

MINUTES

Graham Appearance Commission Meeting

February 21, 2022

City Hall Council Chambers

In attendance:

Bonnie Whitaker (Chair), Zipporah Clark-Baldwin (Vice-Chair), Cheryl Ray, Judy Hall, Carmen Larrimore, Bernadette Konzelmann, 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 December 21, 2021**
 - Whittaker makes the motion to approve, seconded by Clark-Baldwin
- **Items of Discussion:**
 - New Business: Appearance Commission Duty Discussion
 - West presented the document discussing the roles and duties of the Appearance Commission.
 - New Business: Current Projects
 - West provided members with a running list of current projects the Commission have actively implemented as parts of their duty.
 - Discussed projects like the Business Beautification Grant, Residential/Business Appearance awards, litter clean up, AC Rocks Scavenger Hunt, Better Block Trailer, and the influence on Downtown Planters.
 - New Business: Potential Projects
 - West provided members with a list of potential projects that were left behind from the previous Planner and additional projects the Commission could take on.
 - West and the board discussed potential topics of Gateway Improvements, offering free bags of seeds for residents to plant themselves, a community seed swap event, Art Competitions on the square, Video Promotional Campaigns, and the offering of services to design artistic displays in empty or underutilized areas.
 - Additional topics mentioned by the Commission Member were utilizing a sunflower garden, partnering with multiple internal and external organizations to complete these projects, a new slogan for the City as a whole, and a proposed text amendment to discuss front yard furniture and overgrown/clippings grass issues.
 - New Business: Combination of Appearance Commission and Tree Board
 - West provided members with the adopted language by City Council on the combination of the two boards.
 - West mentioned all members of the Appearance Commission were asked to serve as a member on the upcoming board combination

- Further discussion was held on what the combination of the boards would look like and how much more of an impact we could have with the combination.
 - The commission discussed the upcoming Arbor Day events and how they would be a part of it.
- **City Council Updates**
 - Council Member Hall and Chin were both in attendance and mentioned the combination of the two boards was a positive step in the right direction for Graham.
- **Other items of discussion**
 - West will provide information on Arbor Day discussion at the next meeting and will discuss any comments the Commission may have.
- **Meeting Adjourned. Motion made by Whitaker, seconded by Ray at 7:18 PM**

MINUTES

Graham Appearance Commission Meeting

March 21, 2022

City Hall Council Chambers

In attendance:

Zipporah Clark-Baldwin (Vice-Chair), Cheryl Ray, Judy Hall, Carmen Larrimore, Bernadette Konzelmann, Bonnie Whitaker, 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 December 21, 2021**
 - Hall makes the motion to approve, seconded by Konzelmann
- **Items of Discussion:**
 - New Business: Arbor Day Presentation
 - Brandy McCandless presented information about the upcoming Arbor day event being hosted in the City of Graham.
 - West mentioned this was a part of the Tree Board duties and was information to gather for the future of the board.
 - Further questions were posed regarding timing and events hosted throughout the month.
 - Discussion was held about the number of tree plantings that were being given away for the event.
 - New Business: Text Amendment Presentation
 - West presented a proposed text amendment to the Code of Ordinance provided by Hall.
 - West noted that the intent of the amendment was to change measures associated with grass clippings on the sidewalk, outdoor furniture, and grass height to be considered a nuisance.
 - Further discussion was held surrounding the concerns with regulating outdoor furniture on an enclosed or open porch.
 - Members of the board were in common agreement that 18 inches of grass is a lot and were acceptable with the change to 12 inches.
 - West noted he would figure out the pathway to get these amendments heard and present them at the next meeting.
 - New Business: Residential Appearance Award (Spring Discussion)
 - West noted that the seasonal appearance award was approaching and nominations would start in the coming months.
- **City Council Updates**
 - Council Member Whitaker attended the meeting and had no updates from Council.
- **Other items of discussion**
 - West will provide information on the Spring Clean-up and further text amendment updates for discussion at the next meeting.

