

**Appearance Commission Meeting
November 4, 2013
Minutes**

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

Members Absent: None

Staff Present: Patrick Reidy, Planner

Guests: Commissioner Ginna Gray, Michael Brown, and Planning Board Vice-Chair Ruth van der Grinten

1. Meeting Called to Order & Welcome

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

2. Adjustment and Approval of the Agenda

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

3. Approval of Minutes

A. October 7, 2013

The Appearance Commission members reviewed the October 7, 2013 minutes. Sandy Foutch provided a motion to approve the October 7, 2013 minutes and Kirby Guinn seconded the motion. The vote was unanimous.

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. Presentation by Michael Brown – Mural Artist

Patrick Reidy introduced Michael Brown, a professional mural artist, from Carrboro, NC. Prior to the meeting, Mr. Reidy and Mr. Brown conducted a site inventory of most of the buildings in the downtown area. The inventory was to help Mr. Brown get a feel for the downtown and to make a quick assessment of building conditions.

Mr. Brown informed the Appearance Commission members that the most important factors to consider when selecting a site are: great lines of sight for maximum visibility, the existing condition of the building, and avoiding south facing walls that are fully

exposed to the sun. The existing condition of the building will be important as the walls that need less prep work for the mural will have a lower cost. Southern facing walls that are fully exposed to the sun fade much quicker than walls facing other directions.

Mr. Brown stated that his typical process when working with municipalities is to have the client select a mural site and a general theme. He then goes to the site to photograph and measure the wall. He then conducts research through books and talking with citizens to get a feel for the character of the town. Once those have been completed, he provides a rough concept to the client for review and feedback and then provides a final concept and a cost estimate. The municipalities then have a figure to use for fundraising and once the funds are raised, work begins on the mural. Mr. Brown stated that he does all of the concepts free of charge.

Mr. Brown also noted that one factor that could decrease the cost of the mural would be housing. In the past, he has stayed in guest rooms or similar accommodations to keep from commuting which helped keep the prices of murals as low as possible.

A number of downtown buildings were mentioned as possible sites for the first mural and discussion was held on the desire to have both pedestrian and vehicle traffic that would go past the mural regularly.

Sandy Foutch suggested that the Appearance Commission members take a walking tour of the downtown buildings to help identify a potential site. The members agreed to meet at the Planning Department at noon on November 18th. Members should plan to come to the December meeting with their top three site choices.

B. Birdhouse Fundraiser

Patrick Reidy informed the Appearance Commission members that Stuart Shearin, a Wendell resident and owner of *A Wing and a Prayer*, offered to donate two birdhouses to be used as a fundraiser for the Downtown Murals Project.

Mr. Reidy suggested the idea of selling raffle tickets at the Community Center on Saturdays while basketball games are being held. It was agreed that November 16th and 23rd and December 7th and 14th would be the Saturdays to set up a table to sell tickets.

Fiquet Swain signed up for November 16th, Sandy Foutch signed up for November 23rd and December 14th and Jenny Melton signed up for December 7th. Lee Batson will attend on short notice to help out as her work schedule allows. Kirby Guinn will not be able to help sell tickets at the Community Center due to work conflicts.

A motion was made by Lee Batson and seconded by Jenny Melton to sell raffle tickets at a price of \$5 per ticket or 5 tickets for \$20. The motion also set the drawing date as December 16th. Staff will have raffle tickets made and distributed to members to sale. The vote was unanimous.

C. Downtown Façade Grant Applications Update

Patrick Reidy noted that he presented the façade grant applications to the Board of Commissioners at their October 28th meeting and they added it to their action agenda for their November 12th meeting.

Chairwoman Melton said that she would like the Board of Commissioners to take quicker action on the approval of the grant applications.

D. Adopt-A-Highway Debrief

Patrick Reidy informed the members that a total of 12 volunteers were on hand to help assist in the Adopt-A-Highway cleanup. He thanked Chairwoman Melton and Kirby Guinn for their attendance. He also stated that the next cleanup will be January 11, 2014.

E. 2014 Meeting Dates

Mr. Reidy asked the members to review the proposed 2014 meeting schedule for the Appearance Commission. He noted that the September meeting would be held on a Tuesday due to the Labor Day holiday.

A motion was made by Sandy Foutch and seconded by Kirby Guinn to adopt the 2014 meeting schedule as proposed.

6. Chairwoman and Board Members' Comments

No comments were given.

7. Adjourn

Sandy Foutch made a motion to adjourn the meeting. Kirby Guinn seconded the motion. The vote was unanimous. The meeting was adjourned at 8:45 p.m.