

## **COMMUNITY APPEARANCE COMMISSION MINUTES**

March 6, 2013  
Greenville, NC

The Community Appearance Commission met on the above date at 5:30 p.m. in the third floor conference room #337 of City Hall located at 200 West Fifth Street.

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

Myron Caspar  
Brenda Diggs, Vice Chair  
Lucy Fox

J. Scott Johnson  
Perry Kachroo  
Diane Kulik

Joanne Robertson  
Bill Whisnant, Chair

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

Mark Abboud

Cora Tyson

Fred Wright

**Staff Present:** Lt. Richard Allsbrook, Code Enforcement; Corey Barrett, Code Enforcement Officer; Sandy Gale Edmundson, Secretary; Merrill Flood, Director of Community Development; Wayne Harrison, Planner II; Kevin Heifferon, Public Works; Larry Hopkins, Code Enforcement Officer; Carl Rees, Economic Development Manager; and Corporal Chris Viverette, Code Enforcement

### **PLEDGE OF ALLEGIANCE**

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

### **APPROVAL OF AGENDA: MARCH 6, 2013**

Motion was made by Mr. Myron Caspar and seconded by Mr. Scott Johnson to approve the added items to the February 6, 2013 agenda. Motion carried unanimously.

### **APPROVAL OF MINUTES: FEBRUARY 6, 2013**

Motion was made by Mr. Scott Johnson and seconded by Ms. Joanne Robertson to approve the February 6, 2013 minutes. Motion carried unanimously.

### **ANNOUNCEMENTS**

Mr. Caspar: Mr. Fred Wright brought students and tools for the Community Tree Day event. Mark Abboud was there working as well. I took pictures of the event.

## **OTHER BUSINESS**

### **Staff Reports**

#### Neighborhood Grants Program – Structure and May Project Reports

The Commission agreed that the neighborhood grants should appear on website.

Motion was made by Ms. Joanne Robertson and seconded by Mr. Myron Caspar to leave guidelines as are. Motion carried unanimously.

#### Spring Cleanup

Lt. Allsbrook: Spring Cleanup is scheduled for April 27, 2013. AJ Basile will be coordinating the cleanup. Sanitation will be handing out supplies (gloves, bags, etc.). The Intergenerational Center will be the site to hand out the supplies at 1100 Ward Street. Volunteers are needed. Some items were eliminated such as construction debris and wood. This is a landfill change.

Ms. Diggs: Will there be publicity?

Mr. Allsbrook: City Page and GTV will advertise.

#### CAC on City Website

Mr. Harrison: Would the Commission like any enhancements?

Ms. Robertson: Neighborhood grants should be on website.

Mr. Caspar: The two places where CAC appears should be unified.

Mr. Kachroo: The tree planting pictures should be on the website.

Mr. Flood: Staff will look into website development.

Mr. Kachroo: Get information together for next meeting.

Mr. Harrison: Pictures could be brought in to be posted.

#### Revision of CAC By-Laws and Member Handbook

Mr. Whisnant: Mr. Caspar and I will work on this and bring back to the Commission.

Ms. Kulik: Bylaw amendments have to come to the Commission twice.

Mr. Caspar: Policies and procedures will be done as well.

Mr. Whisnant: This will be done collectively.

### Signage – Appearance Awards and Neighborhood Grants

Mr. Harrison: Money has been approved.

Ms. Kulik: Get one sign made for approval.

Mr. Flood: Please include city logo with sign and make sure sign is within the parameters of the sign ordinance.

### **CAC Annual Report - Draft**

Mr. Whisnant: This will be presented at the April 8, 2013 City Council meeting.

### **Community Appearance Awards**

#### Selection of Biennial Awards

Ms. Kulik: Biennial Awards are granted every two years and are based on a rating system. The idea for the biennial awards was gotten from Charlotte, NC.

Mr. Caspar: Awards were given in 2012. Winslows, Nathaniel Village and the Convention Center received the last awards.

#### March Awards and Nominations

The Commission voted for Eastern Dentistry and Brown and Wood to receive the community appearance awards.

### **Maintenance of Street Right-of-Ways Grass and Debris**

Mr. Viverette: Maintain property up to the curb line and to the street.

Mr. Flood: Maintain lot and the right-of-way.

Mr. Caspar: Does picking up trash include dog feces? What are the regulations?

Ms. Kulik: Dog can't poop the property of others.

Mr. Caspar: The poop on Fifth Street is horrible.

Mr. Viverette: I will have animal control check into the situation.

Mr. Kachroo: What is the policy of lighting City streets at night?

Mr. Heifferon: Street lighting standards are being reviewed by a committee.

Ms. Diggs: Debris from old accidents and new accidents is not being cleaned up.

Mr. Heifferon: I have told the street superintendent about this for street cleanup.

Ms. Diggs: Thank you for cleaning up the City.

Mr. Whisnant: Does parking in the front yard on bricks meet City Code?

Mr. Viverette: It is an interpretation problem. Parking should be on a permanent type of material.

Lt. Allsbrook: Violation goes with the vehicle not the property. The vehicle affiliated with the event. Attach violation to the house would be the change that needs to occur.

Ms. Kulik: I would like to ask someone to come to the meeting to explain to us what portion of the land will be used for development.

Mr. Rees: The Redevelopment Commission was talking about this last night at their Work Plan meeting. The Town Common Master Plan is the only document on the Town Common. June will be a good time to have a presentation.

## **ADJOURNMENT**

Motion was made by Ms. Diane Kulik and seconded by Ms. Joanne Robertson to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Wayne Harrison  
Planner