- **Meeting Adjourned. Motion made by Ray, seconded by Hall at 7:08 PM**

MINUTES

Graham Appearance Commission Meeting

April 4, 2022

City Hall Council Chambers

In attendance:

Cheryl Ray, Judy Hall, Carmen Larrimore, Bonnie Whitaker, and Cameron West

- **Call Meeting to Order**
 - Meeting was called to order at 6:00 PM
 - Pledge of Allegiance
 - Moment of Silence
- **Appointment of Officers**
 - West explained that since the combination of the two boards has officially occurred, the board would need to appoint a new Chair and Vice-Chair Position
 - Carmen Larrimore was selected to become the Chair and Zipporah Clark-Baldwin was selected to become the Vice-Chair
 - Hall made the motion to approve the appointments and Ray seconded the motion.
- **Approval of Minutes from March 21, 2021**
 - Larrimore makes the motion to approve, seconded by Ray
- **Items of Discussion:**
 - New Business: Meeting Date Change
 - West noted the commission tasked him to establish a new meeting time.
 - After discussion between west and the commission, the consensus was the board would meet the 1st Monday of each month at 6 PM
 - Hall made the motion to approve the date change, Ray seconded
 - New Business: Arbor Day Poster Contest
 - West noted that with the new date change, the commission would be unable to participate in the voting in a formal meeting session unless a special called meeting occurred.
 - Board came to a consensus to call a special meeting on April 18th at 6 PM.
 - New Business: Text Amendment Presentation
 - The text amendment discussion was opened back up.
 - Without the inclusion of other voices from the board, Council liaison Whittaker noted it would be best to table the item.
 - Ray motioned to table the amendment presentation, Larrimore seconded
 - New Business: Spring Clean-Up Discussion
 - Discussion was held over what time and when the Clean-Up should occur
 - The commission suggested we attempt to collaborate with the recreation departments and any others that would be interested in participating.
 - West noted he would gather some more information and bring it back.
 - New Business: Residential Appearance Award:
 - West presented updated dates for the Appearance Awards
 - The board raised questions about the business inclusion as well.

- West noted the Business Appearance Award could work in tandem with each of the Residential time frames.
 - Ray made a motion to set the alternate times for the Residential and business Appearance Awards, Hall seconded
- **City Council Updates**
 - Council Member Whitaker attended the meeting and had no updates from Council. Whittaker requested the commission to seek members of the public to fill the vacancies on the board.
- **Other items of discussion**
 - Mr. Tim Covington went into detail about the downtown planters and the issues that arise with them. With a lack of funding, Mr. Covington see's it as a maintenance concern with no one that could take care of them. Mr. Covington was in favor of the idea. But saw that the timing was not in favor this time around.
- **Meeting Adjourned. Motion made by Ray, seconded by Hall at 7:07 PM**

MINUTES

Graham Appearance Commission Meeting

April 18, 2022

City Hall Council Chambers

In attendance:

Zipporah Clark-Baldwin, Judy Hall, Carmen Larrimore, Bonnie Whitaker, Bernadette Konzelmann, Brandy McCandless, 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 April 4, 2021**
 - Clark-Baldwin makes the motion to approve, seconded by Hall. All in favor
- **Arbor Day Poster Contest**
 - Brandy McCandless presented the commission with the poster contest drawings
 - The commission selected Amelia Wells poster as the winner in the 3-5-year-old age group
 - The commission selected Stella Moss's poster as the winner in the 6-8-year-old group.
 - The commission selected Leah Edwards poster as the winner in the 9-11-year-old age group
 - The commission selected Neil Edwards poster as the winner in the 12-14-year-old age group
- **Text Amendment Presentation**
 - West presents the commission with the text amendment
 - Konzelmann notes she still has issues with the enclosed porch language
 - Clark-Baldwin requests Konzelmann presents what she would like to change
 - Konzelmann suggests the enclosed porch aspect be removed
 - Hall mentions the amendment had been reviewed multiple times and if any concerns were to arise with the language, legal staff and Council would adjust the text
 - Hall makes the motion to move forward with the current language to submit, seconded by Clark-Baldwin. 3-1 vote. Konzelmann not in favor
- **Spring Clean-up Discussion**
 - West presents a program with the New Leaf Foundation seeking to get municipalities out and participating in litter clean-up's during the spring time.
 - West notes the organization would provide all the necessary tools for the clean-up and could easily be acquired, but the date would need to be selected by the commission
 - Discussion over the location of the clean-up ensues and the commission suggests to stick around the park areas for safety concerns.
 - A date of June 4th is suggested with location and time to follow.
 - Clark-Baldwin makes a motion to set the Spring Clean-up date to June 4th, seconded by Konzelmann. All in favor

- **City Council Updates**
 - Council Member Whitaker attended the meeting and had no updates from Council.
- **Other items of discussion**
 - West noted the Spring Appearance award nominations needed to be submitted by end of Business on April 29th
- **Meeting Adjourned. Motion made by Hall, seconded by Clark-Baldwin at 6:53 PM**

