

DIVISION 6 APPEARANCE COMMISSION

Section 2-315. Established.

There is established an Appearance Commission for the town.

Section 2-316. Membership.

(a) There shall be an Appearance Commission, which shall consist of five members appointed by the Board of Commissioners. All members of the Commission shall reside, own property, or operate a business within the town's planning jurisdiction. Ex-officio members may be appointed as necessary: Town Manager, Town Engineer, other town staff, and so forth.

(b) Appearance Commission members shall be appointed by the Board for three-year staggered terms, but members may continue to serve until their successors have been appointed. Initially, three members shall be appointed for three-year terms and two members shall be appointed for two-year terms. Vacancies shall be filled for the unexpired terms only.

(c) Terms of office shall be consistent with the town's fiscal year of July 1 through June 30.

(d) Members may be appointed for successive terms without limitation.

(e) In making appointments to the Commission, the Board shall seek to appoint persons with impartial and broad judgment and, when possible, persons with training or experience in a design profession. As wide a range of community interests as possible should be represented by the Commission.

(f) Members shall be removed by the appointing authority for failure to attend three consecutive meetings without advance notice to the Chairman and without excuse or failure to attend 30 percent or more of the meetings within a 12-month period, or after a hearing, for any good cause related to the performance of duties.

Section 2-317. Officers.

The Appearance Commission shall have a Chairman and a Vice-Chairman. Officers shall serve one-year terms to expire June 30. Officers shall be elected at the first meeting after July 1 each year by the members of the Commission. Officers may service consecutive terms without limitation.

Section 2-318. Compensation.

The Commission members shall serve without limitation.

Section 2-319. Organization and Meetings.

(a) The Appearance Commission shall establish a regular meeting schedule and shall meet frequently so as to attend to necessary business.

(b) The Commission is an advisory authority therefore it is not necessary to conduct its meeting strictly in accordance with quasi-judicial procedures. However, it shall conduct

all of its meetings so as to obtain necessary information and to promote the full and free exchange of ideas.

(c) Minutes shall be kept of all Commission meetings and the vote of every member on each issue shall be recorded.

(d) All Commission meetings shall be open to the public and the agenda for each Commission meeting shall be made available in advance of the meeting.

(e) The Town Manager shall assign a staff member to the Commission to assist in the performance of the functions and duties of the Commission.

(f) A quorum, consisting of three members, shall be present for the Commission to take official action, and all actions shall be taken by majority vote.

(g) The Chairman and Vice-Chairman may take part in all deliberations and vote on all issues.

Section 2-320. Powers and Duties.

The Appearance Commission may:

(a) Initiate, promote and assist in the implementation of programs of general community beautification within the town's planning jurisdiction.

(b) Seek to coordinate the activities of individuals, agencies, organizations, and groups, public and private, whose plans, activities and programs bear upon the appearance of the town and its environs.

(c) Direct the attention of the Mayor and the Board of Commissioners to ways in which the town government may take direct action affecting the appearance of the town and its environs.

(d) Make recommendations upon any permit or other item referred to the Commission by the Board of Commissioners, Planning Board, Board of Adjustment, or Manager.

(e) Appoint subcommittees (consisting of Commission members) or advisory groups (consisting of Commission members, non-commission members, or any combination thereof) to advise and assist the Commission in carrying out its duties.

(f) Take any other action authorized by this chapter or any ordinance or resolution of the Board of Commissioners.

Section 2-321. Reports.

The Appearance Commission shall report orally or in writing, as requested by the Town Board, at least annually of its activities and accomplishments.

Section 2-322. Contributions to Commission.

The Appearance Commission is authorized to accept contributions from private agencies, foundations, organizations, individuals, the state or federal government, or any other sources, in addition to other sums which may be appropriated by the Town Board. All contributions received by the Commission shall be turned over to the Finance Officer of the town for deposit and duly authorized disbursement.