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**Graham Appearance Commission**

**Meeting Agenda**

December 20, 2021

6:00pm

Graham City Hall

1. Call Meeting to Order
2. Pledge of Allegiance
3. Invocation
4. Approval of minutes from December 20, 2021 meeting
5. **Items of Discussion**

*New Business:*

Appearance Commissions Duty Discussion

Current Projects

Potential Projects

Potential Tree Board Combination

1. City Council Updates
2. Other Items of Discussion
3. Adjourned

**MINUTES**

**Graham Appearance Commission Meeting**

**November 15, 2021**

**City Hall Council Chambers**

**In attendance:**

**Bonnie Whitaker (Chair), Zipporah Clark-Baldwin (Vice-Chair), Cheryl Ray, Judy Hall, Carmen Larrimore, Bernadette Konzelmann, Jerry Peterman, and Cameron West**

* **Call Meeting to Order** 
  + Meeting was called to order at 6:00 PM
  + Pledge of Allegiance
  + Moment of Silence
* **Approval of Minutes from November 15, 2021** 
  + Ray makes the motion to approve, seconded by Clark-Baldwin
* **Items of Discussion:** 
  + Old Business: Business Beautification Grant
    - Discussion was held over the percentage of grant funds to be distributed to applicants.
    - After lengthy review and discussion, the commission chose to reward 0% of the funds to the Graham Furniture Mart, 100% of the asking cost of $1,600 to HiFi Records, 1--% of the asking cost of $4,850.70 to Franks Jewelry, 25% of the asking cost of $1,250 to Maricle Metals, and the remaining balance of $2,299.30 to Jose Lagunas for his business building at 110 E Pine.
    - The full amount of $10,000 was distributed to the above applicants
    - Whitaker made the motion to approve the distribution of grant funds, seconded by Ray
  + New Business: Residential Appearance Award
    - Discussion was held surrounding the awarding of the Winter Residential Appearance award
    - Commission members were shown picture of the nominated homes and were asked to rank the homes.
    - The top 2 ranked residential homes were decided to be 2722 Pepperstone and 2016 Stanchion.
    - The board came to a consensus that 2722 Pepperstone would receive the Residential Appearance award
    - Whittaker made the motion to award 2722 Pepperstone with the Winter Residential Appearance Award, seconded by Clark-Baldwin
* **City Council Updates** 
  + No City Council member present at the meeting
* **Other items of discussion** 
  + West will provide information on board duties and potential projects at the next meeting.
* **Meeting Adjourned. Motion made by Whitaker, seconded by Clark-Baldwin. 7:23 PM**

Duties of the Appearance Commission

Sec. 2-56. Appearance commission.

Under authority granted by the North Carolina General Assembly through 160A-451, there is hereby created a City of Graham Appearance Commission.

(1) *Duties.* The purpose of the appearance commission shall be to serve as an advisor to city council by identifying and making recommendations for ways to improve the appearance of the City of Graham.

The duties of the appearance commission will be to:

a. Serve as an advisory board to the mayor and city council and shall have no administrative duties;

b. Partner with citizens, private organizations, businesses, and government agencies for the purpose of bringing attention to the City of Graham through visual appeal;

c. Promote programs designed to encourage private investment in the revitalization and rehabilitation of existing properties within the corporate limits of Graham;

d. Encourage community involvement by initiating and planning events that will contribute to the city's aesthetic appeal;

e. The appearance commission may accept gifts or bequests with the approval of city council.

(2) *Membership; appointments.* The appearance commission shall be limited to a total membership of seven residents of the City of Graham at the time of appointment, with up to two members residing in the extraterritorial jurisdiction of Graham. Members shall be appointed by the Graham City Council upon receipt of a completed application submitted to the city clerk's office. Appearance commission members shall serve a three-year term and may be appointed to subsequent three-year terms.

(3) *Meetings; removal.* The Graham Appearance Commission shall hold regularly scheduled meetings on a day and time agreed upon by a majority of the members. A member may be removed for cause by the city council for reasons including, but not limited to, repeated unexcused absences. If a member is absent or expects to be absent for reasons of health or time out-of-town, that member may request that the absence(s) be excused. Before a member is removed for cause, they shall receive notification from the city council describing the proposed action and grant said member an opportunity to state why the action should or should not be taken.

(4) *Voting.* For any meeting of the appearance commission, a quorum consists of a majority of its members. Votes taken by the commission shall "pass" when majority of those members present vote in favor of a motion. If a conflict of interest, as defined under section 10.2, should arise for a member, they will be required to bring it to the attention of the commission and abstain from discourse and voting regarding such matters.

(5) *Officers.* The appearance commission shall elect a chair, vice-chair, and secretary by a majority vote of the commission members present. Officers will serve for a period of one year or until he/she is re-elected or his/her successor is elected.

Current AC Projects

* Business Beautification
* Residential Appearance
* Business Appearance
* Bi-annual Litter Clean-Up: Normally takes place early spring and fall
* AC Rocks: Downtown painted rock scavenger hunt
* Better Block Trailer: Artistic crosswalks, identification and emphasis on neighborhood character/identity, wayfinding, “Love Your Block” block parties, etc.
* Enhance Downtown Planters

Potential AC Projects

* Gateway Improvements: assist in the design of welcome to Graham signs, wayfinding locations, public art, and plantings
* Growing a greener neighborhood. Offer a free bag of native flower bulbs or trees to city residents. (Fall)
* Community Flower Seed Swap/Bulb Swap/Seed Library/Pollinator Garden
* Art Competition
* Graham is Beautiful Video/Promotion Campaign
* Vacant to Vibrant. Offer services to design artistic displays to activate space in empty or underutilized storefronts downtown.
* Any additional ideas??