



COMMUNITY APPEARANCE COMMISSION

**Monday May 23, 2016 – 4:00 p.m.
Third Floor Conference Room
Hickory City Hall**

Commission Members	
Meg Nealon (Ward 1)	Andrew Straw (Chair) (At-large)
Ernie Masche (Ward 2)	Charlie Hayes (At-large)
David Moser (Ward 3)	Janet Painter (At-large)
Candas Brown (Ward 4)	Sam Hunt (Planning Commission)
Debby Rush (Ward 5)	Paul Wood (Youth Council)
Lisa Morphis (Ward 6)	

----- Agenda-----

1. Welcome
2. Approval of the Minutes from the April 25 2016 Meeting.
3. Matters not on the Agenda
4. Discussion of the Grant Operating Guidelines
5. Discussion of the 2016 Beautification Awards
6. Update of Bond Commission Activities
7. Reports from Planning Commission and Youth Council Representatives.

PC: Mayor and Members of City Council
City Manager
Public Service Director
Landscape Supervisor

News Media
City Clerk
Communications Director

**Community Appearance Commission
Board & Committee Assignments
September 2014**

Tree Board

- **Sam Hunt**
- **Charlie Hayes**
- **Janet Painter**

Adopt-A-Spots and Beautification Awards Subcommittee

- **Lisa Morphis**
- **Sam Hunt**
- **Debby Rush**
- **David Moser**

Grant Operating Guidelines Subcommittee

- **Charlie Hayes**
- **Andrew Straw**
- **Steve Bowman**
- **Janet Painter**
- **Candas Brown**
- **Ernie Masche**

Mission Statement

To enhance and improve the visual quality
and aesthetic characteristics of the city.

CAC Powers and Duties

The City of Hickory holds all public meetings in accessible rooms as charged by the Hickory City Council. Special requests for accommodations should be submitted to the City Manager's Office (828-323-7412) at least 48 hours before the scheduled meeting.

Attendance Roster

FY 15-16

Key	A	Absent	AX	Excused		No meeting
	P	Present				Vacant/Not yet appointed

Community Appearance Commission		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Appoint	Expire
Ward1	Meg Nealon	AX	P	AX	P	A	P	AX	P	P	AX			Jun-15	Jun-18
Ward 2	Ernie Masche	A	AX	AX	AX	A	A	P	AX	AX	A			Nov-14	Jul-17
Ward 3	David Moser	P	P	AX	P	P	P	A	P	P	P			Jul-13	Jul-16
Ward 4	Candas Brown	AX	AX	AX	AX	A	A	AX	A	A	P			Jul-13	Jul-16
Ward 5	Debby Rush	P	P	AX	AX	A	P	P	P	AX	AX			Jun-13	Jul-16
Ward 6	Lisa Morphis	P	P	P	AX	P	P	AX	P	AX	P			Aug-13	Jul-16
At-Large (HRPA)	Andrew Straw	P	P	P	P	P	P	P	P	P	P			Jul-13	Jul-16
At-Large (HRPA)*	Charlie Hayes	P	P	P	P	P	P	P	P	P	P			Aug-14	Jul-16
At-Large (HRPA)	Janet Painter	P	AX	AX	P	A	P	AX	AX	P	P			Jun-13	Jul-16
HRPC	Sam Hunt	AX	P	AX	P	A	P	P	P	AX	P			Jul-13	Jul-16
Youth	Paul Wood			P	P	P	P	P	A	P	A				

Community Appearance Commission
Monday, April 25, 2016, 4:00 pm

A regular meeting of the City of Hickory's Community Appearance Commission was held on Monday, April 25, 2016, 4:00 pm, in the third floor Conference Room of the Julian G. Whitener Municipal Building.

Members Present: Andrew Straw, Lisa Morphis, Candas Brown, Sam Hunt, Janet Painter, Charlie Hayes and David Moser

Members Excused: Meg Nealon and Debby Rush

Members Absent: Ernie Masche and Paul Wood

Others Present: Principal Planner Cal Overby and Minutes Clerk Anne Starnes

A quorum was present.

Welcome & Introductions: Andrew Straw, Chair, called the meeting to order at 4:05 pm and thanked everyone for attending.

Approval of March 28, 2016 Meeting Minutes: Minutes of the previous meeting were distributed to members in advance. Sam Hunt moved, seconded by Charlie Hayes, to approve the March 28, 2016 minutes as presented. The motion carried unanimously.

Matters Not on the Agenda: Mr. Straw asked if anyone would like to add an agenda item. Mr. Hunt said a representative from Western Piedmont Council of Governments would make a presentation to the Hickory Regional Planning Commission on future transportation plans for the Hickory region. The meeting will be at 6:00 pm on Wednesday night in Council Chambers, and is open to the public. Mr. Overby said the presentation would include road projects of significance that are scheduled during the next 5-10 years.

