

COMMUNITY APPEARANCE COMMISSION MINUTES

March 5, 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

Fred Wright
Cora Tyson
Joanne Robertson

Community Appearance Commission Members Absent:

Rebecca Powers

Staff Present:

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

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: March 5, 2014

There were no changes to the agenda.

APPROVAL OF MINUTES: February 5, 2014

Motion was made by Ms. Kulik and seconded by Mr. Caspar to approve the February 5, 2014 minutes. Motion carried unanimously.

ANNOUNCEMENTS

Mr. Kevin Heifferon stated the CAC serves as the City's Tree Board in order for the City to maintain membership in the Tree City USA program. Mr. Heifferon asked

Commissioners to contact him if they are interested in volunteering for an upcoming community event to represent the Tree Board.

Mr. Weitnauer stated the City's annual Spring Cleanup is scheduled on April 5 beginning at 8:00 AM and interested Commissioners may contact A.J. Basile of the Police Department, Code Enforcement Division for details. Ms. Diggs encouraged Commissioners to consider volunteering.

Mr. Weitnauer stated this will be his last month serving as staff support to the Commission. Mr. Weitnauer thanked Commissioners for generously sharing their time and talent each month to serve the community on the CAC. Mrs. Elizabeth Blount will assume responsibility as staff liaison to the CAC throughout future meetings.

CITY STAFF INTRODUCTIONS AND COMMENTS

None

NEW BUSINESS

Review and Take Action on a Neighborhood Improvement Grant Application for the Brentwood Neighborhood Association.

Mr. Weitnauer stated he listed the Brentwood Neighborhood Association's neighborhood improvement grant application on the agenda for the second month in a row pending submittal of a complete application. Mr. Weitnauer stated the information requested still has not been submitted so the application cannot be reviewed tonight.

Community Appearance Award Nominations.

Chairman Johnson went through the list and photographs of six CAC award nominees.

Chairman Johnson requested votes and the two nominees with the most number of votes were selected: Hope of Glory Ministries located at 103 E. Arlington Blvd.; and Foot and Ankle East located at 1020 Red Banks Rd.

Orientation for CAC Members.

The Commission decided to postpone staff's presentation of orientation slides as it became apparent in the meeting that there have been revisions to procedures that have been agreed upon by the CAC, but the text in the CAC Bylaws and award process have not been updated. Since PowerPoint slides were prepared for the orientation based on procedures within the CAC handbook, it will be necessary to update the handbook to accurately reflect procedures the Commission has instituted over the last couple of years and then revise and present the orientation slides. Mr. Weitnauer stated that a CAC committee formed a couple of months ago for the purpose of updating the handbook.

The Commission briefly discussed the topic of reducing the number of meetings each year, but there was not enough support to pursue the suggestion.

Ms. Tyson asked staff whether a short script could be written for Commissioners to read from when presenting CAC awards to recipients. Mr. Weitnauer replied a script will be prepared in cooperation with the City's Public Information Officer. The Commission also asked staff to look for opportunities to raise awareness of the CAC awards on GTV when neighborhoods are being discussed during video segments.

In response to a request by the CAC in a previous meeting, Mr. Weitnauer stated he has slides prepared to present that summarize the Neighborhood Improvement Grant program. Since the CAC's meeting time was almost over, the slides were not presented.

PUBLIC COMMENTS

None

MEMBER COMMENTS AND ITEMS FOR FUTURE AGENDAS

None

ADJOURNMENT

Motion was made by Ms. Diggs which was seconded by Ms. Kulik to adjourn the meeting at 6:30 pm. Motion carried unanimously.

J. SCOTT JOHNSON
Chair

Attest:

THOMAS WEITNAUER
Chief Planner