

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

Attendees:

Melvin Caldwell Tom Rowe
Jan Freeman Collette Touchette
Jim Gargis Sandra Waters
Alicia Rayfield

I. Welcome

- A. Collette welcomed members
- B. It was noted that Ana Cristina Godoy submitted an email of resignation from the commission due to her extenuating circumstances.

II. Approval of Minutes of Thursday, Oct 10, 2013

- A. Jan distributed print copies of the Minutes from the October meeting.
- B. Members read and amended two items, after which Collette called for approval of the Minutes. Melvin made a motion to approve the minutes with amendments and Jan seconded.

III. Old Business Lead

A. Financial Report

Sandra

- 1. Sandra distributed copies of the current Expense Ledger.
- 2. Collette requested a change in the Ledger format; Sandra will review the feasibility of a change to reflect categorized line items.

B. Adopt-a-Spot update

Collette

- 1. Collette noted that Adopt-a-Spot lists were distributed at the October meeting.
- 2. Master Gardeners will move forward with their adopted spot when the weather permits.
- 3. Tom and Melvin will contact organizations to which they belong to inquire about interest in adopting a spot.
- 4. There are no additional updates at this time.

C. Yard Sale Ordinance

Collette

- 1. Collette shared the recent news articles/editorials referencing the proposed Yard Sale ordinance.

2. Members discussed the varying public opinions and the purpose of the commission's initial ordinance proposal.
3. Members reviewed a draft response to submit to the newspapers, discussing potential edits. Jan and Alishia will revamp the response and send out to the members by 11/28.
4. Sean Hovis and his committee will address the ordinance at the December 10 City Council meeting.

D. Hwy 10/16 & Little's medians landscape Collette

1. Max Ziegler has received the darkened schematic/design.
2. Collette noted that it has been submitted to DOT.

ATM Landscape Status Collette

1. Bill and Doyle have created a design; upon request, Bill submitted potential costs of plantings, materials, etc.
2. Due to Bill's absence, no further discussion ensued at this time.

E. Yard of the Month Jan

1. Jan shared last month's discussion of a design for the new yard signs.
2. Sandra suggested Jan and Alicia make a draft to share next month.
3. Tom mentioned a company that makes excellent signs. Sandra will inquire about the cost of producing two signs.

F. Review of Downtown Appearance Status Collette

1. Collette reported that additional letters have been mailed to businesses listed on the review. To date, there have been no responses from these latest letters.
2. She also noted that more businesses have corrected the problems. Eva's Salon has made impressive updates to the appearance of their property.

G. Adopt-a-Pot Update Collette

1. Hi-Lites has decided to maintain the pot in front of their business.
2. Members discussed the possibility of planting small evergreens in the existing pots for the winter season. No decision was made as to the type of plant or feasibility of space in the pots for evergreens. Alicia suggested adoptees might plant pansies.

2-3. Collette will consult with Bill as to his recommendation for an appropriate evergreen shrub.

H. Appearance Commission Facebook Melvin

1. Melvin reported that the Facebook page now has 113 Likes.
2. Jan added the courthouse picture recently posted on the City of Newton's Facebook site.

3. Collette will send Jan additional pictures to post.

4. Melvin will add Collette as an administrator.

I. Parks/Cemeteries Review All

1. Collette reminded members of last month's review and assignments for parks/cemeteries.

2. She asked all members to email her the audit findings to compile before the next meeting. It was requested that everyone take photos of their assigned areas.

2-3. The budget for any improvements to the Parks and Cemeteries come out of the Parks and Cemeteries budget and not out of the Appearance Commission budget.-

J. Essay contest Jan

1. Jan reported that all plans are finalized for a February or March essay contest.
2. Members asked Jan to bring the updated plan to the December meeting.

K. Christmas Decorations / Luminaries Sandra

1. Sandra reported on the status of the Christmas decorations, complimenting the new and old staff for their diligence and precision in decorating.
2. She shared the updates and numbers in the luminary project, asking members to consider suggestions for next year.
3. Members discussed past luminary initiatives and the prospect of additions for next year.

4. Appearance Commission members are to meet on the courthouse lawn (across from Callahan's) on November 21 at 6:00 PM to view the "lighting of the town" prior to the official event.

4-5. All members were asked to evacuate the luminary display.

L. Other

1. Collette presented the Appearance Commission powerpoint at the October City Council meeting. Tom reported that it

was a good presentation and effectively represented our Commission's initiatives and successes.

New Business

A. Fire Station Site Plan Review

1. The Commission has not received plans to date. Collette will contact Sean Hovis for a copy.

B. Ordinance Article for next newsletter

- ~~1. This new business was completed when the Commission was reviewing the Yard Sale Ordinance in III.C. above.~~
- ~~2. A revised draft will be written and publication will be discussed at a later time. It was decided to write an article about the luminaries for the next newsletter.~~

C. City Worker's Luncheon

1. Collette distributed copies of last year's luncheon assignments and plans, calling for recommendations on a luncheon date for this year.
2. Alicia suggested January 24th as a possible date. Members agreed to the recommendation.
3. Jan suggested the addition of Julie Chang as a guest this year. Tom reiterated the significant work she does for the city.

D. Other

1. Collette shared ideas for Futuristic Windows, involving local school or college/university teams to compete. Vacant windows in the city would house the projects.

~~±~~ E. Sandra reminded everyone they were invited to the city Christmas luncheon on Dec. 6 from 11:30 to 12:30.

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Next Meeting: December 12, 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
11/16/2013

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