

# REGULAR MEETING - COMMUNITY APPEARANCE COMMISSION

Wednesday, December 4, 2013

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Adopted meeting minutes for the Community Appearance Commission of the City of Greenville, NC, held on Wednesday, December 4, 2013 at 5:30 p.m. in Conference Room 337 of City Hall, 200 W. Fifth Street, Greenville, NC.

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## Commission Members Present:

Mr. J. Scott Johnson, Chair  
Ms. Cora Tyson, Vice Chair  
Mr. Myron Caspar  
Ms. Lynn Caverly  
Ms. Brenda Diggs  
Ms. Lucy Fox  
Ms. Diane Kulik  
Ms. Rebecca Powers  
Ms. Joanne Robertson  
Mr. Fred E. Wright, III

## Commission Members Absent:

None

## Staff Present:

Elizabeth Blount, Planner I, Planning Division  
Kevin Heifferon, Building and Grounds Superintendent, Public Works Department  
Seth Laughlin, Planner II, Planning Division  
Tom Weitnauer, Chief Planner, Planning Division

## **CALL TO ORDER**

Chair Johnson called the meeting to order at 5:30 p.m.

## **ROLL CALL**

Vice Chair Tyson called the roll and confirmed a quorum was present.

## **PLEDGE OF ALLEGIANCE**

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

## **APPROVAL OF THE AGENDA**

Amendments: Chair Johnson stated Item IX. D. will be expanded to include review and approval of the 2014 meeting calendar.

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

### **APPROVAL OF MINUTES OF OCTOBER 2, 2013**

Amendments: Mr. Wright stated his name should be added under members present. Mr. Weitnauer stated the meeting adjourned at 6:31 rather than 7:45. It was noted there were errors in reference to Mr. Johnson's name and Ms. Tyson's name.

Motion was made by Ms. Powers and seconded by Ms. Tyson to approve the October 2, 2013 minutes as corrected. Motion carried unanimously.

### **ANNOUNCEMENTS**

Mr. Weitnauer stated Mr. Mark Abboud has resigned from the Community Appearance Commission and asked CAC members to consider encouraging other people in the community to apply for the vacant position. Ms. Diggs asked if there are any applicants in the talent bank and Mr. Weitnauer responded he will check. Mr. Caspar stated in the past, thank you letters were sent to outgoing members to acknowledge their service. Mr. Weitnauer responded it would be appropriate to mail a thank you note to Mr. Abboud and he would prepare such a letter.

### **CITY STAFF INTRODUCTIONS AND COMMENTS**

Mr. Weitnauer stated Mr. Mike Dail, Planner II, completed his interim service to the CAC as staff liaison. Mr. Weitnauer stated he will be serving along with Ms. Blount as staff liaison over the next few months at which time Ms. Blount will then become the permanent liaison to the Commission. With Ms. Blount's recent promotion to Zoning Compliance Officer and with demands of learning new tasks, Ms. Blount doesn't have time during these next few months to become the sole liaison.

Mr. Laughlin was introduced along with Kevin Heifferon as staff members present for tonight are meeting. Mr. Heifferon commented that an upcoming tree event to plant 250 trees was in the planning stages for the TRUNA area with plans to move the event throughout other areas each year.

### **CONTINUED BUSINESS**

#### **Community Appearance Awards**

Two nominations, previously nominated and discussed were considered for Community Appearance Awards: The Vitamin Shoppe and AT&T Retail. CAC Members stated these nominations rolled over from the previous meeting and asked staff to have photographs for review when this occurs.

The Vitamin Shoppe, 701 Greenville Blvd, SE. Motion was made by Ms. Kulik and seconded by Ms. Tyson to award the Vitamin Shoppe. Motion passed.

AT&T Retail, 621 Greenville, Blvd., SE. Motion was made by Ms. Kulik and seconded by Ms. Tyson to award AT&T Retail. Motion passed.