Mr. Overby discussed term limits for the CAC. He distributed the "2016 Board and Commission Vacancies" list and noted the members whose terms are set to expire on June 30, 2016. He said that David Moser, Candas Brown, Lisa Morphis, Andrew Straw, Charlie Hayes and Janet Painter are eligible for reappointment, but Debby Rush and Sam Hunt are not. He said CAC members may each serve two consecutive 3-year terms, and noted that a partial term counts as a full term. He said the Hickory Regional Planning Commission had appointed Mr. Hunt to the CAC, so they would need to appoint a new representative.

Mr. Overby said the members who are eligible should let him, the City Clerk or their City Council member know if they would like to be reappointed. The various boards, councils and commissions each operate independently, and their term limits vary widely.

Discussion of the Grant Operating Guidelines: Mr. Straw said Ms. Nealon had reported last month that she and Ms. Morphis had been working on changes to the operating guidelines. Ms. Nealon was unable to attend today, and Mr. Straw asked Ms. Morphis if she was prepared to make a report. Ms. Morphis said she was actually fine with the current guidelines. She clarified that Ms. Nealon was interested in tweaking the guidelines and that she had agreed to talk with her, but they have been unable

to meet. Ms. Morphis said Ms. Nealon had planned to prepare her suggested changes to the guidelines and e-mail them to her, but she had not received the e-mail yet.

Mr. Straw said the current guidelines have been used for nearly a year now, and the next two months would be the time to make any changes, then request approval from City Council, prior to the new fiscal year on July 1, 2016. He asked members if there were any portions of either the landscape or appearance grant guidelines, or score sheet, that they would suggest changing for next year. Mr. Hunt said members had used the guidelines and scoring sheet many times this year and there had been no suggestions for changes until recently.

Members discussed what they understood as Ms. Nealon's concerns. It was noted that her comments from the previous meeting regarding the guidelines/scores for "impact" and "viability" were recorded in the minutes under Items Not on the Agenda. Without having Ms. Nealon present to clarify her recorded comments from last month, as reported in the minutes, members were uncertain of her exact intentions for changes to the "impact" and "viability" scoring guidelines. Mr. Straw said possibly Ms. Nealon's intention for changes that would flip the "viability" score meant flipping it to give a high score to an empty building, which would be consistent with what one of the Council members said at the City Council meeting, when Mr. Mitchell had appealed the CAC's decision to table his grant request. The Council member had stated it was the City's policy to fund and improve vacant buildings. Mr. Straw said this is more a philosophy matter, regarding the use of available funds. Members continued discussing whether they would recommend making changes to either the guidelines or scoring table, or if they feel it is a matter of interpretation, and the guidelines/scoring table should remain as they are now; the general consensus was not to make any changes.

Mr. Straw addressed a possible change that was suggested during that same City Council meeting he attended, when Mr. Mitchell had appealed the CAC's decision to table his grant request. He said the change was proposed by either from a Council member or the Mayor, and they had suggested maybe the policy should be changed so there is no appeal process (to Hickory City Council) for grants. He said the attorney present at the meeting had said that denying someone a grant was not denying them a right, and they are not being deprived of something they had a right to receive. Mr. Straw said possibly the appeal process should be removed, and the consensus among members was to recommend removing the appeal process.

Sam Hunt moved, seconded by Charlie Hayes, to recommend removing the appeal process from the Community Appearance and Landscape Incentive Grants operating guidelines. The motion carried unanimously.

Mr. Hunt said that persons applying for grants would have read the application in advance, while completing it, and along with their interaction with staff, they should fully understand the process and know there is no appeal process available to them. Ms. Morphis suggested adding a sentence, regarding there being no appeal process, under the "Certification by Applicant and Owner" portion of the grant applications. She said then when they have their application notarized, it is very clear that they have read and understand the process.

Mr. Hayes asked if changes should be made, adding verbiage to the grant application or guidelines, regarding if a property is located along the City Walk, River Walk, or Streetscape areas. Mr. Overby said this might be a conversation to have on a higher level, possibly with the Bond Commission. He noted that the former boundary for a Community Appearance Grant was very small, and limited to an approximately 8-block area near downtown. He noted the City had developed a Vacant Building Grant, and mapped concentrations of larger commercial vacant buildings in areas that were basically seeing disinvestment,

and this is when the boundary was established. When that boundary was set, the Community Appearance Grant program was then changed to mirror it, as a way to leverage some private investment in those areas.

Mr. Overby said a question came up during a discussion with the Deputy City Attorney's office, on the first page of the application, under the "Eligibility" portion. He said the use of the word "tenant" is problematic, since they do not have the legal ability to make changes to the building. Members agreed it should instead say "owner and/or agent" in the first bullet point, but the owner would still need to sign the application. In the same section, on both applications, members agreed the third bullet point should be deleted entirely.

