

COMMUNITY APPEARANCE COMMISSION MINUTES

May 5, 2010
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	Perry Kachroo
Myron Caspar, Vice-Chair	Albi McLawhorn
Dana Coles, Chair	Redeem Robinson
Brenda Diggs	Kathryn Swope

Community Appearance Commission Members Absent:

Brenda Diggs	LaRonda Hodges	Troy Jensen
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Staff Present: Sandy Gale Edmundson, Secretary; Cori Hines, Neighborhood Liaison/Ombudsman; and Niki Jones, Planner

PLEDGE OF ALLEGIANCE

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

APPROVAL OF AGENDA: MAY 5, 2010

Motion was made by Mr. Albi McLawhorn and seconded by Mr. Myron Caspar to approve the May 5, 2010 agenda. Motion carried unanimously.

APPROVAL OF MINUTES: APRIL 7, 2010

Motion was made by Mr. Albi McLawhorn and seconded by Mr. Kathryn Swope to approve the April 7, 2010 minutes. Motion carried unanimously.

INTRODUCTION OF REDEEM ROBINSON

Redeem Robinson was introduced to the Commission as the most recently appointed member.

NEW BUSINESS

May Community Appearance Awards Voting and Nominations

Mr. Jones: There were no Community Appearance Awards to be voted on for tonight's meeting. Are there any new nominations?

New nominations

corner of Reade and Cotanche Street
Delta Zeta House
Sycamore Hill Baptist Church
new entrance to airport
corridor into Greenville on Greene Street.

Review the 2010 – 2011 Proposed Work Plan

Mr. Jones: The Greenville Appearance Commission has been given a 2010 – 2011 Proposed Work Plan for review at tonight's meeting. This plan was drafted on April 14, 2010.

Ms. Coles: Several of us met a couple of weeks ago to draft the plan.

Greenville Community Appearance Commission Proposed 2010-2011 Work Plan

The Community Appearance Commission provides recommendations to city staff and the city council on many issues within the City of Greenville. The primary objective of the commission is to initiate, promote, and assist in the implementation of programs of the general community beautification and appearance. This commission serves as a link to public-private partnerships which helps facilitate both efficiency and effectiveness. Citizen groups such as neighborhood associations, garden clubs, and other community organizations all have worked hand-in-hand with this commission.

Mr. Caspar: In the above paragraph, please make the following change to sentence two.

The primary objective of the commission is to initiate, promote, and assist in the implementation for the beautification and appearance of the general community.

Section 1. Initiatives of the Greenville Community Appearance Commission

For its 2010 work plan, the Commission has encouraged each of its four subcommittees to better assist, encourage, and promote appearance related activities within the City of Greenville.

Ms. Coles: Please add as the last sentence to the paragraph above.

The commission's chairperson, Dana Coles, was an ex-officio member of each committee.

Policy and Procedure Committee (Twice-a-year)

Members: Albi McLawhorn & Perry Kachroo

Work Plan Items:

- Continue to review and revise the by-laws as necessary.
- Make suggestions and recommendations on up-coming ordinances/policy changes.
- Make an effort to work with the other commissions and committees to ensure that information used and distributed is up-to-date.

Mr. McLawhorn asked that two items be added to the above work plan items.

- Initiate the "Eye-sore Challenge" in which problem areas within the community are identified and solutions to fixing the eye-soar are implemented.
- Produce educational items (e.g. brochures) which will help to educate the community on appearance issues.

Awards/Design Review Committee (Quarterly)

Members: Myron Caspar, Troy Jensen, & Albi McLawhorn

Work Plan Items:

- Make nominations at quarterly sessions, in conjunction with monthly meetings
- Pursue new funding opportunities for the biennial awards (e.g. private opportunities)
- Continue to promote and market awards

Neighborhood Grants Committee (Twice-a-year)

Members: Brenda Diggs and Noria Namaz

Ms. Edmundson: Please be reminded to remove Noria Namaz as a member, since her she has successfully completed serving her final term with the Commission.