Mr. Johnson asked if there are any new nominations. The Commission discussed whether organizations could be nominated and since it was not clear, a subcommittee was formed to review the award procedures. The subcommittee is comprised of Ms. Kulik, Mr. Caspar and Ms. Powers.

The Commission also formed another subcommittee to update the handbook. The subcommittee is comprised of Mr. Caspar, and Mr. Johnson.

## **NEW BUSINESS**

### Community Appearance Award Nominations

Commissioners listed new nominations for Community Appearance Awards in the following order for future consideration:

1. Eastern Foot and Ankle Specialists, 2140 E. Arlington Blvd., Suite D.;
2. Hope of Glory Ministries, 103 E. Arlington Blvd.;
3. WITN News, 275 E. Arlington Blvd.;
4. Gordon's Golf, Ski and Snowboard, 207 E. Arlington Blvd.;
5. Burton Family Dental and Associates, 1720 W. Arlington Blvd.;
6. ECU Center for Stem Education, 319 S. Cotanche St. ;
7. Greenville Christian Fellowship, 1411 Evans St.;
8. Elmhurst Elementary School Outdoor Classroom, 1815 W. Berkley Rd.;
9. First Presbyterian Church, 1400 S. Elm St.; and
10. The Sojourner, 414 S. Evans St.

### Overview of Neighborhood Advisory Board Activities

Ms. Brenda Diggs, Neighborhood Advisory Board (NAB) Chair, provided a thorough presentation of NAB activities. The presentation was made at the request of the CAC.

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

Mr. Seth Laughlin, Planner II and NAB Staff Liaison, provided a PowerPoint presentation of three grant applications received which were all deemed to be complete and eligible applications.

Carolina East Neighborhood Association is seeking a grant of \$750 to fund landscape maintenance of two existing neighborhood signs. The Commission discussed whether a landscape maintenance project was eligible for a Neighborhood Improvement Grant application.

Motion was made by Ms. Tyson and seconded by Ms. Kulik to table the item in order to: Verify that the application is eligible for the grant; Determine who owns the land the signs are located on; and Determine the extent of the area intended for maintenance. Motion passed.

Forrest Hills Neighborhood Association is seeking a grant to fund \$750 for the fabrication and installation of seven signs to be placed on top of existing street signs within the neighborhood. The approved signs will have yellow letters on an oval purple background. The Neighborhood Association requested the color combination due to the neighborhood's proximity to ECU.

Motion was made by Ms. Powers and seconded by Mr. Wright to award a \$750 grant to the Forrest Hills Neighborhood Association to fund their proposed project. Motion passed.

Ripples of Hope Neighborhood Association is seeking a grant of \$750 to fund materials to improve neighborhood involvement in events through the purchase of a tent, banners and notebooks.

Motion was made by Ms. Tyson and seconded by Ms. Fox to award a \$750 grant to the Ripples of Hope Neighborhood Association to fund their proposed project. Motion passed.

#### Adopt-A-Street

Sigma Tau Gamma Fraternity would like to adopt Stancill Dr. from Meade St. to the Tar River. Motion was made by Ms. Powers and seconded by Ms. Tyson to approve the adoption. Motion passed.

#### Select the Next Meeting Date

Since the next meeting date would normally fall on January 1, a proposed date of January 15 was discussed. The Commission approved the rescheduled meeting date.

#### Review and Approve the 2014 Meeting Calendar

Staff distributed a proposed 2014 CAC meeting calendar. Motion was made by Ms. Fox and seconded by Mr. Wright to approve the adoption. Motion passed.

#### **PUBLIC COMMENTS**

None

**MEMBER COMMENTS AND ITEMS FOR FUTURE AGENDAS**

[The meeting was adjourned due to time constraints before this item could be discussed.]

**ADJOURN**

Motion was made by Mr. Wright which was seconded to adjourn the meeting at 6:47 pm.  
Motion carried unanimously.

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J. SCOTT JOHNSON  
Chair

Attest:

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THOMAS WEITNAUER  
Chief Planner