

## **COMMUNITY APPEARANCE COMMISSION MINUTES**

September 7, 2011  
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:**

Mark Abboud	Scott Johnson
Myron Caspar, Vice Chair	Perry Kachroo
Dana Coles, Chair	Joanne Robertson
Brenda Diggs	

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

Valerie Guess      Albi McLawhorn      Jeffrey O'Neill      Carol Phillips

Staff Present: Sandy Gale Edmundson, Secretary; Niki Jones, Planner; and Laura Searfoss, Neighborhood Liaison/Ombudsman

### **PLEDGE OF ALLEGIANCE**

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

### **APPROVAL OF AGENDA: SEPTEMBER 7, 2011**

The Commission decided to add the following items: Election of Chair/Vice Chair, Neighborhood Improvement Grants, and Adopt-A-Street application.

Motion was made by Mr. Perry Kachroo and seconded by Mr. Scott Johnson to approve the amended agenda for September 7, 2011. Motion carried unanimously.

### **APPROVAL OF MINUTES: JUNE 1, 2011**

Motion was made by Ms. Joanne Robertson and seconded by Mr. Perry Kachroo to approve the June 1, 2011 minutes. Motion carried unanimously.

### **NEW BUSINESS**

#### **Election of Chair and Vice Chair**

Mr. Myron Caspar was nominated as the Chair and Mr. Mark Abboud was nominated as Vice Chair of the Community Appearance Commission.

Motion was made by Mr. Perry Kachroo and seconded by Mr. Scott Johnson to approve Mr. Myron Caspar as Chair and Mr. Mark Abboud as Vice Chair of the Community Appearance Commission. Motion carried unanimously.

### **Community Appearance Awards Voting and Nominations**

There were no Community Appearance Awards to vote on in September.

A nomination for Cheddars was made for the Commission's October meeting.

### **Recycling Update: Delbert Bryant**

Mr. Jones: Mr. Bryant could not be here tonight due to commitments from Hurricane Irene.

### **Fee Schedule Change: Laura Searfoss**

Mr. Jones introduced to the Commission Ms. Laura Searfoss as the Neighborhood Liaison/Ombudsman. Ms. Searfoss will discuss a fee schedule change with the Commission.

Ms. Searfoss: The Public Works Department imposes a \$500 fee to process encroachment agreement applications. This fee poses an obstacle for neighborhood associations to construct entrance signs. To amend the Manual of Fees, a City Board or Commission must make a recommendation to City Council. If a party receives City funding for improvements and requires an encroachment agreement to complete the improvement, no fee may be charged. The Community Appearance Commission can request that the City Council amend the Manual of Fees. The request would appear on City Council's October agenda. Once approved the eligible projects would no longer be charged a \$500 application fee effective immediately.

From Ms. Brenda Diggs letter to Merrill Flood dated August 25, 2011.

Ms. Diggs: The Oaks has sign easements on both sides of Winding Branches Drive which is the only entrance into our community. However, the easement on the right side of the street is so far back from the curb and deep within a small grove of trees that an entrance sign would be difficult to see and serve no purpose if it was placed there. It could easily be missed in the daytime and not seen at all at night, because the location is very dark. The left side of the street poses a danger because of a massive dead tree that sits right on the boundary line for the easement. Under the right (or should I say wrong conditions), it would eventually fall and damage or destroy the sign that we worked so diligently to get.

The left side of the street is also for daily parking by homeowners, and the cars will obstruct the sign.

Ms. Diggs: An entrance sign serves as a welcoming gateway to a community. It establishes and defines the boundaries of the neighborhood and is a visible indicator of a unified and caring group of neighbors, which is one of the objectives of our association. It gives residents a sense of belonging, discourages neglect, and encourages the upkeep of property. Neighbors take pride in ownership. It is also a way of identifying a physical location within the wider confines of the city. A city's reputation is as great as its neighborhoods.

Mr. Johnson: This change will encourage people to use all of their grant money towards the approved projects.

Motion was made by Mr. Scott Johnson and seconded by Mr. Mark Abboud to approve the fee schedule change. Motion carried unanimously.

### **Neighborhood Improvement Grant (NIG) Applications**

Mr. Jones: Neighborhood Improvement Grant applications were supposed to be on the agenda; however, Commission members have not reviewed the applications prior to tonight's meeting.

Motion was made by Mr. Mark Abboud and seconded by Mr. Scott Johnson to table the applications until the Commission could have a chance to look at the applications prior to acting on them. Motion carried unanimously.

### **Adopt-A-Street**

Mr. Abboud: The College Court-Coghill Neighborhood Association will adopt entire neighborhood.

Motion was made by Ms. Joanne Robertson and seconded by Mr. Scott Johnson to approve the College Court-Coghill Neighborhood Adopt-A-Street application. Motion carried unanimously.

Mr. Caspar: Neighborhoods taken care of themselves is awesome.

Mr. Abboud: Neighborhoods should take care of themselves.

### **SUBCOMMITTEE REPORTS**

Mr. Caspar: After the October meeting, the subcommittees will go back into place.

**UPDATES BY STAFF**

There were no updates.

**PUBLIC COMMENT**

There was no public comment.

**OTHER**

Ms. Diggs: The Oaks will be hosting a Neighborhood Advisory Board meeting for District 5 on October 20, 2011 to talk to neighborhoods about what the Board is trying to do. The Community Appearance Commission could talk too.

Mr. Caspar: Please send out a current Community Appearance Commission member list.

Ms. Edmundson: I will.

Mr. Jones: The Biennial Awards will go to City Council at their October 2011 meeting. Kandie Smith, Commission Liaison, will give out the awards.

**SUBCOMMITTEE REPORTS**

There were no subcommittee reports.

**UPDATES BY STAFF**

There were no updates by staff.

**PUBLIC COMMENT**

No public comment was made.

**ADJOURNMENT**

Motion was made by Mr. Perry Kachroo and seconded by Ms. Brenda Diggs to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Niki Jones  
Planner

