

## **COMMUNITY APPEARANCE COMMISSION MINUTES**

December 3, 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  
Tyler Richardson  
Lynn Caverly

Joanne Robertson  
Rebecca Powers  
Cora Tyson

Danielle Green  
Fred Wright  
Anthony Bowers

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

Brenda Diggs

Myron Caspar

### **Staff Present:**

Elizabeth Blount, Planner I

City Council (Liaison) Rick Smiley

## **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: December 3, 2014**

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

## **APPROVAL OF MINUTES: November 5, 2014**

Motion was made by Ms. Powers and seconded by Ms. Green to approve the November 5, 2014 minutes. Motion carried unanimously.

## **ANNOUNCEMENTS**

Chairman Johnson introduced the new board member, Andrew Bowers.

## **CITY STAFF INTRODUCTIONS AND COMMENTS**

Ms. Blount passed out the CAC monthly calendar for 2015. Chairman Johnson asked staff to verify if the commission had the authority to change the deadline for the Neighborhood Improvement Grants. She also reported that Kevin Heifferon will report on the Adopt-A-Street program at the January 2015 meeting.

## **CONTINUED BUSINESS**

### **Bylaws Review**

Chairman Johnson began the process of reviewing the handbook with the commission. The following corrections were noted:

- Page 3 – eliminate “ECU report” and change “the previous month’s minutes”
- Page 3 – Chairman Johnson will rewrite the section under attendance to line up with city’s policy
- Page 5 – Article II, Section 1- add “to one additional three year term” at the end.
- Page 5 – Article III, Section 1 needs rewording
- Page 5 & 6- Article III, Section 2- possibly reword “sole nominee” for the vice-chair in considering the office of chair; ensure candidate is eligible to serve; commission should consider whether the chair and vice-chair can be re-elected to serve a successive term in office
- Page 8 – Section 6 should be moved to page 5, Article II, Section 3, and eliminated on page 8; add “fiscal year” to section 6
- Page 12 – number of members should be changed to 11

The process will continue on page 6, Section 3 during the January 2015 meeting.

## **NEW BUSINESS**

### **Community Appearance Awards**

Chairman Johnson requested votes and the nominees with the most number of votes were selected: Campus Walk Apartments at the corner of Charles and Ninth Street and Charles Street Apartments located at 1016 Charles Street. Mr. Wright volunteered to get the sign from the Dream Park and take it, the certificate and letter to the director of maintenance at the Campus Walks Apartments. Ms. Caverly volunteered to get the sign, from the Wilmardell Apartments and take it, the certificate and letter to Charles Street Apartments. The Highway 55 and Domino’s at 1201 Charles Blvd were eliminated because they won an award in January 2013.

**PUBLIC COMMENTS**

None

**MEMBER COMMENTS AND ITEMS FOR FUTURE AGENDAS**

Staff stated items for next month's agenda to include Adopt-A-Street presentation. Ms. Caverly volunteered to take the biennial award to Jonathan Bowlings and Chairman Johnson volunteered to take the biennial award to Mellow Mushrooms.

**ADJOURNMENT**

Motion made by Ms Tyson and seconded by Ms. Powers to adjourn the meeting at 6:38pm. Motion carried unanimously.

Respectfully submitted,

*Elizabeth Blount*

Elizabeth Blount, Planner I  
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