

Appearance Commission Meeting
June 3, 2013
Minutes

Members Present: Chairwoman Melton, Lee Batson, Kirby Guinn, Sandy Foutch, and Fiquet Swain

Members Absent: None

Staff Present: Zunilda Rodriguez, AICP, Planning Director, Patrick Reidy, Planner

Guests: Commissioner Virginia Gray

1. Meeting Called to Order & Welcome

Chairwoman Melton called the meeting to order at 6:30 p.m.

2. Adjustment and Approval of the Agenda

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

3. Public Comments:

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

4. Approval of Minutes

A. April 1, 2013

The Appearance Commission members reviewed the April 1, 2013 minutes. There were no comments for revisions. Sandy Foutch provided a motion to approve the April 2013 minutes. Lee Batson seconded the motion to approve the minutes. The vote was unanimous by the commission.

B. May 6, 2013

The Appearance Commission members reviewed the May 6, 2013 minutes. There were no comments for revisions. Lee Batson provided a motion to approve the April 2013 minutes. Kirby Guinn seconded the motion to approve the minutes. The vote was unanimous by the commission.

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

A. Introduction of New Planner – Patrick Reidy

Zunilda Rodriguez introduced the Town's newest Planner, Patrick Reidy. After a brief introduction, he was welcomed by the Appearance Commission members.

B. Status of Business Appearance Pilot Program

Chairwoman Melton began discussion by stating that she needed to discuss with Fiquet Swain about painting fabric for curtains. She also stated that proceeding with the project would have to wait until a fundraiser was held to help pay for materials.

Ms. Rodriguez asked if the Business Appearance Pilot Project should be put on hold until funding was available and the Appearance Commissioners agreed.

C. Fundraising Events

Lee Batson stated that a fundraiser or having some sort of a budget was a priority for the Appearance Commission. Ms. Rodriguez noted that in the FY2013-2014 draft budget, there was a budget set aside for the Appearance Commission. She was unsure of the amount, but noted that it was a small budget.

Fiquet Swain stated that fundraising efforts should be focused on a specific projects and that starting with the mural would show the community a tangible result and hopefully create future interest in helping the Appearance Commission.

Chairwoman Melton noted that seed money and volunteers would be needed before a fundraiser should be held and that members need to attend all of the meetings so that projects could keep moving forward and votes could be held. Sandy Fouch said she would like for the commissioners to have discussions outside of the monthly meetings as it is key to complete a project.

D. Downtown Murals Project – Community Survey

Zunilda Rodriguez presented a draft downtown mural community survey that she created that requests community input on the future development of a downtown murals program. She noted that the link would be on the town's website and could be put on community group websites. Sandy Fouch suggested having a short story written for inclusion in the Eastern Wake News as well as putting flyers in restaurants and the Chamber of Commerce.

A few edits to the survey were requested and Ms. Rodriguez agreed to make the necessary changes. The next step is for the Town Manager to review the survey before it is made public.

Fiquet Swain stated that the survey is a good starting point for momentum to try and fundraise for the murals project. Zunilda expressed the importance of picking one location for having the mural painted and the commission should decide at a future meeting if they should use local schools, hire a professional, or try and find someone to paint it pro bono. She also noted that one building owner has agreed to use their building as a mural site and that two other tenants were okay with the murals and that the owners of those buildings need to be contacted.

Fiquet Swain stated that she would like to see the mural be part of a community event to give the community a sense of ownership to the mural.

Ms. Rodriguez said she would follow up with the building owners of the three potential sites about their interest in having a mural on their building. Fiquet Swain said she would follow up with North Carolina State University's School of Design and St. Mary's High School about using their services. Chairman Melton volunteered to talk with Meredith College about using their services.

Lee Batson volunteered to contact the East Wake High School about partnering with their art department. Kirby Guinn and Chairman Melton volunteered to contact the local elementary schools as a possible partner. Sandy Fouch will reach out to Lowe's, Home Depot, and ACE Hardware about the possibility of donating supplies.

All members are expected to report back their findings at the July meeting.

E. Downtown Façade Grant Program Reorganization

Ms. Rodriguez presented the newly redesigned downtown façade grant flyer and asked for possible revisions to the programs to help create interest.

Chairwoman Melton said that the current process takes too long and would like to see applicants be able to complete the work, prior to approval. Commission Gray agreed that the process should be more streamlined to take less time for an approval and the Appearance Commission members all agreed. Ms. Rodriguez asked that any additional specific feedback be provided to her.

6. Chairman and Board Members' Comments

No comments were given.

7. Adjourn

Kirby Guinn made a motion to adjourn the meeting. Lee Batson seconded the motion. The meeting was adjourned at 8:30 p.m.