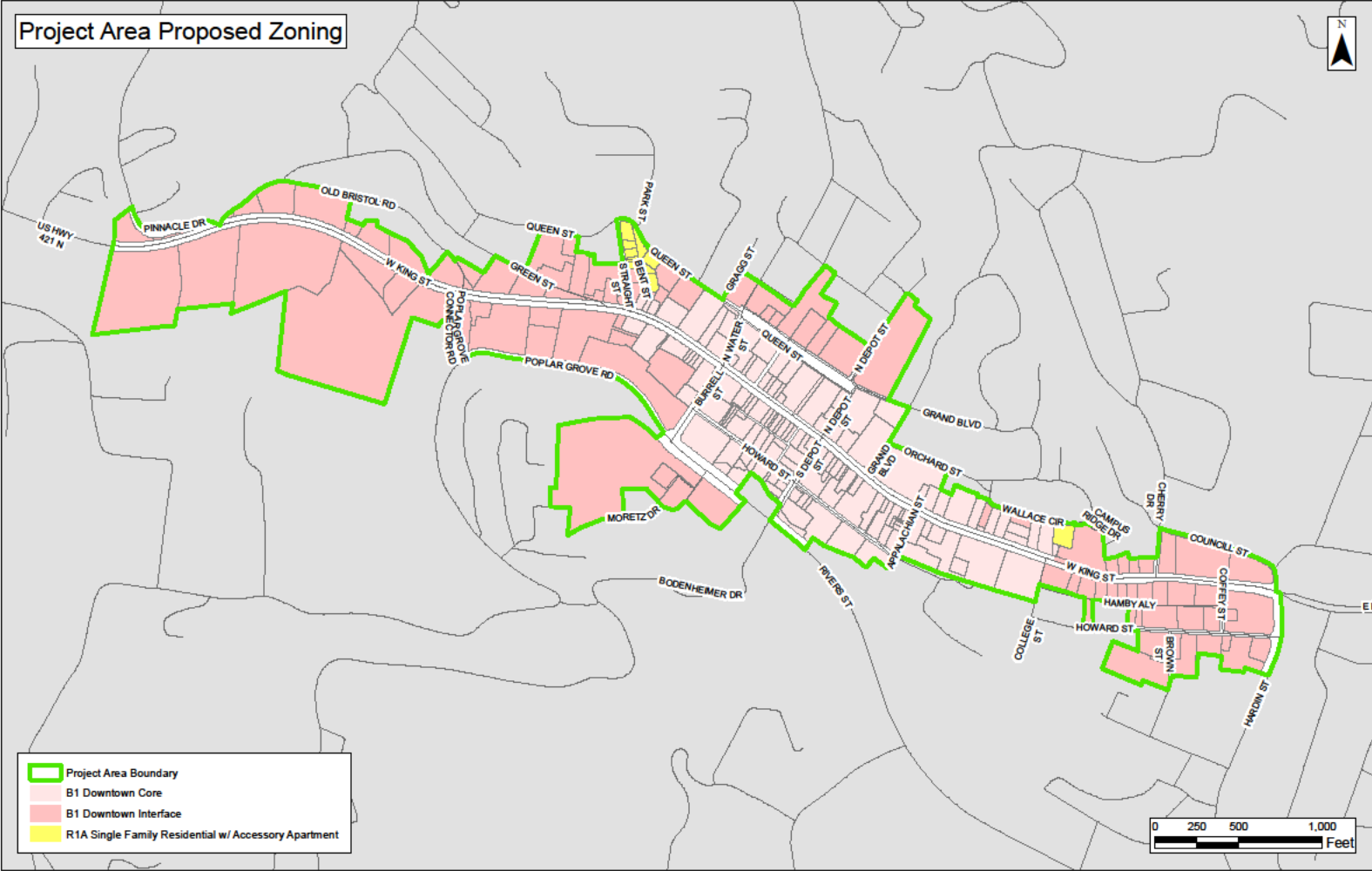
B1 Expansion – Proposed B1 Downtown Interface Zoning District