Charlie Hayes moved, seconded by Candas Brown, to remove any reference to "tenant" in both of the grant applications. The motion carried unanimously.

Mr. Straw said all changes made to the operating guidelines would eventually need to be approved by the CAC, before sending them on to City Council as a recommendation. He said any further discussion was tabled until Ms. Nealon could be present to discuss the changes she recommends, and he asked Mr. Overby to add it to the next meeting agenda. In the meantime, he asked members to think about any other changes they would consider making, and to come prepared to discuss them in May.

Discussion of the 2016 Beautification Awards: A copy of the nomination form for 2015 Beautification Awards was included in the agenda packet. Mr. Straw said applications, in five categories, were accepted in late summer and early fall last year, and the deadline was September 18, 2015. He said the awards were included as a CAC project in the 2015-2016 Work Plan, and a budget was provided. He asked for comments on last year's program. He said that although the caterer did not come, the reception had worked out well, and while more applications were received than in previous years, they were still minimal. Ms. Morphis said Chic-fil-A had offered to sponsor the reception in 2016. Mr. Hayes suggested sending notification to the local Boy Scouts and Girl Scouts Councils, so they will know of the Special Award category and can share it with their troops. Mr. Straw said that after the dates are established and the brochure is revised, brochures should be sent to the two councils. Mr. Hayes volunteered to assist.

Members agreed having an informal reception in the City Hall lobby, prior to a Council meeting, had worked well, vs. giving the awards out during a formal City Council meeting; the nominees were pleased and happy to make remarks, and the format was good. Personal invitations and calls encouraging nominees to attend had helped, but Mr. Straw would like for CAC members to personally contact their City Council member and invite them this year.

Members agreed to select the recipients by secret ballot again this year, either turning their ballot in at the meeting or by e-mail. They also agreed that sending the applications out in advance, by e-mail, allowed for enough time for them to go and look at the nominee properties before the upcoming meeting date.

A deadline of Monday, September 12th was set, and the applications will be considered by members at their meeting on Monday, September 26th. Mr. Overby said the reception could then be held prior to the City Council meeting on Tuesday, October 18th.

Update of Bond Commission Activities: Mr. Hayes said the Commission met last week, and they are in the process of putting the design work portions of the various bond projects out to bid. He said the property tax increase would begin in 2017.

Reports from Planning Commission and Youth Council Representatives: Sam Hunt reported that the Hickory Regional Planning Commission heard a Special Use Permit (SUP) request for a bar at the Lake Hickory Marina, beside the Hwy. 321 bridge, at their meeting last month. The SUP was not approved by

the HRPC members, as they decided the applicant had been unable to meet the permit requirements, particularly in terms of safety issues. There was no report on Youth Council activities.

Other Business: Mr. Straw asked if the meeting time of 4:00 pm worked well for members, or would they like to change it. He said the day of the week could also be changed, and he asked members to consider whether changes are needed. Any changes would need to be made prior to July 1, when the new fiscal year begins. Mr. Overby said the location could also be changed.

Next Meeting: The next meeting will be on Monday, May 23, 2016, at 4:00 pm.

Adjourn: Charlie Hayes moved, seconded by Sam Hunt, to adjourn. There being no further business, the meeting adjourned at 5:05 pm.

Andrew Straw, Chair
Community Appearance Commission

Anne Starnes, Minutes Clerk
City of Hickory

FY 2015 / 2016
Community Appearance Commission - Grant Budget

Applicant	Location	Landscape Grant	Community Appearance	Paid Out
First Lawyers, LLC	828 2nd Street NE	\$2,500.00		Y
Phillip McCluney	903 10th Street NE		\$5,000.00	Y
Cooperative Christian Ministry	31 1st Avenue SE		\$5,000.00	Y
Hickory Elks Lodge	356 Main Avenue NW		\$5,000.00	Y
Lakeview Land Development, LLC	716 4th Street SW	\$2,500.00		N
ADEMNC, LLC	509 11th Street NW		\$5,000.00	N
PWG Investments, LP	1022 Main Avenue NW		\$987.50	Y
Rahe Bryce, LLC	200 2nd Street NW		\$3,897.50	Y
Tim Cline Properties, LLC	246 - 252 Union Square		\$5,000.00	Y
Tar Heel Properties of Hickory, LLC	1091 13th Street SE	\$792.50		N
Caddle Investments, LLC	1311 10th Avenue Lane SE	\$792.50		N
Grant Totals		\$6,585.00	\$29,885.00	
FY 2015/2016 Grant Budgets		\$10,000.00	\$30,000.00	
Unencumbered Budget Remaining		\$3,415.00	\$115.00	
Funds Remaining	\$3,530.00			

*** NUMBERS SHOWN IN BLACK HAVE BEEN AWARDED, WHILE NUMBERS SHOWN IN RED HAVE NOT BEEN AWARDED.**