

**Appearance Commission Meeting**  
**July 7, 2014**  
**Minutes**

**Members Present:** Lee Batson, Nora Cambier, Ben Carroll, Sandy Foutch, Kirby Guinn, and Linda Tracy

**Members Absent:** None

**Staff Present:** Patrick Reidy, Planner

**Guests:** Commissioner Ginna Gray

**1. Meeting Called to Order & Welcome**

Patrick Reidy called the meeting to order at 6:30 p.m. A quorum was established per the bylaws.

**2. Adjustment and Approval of the Agenda**

Lee Batson made a motion to approve the agenda. The motion was seconded by Kirby Guinn. The vote was unanimous.

**3. Approval of Minutes**

**No minutes needed to be approved.**

**4. Public Comments:**

Staff liaison member Patrick Reidy noted there were no members of the public present that submitted public comments.

**5. Discussion, Consideration, and Action on the Following Items:**

**A. Vote on Chairman and Vice Chairman**

Members took turns introducing their selves to the other members and shared why they volunteered to serve on the Appearance Commission.

Patrick Reidy stated that the Appearance Commission is tasked with electing a Chairman and Vice Chairman and that if more than one person were nominated for a position, a ballot vote would be held. A member must be nominated and seconded and can nominate their self.

Nora Cambier nominated Sandy Foutch for Chairman and was seconded by Kirby Guinn. No other nominations were made for Chairman. Ben Carroll nominated himself for Vice Chairman and was seconded by Nora Cambier. No other nominations were made for Vice Chairman.

A motion was made by Nora Cambier and seconded by Lee Batson to elect Sandy Foutch as Chairman and Ben Carroll as Vice Chairman. The motion passed unanimously.

### **B. Downtown Façade Grant Application Review – 102 W. Third Street**

Mr. Reidy presented one downtown façade grant applications that was submitted. The application was for Lake Life located at 102 West Third Street. The proposed work includes replacing a front window, adding an awning over the door, and adding a light under the awning.

Lee Batson made a motion to recommend approval of the full grant amount of \$1,000 to be awarded to 102 W. Third Street. The motion was seconded by Kirby Guinn. The motion was passed by a vote of 6 to 0. The façade grant recommendation will be forward to the Board of Commissioners for their approval.

### **C. Adopt-A-Highway Discussion**

Patrick Reidy detailed the past year's Adopt-A-Highway Cleanup efforts. He stated that attendance has been lacking for the past two cleanups and mentioned the importance of trying to get a group around town to help partner with.

Chairman Foutch stated that she works with the 4-H and would reach out to them for help. Linda Tracy volunteered to reach out to some Boy Scouts that she knows to gauge their interest. Ben Carroll volunteered to reach out to his church and friends to see if they could help.

Patrick Reidy asked that they report back at the August meeting and bring their calendars to try and pick that dates for the next 12 months.

### **D. Long Range Projects**

Patrick Reidy gave an overview of the downtown murals effort. He mentioned that the Appearance Commission has raised approximately 40% of the required funds to have a mural painted. He also stated that the building at 100 W. Third Street was selected as the site for the first mural. He asked that members start thinking of a theme that they would like to see as the first mural and suggested that once a theme is selected, the Appearance Commission should reach out to mural artists and ask them to submit a sketch and cost estimate to help decide on an artist.

The members were in agreement that a booth should be set up at the upcoming Harvest Festival again. Patrick Reidy will ask the Chamber of Commerce if they can have a booth space at no cost again. The members also liked the idea of trying to have a silent and/or live auction some time before Christmas so that items could be used as gifts.

Mr. Reidy also brought up an idea that was suggested with the past Appearance Commission board about sponsoring a Christmas Decorating Contest for residents and businesses. Nora Cambier stated that she wouldn't be in favor of doing this project,

especially if it would take a ton of effort. She would rather see the group focus on other efforts.

The other members supported the idea and agreed that it shouldn't take a lot of effort. Ben Carroll suggested trying to create a Wendell gift certificate for winners that could only be spent at a business in Wendell. Patrick Reidy will reach out to the Chamber of Commerce to see if they have any members that would like to partner and help sponsor the contest.

It is expected at the August meeting that a plan for the contest will be created which include possible categories and prizes.

Other items that were discussed as potential areas to focus on include: helping create a better Food Lion Shopping Center sign; having a Christmas Banner across Main Street or Wendell Boulevard; adding bike racks to downtown; working with the Economic Development Committee to help downtown business enhance their storefronts; and having a splash pad park in Wendell. All items will be discussed in the future.

#### **E. Logistics Discussion**

Patrick Reidy asked if there were any logistical concerns for the members with regards to the day, time, or location of the meetings. Nora Cambier suggested trying to meet in a conference room to create a less formal meeting where items could be discussed.

Mr. Reidy mentioned that the conference room at Town Hall could be cramped and that the conference room at the Community Center is currently used at the same time for the Parks & Recreation Board. However, it is being discussed to change their meeting date. If that room were to become available, the Appearance Commission could meet there. Until available, the meetings will still be held in the court room.

#### **6. Chairwoman and Board Members' Comments**

No comments were made.

#### **7. Adjourn**

Nora Cambier made a motion to adjourn the meeting. Lee Batson seconded the motion. The vote was unanimous. The meeting was adjourned at 8:30 p.m.