



Graham Appearance Commission Meeting Agenda

August 3rd, 2026

6:00pm Graham
City Hall

1. Call Meeting to Order
2. Pledge of Allegiance
3. Invocation
4. Approval of minutes from the July, 2026 meeting
5. **Items of Discussion**

Pending Items:

- 5a. Downtown Banners – Design Selection.
- 5b. Business Appearance Award – Discussion.
- 5c. Fall Decorations Plan.

Appearance Commission Work Session:

- 5c. Open Discussion

6. City Council Updates
7. Staff Updates
8. Adjournment



MINUTES

Graham Appearance Commission Meeting

July 20th, 2026

City Hall Council Chambers

In Attendance:

Vice Chair Cheryl Ray, Clell Britt, Emily O'Dell, Molly Whitlatch & Jeannine Weekes.

Staff: Jonathan Buckley.

- Meeting was called to order at 6:00pm by Vice Chair Cheryl Ray, followed by the Pledge of Allegiance, and a moment of silence.
- Approval of the June, 2026 Meeting Minutes
 - Mrs. Whitlatch motioned to approve the minutes as presented, Mrs. Ray seconded. All voted aye.
- Chair and Vice Chair Elections
 - Mrs. Ray motioned to hold the election for Chair and Vice Chair. Mrs. Whitlatch seconded. All in favor.
 - Mrs. Whitlatch nominated Cheryl Ray to serve as Chair. Seconded by Mrs. O'Dell. Unanimous vote. All in favor.
 - Mrs. Ray nominated Clell Britt to serve as Vice Chair. Seconded by Mrs. Weekes. Unanimous vote. All in favor.
 - Mrs. O'Dell motioned to close the election. Mrs. Whitlatch seconded. All in favor.
- 2026 Calendar
 - Jonathan Buckley gave a rundown on the Ordinance standards and 2026 Calendar.
 - Vice Chair Britt motioned to review current tree standards and plans on-file in coordination with staff to see if an update is needed in October. Mrs. Weekes seconded. All in favor.
 - Mrs. O'Dell motioned to plan for the Business Appearance Award during the August meeting. Chair Ray seconded. All in favor.
 - Chair Ray motioned to add a time for future project discussion during the September meeting. Vice Chair Britt seconded. All in favor.
- Council
 - Mayor Dickey discussed wayfinding opportunities with downtown businesses.
 - Mayor Dickey brought up revisions to the beautification grant to be discussed by City Council during their August meeting.
- Staff
 - Mr. Buckley brought up a potential tree dedication for Arbor Day 2027. The Commission decided to pass on this offer and wait to select a dedication in the

spring.

- Mr. Buckley called Rikki Camarillo to the floor as the winner of the 2026 Spring Residential Appearance Award to give feedback and express support.
- Mrs. Whitlatch motioned to have a standing agenda item for an open work session for Commission members to discuss future projects and take public feedback at upcoming meetings. Mrs. O'Dell seconded. All in favor.
- **Meeting adjourned**
 - Vice Chair Britt motioned for the meeting to be adjourned. Seconded by Mrs. Weekes. All members voted aye. Meeting adjourned at 6:55pm.

Minutes Submitted by Jonathan Buckley

July 21st, 2026

CITY OF GRAHAM

BANNER SIGNS

- The Old Banner Signs:



Option 1

**GRAHAM
WELCOMES
YOU!**



**DISCOVER
GRAHAM**

**DISCOVER
GRAHAM**



PARKS



**DISCOVER
GRAHAM**



ARTS



**DISCOVER
GRAHAM**



LIVE MUSIC



**DISCOVER
GRAHAM**



PARKS



**DISCOVER
GRAHAM**



FESTIVALS



**DISCOVER
GRAHAM**



RECREATION



**DISCOVER
GRAHAM**



DINE LOCAL



**DISCOVER
GRAHAM**



LOCAL MARKETS



**DISCOVER
GRAHAM**



RECREATION



**DISCOVER
GRAHAM**



MUSEUMS



**DISCOVER
GRAHAM**



WELLNESS



**DISCOVER
GRAHAM**



SHOP LOCAL



**DISCOVER
GRAHAM**



ARTS



**DISCOVER
GRAHAM**



HISTORY



Option 2

**GRAHAM
WELCOMES
YOU!**



**DISCOVER
GRAHAM**

**DISCOVER
GRAHAM**



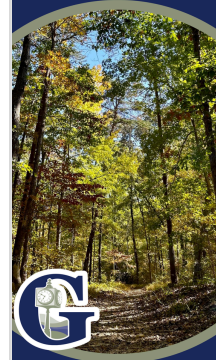
LIVE MUSIC

**DISCOVER
GRAHAM**



RECREATION

**DISCOVER
GRAHAM**



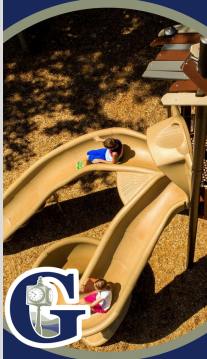
RECREATION

**DISCOVER
GRAHAM**



SHOP LOCAL

**DISCOVER
GRAHAM**



PARKS

**DISCOVER
GRAHAM**



PARKS

**DISCOVER
GRAHAM**



DINE LOCAL

**DISCOVER
GRAHAM**



MUSEUMS

**DISCOVER
GRAHAM**



ARTS

**DISCOVER
GRAHAM**



ARTS

**DISCOVER
GRAHAM**



FESTIVALS

**DISCOVER
GRAHAM**



**LOCAL
MARKETS**

**DISCOVER
GRAHAM**



WELLNESS

**DISCOVER
GRAHAM**



HISTORY



2021-2022 Graham Business Appearance Award

The Business Appearance Award is an initiative to recognize business owners for their beautification efforts in the City of Graham. The Business Appearance Award 2020 winner will receive a plaque and a sign from the Graham Appearance Commission which can be displayed to recognize the businesses excellence in improving the aesthetic of the community.