B1 Expansion – Proposed B1 Downtown Core Zoning District



B1 Expansion – Proposed Zoning of Entire Project Area





**Comprehensive Architectural Survey of
Downtown Boone, North Carolina
FINAL REPORT**

Dr. Eric W. Plaag

With Contributions from

Paul Fuller
Nicole Holladay
Carson Hamilton

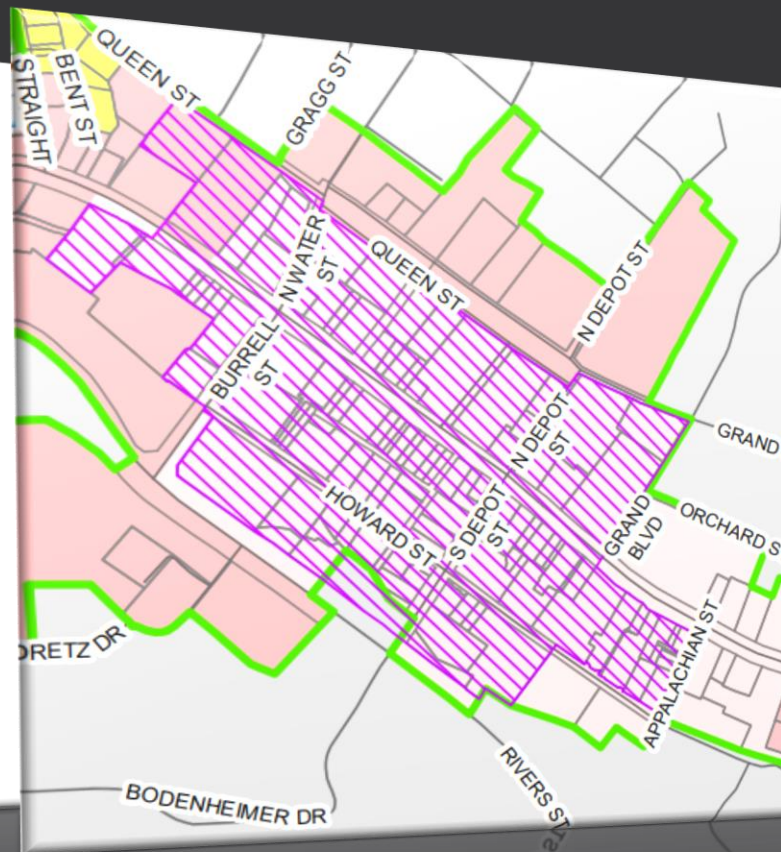
February 2021

**REPORT AND RECOMMENDATION
FOR THE
DESIGNATION OF THE
DOWNTOWN BOONE LOCAL HISTORIC DISTRICT
BOONE, NORTH CAROLINA**

DRAFT VERSION, February 2021

Prepared by Dr. Eric W. Plaag

Adopted by the Boone Historic Preservation Commission
August 11, 2020



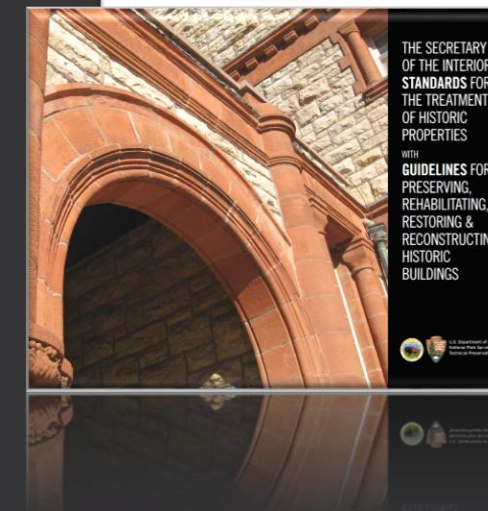
**Downtown Boone
Local Historic District
Design Guidelines
And Handbook**



Looking North
The Town of Boone circa 1939, from the hill near the H. L. Clay House looking
northeast. Photo courtesy of Jones House Collection, Digital Watauga Project.

