

COMMUNITY APPEARANCE COMMISSION MINUTES

September 4, 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	J. Scott Johnson, Vice Chair	Rebecca Powers
Brenda Diggs, Chair	Lynn Caverly	Cora Tyson
Lucy Fox	Diane Kulik	

Community Appearance Commission Members Absent:

Mark Abboud	Joanne Robertson	Fred Wright
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Staff Present: Lt. Richard Allsbrook, Code Enforcement; Shawn Lucas, Code Enforcement Officer; Thomas Weitnauer, Chief Planner; Mike Dail, Planner II; Seth Laughlin, Planner II; Kevin Heifferon, Public Works; Elizabeth Blount, Secretary

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA: SEPTEMBER 4, 2013

Motion was made by Mr. Scott Johnson and seconded by Ms Cora Tyson to approve the agenda. Motion carried unanimously.

APPROVAL OF MINUTES: MAY 1, 2013

Motion was made by Mr. Scott Johnson and seconded by Ms. Cora Tyson to approve the May 1, 2013 minutes. Motion carried unanimously.

ANNOUNCEMENTS

Mr. Myron Caspar: The UNRI area is now quiet due to the change in parking regulations for the area.

Ms Brenda Diggs: Is there adequate parking for students?

Mr. Myron Caspar: The parking for students is the University's responsibility.

Ms Brenda Diggs introduced City staff.

NEW BUSINESS

Diane Kulik Presentation- Award Program

The committee can select up to two recipients per month for an award. The Biannual award ceremony is held every other year with even numbers in October. Each member would receive a spreadsheet in May of all the recipients for the year to select his or her best selections. After narrowing the top selections, the committee will rank them during the summer. A smaller committee will tally the scores for the annual recipients in September. Selection categories included the following: large, medium, small commercial and retail, historic sites, industries, institutions, medical, multi-family, residential entrances, office complexes, banks, public landscaping, restaurants, and outstanding effort. A ceremony will be held to present the recipients their rewards.

Mr. Scott Johnson: Is the award program in the Community Appearance Governing Documents.

Ms Diane Kulik: I believe it is and I will find it.

Ms Brenda Diggs: Can staff provide all committee members with the most recent Community Appearance Handbook, revision October 5, 2011.

Mr. Mike Dail: Yes

New Signage

Ms Brenda Diggs displayed the new appearance award signs – one free standing and two window displays. The total for the signs was \$166.

Ms Diane Kulik: If the sign is in the range of \$50 I will buy one.

Mr. Mike Dail: I will check the budget to see if funding is available for the signs.

Mr. Scott Johnson: Who is responsible for moving the signs from place to place?

Mr. Mike Dail: It would be appropriate for a commission member to be responsible for moving the signs and presenting the certificates. I will pick the signs up at the end of the month and have them available in the Municipal building.

Ms Brenda Diggs: Volunteers should be selected during the monthly meeting.

Community Appearance Awards – May/June

Commission members submitted names. Candidates included: Sup Dogs, Vitamin Shoppe, AT&T, Town Commons, Biltmore Street (Cherry Trees), Sculptures and Winslow Gardens.

Ms Diane Kulik: Members can take pictures and email them to staff.

Mr. Mike Dail: It would be best for members to take pictures versus staff so they can capture the essence for the nomination. I am willing to take pictures if need be.

Ms Diane Kulik: If members do not have a camera or a phone that can take a picture then a regular photo could be given to staff to scan.

Mr. Scott Johnson: If the picture is taken by the nominator then he or she can explain the picture. Nominees can be improvement or landscape based.

May recipients – Sculptures and Biltmore

June recipients – Town Commons and Winslow Garden

Mr. Mike Dail: The commission may need to be mindful of where the free standing sign is placed. The commission may want to consider corrugated plastic signs.

Mr. Scott Johnson: The appearance award sign should be nice; however, in some cases signage may not be the best solution. Presenting the recipient with a certificate may be the only solution.

Mr. Casper and Ms Fox will present the free standing sign to the creator of the sculptures. Mr. Casper will present a certificate to Dr. Dietrich for Biltmore Street trees.

Ms Diane Kulik: I offer to purchase the sign if the city cannot pay for the sign.

Mr. Seth Laughlin: Staff will follow-up about taking money for the signs.

For the month of June, Ms Tyson will present the appearance certificate to Mr. Fenton, Director of Recreation and Parks and Ms Caverly will present the signage to the owner of Winslows.

The awards will be presented by the 15th of every month. The signage and certificates will be ready by the following Monday after each monthly meeting.

Adopt-A-Street

Black Student Union is adopting Berkley Road West and the Havknot in memory of Juhahn Belcher is adopting Howell Street.

Motion was made by Mr. Scott Johnson and seconded by Ms. Tyson to approve the adoption. Motion carried unanimously.

Ms Brenda Diggs: Lt. Allsbrook, who is responsible for maintaining the area on 10th and Evans Street?

Lt. Allsbrook: The property owner of the aforementioned property has been contacted and the grass will be immediately abated by the property owner. Several properties that are noted for grass maintenance are currently sold to the state due to the 10th Street Connector. The Department of Transportation has hired a contractor to cut the grass and will begin this Saturday at Dickinson and 10th Street.

Neighborhood Improvement Grant Update

Mr. Seth Laughlin: The Neighborhood Improvement grants are awarded in the fall and spring. Maximum award is \$750.00. This year's amount available is \$6500. The deadline for fall applications is October 30. Arlington Park received funding in July 2012 but has not completed the project. In May 2013 they asked for an extension and stated in August that the project was underway; however, staff has not received anything in writing stating the status of the project nor received any return phone calls.

Ms Diane Kulik: Can the commission ask for the money back?

Mr. Seth Laughlin: The commission can work with the City Attorney's Office to send a formal request for repayment.

Motion was made by Ms Tyson and seconded by Ms. Fox for staff to move forward with asking for repayment from Arlington Park. Motion carried unanimously.

Proposed Parking Resolution

Ms Brenda Diggs: Can the parking resolution be continued to next month's agenda?

The Commission agreed.

Election of Officers

Ms Brenda Diggs: I decline the position of Chair.

Ms Diane Kulik: I nominate Scott Johnson for Chair

Mr. Myron Casper: Second.

Mr. Scott Johnson: I accept the nomination with the understanding that I believe in maintaining the schedule, cutting to the chase and getting the agenda done.

Ms Diane Kulik: I make a motion to close the nomination for chair.

Ms Cora Tyson: Second.

The Commission voted unanimously for Mr. J. Scott Johnson as chair.

Mr. Scott Johnson: I nominate Lucy Fox

Ms Lucy Fox: I decline because I have newborn.

Ms Rebecca Powers: I nominate Myron Caspar.

Mr Myron Caspar: I am ineligible due to former positions served.

Ms Rebecca Powers: I nominate Cora Tyson for Vice Chair.

Ms Lynn Caverly: Second.

Ms Diane Kulik: I make a motion to close the nomination for vice chair

Ms Lucy Fox: Second.

The Commission voted unanimously for Ms Cora Tyson as vice-chair.

ADJOURNMENT

Motion was made by Mr. Johnson and seconded by Ms. Cora Tyson to adjourn the meeting at 6:45 pm. Motion carried unanimously.

Respectfully submitted,

Mike Dail
Planner