

## **COMMUNITY APPEARANCE COMMISSION MINUTES**

May 13, 2015  
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:**

Scott Johnson, Chair  
Lynn Caverly

Cora Tyson, Co-Chair  
Brenda Diggs

Myron Caspar  
Fred Wright III

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

Andrew Bowers

Rebecca Powers

Tyler Richardson

### **Staff Present:**

Elizabeth Blount, Planner I

## **ROLL CALL**

Elizabeth Blount took roll and Chairman Johnson confirmed that the CAC had a quorum.

## **PLEDGE OF ALLEGIANCE**

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

## **APPROVAL OF AGENDA: May 13, 2015**

Motion was made by Ms. Caverly and seconded by Mr. Caspar to approve the agenda. Motion carried unanimously.

## **APPROVAL OF MINUTES: March 4, 2015**

Motion was made by Ms. Diggs and seconded by Ms. Caverly to approve the March 4, 2015 minutes. Motion carried unanimously.

## **ANNOUNCEMENTS**

None

## **CITY STAFF INTRODUCTIONS AND COMMENTS**

Ms. Blount presented the quote from Signsmith for two aluminum, single sided window signs to replace the warped signs. The cost is \$113.46. She mentioned that she was waiting to hear from the Public Information Office to make sure the design was in-line with the new logo. She also mentioned that elections are slated for June and an update for the Adopt-A-Street program will be provided next month.

## **CONTINUED BUSINESS**

### **Bylaws Review**

The Commission resumed discussion of revisions to make to the Bylaws starting in Article VIII, Section 1.

In Section 1, the Commission agreed to revise the first sentence to read as follows, "The Commission shall hold at least one (1) meeting per month with the exception of July and August". The next sentence should state "a quorum of six (6) members".

In Article IX, Section 1, remove the hyphen between "by-laws".

In Article X, Section 2, add to the last sentence, "appropriate city official or Community Development Director".

The Commission agreed that the **Rules of Order, Open Meetings, and Ordinance** pertaining to Community Appearance will remain as is.

The Commission agreed that ***Your Job as a Commission Member***, "Appointment and Term", the number of board members should change from "15" to "11" members. Under "Attendance at Meetings", the same verbiage in Article VIII, Section 6 should be replicated.

The Commission will continue with the awards program at the next meeting.

## **NEW BUSINESS**

### **Neighborhood Improvement Grant Recipients Recap**

Ms. Blount recapped the presentations made by Mary Kennedy from Brentwood and Joyce Williams from Cambridge. Both neighborhoods made great improvements to their entrance areas.

## Community Appearance Award Nominations

The Commission discussed the criteria for nominating monthly recipients. Chairman Johnson requested votes and the nominee with the most number of votes for May was selected: Pet Emergency, 3210 South Evans St. Ms. Tyson volunteered to take the sign, the certificate and letter to the recipient and to pick it up before the next Commission meeting. Several nominations were made for next month and commission members were encouraged to take pictures and send to Ms. Blount one week prior to the next meeting.

## **PUBLIC COMMENTS**

None

## **MEMBER COMMENTS AND ITEMS FOR FUTURE AGENDAS**

The Commission's responsibility/role in the Adopt-A-Street program will be added to next month's agenda.

## **ADJOURNMENT**

Motion made by Mr. Caspar and seconded by Mr. Wright to adjourn the meeting at 6:40 pm. Motion carried unanimously.

Respectfully submitted,

*Elizabeth Blount*

Elizabeth Blount, Planner I  
252-329-4608