Town of Boone Historic Preservation Commission

DRAFT, Final Draft January 7, 2020



Downtown Boone Local Historic District

Summary-Downtown Boone Local Historic District

- Goal: creation of a Downtown Boone Local Historic District overlay
- Overlay districts are those which overlap one or more general use districts and contain standards in addition to the general use district zoning standards. Where requirements conflict, Overlay district standards supersede general use district standards.
- 2 documents required for creation: Comprehensive Architectural Survey of Downtown Boone, NC and Report and Recommendation for the Designation of the Downtown Boone Local Historic District, Boone, NC
- Entire work product involves both a UDO Text and a Zoning Map Amendment where approximately 122 parcels in the downtown area are impacted by the application of the zoning overlay
- Development within the project will be subject to minor and major COA process
- Secretary of Interior Design Standards for Rehabilitation & Downtown Boone Local Historic District Design Guidelines and Handbook

Summary Downtown Boone Local Historic District Timeline

Date	Event Description
1-27-2011	Joint meeting with CAC & HPC first joint meeting to discuss downtown design standards.
1-26-2012	Joint meeting with CAC & HPC for discussion on HPC's draft design guidelines for a historic district and the CAC's work product related to UDO downtown design standards
8-14-2013	Joint meeting with CAC & HPC for discussion on HPC's draft design guidelines for a historic district and the CAC's work product related to UDO downtown design standards
2015	The Historic Preservation Commission (HPC) was authorized by Council to undertake a historic survey of the Municipal Service District (MSD), along with 4 additional properties outside of the MSD.
9-23-2015	HPC hosted a community outreach at the Watauga County Library regarding the Historic Resources Survey of Downtown Boone. Property owners and business owners within the MSD were invited. Representatives from State Historic Preservation Commission Office were present.
12-12-2017	Joint meeting with TC, CAC, & HPC to discuss the boundaries of the project area for the CAC's discussion on their work product related to UDO downtown design standards.
03-20-2018	Joint meeting with TC, CAC, & HPC to discuss downtown related planning projects. Council authorized a "stop-gap" text amendment until the final UDO design standards could be completed.
08-11-2019	Final Report, Comprehensive Architectural Survey of Downtown Boone, North Carolina was completed and approved by the HPC.

Summary Downtown Boone Local Historic District Timeline

Date	Event Description
09/17/2019	Town Council authorized HPC send the Final Report, Comprehensive Architectural Survey of Downtown Boone, North Carolina with proposed Downtown Historic District boundary map to the NC State Historic Preservation Office (SHPO) for advisory review. Authorization was also given to HPC to undertake the next step in preparing a “district designation report” with the understanding that the HPC would report back to Council with specifics on the boundaries of the district before submitting district designation report to SHPO.
12/29/2019	Final Report, Comprehensive Architectural Survey of Downtown Boone, North Carolina was completed and sent to SHPO for advisory review.
01/07/2020	Downtown Boone Local Historic District Design Guidelines and Handbook approved by HPC.
02/11/2020	Final version of the district designation report “Report and Recommendation for the Designation of the Downtown Boone Local Historic District, Boone, North Carolina” expected to be reviewed and approved by the HPC.
9-30-2020	Joint meeting with TC, CAC & HPC to present work products. State Historic Preservation Office representatives attended. Staff authorized to meet with CAC & HPC Chairs to discuss potential map changes or other text changes that may be necessary to bring the documents in alignment. Council authorized HPC’s district designation report and directed Town Attorney to begin review.

Summary Downtown Boone Local Historic District Timeline

Date	Event Description
10-27-2020	Joint meeting with TC, CAC & HPC to review work products. Town Council approved “Report and Recommendation for the Designation of the Downtown Boone Local Historic District, Boone, North Carolina’ and approved it being sent to SHPO for review. Consensus to move forward with work products from all boards provided that Council authorized Staff to work with Committee Chairs on the following: Boundaries -should they be changed, final recommendations taking into account concerns from all parties; Content - review and identify any easily resolved issues and note any issues that need further conversations; Discuss what fall under the purview of the historic district regulations and what is under purview of the underlying zoning district; Come up with a proposal for next steps
11-03-2020	Planning Staff and Town Manager met with Committee Chairs to discuss items in the preceding line. Made recommendations to Council.
11-19-2020	Revisions to proposed zoning map and text amendment for the CAC work product suggested by Committee Chairs was approved by Town Council.
02/09/2021	HPC approved revision to “Final Report, Comprehensive Architectural Survey of Downtown Boone, North Carolina “ & “Report and Recommendation for the Designation of the Downtown Boone Local Historic District, Boone, North Carolina” for typographical errors and update Oscar and Suma Hardin House demolition.
Currently	Staff working with SHPO on submittal of & “Report and Recommendation for the Designation of the Downtown Boone Local Historic District, Boone, North Carolina”

