

**Appearance Commission Minutes
City of Newton, NC
Meeting on Thursday, January 10, 2013**

Attendees:

Lori Wray	Sandra Waters	Alicia Rayfield
Jim Gargis	Jane Martin	Jan Freeman
Collette Touchette	Melvin Caldwell	Tom Rowe

Item I: Call to Order

Chairperson, Lori Wray welcomed everyone and called the meeting to order.

Item 2: Approval of Minutes

- The minutes were approved as written.

Item 3: Old Business

A. Appearance commission's mission statement and duties status

- Larry Pitts reviewed and approved the documented request to city council.
- Lori then sent the document to City Manager Todd Clark. Todd Clark and Mayor Ann Stedman reviewed and sent back some questions that could be asked by the city council. The commission members submitted to Lori their answers to those questions.
- We were planned to present to City Council on January 22 but due to the meeting being canceled we have been pushed out to February 5.

Action: Lori Wray will contact Todd Clark for clarification on one of the questions.

B. Wayfinding Sign Committee Report

- The Wayfinding Committee held no meetings during December.

Action: Collette Touchette was to request of the Wayfinding Committee that large identifying lettering be placed on the City Hall Building identifying City Hall and the Police Department. Due to no Wayfinding meetings held in December that has not yet been done.

C. Committee Work Session Reminder

- The Appearance Commission was reminded of the work session to develop the year's project and strategic plans for the coming year on Saturday, January 12 at the Recreation Center. Everyone was encouraged to come prepared by reading the proposed responsibilities for the Appearance Committee, the Streetscape documents, and researching the activities of other Appearance Committees online.

Action: Anyone who cannot attend the session should forward their input to Lori Wray via email.

D. New members to replace two members going off in April.

- Jane Martin and Lori Wray's terms will be up in March and both have informed the commission that they will be retiring from the commission.
- Bill Sigmon was in attendance at this meeting.. Hopefully he will agree to become a member of the commission.

E. Review of Adopt-A-Spot brochure.

- Lori Wray presented an updated brochure.
- The Commission decided to table the brochure until we decided on our plans for 2013.

F. Ordinance Article for Next Newsletter.

Melvin reported that he could not find much information on yard sales from other cities.

Action: We will continue this discussion at the next meeting.

G. Appreciation Lunch for Christmas Light City Workers

- Jane Martin confirmed that we could hold the lunch at Holy Cross Lutheran Church.
- The date is still Wed. Jan. 16.

Action: Lori Wray and Sandra Waters will contact Mike Kiziah and let him know about the luncheon.

H. Planter Boxes around the Square – Streetscape plan

- Collette Touchette handed out copies of the Streetscape plan, the Master Review Plan by-laws and their Request for Council Action to everyone.
- Collette also contacted Melinda Herzog who stated that we could not cut down the trees in the planters because some of them were memorial trees.
- Melinda Herzog saw many benefits in the Master Review committee meeting with the Appearance Commission to clarify how the two committees could work together more.

Action: Collette Touchette will contact Melinda Herzog and set up a meeting.

I. America in Bloom – Awards program brochure.

- After review of the program brochure, Lori Wray reported that there was an application fee of around \$800. The commission decided that was more than they were willing to invest at this time; therefore, this program will be shelved.

J. Other

Action: Still active: Collette Touchette will contact churches, service clubs, athletic clubs, etc. to line up several groups to be on call to take on this type of project in the future.

:

New Business

A. Other

- Sandra Waters showed a proposed planting arrangement at the Jacob Fork Park sign to receive any recommendations. All were ok with the plants as shown.

Respectfully Submitted:

Collette Touchette

Secretary, Appearance Commission

Next Meeting Thursday, February 14, 2013