

## **COMMUNITY APPEARANCE COMMISSION MINUTES**

January 15, 2014  
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  
Lucy Fox  
Fred Wright

J. Scott Johnson, Chair  
Lynn Caverly  
Diane Kulik

Rebecca Powers  
Cora Tyson  
Joanne Robertson

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

(None)

### **Staff Present:**

Elizabeth Blount, Planner I  
Kevin Heifferon, Public Works  
Tom Weitnauer, Chief Planner  
Seth Laughlin, Planner II

City Council (Liaison) Rick Smiley

## **ROLL CALL**

Chairman Johnson called roll and confirmed the CAC had a quorum.

## **PLEDGE OF ALLEGIANCE**

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

## **APPROVAL OF AGENDA**

Chairman Johnson suggested reversing the order of Items 9A and 9B. Motion was made by Ms. Powers and seconded by Tyson to approve the agenda with the reversal of items 9A and 9B. Motion carried unanimously.

## **APPROVAL OF MINUTES: January 15, 2014**

Motion was made by Ms. Fox and seconded by Mr. Wright to approve the January 15, 2014 minutes. Motion carried unanimously.

## **ANNOUNCEMENTS**

Mr. Weitnauer stated that Commissioners need to clear the building promptly after meetings so staff overseeing City Hall's lockup could leave at their scheduled time.

Mr. Weitnauer asked whether everyone received their agendas in the manner they had requested and the Commissioners indicated it was distributed accordingly.

Mr. Weitnauer reminded Commissioners to bring their nameplates to meetings or let him know if they were misplaced and need to be reprinted.

## **CITY STAFF INTRODUCTIONS AND COMMENTS**

Mr. Weitnauer stated staff members present tonight include Kevin Heifferon from Public Works and Seth Laughlin from the Planning Division. Mr. Weitnauer said Mrs. Blount will arrive after meeting a project deadline in the Municipal Building.

Mr. Weitnauer acknowledged City Councilman Rick Smiley in the audience and stated that Mr. Smiley is the new Liaison appointment to the CAC. Mr. Smiley offered comments of support to the Commissioners.

## **CONTINUED BUSINESS**

### **Review and Take Action on Neighborhood Improvement Grant Applications**

Mr. Seth Laughlin introduced the applicant of a grant application that was discussed during the December 4, 2013 CAC meeting. Mr. Laughlin explained that the area proposed for the grant is a small area and does not include the entire field. The applicant explained the grant will pay for trimming the shrubs, removing vines, adding mulch and moving during the growing season.

Motion was made by Mr. Caspar and seconded by Ms. Diggs to approve the grant. Motion carried unanimously.

Mr. Laughlin reported that the Arlington Park Subdivision refunded funds from a previously awarded grant to the City due to lack of progress.

Mr. Weitnauer and Mr. Laughlin announced the Neighborhood Improvement grants will be solely reviewed by the CAC starting in the spring.

Mrs. Diggs stated the application deadline for Neighborhood Improvement Grants needs to be updated on the City's website.

The Commission discussed revising the grant application. Ms. Powers responded with her concern that there may be applications in progress and applicants may not be aware of upcoming application changes. In response, the Commission decided any changes made to the application should become effective before the subsequent cycle,

not the current cycle. Ms. Diggs suggested generating publicity and holding information sessions for prospective applicants.

## **NEW BUSINESS**

### **Community Appearance Awards**

Mr. Weitnauer went through slides of properties nominated for the Community Appearance Awards. It was noted that the first nominee was supposed to be Foot & Ankle East on Red Banks Rd. instead of the Eastern Carolina Foot and Ankle Specialists.

The Commission voted on nominations and the two nominees with the highest number of votes were WITN News and the Outdoor Classroom at Elmhurst Elementary School. The Commission asked whether the City could purchase another award yard sign.

No new nominations were offered except that the Foot and Ankle East should be included next month. Ms. Tyson stated she will provide a photograph.

Commissioners discussed ways to announce CAC awards. Councilman Smiley offered to accompany Commissioners when presenting awards to recipients.

### **Overview of Planning Division Activities Relative to Community Appearance**

In response to the CAC request during a previous meeting, Mr. Weitnauer provided an overview how the Planning Division and Boards the Division serves affect community appearance. Areas that Mr. Weitnauer covered include:

#### Technical Review Committee:

- Lot coverage based on types of development;
- Landscape buffer requirements depending on adjacent uses;
- Landscape requirements on sites;
- Landscaping standards in and around parking lots;
- Land Uses.
- Building heights and setbacks;
- Lighting;
- Signage; and
- Density of development;

#### Board of Adjustment:

- Variances often affect placement of buildings, accessory buildings, fencing, etc.; and
- Special Use Permits that relate to how a proposed use may affect, including possibly aesthetics/views, an existing use.

#### Subdivision Review Board:

- The size, configuration of lots, setbacks of lots and streets starts the foundation for what is to come when vertical construction starts, so our subdivision and public works standards plays a large role in the appearance of the community.

#### Geographic Information System (GIS)

- Engineers, Planners, Elected and Appointed Officials make decisions based on their understanding and accuracy of geographic information.

#### Historic Preservation Commission:

- Façade Improvement Grants;
- COA Review of proposed projects in the College View Historic District and Landmark Properties; and
- Technical advice on preservation inquires and references to outside assistance and grants.

#### Neighborhood Improvement Board:

- Neighborhood Improvement Grants; and
- Empowerment and support of strong neighborhoods.

Planning and Zoning Commission. When reviewing rezoning applications, there are considerations of how a proposed zoning designation and what types of development a rezoning will allow that may impact surrounding property.

#### Zoning Enforcement

- Enforcement of zoning violations

Mr. Weitnauer touched on how vital the City's Comprehensive Plan, Horizons, plays a role in shaping the community's appearance. The Plan includes numerous goals and policies regarding direction to improve community character for the built and natural environment.

Staff is constantly engaged in formulating text Amendments to the Zoning Ordinance, many of which are designed to improve community appearance.

Commissioners discussed possible presenters for future meetings such as Carl Rees on the Town Commons project and Code Enforcement on their areas of work.

Ms. Diggs stated debris is left within intersections after automobile accidents.

Mr. Caspar stated the leaves and debris in the TRUNA neighborhood were a disaster in the fall and requested feedback next month on the reasons.

Commissioner Powers stated she would like the new CAC appointment to represent an area of the City the Commission is currently missing.

**ADJOURNMENT**

Motion was made by Mr. Caspar which was seconded by Mr. Wright to adjourn the meeting at 6:45 p.m. Motion carried unanimously.

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J. SCOTT JOHNSON  
Chair

Attest:

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THOMAS WEITNAUER  
Chief Planner