

COMMUNITY APPEARANCE COMMISSION MINUTES

November 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:

J. Scott Johnson, Chair
Brenda Diggs
Lynn Caverly

Myron Caspar
Tyler Richardson

Danielle Green

Community Appearance Commission Members Absent:

Rebecca Powers
Joanne Robertson

Fred Wright

Cora Tyson

Staff Present:

Elizabeth Blount, Planner I
Tiana Keith – Neighborhood Ombudsman

ROLL CALL

Elizabeth Blount took roll and Chairman Johnson 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: November 5, 2014

Motion was made by Ms. Diggs and seconded by Mr. Richardson to approve the agenda. Motion carried unanimously.

APPROVAL OF MINUTES: September 3, 2014

Motion was made by Ms. Caverly and seconded by Mr. Richardson to approve the September 3, 2014 minutes. Motion carried unanimously.

ANNOUNCEMENTS

Chairman Johnson introduced the new board member, Danielle Green.

CITY STAFF INTRODUCTIONS AND COMMENTS

Ms. Blount stated the Fall Festival was October 18th and it was great. Mr. Caspar presented the Community Tree Day information. 250 trees will be planted in the Grid and hoping for twelve crews of twelve people each for the 4th Annual Tree Day.

CONTINUED BUSINESS

Biennial Appearance Recipients

Ms. Blount presented the eight recipients for the Biennial Awards: Winslow's, Elmhurst Elementary, Wasabi 88, WITN, Mellow Mushrooms, Drew Steele Center, Jonathan Bowling, and Oakwood School. She stated that letters have been sent to each entity. Ms. Tyson volunteered to be present at the City Council meeting for the presentation of the awards and Ms. Diggs will be as a backup.

Bylaws Review

Chairman Johnson stated that he will send out an email to committee members after November 17 to set a meeting date.

CAC Secretary Position

Chairman Johnson stated that the position is in the bylaws and asked for feedback from the committee. Ms. Diggs read the duties from the handbook. Ms. Caverly stated that the commission should see what other boards are doing for secretarial duties. Mr. Caspar suggested that the request be sent to the council liaison. Chairman Johnson stated that he would send an email to Councilman Smiley.

Adopt-A-Street

Ms. Diggs stated that no one division has direct oversight of the program and that lots of city divisions are involved with the program. Adopt-A-Street brochures were passed out and noted discrepancies. She stated that she will continue to work on getting more information and continue the discussion at next month's meeting.

NEW BUSINESS

Neighborhood Improvement Grants

Ms. Keith reviewed the criteria for the Neighborhood Improvement Grants. She presented the following:

1. Treetops General -\$750 for landscaping and lighting

Motion was made by Ms. Diggs and seconded by Ms. Caverly to approve the application for Treetops General. Motion carried unanimously.

2. Colonial Heights- \$750 for renewal of website domain, markers, posters, newsletter printing, yard sale ad, 25 safety vests, 9 reusable paneled signs

Motion was made by Ms. Caverly and seconded by Ms. Diggs to approve the application for Colonial Heights. Motion carried unanimously.

3. Cherry Oaks North - \$750 for landscaping

Motion was made by Mr. Richardson and seconded by Ms. Caverly to approve the application for Cherry Oaks North. Motion carried unanimously.

Community Appearance Awards

Chairman Johnson requested votes and the nominees with the most number of votes were selected: Dream Park located at 1710 Chestnut St. and Wilmardell Apartments located at 1005 Elm Street. Ms. Green volunteered to take the sign, certificate and letter to the park planner for the Dream Park. Mr. Richardson volunteered to deliver the sign, certificate and letter to Wilmardell Apartments. The Kappa Delta Sorority House was not originally nominated but placed on the list for next month.

PUBLIC COMMENTS

None

MEMBER COMMENTS AND ITEMS FOR FUTURE AGENDAS

Staff stated items for next month's agenda to include Adopt-A-Street, Bylaws Review and CAC Secretary Position.

ADJOURNMENT

Motion made by Mr. Caspar and seconded by Ms. Diggs to adjourn the meeting at 6:51 pm. Motion carried unanimously.

Respectfully submitted,

Elizabeth Blount

Elizabeth Blount, Planner I
252-329-4608