

**Appearance Commission Minutes
City of Newton, NC
Meeting on Thursday, February 14, 2013**

Attendees:

Lori Wray	Sandra Waters	Tom Rowe
Jim Gargis	Jane Martin	
Collette Touchette	Melvin Caldwell	

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 with one correction to the date for the next meeting.

Item 3: Old Business

A. Appearance commission's mission statement and duties status

- Lori Wray reported that City Council approved the commission's proposed responsibilities.

B. Wayfinding Sign Committee Report

- The Wayfinding Committee held no meetings during December.

C. City Worker Appreciation Luncheon Wrap Up

- All went very well.
- Committee agreed that the location was very warm and welcoming.

Action: Lori will send Collette a copy of the soup recipe to have on hand for next year.

D. Committee Work Session

- The next step is to prioritize the activities/projects identified at our work session.

Actions:

- **Collette will invite Melinda Herzog to the March meeting.**
- **Lori will invite Rob Powell to the March meeting.**

E. Adopt-A-Spot Program

- The commission decided to begin implementation of this program with the existing downtown planters.

- We must first finish all facets of the program and complete the packet, including a list of approved plants, seasonal guidelines, and identified areas around Newton that can be adopted.
- The Commission agreed to adopt themselves the median at the intersection of Highways 10 and 16.

Actions:

- **Collette will present a draft of a completed packet at the next meeting.**
- **Collette will obtain the DOT contact for help with identifying acceptable plants.**
- **Sandra will contact Doyle regarding cutting back the Crepe Myrtles in the City planters.**

F. Budget

Action: Sandra will present next year’s budget at the March meeting.

G. Yard Sale Ordinance

- No report was given

Action: Melvin Caldwell will present a draft ordinance at the March meeting.

H. 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.

Actions:

- **Collette will contact Bill Sigmon and extend an invitation for him to join the commission.**
- **Melvin Caldwell will contact Jeff Kelly regarding the commission.**

I. Ordinance Article for Next Newsletter due March 1.

- Lori presented a draft of the article regarding parking on the grass. Collette suggested that it be specifically stated that “no cars are to be parked on the grass” otherwise, all agreed with the article as written.

J. Update on ‘Eat Smart Move More’ Walking Trail

- The number of signs needed have been identified.
- Catawba County will pay for the signs.
- All that is left to do is to finish the brochure.

Other:

Planter Boxes around the Square – Streetscape plan

- Sandra Waters stated that none of the trees in the planter boxes are memorial trees.

- As stated before Sandra will contact Doyle about cutting back the trees in the planter boxes.
- We will start the Adopt-a-Spot program with the planters this Spring.

New Business

A. Other

Banners

- Sandra Waters showed examples of all the Banners for the City of Newton.
- The Commission agreed that all Banners were still in acceptable condition at the present time.
- The Spring Banner will need to be replaced within the next 2 – 3 years.

Business Meeting

- Collette attended the first Newton Small Business Meeting. The evaluation form contained a question for attendees to identify any appearance issues they had with the City of Newton.
- Collette was assured by John Stiver that the Appearance Commission would receive information on any comments.

Apartment Landscaping

- The Commission has been asked to look into the appearance/landscaping of apartment complexes.

Respectfully Submitted:

Collette Touchette

Secretary, Appearance Commission

Next Meeting Thursday, March 14, 2013