Summary- Architectural Survey of Downtown Boone

Comprehensive Architectural Survey of Downtown Boone, North Carolina

- Comprehensive research of 127 survey eligible properties in the MSD and 4 properties lying just outside the MSD. Research details the architectural and historical significance of each property and illustrates the many factors that influenced the development of Boone's historic downtown area between 1890 and 1970.
- Used to identify properties eligible for inclusion in potential historic district

Summary-Designation Report

Report and Recommendation for the Designation of the Downtown Boone Local Historic District, Boone, North Carolina

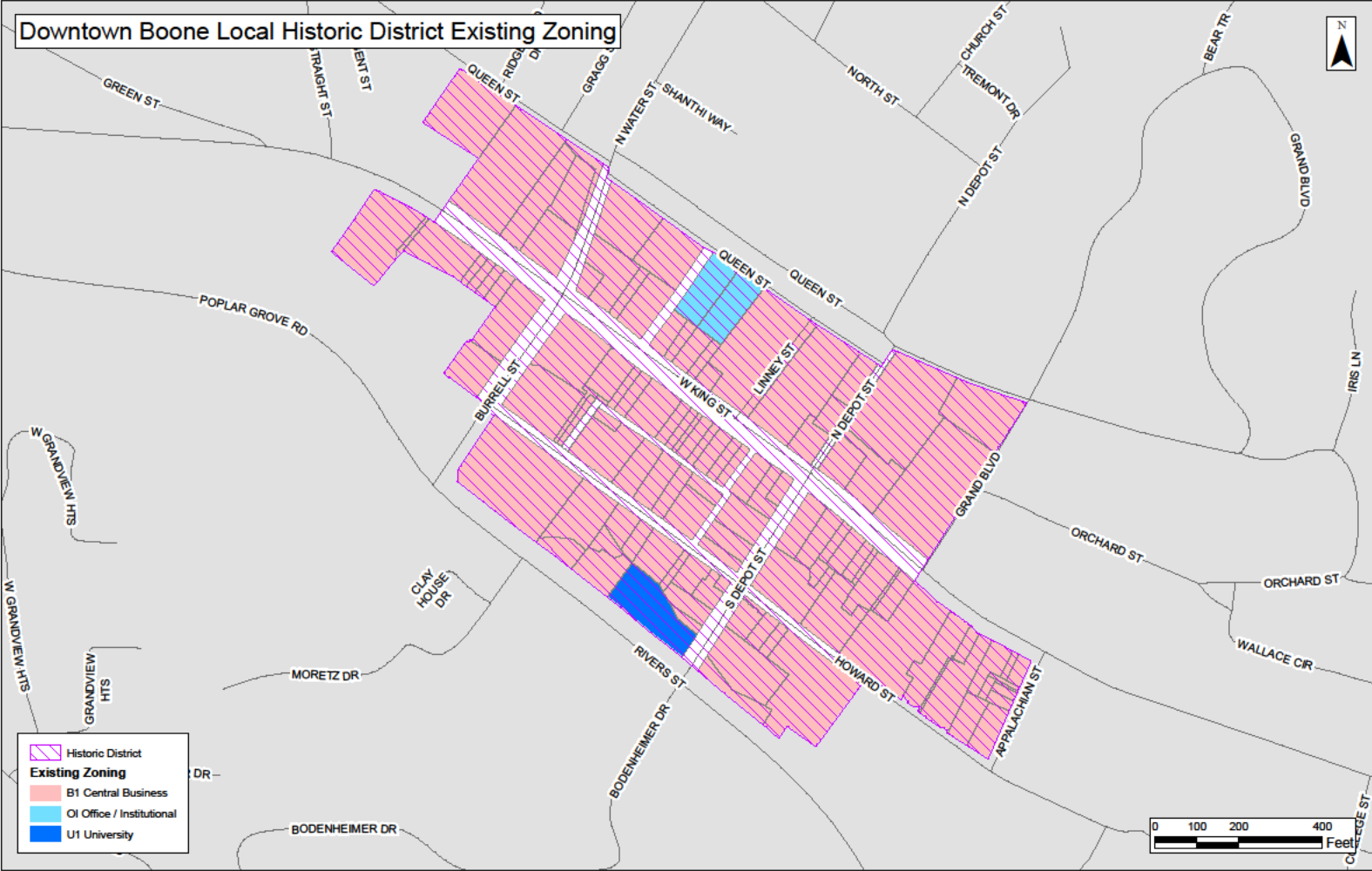
- History of the Comprehensive Architectural Survey, period of significance for district ranges from 1918-1964, recommendation for a local historic district, 2016 Comprehensive Plan Update Consistency, brief description of each property within the proposed district.