Work Plan Items:

- Ensure that this committee thoroughly reviews the guidelines every year for areas of needed reform.
- Keep in contact with prior recipients of the grant funds.
- GTV spot – Cori Hines

Community Service Committee (Twice-a-year)

Members: Mark Abboud & Kathryn Swope

Work Plan Items:

- Continue to look for more opportunities and partnerships
- Begin to look for funding opportunities to carry out projects.
- Pick two (2) projects a year
 - Rebuilding Together/Spring Project
 - Winter Project
- Improve Spring Clean-up***

Mr. Abboud: Please add Adopt-a-Street Program as the last work plan item.

Adopt-a-Street Program

Section 2. Annual Responsibilities of the Community Appearance Commission

Each year, the Community Appearance Commission must complete a slate of activities that are required by either a previous precedent or adopted city code. Those items for the upcoming year include:

Work Plan Items:

- CAC Elections
 - The Greenville Community Appearance Commission consists of eleven (11) citizen volunteers who bring a range of experiences, expertise, and perspectives. The Greenville City Council appoints Community Appearance Commissions to three-year terms. The CAC chairpersons are elected each September after the 2 month hiatus.
- Neighborhood Improvement Grants
 - Neighborhood Improvement Grants are awarded on a bi-annual basis. In advance of the application deadline, staff and the CAC members conduct a review process, and then make recommendations on awards. Each awardee must be within the approved guidelines of the grant program. **(Funded)**
- Publicity and Marketing
 - The Wild Flower Project **(Funded)**
 - Traveling to sites/destinations for educational purposes
- CAC Awards
 - One award is given per month to a business, industry, multi-family complex, or a public space that exemplifies excellence in community appearance. These locations are nominated by CAC members monthly, and quarterly. **(Funded)**
 - Funding for a monetary prize will be considered.
- CAC Annual Report
 - Every year, the Chair of the CAC, presents to the Greenville City Council a report on the CAC's accomplishments during the previous fiscal year. This report is not only an opportunity to update Council on the progress of its commission; it is an opportunity to raise awareness of community appearance among key policymakers.

Mr. Caspar: Please add the Adopt-a-Street Program and Eyesore Challenges.

- Adopt-a-Street Program
- Eye-Sore Challenge

Mr. Jones: These changes will be made to the 2010 – 2011 Community Appearance Commission's Work Plan. The Commission will vote on the plan at the June meeting.

Downtown Projection Signs Update

Mr. McLawhorn: No update was given.

SUBCOMMITTEE REPORTS

Mr. Hines: Ms. Coles and I rode around to look at areas for cleanup and decided on Kristen Drive neighborhood along drainage area on Saturday April 24, 2010 from 11:00 a.m. until 12:30. Meet at the playground on Kristen Drive and Shiloh. Hot dogs will be served afterwards. Volunteers are needed to man the station at Elm Street to hand out gloves, trash and bags from 8:00 a.m. until noon.

Ms. Diggs: Are volunteers recruited?

Mr. Hines: Yes.

UPDATES BY STAFF

Ms. Coles: The Commission needs a planning meeting to determine how much budget money should be requested to City Council.

The Commission agreed that monies should be requested for the Community Appearance Commission's budget.

Neighborhood Improvement Grants should request \$7,500.00.

Biennial Awards program should request \$500.00.

Monetary Awards for Biennial winners with strings attached should request \$1,500.00.

Airport Ads/public relations campaign should request \$7,500.00.

Mr. Jones: In May, the Commission will need to work on a work plan.

Mr. McLawhorn: The gateway signs are understated.

Ms. Diggs: There could be a mascot for the City of Greenville. The Emerald City could be played up.

PUBLIC COMMENT

There was no public comment.

ADJOURNMENT:

Motion was made by Mr. Mark Abboud and seconded by Mr. Myron Caspar to adjourn the meeting. Motion carried unanimously.

Respectfully submitted,

Niki Jones
Planner