

## **COMMUNITY APPEARANCE COMMISSION MINUTES**

December 7, 2016  
Greenville, NC

The Community Appearance Commission met on the above date at 5:30 p.m. in the third floor conference room #328 of City Hall located at 200 West Fifth Street.

### **Community Appearance Commission Members Present:**

Scott Johnson, Chair  
Thomas Alligood  
Michael Slocum

William Wooten II  
Ryan Beeson  
Chris Mansfield

Todd Brown  
Ryan Naziri

### **Community Appearance Commission Members Absent:**

Jonathan Taft

Kellie Gonzalez

Jorgette Mullins

### **Staff Present:**

Ben Griffith, Community Development Director  
Elizabeth Blount, Planner II  
Domini Cunningham, Planner I

## **ROLL CALL**

Elizabeth Blount took roll and Chairman Johnson confirmed that the CAC had a quorum.

## **PLEDGE OF ALLEGIANCE**

Commission members pledged allegiance to the flag of the United States of America.

## **APPROVAL OF AGENDA: December 7, 2016**

Motion was made by Mr. Beeson and seconded by Mr. Mansfield to approve the agenda. Motion carried unanimously.

## **APPROVAL OF MINUTES: September 7, 2016**

Motion was made by Mr. Alligood and seconded by Mr. Brown to approve the September 7, 2016 minutes. Motion carried unanimously.

## **ANNOUNCEMENTS**

None

## **CITY STAFF INTRODUCTIONS AND COMMENTS**

Ms. Blount welcomed the new Planner I, Domini Cunningham, and reintroduced the new Community Development Director, Ben Griffith.

## **CONTINUED BUSINESS**

### Bylaws Review

Chairman Johnson decided to delay the bylaws review until the end of the meeting, based on time remaining.

### Elections

Chairman Johnson went over the duties for commission positions. He agreed to continue as chair until June and opened up the floor for vice chair nominations to serve until June. Thomas Alligood was nominated and seconded as vice chair. Motion carried unanimously. Thomas Alligood was elected as vice chair.

## **NEW BUSINESS**

### Neighborhood Improvement Grants

Ms. Blount presented the application and the supporting documents. She stated that the annual budget is \$7,000 per year that began July 1. The commission has not approved any grants during this fiscal year so the entire amount is available. Even though Treetops is located in Winterville, it is included in the ETJ which is eligible for a grant.

She presented the following:

1. Treetops Condos - \$750 for landscaping

Motion was made by Mr. Mansfield and seconded by Mr. Beeson to approve the application for Treetops Condos. Motion carried unanimously.

### Biennial Appearance Awards

Ms. Blount presented the top four recipients of the Biennial Awards – Dream Park, Kappa Delta Sorority, Carolina Breast Imaging and Rucker Johns. The presentation is scheduled for December 8 during the City Council meeting. The selected awards were glass awards with jade on the side encased in a blue satin lined storage box purchased

from A1 Awards. The representatives from Dream Park and Carolina Breast Imaging would be present. Thomas Alligood volunteered to represent the commission at the presentation.

### Community Appearance Award Nominations

Chairman Johnson explained the procedures and criteria for submitting nominations. He requested votes and the nominees with the most number of votes for December were selected: Trollingwood Taproom and Brewery, 707 Dickinson Ave. Mr. Wooten volunteered to take the sign, the certificate and letter to Trollingwood and to pick it up before the next Commission meeting. Commission members were encouraged to take pictures and send to Mr. Cunningham one week prior to the next meeting.

### Meeting Calendar

Chairman Johnson explained the change in meeting times and presented three meeting options for 2017- quarterly plus one additional meeting in June, bi-monthly and monthly. Motion was made by Mr. Beeson and seconded by Mr. Slocum to meet bi-monthly. Motion carried unanimously.

## **CONTINUED BUSINESS RESUMED**

### Bylaw Review

The Commission resumed discussion of revisions to make to the Bylaws starting in Article VIII, Section 1.

In Section 1, the Commission agreed to revise the first sentence to read as follows, "The Commission shall hold at least six (6) meetings per year, bi-monthly, beginning annually in February.

It was noted that the fall cycle for the Neighborhood Improvement Grants would end after the CAC meeting. The commission has agreed to call a special meeting in October to accommodate the review of fall applicants for the Neighborhood Improvement Grants.

The Commission agreed that the third bullet under Monthly Awards on page 14 should read "Up to two awards bimonthly will be given by the CAC. All nominees shall be submitted to staff at least two weeks prior to the scheduled meeting. Any submissions submitted after the deadline will be forwarded to the next meeting date".

The fourth bullet paragraph on page 14 shall be removed.

On page 14 under "Appreciation Nomination Objectives", add "Architectural Design"

On page 15, the following changes were noted:

- Monthly should be changed to "bimonthly" CAC awards will be selected from the following types of properties.

- Add “facilities” to number 11 on page 15.
- Remove number 13 “Outstanding effort”
- Nominations will remain active for “three consecutive meetings”. Nominees can only receive the CAC Appearance Award once during a two-year period- remove “monthly”
- Next bulleted paragraph – remove “Monthly”
- Under “Responsibility of City Staff”, #3 should read “Publication in The Daily Reflector and the City of Greenville’s website”

On page 16, #6 should read “Members of the CAC are responsible for delivering the awards; however, the nominator would be requested to make the presentation. If he or she is unable, another member of the commission can volunteer to make the presentation.

The Commission will continue with the Biennial Appearance Awards program at the February 2017 meeting.

**PUBLIC COMMENTS**

None

**MEMBER COMMENTS AND ITEMS FOR FUTURE AGENDAS**

Mr. Beeson asked about an update on Adopt-A-Street. Ms Blount stated that a meeting was scheduled to discuss the program but it was cancelled due to Hurricane Matthew. The rescheduled date has not been secured as to date. Mr. Beeson stated that organizations from ECU would like to adopt streets in the grid area and make organizational policy changes to help with trash and debris in the area.

**ADJOURNMENT**

Motion made by Mr. Slocum and seconded by Mr. Beeson to adjourn the meeting at 6:47 pm. Motion carried unanimously.

Respectfully submitted,

*Elizabeth Blount*

Elizabeth Blount, Planner II  
252-329-4608