Summary-Design Guidelines

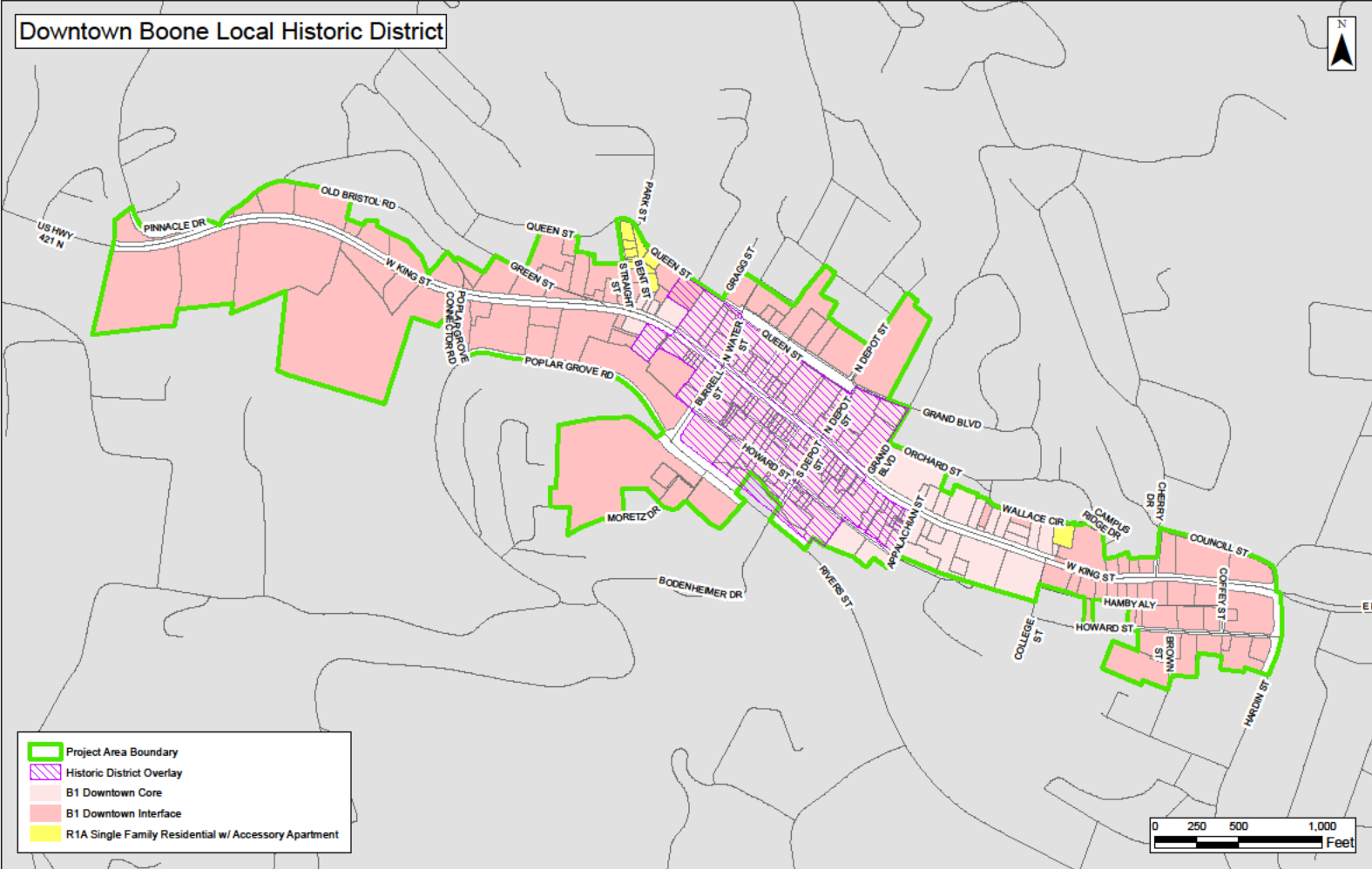
Downtown Boone Local Historic District Design Guidelines and Handbook- DRAFT FOR GUIDANCE

