

RALEIGH APPEARANCE COMMISSION
Minutes of the Meeting and Retreat
Saturday, August 17, 2002

The City of Raleigh Appearance Commission met on Saturday, August 17, 2002, in Room 305 of the Avery C. Upchurch Municipal Building. Attendance was as follows:

Present: Art Chard, Mark Dickey, Hillman Duncan, Stephanie Garner, Susan Goodman, Kevin Kane, David Lazzo, Charlie Madison, Chad Meadows, Tara Schwenzfeier, Brian Starkey, Courtney Telfaire, Catherine Williams, Beth Yerxa, and George Young; Lou Johanson (former member still in service).

Not Present: Mark Smith (CP&L liaison).

Staff: George Chapman, Bob Mosher, Doug Hill, and Kanika Heyward.

Guests: Mayor Charles Meeker, Councilor Neal Hunt, and Councilor Benson Kirkman.

REVIEW AND APPROVAL OF JULY MINUTES

Charlie Madison called for review of the minutes of the July 18, 2002 meeting. There being no corrections, Beth Yerxa moved that the minutes be approved. Tara Schwenzfeier seconded the motion. The minutes were approved unanimously.

COMMITTEE REPORTS

Landscape and Design Committee

Brian Starkey reported that at the committee's August 6 meeting it had reviewed plans for the New Hope Road Subdivision, Lakeland Estates, Mount Vernon Baptist Church Addition, North Raleigh Church of the Nazarene Addition, and Trinity Baptist Church Addition. It also had received additional details of the Stanhope Center PDD and Wade/Oberlin PDD master plans. He noted that the committee discussed the procedural need to obtain a more consistent level of detail in PDD master plan submittals.

Legislative Committee

Beth Yerxa reported on the following committee activities:

Stormwater Detention Design

This ad hoc committee held its initial meeting July 30. It is currently seeking to define issues and options.

Floodplain Regulations

The committee is awaiting a go-ahead from the Planning Commission as to whether it should address this issue.

TC-10-02 (Building Heights)

The committee is preparing comments on the proposed ordinance. A committee representative is to present them at the Text Change Committee meeting August 27.

Street Performers

Hillman Duncan is receiving committee comments on a draft ordinance.

Utility Placement Issues

A draft memo to City Council calling for the creation of a city task force to look at both the present regulations and physical requirements of utility installation has been revised to incorporate further staff comments. Comments from Deputy City Attorney Ira Botvinick are pending. After brief discussion, a consensus was reached to approve the memo as drafted.

Public Awareness Committee

David Lazzo reported that the Sir Walter Raleigh Award jurors are being selected with a committee member to serve as chairperson. He requested commission members to submit story suggestions for the next issue of *CityViews*. Lou Johanson, former member still in service, added that Catherine Williams will head the commission’s litter abatement efforts.

Executive Committee

Charlie Madison reported that the Appearance Commission will be involved in a new initiative regarding the city right of way maintenance. City Council referred this item to the Parks, Recreation and Greenway Advisory Board to study. A follow-up meeting has been scheduled with Tom Wells, Chairman of the Parks, Recreation and Greenway Advisory Board committee.

WELCOME TO GUESTS

Charlie Madison welcomed Mayor Meeker, Councilor Hunt, and Planning Director Chapman, and invited each to share a few words. Mayor Meeker thanked the commission for their ongoing service and energy. Neal Hunt expressed special appreciation for commission review of zoning cases and site plans. George Chapman encouraged members to expand their efforts to assist with the Southeast Raleigh Assembly, the Livable Streets Partnership in downtown, and the upcoming “Designing for Density” workshop, which will coincide with this October’s Sir Walter Raleigh Awards presentation.

REVIEW OF ZONING CASES Z-55-02 AND Z-56-02

Charlie Madison asked that commission members assigned to review the two cases report their recommendations for the commission’s consideration. At the conclusion of the hearing of each report, a vote was taken regarding approval of the proposed conditions; each set of conditions was approved by acclamation of the commission.

Mark Dickey reported on the following case and suggested the following additional conditions be forwarded to the consideration of the applicant:

Z-55-02

- That the development of the PDD fully conform to the provisions of Stanhope Village Master Plan / Small Area Plan Amendment.
- That no surfacing parking areas within the property be permitted to front Hillsborough Street.
- That details of building elevations, open space, and streetscapes be submitted as part of the Master Plan.

