

Appearance Commission Meeting December 3, 2012 Minutes

Members Present: Chairwoman Melton, Vice Chairman Guinn, Nora Cambier and Sandy Foutch.

Members Absent: Lynette Pearce

Staff Present: Zunilda Rodriguez, AICP, Planning Director

Guests: Commissioner Virginia Gray

1. Meeting Called to Order

Staff liaison to the Appearance Commission, Zunilda Rodriguez, called the meeting to order at 7 p.m.

2. Welcome and Recognition of Staff Liaison

Ms. Rodriguez welcomed the commissioners and guests and noted that she would serve as their staff liaison to organize meetings, respond to inquiries and serve as their public contact. She would also be responsible for maintenance of their website.

3. Chairperson Election

Ms. Rodriguez noted that the Appearance Commission is required to have a Chairperson and Vice chairperson. She noted that anyone may do a self nomination or nominate another member. Jenny Melton self nominated herself for Chair. Kirby Guinn seconded the motion of the nomination of Jenny Melton. Jenny Melton became the Chairwoman for the Appearance Commission. All approved. Jenny Melton nominated Kirby Guinn for the Vice Chairman position. The nomination was seconded by Sandy Foutch. All approved. Kirby Guinn became the Vice Chairman for the Appearance Commission.

4. Chairman and Board Members' Comments

Chairwoman Melton asked fellow board members if they had any comments they wish to share at this time. The following was expressed:

Nora Cambier discussed placing on the January agenda for discussion partnering with the Hoe & Hope Garden Club in the future as a potential project. They could raise money to plan a garden in the median areas near the Wells Fargo bank area. Pink tulips and knockout roses could be provided. Maintenance would need to be worked out as well.

Kirby Guinn had no comment.

Sandy Foutch had no comment.

Jenny Melton asked how many downtown façade grants was the town able to provide and

how much each grant was. Staff member Zunilda Rodriguez noted that there are two grants provided each fiscal year in which funds are available. If the Appearance Commission approved the application tonight, that would be one of the two grants. Chairwoman Melton asked how much each grant was for? Staff member Zunilda Rodriguez noted that each grant is for \$1,000 with a 50% match up to \$1,000 is provided. She also noted that once you receive a grant, the applicant is not eligible to apply again for five years.

5. Adjustment and Approval of Agenda

A motion was provided by Chairwoman Melton to approve the December 3, 2012 agenda. The vote was unanimous.

6. Public Comments

None

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

a. Wendell Appearance Commission Meeting Schedule (2012 – 2013)

The Appearance Commissioners made a motion to accept the 2012 – 2013 meeting schedule as approved by the Board of Commissioners. Meetings will be held in the town hall council chambers at 6:30 p.m.

b. Downtown Façade Grant Program Applicant – 2 N. Main Street

The Downtown Façade Grant program application for 2 N. Main Street was presented by the Planning Director Zunilda Rodriguez. The applicant Bruce Lynch was at the meeting and responded to questions regarding his application. If the Appearance Commission approved the application tonight, that would be one of the two grants. Chairwoman Melton asked how much each grant was for? Staff member Zunilda Rodriguez noted that each grant is for \$1,000 with a 50% match up to \$1,000 is provided. She also noted that once you receive a grant, the applicant is not eligible to apply again for five years.

c. Wayfinding Signage Program Update

Staff member Zunilda Rodriguez provided a quick update on the wayfinding signage program. A community meeting was held on November 15, 2012 which provided additional direction on wayfinding signage designs and possible locations of emphasis in and near the town.

d. Wendell Beautification Projects

Staff member Zunilda Rodriguez provided a brief overview of the variety of types of beautification projects and initiatives that other Appearance Commissions undertake. She focused on local examples in North Carolina as well as elsewhere around the country. She noted that a copy of the PowerPoint presentation will be shared with commissioners subsequent to the meeting for them to follow-up. Commissioners noted they were interested in exploring more about art and garden oriented beautification projects but also wanted to look at creative options for the downtown as well.

e. Triangle J Council of Governments – Regional Appearance Committee

Staff member Zunilda Rodriguez showed a link to the Triangle J Council of Governments Regional Appearance Committee and noted that they have regular monthly meetings in which the Appearance Commission may want to participate in the future. She will share information regarding the group as information becomes available and will extend an opportunity for members to participate should they desire.

The Appearance Commission noted they would like to discuss at the next meeting partnership opportunities with the Wendell Tree Board and sponsorship opportunities with companies in Wendell for future beautification projects. Zunilda Rodriguez noted she would contact the Wendell Tree Board staff representative to contact them about potential partnership opportunities.

8. Adjourn

Chairwoman Melton made a motion to adjourn until the next regularly scheduled meeting. Ms. Foutch seconded that motion. The vote was unanimous. The meeting was adjourned at 8:15 p.m.