- Historic Preservation in Boone, Why Preservation Matters, Historic Districts, Legal Overview of Historic Preservation Legislation, Historical Influence of Boone's Architecture, Commission Procedures, Design Guidelines for Residential Properties within the District, Design Guidelines for Commercial Property within the District, Design Guidelines for Historic Streetscapes, Landscapes, Monuments, and Other Resources in the District, Guidelines for Relocation and Demolition, Bibliography, Glossary of Architectural Terms, Appendices.
- Drafted to provide starting point in conversation about district guidelines
- Must make decision on adoption- with or after Historic District Designation

Downtown Boone Local Historic District Overlay with Existing Zoning



Downtown Boone Local Historic District Overlay together with B1 Expansion Proposed Zoning



Relation of Downtown Planning Projects to Comprehensive Plan

2.1 THE ECONOMY

2.1.1 Economic Development

A. The Town shall protect and enhance a high quality of life, image, cultural amenities, and natural beauty as the most effective, long term component of an economic development strategy.

D. Economic development efforts shall encourage the revitalization and reuse of currently unused or underutilized structures, sites and infrastructure in appropriately located areas.

2.1.4 Downtown

A. A compatible design character for the downtown area, drawing upon the locality's original High Country small town features, shall be identified, reinforced and supported to put forth a quality image and sense of place.

C. A variety of mutually compatible and supportive mixed uses shall be encouraged in the downtown area.

F. The maintenance and revitalization of downtown Boone, as well as planning for its future development, will reflect the realities and qualities befitting its geographical setting and function as a center of (1) commercial and service activities, (2) educational and cultural activities, events and (3) public services.

Relation of Downtown Planning Projects to Comprehensive Plan

2.3 THE COMMUNITY

2.3.2 Community Character

- A. The identification, restoration and active use of structures, buildings, monuments, and neighborhoods of historic or architectural significance shall be encouraged as a means of enhancing their economic and cultural value to the planning area.
- B. Multiple and appropriate adaptive reuse of historic resources shall be encouraged.
- C. Wise development of the tourism potential of the area's architectural, historic, scenic and natural resources shall be encouraged.
- D. The destruction of significant architectural, historic, scenic, natural and archaeological resources in the planning area shall be discouraged.
- E. New development, redevelopment and rehabilitation of structures and sites shall occur in a manner which is consistent with the neighborhood and architectural context of the immediate area, and supportive, whenever possible, of Boone's original community character as a High Country small town.

Relation of Downtown Planning Projects to Comprehensive Plan

2.3.2 Public Involvement

- A. Public involvement shall be encouraged in decisions concerning land use and development by making the public aware of proposed developments at the earliest opportunity, as well as fostering communication among developers, the Town, the County, the University, and the general public.
- B. Neighborhood and special area planning shall be encouraged to foster public involvement in the production of closely tailored, action oriented special area plans and programs.
- D. Special committees, advisory panels, educational forums, public workshops, leadership seminars, town meetings and media contacts shall be encouraged and fostered to enhance the effectiveness of citizen involvement in community planning and action.

Presentation Tools

- Presentation of Story Map.

<https://arcg.is/1Hua8r>

- Creation of Other Presentation Tools

NOTE: The story maps are being finalized as Staff reviews the data to ensure accuracy. Completed work products expected prior to public input meeting(s) publication.

Next Steps

Future Meeting Dates

Council approved schedule:

- February 12, 2021: Presentation to TC at Planning Retreat
- Digital packages: ArcGIS Story Map
- February 22, 2021: Present to PC at regularly scheduled meeting; invite schedule public input meetings at this time
- March 2021: Schedule special Planning Commission meeting so that PC can give initial comments to Planning Staff – invite HPC & CAC Committee Chairs & Vice-Chairs
- March/April 2021: Public input meeting(s); date TBD
- March/April 2021: Joint Meeting with TC, CAC, HPC, and PC to go over public input and make changes
- Schedule Special Public Hearing on UDO text amendments and zoning map amendments, final approval of any of the Downtown Boone Local Historic District documents
- Council vote on projects on regularly scheduled meeting or special called meeting (attempt to utilize already scheduled meetings)