Nomination Process

- Appearance Commission members will each nominate up to three businesses.
- Community members may also nominate a business. If you would like to nominate a business, please send the name of the business and the address of the property to the Planner, by email at cwest@cityofgraham.com with the subject line Business Appearance Award Nominee by **December 3rd, 2021**.
- If you are a local business owner, self-nominations are accepted and encouraged.
- Nominees will be evaluated and selected at the Graham Appearance Commission at their meeting on December 20, 2021.

Eligibility

- All nominees must be businesses located within the City of Graham.

Award Criteria & Process

- The Graham Appearance Commission will determine awards based on an on-site evaluation and a criteria established by the Commission.
- See below for the scoring rubric used for evaluating properties.
- On the rubric the 7 highest scoring categories for each property will be added together to determine the overall score.
- The overall score for each property will be averaged across all of the Appearance Commission members score sheets to determine the 3 highest scoring businesses.
- The Appearance Commission will vote on a winner among the top 3 highest scoring businesses.

Criteria	Scoring Name:	Property
Landscape maintenance	0 = No bushes, trees, or grass 1 = No trees, just bushes and grass 2 = Plants are alive but could use some attention watering or pruning 3 = Neatly trimmed grass, pruned bushes and trees 4 = Mature landscaping, neatly trimmed, beds are mulched, edged, and free of tree limbs 5 = Not a single plant out of place all appear healthy, perfect	
Property free of litter and weeds	0 = Property has litter and weeds 2 = No weeds or no litter 3 = Property free of litter and weeds 4 = No clutter, litter, or weeds 5 = Not a single thing out of place, perfect	
Use of sound landscape practices	0 = No landscaping 1 = Has minimal landscaping 2 = Some organization in the landscape but has a limited variety of plants 3 = Property is nicely landscaped with a variety of plants 4 = Uses a variety of plants including a mix of colors and textures to create visual interest 5 = In addition to plant variety the property incorporates hardscape like walls or paths to enhance the landscape	
Signs	0 = Signs are dilapidated, in disrepair, or illegible 1 = Signs comply with the development ordinance and only contain the name and logo of the business 2 = Signs have only minor visible wear and tear 3 = The sign is part of a cohesive design that improves the building aesthetics 4 = The sign is attractive and legible to passersby 5 = The sign is visually appealing, the branding makes the business easily identifiable	
Appearance of building façade	0 = Building not well maintained 1 = Paint and building siding are well maintained with no chips, cracks, or major damage. 2 = Paint or siding color is complementary, not garish. 3 = Cohesive design elements improve the building aesthetics creating a warm inviting atmosphere 4 = The facades decorative features accentuate the buildings architectural details 5 = The façade is visually appealing and enhances the character of the surrounding businesses	

Sense of community	0 = No sense of community 2 = Lacking strong connection to community 3 = Elements of the property are cohesive with surroundings 4 = Property is consistent with the neighboring properties character 5 = Property enhances the visual appeal of the entire neighborhood	
Original design	0 = Design is not original 1 = Design has elements that are original but the majority are not 2 = Awnings provide the building with unique character and flare 3 = Exhibits some creativity in displaying products or services in the window 4 = Design is completely original 5 = Unique to Graham	
Parking lot	0 = No parking 1 = Parking lot is gravel 2 = Parking lot is paved but has potholes 3 = Parking lot is paved, no potholes but cracking is visible 4 = Parking lot is paved, well maintained 5 = Parking lot is paved, well maintained and has internal landscaping like planting islands with trees, shrubs, or flowers	
Windows	0 = No windows or damaged windows 1 = Windows are clean and damage free 2 = Street level windows are un-tinted 4 = Windows are less than 1/4 covered by flyers or advertising materials 5 = Window displays showcase product or services offered	
Overall appearance from curb	0 = No curb appeal 1 = Ok 2 = Good 3 = Excellent 4 = Almost perfect 5 = Perfect	
Bonus: Enhanced site features (AKA Pizzaz Points)	Enhanced site features like outdoor seating, water features, public art, or decorative planters that contribute to the aesthetic of the business. 5 Points	
Total Score		0

Fall Decorations

- 6 large pumpkins
- 3 medium pumpkins
- 5 small pumpkins
- 8 bundles of sunflowers
- 7 bundles of leaves
- 8 bundles of grasses
- 18 bundles of flowers
- 3 sparkle bundles.
- 4 trucks
- 1 wreath
- 1 leaf garland
- 2 scarecrows
- 1 Fall Sign





Appearance/Tree board Commission Calendar

July

Ideas/goals for 2026

August

- Banner Design Submittals
- Fall Downtown Decorations Plan
- Business Appearance Award

September

- Downtown Decorations cont.

October

- Tree Standards and Plan.

November

- Business Beautification Grants

December

- Downtown Window Decoration Contest?
 - Winter 2026 Residential Appearance Award
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Spring 2027

- Arbor Day – January - April

Regular Meeting Dates 2026-27

*August 3rd
September 7th
October 5th
November 2nd
December 7th
January 4th
February 1st
March 1st
April 5th
May 3rd
June 7th*