THE MINUTES OF A SPECIAL MEETING OF THE

COMMUNITY APPEARANCE COMMISSION

JANUARY 9, 2018

The Community Appearance Commission held a special meeting on January 9, 2018, at 5:30 P.M. in the conference room at City Hall.

Members present: Faye Shelton

 Frank Reid

 Ann Fair

 Raven Brown

 Kathy Carter

Members absent: Pam Adkins

Staff present: Debbie Galloway, Planner

The meeting was called to order by Mrs. Galloway and the roll was called.

**ELECTION OF OFFICERS:**

Mrs. Galloway noted that Bonnie Fargis had had to resign due to work obligations and that Sylvia Grogan had been appointed to City Council, so she could no longer serve on the Commission. Mrs. Galloway opened the floor for nominations for the position of Chair of the Commission.

Mrs. Carter nominated Faye Shelton for the position of Chair. Mrs. Fair seconded the motion. All members present voted in favor of the motion. The motion carried.

Mrs. Galloway asked for nominations for Vice Chair of the Commission. Mrs. Shelton nominated Kathy Carter. Mr. Reid seconded the motion. All members present voted in favor of the motion. The motion carried.

**APPROVAL OF MINUTES:**

The minutes of the regular meeting on November 7, 2017 were presented to the Commission. Mrs. Carter made a motion that the minutes be approved as presented. Mr. Brown seconded the motion. All members present voted in favor of the motion. The minutes were approved.

**UNFINISHED BUSINESS:**

FREEDOM PARK OVERFLOW PARKING LOT.

Mrs. Galloway said that Josh Woodall had made a proposed plan for the proposed parking lot improvements, and he estimated the cost to be around $6,000. She said the Commission could request this money from Council or they could request that this be included in the upcoming budget for next fiscal year.

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CODE ENFORCEMENT PRIORITIES.

Mrs. Galloway said that the Grand Theater and 233 The Boulevard, as well as a house on Irving Avenue had been sent to Council for authorization for demolition. She said the house was approved, but the other two properties were tabled due to the cost of demolition. She said an engineer was to look at 622 Washington Street to help determine how to proceed with that project.

SIGN ORDINANCE.

Mrs. Galloway handed out copies of proposed revisions to the sign ordinance for the Commission to review. She said she would like the Commission to have input into these revisions before it goes to Planning Board. There was much discussion about the proposed ordinance, with particular discussion about whether or not signs should be allowed in the public right-of-way. There was discussion about a local business that currently has signs all over town.

Mrs. Carter said she thought signs should be allowed in the right-of-way because our businesses need all the help they can get.

Chair Shelton said signs in the right-of-way can cause a sight obstruction and create a distraction.

Mrs. Carter thought that it should be allowed for businesses to put signs only in front of their property, perhaps with a special permit or with regulations on how many or how far apart.

There was discussion about allowing signs in the right-of-way with certain restrictions. There was discussion about how far from the pavement the signs should be allowed. It was decided by the Commission that signs should be a minimum of five feet from the curb or pavement, and no more than every ten feet, only in front of the business placing the signs. It was decided that hand-carried signs should be required to stay a minimum of ten feet from the street due to safety concerns.

Mrs. Galloway said she would take these recommendations to the Planning Board when they review the proposed changes to the ordinance.

COMMUNITY APPEARANCE AWARD – JANUARY.

Mrs. Galloway said that Ashley Latham Photography would be receiving the Chamber of Commerce annual appearance award. She asked for nominations for the award for January.

Mr. Reid made a motion that Ramsey’s Barber Shop on the Cook Block be given the award. Mr. Brown seconded the motion. All members present voted in favor of the motion. The motion carried.

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**ADJOURNMENT:**

There being no further business to come before the Commission, the meeting was adjourned.

 Respectfully submitted,

 Debra W. Galloway, Administrative Assistant

 to the Community Appearance Commission

Attest:

Faye Shelton, Chair