

**Appearance Commission Minutes
City of Newton, NC
Meeting on Thursday, June 13, 2013**

Attendees:

Melvin Caldwell Ana Cristina Godoy
Bill Sigmon Collette Touchette
Jim Gargis Sandra Waters

Guests:

John Stiver

I. Call to Order and Welcome

Chairperson Collette Touchette called the meeting to order and welcomed guests.

II. Approval of Minutes

The May 9, 2013 meeting minutes were approved with a motion by Melvin Caldwell and a second by Jim Gargis.

Please note action items are highlighted in yellow.

III. Old Business

A. Membership

- ✓ Our new volunteer Ana Cristine Godoy was welcomed to the committee.
- ✓ Collette will contact Sheila Iveson to see if she is still interested in becoming a member.

B. Business Advisory Committee Presentation

- ✓ John Stiver presented a Master Plan for Economic Development.
- ✓ John noted that 2 previous studies were made in 2003 and 2010.
- ✓ A contract was signed at the end of May for a study on signage for the Wayfinding project.
- ✓ He asked that anyone with information or additions for the Plan send their suggestions to C. Touchette who will then forward them to John Stiver or Rob Powell.

C. Adopt-a-Spot Update

- ✓ The Master Gardeners rescheduled their presentation to the June meeting.
- ✓ Collette informed everyone that the City Council requested an Adopt-a-Spot informative presentation be made at the June 18 City Council meeting. She presented the presentation to the committee for review.
- ✓ Collette requested again that everyone submit to her their suggestions for adoptable spots.

D. Yard Sale Ordinance

- ✓ Collette requested that everyone take pictures of any yard sale violations so we will have examples when the ordinance is presented to City Council.
- ✓ Melvin was asked to include a statement regarding yard sales on commercial property and also format the ordinance to match the city's ordinances.

- ✓ Collette will review the ordinance with Assistant Town Manager Shaun Hovis.

E. Hwy 10 & 16 & Little's Medians Landscape

- ✓ Collette reported that the DOT accepted our list of plant suggestions for these 2 medians.
- ✓ They now are requesting a design plan be submitted.
- ✓ Bill Sigmon will develop the plan and ask Max Sigler to formalize with a CAD drawing.

F. Yard of the Month

- ✓ Collette relayed that Alicia and Jan have requested 2 new Yard Sale signs.
- ✓ Ana Cristine was asked to work with Jan and Alicia to come up with a design with more color and maybe bigger. We will then purchase the signs in July.
- ✓ By way of email, Jan reported that she and Alicia had viewed and photographed 4 yards nominated for July Yard of the Month.
- ✓ They selected the home of Bob Pratter at 1713 Farmington Hill Rd. for July Yard of the Month. The Commission agreed with the selection.

G. Review of Downtown Appearance

- ✓ Collette distributed copies of the completed "Evaluation of Downtown Newton,"
- ✓ Collette will be reviewing the list with Sean Hovis before the Appearance Commission takes any actions.
- ✓ A list of those items deemed to be the responsibility of the Appearance Commission and DNDA has been forwarded to Melinda Travis of the DNDA.

H. Downtown Planters/Replacement Planters

- ✓ Collette met with Mayor Stedman, City Manager Todd Clark and Assistant Manager Sean Hovis and clarified that there are 2 downtown planter projects active. One project is the request made to remove the large cement rectangular planters presently on the corners around the Square. The other project is one with which the DNDA requested the Appearance Commission's help. This project involves the DNDA purchasing 6 – 10 pots to distribute to Downtown merchants for placement in front of their businesses. The DNDA/Appearance Commission project has been named Adopt-a-Pot.
- ✓ Collette asked if we can use the plants in the large rectangular planters in the Adopt-a-Pot pots. S. Waters said the plants belong to the Appearance Commission; therefore, we can decide what to do with them once the planters have been removed.
- ✓ Sandra was asked to work with public works to ensure we get the plants out of the planters before they are demolished.
- ✓ Sandra also stated she would like to save the Crepe Myrtles to use elsewhere

I. Adopt-a-Pot Project

- ✓ Collette developed a presentation and Melinda Travis of DNDA presented the Adopt-a-Pot project to City Council at the May meeting. The presentation went very well.
- ✓ City Council requested that we develop a list of requirements.

- ✓ Design Guidelines for the Pots were presented, corrections were suggested. Collette will forward to DNDA for review.

J. Painting of Downtown Poles Update

- ✓ S. Waters presented a quote from Sherwin Williams for paint materials. The total quote came to around \$700 depending on how the old paint was prepped.
- ✓ The rec dept. will do a trial test with smart strip.
- ✓ The Bldgs and Grounds superintendent has expressed interest in doing the painting.
- ✓ Ana Cristina offered to donate Smart Strip that she has left over from her building renovation.
- ✓ Sandra reported that the poles should be painted in July.
- ✓ Sandra also requested that we add the painting of Downtown poles to our 2014-2015 budget.

K. Appearance Commission Facebook

- ✓ Melvin requested suggestions for Facebook be sent to him.
- ✓ He also reported that they are receiving comments. Collette requested that all comments be brought to the Appearance Commission meetings.
- ✓ Collette suggested a group picture be made and put on Facebook.
- ✓ Collette suggested that we honor commercial businesses that have great landscaping by posting their picture on Facebook and sending a letter of thanks for enhancing the appearance of Newton. Everyone was asked to take any pictures they thought would be worthy of the honor.

L. Site Plan Review

- ✓ Collette reported that she met with the Mayor, Town Manager, and Assistant Town Manager to request that the Appearance Commission be part of any site plan reviews. The request was denied even though the City Council when voting to adopt the new list of responsibilities for the Appearance Commission did vote for above duty.

M. A-Street Design

- ✓ Collette obtained 2 design plans for A-Street. One was made by Tim Elliott and one by the DOT. The committee will have these plans available when time comes to take action on A-Street.

N. Parks/Cemeteries Review

- ✓ A complete list of parks, cemeteries and City gateways were distributed to the Commission. A plan will be developed to review these sites sometime in the next few months.

O. Satellite dish ordinance

- ✓ No actions to report

P. Apartment Complex Landscaping

- ✓ No actions to report

Q. Grants

- ✓ No actions to report.

R. Spring Banners

- ✓ Jan Freeman reported via email they are still searching for a suitable banner and hope to locate online choices by the fall for Sandra to order.

IV. New Business

- ✓ There was no new business

The meeting was adjourned

The next meeting will be held on July 11, 2013 at 7:00 P.M., in the downstairs Recreation Department conference room.

Respectfully Submitted,
Collette Touchette
Chairperson, Appearance Commission
5/10/2013