Kevin Kane reported on the following case and suggested that the following additional conditions be forwarded to the consideration of the applicant:

Z-56-02

- That the Oberlin Road corridor be kept green, with street tree plantings (consistent with the Oberlin Road Streetscape Plan), continuous planting areas abutting the street curb, and a public green in place of the paved plaza.
- That pedestrian access from Oberlin Road to the Occidental Building and Wade Avenue be continuous and well delineated (e.g., crosswalks, street trees, special paving, etc.), and safely located behind on-street parking (rather than between it and the street).
- That the maximum building height of sixty (60) feet also mean a maximum of four (4) stories, and that the maximum height of the proposed spires be sixty (60) feet.
- That streetyard trees along Daniels Street be a minimum of four (4) inches in caliper.
- That any future buildings on Daniels Street be set back a minimum of thirty (30) feet from the street right of way.
- That all utilities (including existing overhead lines) be installed underground.
- That details of building elevations, open space, and streetscapes be submitted as part of the Master Plan.

NEW BUSINESS

Election of 2002-2003 Officers

Brian Starkey reported that the Nominating Committee recommends that the current leadership continue with Charlie Madison serving as Chair and George Young serving as Vice-Chair. Beth Yerxa moved that Charlie Madison and George Young continue in their current leadership roles. The motion was seconded by Tara Schwenzfeier; carried unanimously.

MOBILE TOUR

At approximately 10:45 a.m., the commission moved the meeting to a van for a tour of new development in the Brier Creek and Triangle Town Center areas, corridor rights-of-way, and recent residential infill projects. At the conclusion of the tour (approximately 1:00 p.m.), the commission returned to Room 305 for its planning retreat.

REVIEW OF PAST COMMISSION EFFORTS & 2002 WORK PROGRAM

Bob Mosher offered an overview of past commission efforts and accomplishments. Charlie Madison reviewed the status of items on the commission's current work program, noting that while most items were still being addressed, many efforts were nearing completion or entering a new phase (i.e., commission call for a task force to review utility placement standards).

IDENTIFICATION OF POSSIBLE 2003 WORK PROGRAM ITEMS

Charlie Madison asked each commission member to offer recommendations as to major issues the commission might consider in the coming year. Staff tallied the list.

At the conclusion of the discussion, Chair Madison noted that the following items commission members had identified are currently on the commission's work program list:

- Review of transition yard standards
- Assisting in defining tree conservation policies
- Developing stormwater detention design standards
- Assisting in defining a street tree program

- Working with Wake County Keep America Beautiful (e.g., litter abatement initiatives)
- Assist in developing standards for utility line organization

He also noted the following items identified would likely be forwarded to the commission's consideration soon:

- Infill standards (being developed by staff)
- Floodplain regulations (being considered by Planning Commission)
- Design of transit-oriented areas (e.g., commission participation in Downtown West Gateway plan)
- Publishing articles on issues identified at the retreat in upcoming issues of *Raleigh CityViews*

Of the remaining items suggested, each commission member was asked to identify two as being of the highest priority. The results were as follows:

Nine votes

- Refine/redefine open space standards (for new residential development, PDDs, etc.)

Six votes

- Assist in development of low-impact development guidelines and standards

Four votes

- Develop appearance standards for rental housing (e.g., front yard parking, trashcan screening, etc.)

Three votes

- Develop list of trees that are locally inappropriate for parking lot plantings

Two votes

- Address gateway issues: undergrounding utilities, median plantings, etc.

One vote

- Review policies for open space acquisition (e.g., remove present development exemptions?)
- Review street width standards

Noted, but receiving no votes

- Develop stream maintenance standards (i.e., litter clean-up)
- Develop residential design standards
- Develop guidelines for small-area unity of design
- Initiate process for phasing out pole-mounted signs
- Encourage enforcement of housing regulations
- Use fees to fund appearance projects
- Assure city projects set the example
- Assist in developing new standards for solid waste pick-up policies (curbside trashcans and recycling)

The above list is to be forwarded to all commission members via these minutes, for discussion by each committee at their respective meetings in September, with potential assignments to be confirmed by the Executive Committee at its September 12 meeting. The final proposed work program is to be submitted to consideration of City Council later in the year.

ADJOURNMENT

There being no further business, the meeting adjourned at 2:40 p.m.

SEPTEMBER MEETING SCHEDULE

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| Landscape and Design Committee | Tues., Sept. 3 - 4 PM; Room 303; Tues., Sept. 17 - 4 PM; Room 303 |
| Public Awareness Committee | Wed, Sept. 4 - 4:30 PM; Room 400-A |
| Legislative Committee | Wed., Sept. 11 - 10:30 AM; Room 303 |
| Stormwater Design Standards Committee | TBA |
| Executive Committee | Thurs., Sept. 12 - 7:30 AM; Big Ed's |
| Appearance Commission | Thurs., Sept. 19 - 5 PM; Room 305 |