MINUTES

Graham Appearance Commission Meeting

May 2, 2022

City Hall Council Chambers

In attendance:

Zipporah Clark-Baldwin, Judy Hall, Carmen Larrimore, Bonnie Whitaker, Bernadette Konzelmann, Cheryl Ray, Tim Covington, 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 April 18, 2021**
 - Konzelmann makes the motion to approve, seconded by Hall. All in favor
- **Spring Clean-up Discussion**
 - Discussion was held regarding where the clean-up would occur
 - A consensus was drawn for Bill Cooke Park, South Graham Park, and the Gov. Scott Farm Road corridor be the locations for the clean-up.
 - The board was tasked to reach out to community groups like the Schools and Scouts group in the area for assistance.
 - West noted he would handle the supplies gathering.
 - Hall made the motion for approval of the clean-up, seconded by Ray.
- **Tree City University**
 - Discussion was held regarding the Tree City University program to understand more on how the Tree Board was to operate and why Cities benefit from having a Tree Board.
 - Members were tasked to do research on the topic online.
- **Spring Appearance Award**
 - **Members of the board reviewed each nomination for the Spring Residential Appearance Award.**
 - **Out of the nominations, 608 Carraway Drive was selected as the winner of the Spring Residential Appearance Award.**
 - **Ray motioned the approval, seconded by Hall**
- **City Council Updates**
 - Council Member Whitaker attended the meeting and had no updates from Council.
- **Other items of discussion**
 - Konzelmann requested that West provided the Board with a list of events coming up for the rest of the year.
- **Meeting Adjourned. Motion made by Hall, seconded by Ray at 6:44 PM**

MINUTES

Graham Appearance Commission Meeting

July 11, 2022

City Hall Council Chambers

In attendance:

Judy Hall, Carmen Larrimore, Bonnie Whitaker, Bernadette Konzelmann, Cheryl Ray, and Cameron West

- **Call Meeting to Order**
 - Meeting was called to order at 6:02 PM
 - Pledge of Allegiance
 - Moment of Silence
- **Approval of Minutes from May 2, 2022**
 - Ray makes the motion to approve, seconded by Hall. All in favor
- **Summer Appearance Award**
 - Members of the board reviewed each nomination for the Summer Residential Appearance Award.
 - Out of the nominations, 210 Albright Ave was selected as the winner of the Summer Residential Appearance Award.
 - Konzelmann motioned the approval, seconded by Ray
- **Summer Business Appearance Award**
 - Members of the board reviewed each nomination for the Summer Business Appearance Award.
 - Out of the nominations, 835 S Main Street was selected as the winner of the Summer Business Appearance Award.
 - Konzelmann motioned the approval, seconded by Hall
- **City Council Updates**
 - Council Member Whitaker noted the City Council was filling vacancies on the multiple boards at an upcoming meeting.
- **Other items of discussion**
 - None were presented
- **Meeting Adjourned. Motion made by Ray, seconded by Hall at 6:33 PM**

MINUTES

Graham Appearance Commission Meeting

September 7, 2022

City Hall Council Chambers

In attendance:

**Carmen Larrimore, Bonnie Whitaker, Bernadette Konzelmann, Linda Con, Zipporah Clark-Baldwin, and
Cameron West**

- **Call Meeting to Order**
 - Meeting was called to order at 6:02 PM
 - Pledge of Allegiance
 - Moment of Silence
- **Approval of Minutes from July 11, 2022**
 - Clark-Baldwin makes the motion to approve, seconded by Konzelmann. All in favor
- **Fall Residential Appearance Award**
 - Members of the board held discussion regarding the number of applicants and requested the nominations be extended until September 30th, 2022.
 - Konzelmann makes the motion to extend the to September 30th, 2022 nominations, seconded by Larimore. All in favor
- **Business Beautification Grant**
 - West noted that he had received no applicants for the Business Beautification Grant.
 - Members of the board suggested the grant applications be extended until September 30th, 2022.
 - Larimore noted the applications should be advertised on social media.
 - West noted he would post the applications for both the grant applications and residential nominations.
 - Clark-Baldwin made a motion to extend the applications to September 30th, 2022, seconded by Con. All in favor.
- **City Council Updates**
 - Council Member Whitaker had no updates for the members of the commission.
- **Other items of discussion**
 - None were presented
- **Meeting Adjourned. Motion made by Clark-Baldwin, seconded by Konzelmann at 6:45 PM**

