

**Appearance Commission Minutes
City of Newton, NC
Meeting on Thursday, October 8, 2013**

Attendees:

Melvin Caldwell Bill Sigmon
Jan Freeman Collette Touchette
Tom Rowe Sandra Waters

Guests:

Doyle

I. Call to Order and Welcome

Chairperson Collette Touchette called the meeting to order and welcomed Doyle ____?.

II. Approval of Minutes

The September 12, 2013 meeting minutes were approved.

III. Old Business

A. Financial Report

1. Sandra shared the financial report with the commission.
2. The only expenditure since the last report is \$975 to Carpenter Decorating, Inc. for the purchase of ornaments for the Christmas wreaths, spreays and unlamped 100 foot strands of lights for the lamp post garland. This leaves a balance of \$3,325.00

B. Adopt-a-Spot Update

1. Collette called for any additions to the current Adopt-a-Spot locations.
2. The Master Gardner's preliminary plan is underway and should be available at the next meeting.

C. Yard Sale Ordinance

1. Collette will make a presentation to the City Council on October 15. She requested additional pictures to add to the powerpoint.
2. She also reported that there will be no action taken on the 15th.

D. Highway 10 and 16 and Little's median landscape

1. Collette contacted Max Ziegler on October 9 to find that he is needs a darker copy of the Hway 10/16 landscaping plan.
2. She will make a darker copy to show on the scan to take to him later this week.

E. Yard of the Month

1. Jan shared several designs that she considers appropriate for the new signage.
2. Discussion ensued about colors, logo, and design that would enhance the signs.

F. Review of Downtown Appearance Status

1. Collette provided an updated chart of the downtown appearance corrective actions. Of the 37 corrections listed, letters have gone to 14, 7 locations have been addressed and 4 without receiving letters.
2. Additional letters have been sent this week.

G. Adopt-a-Pot Update

1. Melinda Travis made a presentation to the City Council on October 1.
2. Collette delivered brochures to most of the downtown businesses. Those that had previously adopted a pot received the new Movable Pot Guidelines.
3. She also reported that the pot in front of Hi-Lites will be moved to another location.

H. Painting of Downtown Poles Update

1. Sandra reported that the preparation and painting will take place when time and weather allows.

I. Appearance Commission Facebook

1. Melvin reported recent additions.
2. He noted that Jan had added the “Eat Smart, Move More” picture to the site.

J. Parks/Cemeteries Review

1. Members reviewed the suggestions for each park or cemetery. Discussion ensued about plantings, maintenance, corrective action to take at each site.
2. Those parks/cemeteries not reviewed were reassigned for audit.
3. These suggestions will be logged for future corrective action.

K. Essay Contest

1. Jan distributed handouts on potential rules, scoring, etc. for the Appearance Essay contest to be held in the early spring.

L. Review of Commission Presentation at the October City Council Meeting

1. Collette shared the powerpoint draft of the presentation.
2. She asked for input and ideas.

M. New Members

1. Sheila Iverson will be absent from the Commission for several months or if necessary will resign her position due to family matters.

N. Other Old Business

1. The Streetscape trip to Statesville has been postponed to November.

IV. New Business

A. Fire Station Site Plan Review

1. The Appearance Commission has not received a copy of the plan at this time.

B. ATM Landscape Suggestion

1. Members met at the ATM location prior to the meeting to view the area and discuss landscape suggestions.
2. Bill and Doyle will confer on best options and report to us.

C. Christmas Decorations

1. Plans were made to assist with wreath decorating on October 15 at 1:00 at the Old Water Bldg.

D. Assistance with Halloween Decorations

1. Collette reported that she has received an email from Jessica requesting assistance with the set up for the Spooktacular event in downtown Newton.

Next Meeting: November 14, 2013 in the downstairs Recreation Department conference room

Notation: Highlighted sections denote an “Action Item,” requiring action by one or more commission members.

Respectfully Submitted,
Jan Freeman
Secretary, Appearance Commission
11/12/2013