MINUTES

Graham Appearance Commission Meeting

October 3rd, 2022

City Hall Council Chambers

In attendance:

Carmen Larrimore, Bernadette Konzelmann, Linda Con, Zipporah Clark-Baldwin, Cheryl Ray, Judy Hall, Noelle Purcell, 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 September 7, 2022**
 - Clark-Baldwin makes the motion to approve, seconded by Konzelmann. All in favor
- **Fall Residential Appearance Award**
 - Members of the board held discussion regarding the number of applicants decided 420 Washington Street is granted the 2022 Fall Residential Appearance Award.
 - Clark-Baldwin makes the motion to approve 420 Washington receiving the 2022 Fall Residential Appearance Award, seconded by Ray. All in favor
- **Business Beautification Grant**
 - West noted that he had received applicants for the Business Beautification Grant, but majority have yet to receive their COA approval for consideration.
 - The Commission decided to table the matter and hold a special called meeting on the 10th of October at 6 PM to allow time for the COA's to be approved and considered at the October 10th Meeting date.
 - Clark-Baldwin made the motion to table and set a special called meeting on the 10th of October at 6 PM, seconded by Hall.
- **City Council Updates**
 - Council Member Whitaker was absent, but Mayor pro-tem Ricky Hall attended the meeting and had no updates for the members of the commission.
- **Other items of discussion**
 - Jennifer Talley and Cheryl Rich presented the commission with the idea of decorating the downtown district for the fall season. Members of the commission noted it would be something they would be interested in and advised the public to bring forth a plan and ideas of how to decorate and fund the request.
- **Meeting Adjourned. Motion made by Clark-Baldwin, seconded by Ray at 7:15 PM**

MINUTES

Graham Appearance Commission Meeting

November 7th, 2022

City Hall Council Chambers

In attendance:

Carmen Larrimore, Bernadette Konzelmann, Linda Con, Zipporah Clark-Baldwin, Cheryl Ray, Judy Hall, Noelle Purcell, 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 October 3, 2022**
 - Clark-Baldwin makes the motion to approve, seconded by Ray. All in favor
- **Business Beautification Grant**
 - 3 projects were presented to the appearance commission. All projects accumulated up to the max amount award to be granted of \$15,000.
 - Ray motioned to approve 100% of the grant funding for each of the applications presented. Seconded by Hall
- **Tree City USA Discussion**
 - Chair Larrimore tasked the remainder of the board to get their certification for the Tree Board.
 - West noted he would send information to the members with the link to apply for the certification.
 - The board requested everyone have their certifications complete by the meeting in January.
- **City Council Updates**
 - Council Member Whitaker had no items to discuss.
- **Other items of discussion**
 - Mayor Jennifer Talley attended the meeting and had updated the commission regarding the downtown window decoration contest.
 - West noted he would post information on the City's website and Facebook notifying the public of this event.
 - The Commission noted they would like to vote on the windows at their December meeting and award the winners at the December City Council Meeting.
 - No updates from staff were presented.
- **Meeting Adjourned. Motion made by Clark-Baldwin, seconded by Ray at 7:15 PM**

MINUTES

Graham Appearance Commission Meeting

December 5th, 2022

City Hall Council Chambers

In attendance:

Carmen Larrimore, Bernadette Konzelmann, Linda Conn, Zipporah Clark-Baldwin, Cheryl Ray, Judy Hall, Noelle Purcell, and Cameron West

- **Call Meeting to Order**
 - Meeting was called to order at 6:04 PM
 - Pledge of Allegiance
 - Moment of Silence
- **Approval of Minutes from November 7, 2022**
 - Ray makes the motion to approve, seconded by Clark-Baldwin. All in favor
- **Downtown Window Decoration Contest**
 - The commission voted and decided Graham furniture would win the first place prize, Sandy's would win the second place prize, and Volt would win the third place prize.
 - West noted he would schedule a time for the commission to gather and award the businesses with the trophies.
 - Ray made the motion to approve the winners, Purcell seconded
- **Winer Residential Appearance Award**
 - The commission noted the meeting was too early for winter decorations to be up on the houses and should be tabled until the January meeting.
- **City Council Updates**
 - Council Member Whitaker had no items to discuss.
- **Other items of discussion**
 - No updates from staff were presented.
- **Meeting Adjourned. Motion made by Clark-Baldwin, seconded by Ray at 6:26 PM**