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DESIGN EXCELLENCE

Durham Appearance Commission

MINUTES

June 15, 2012 ■ 5:30 p.m.
Conference Room A
Ground Floor, City Hall
Approved September 19, 2012

I. Call to Order

Chair Todd Parrott called meeting to order 5:40 pm

Present: Todd Parrott (TP), Katherine Jordan (KJ), Tonya Battle (TB), Stacey Poston (SP), Eddie Davis (ED), Malissa McLeod (MM), Natasha Harris Smith (NHS), Desiree Commodore (DC), Andrew Smith (AS)

Staff: Anne Kramer (AK) Planning Department

Guests: Tania Dautlick, Keep Durham Beautiful

II. Approval of Minutes

Move to approve July minutes ED, NHS seconded; all else in favor.

III. Adjustments to Agenda-- none

IV. Project Reviews -- none

V. Golden Leaf Awards

- A. Venue - *MCD will be the venue*
- B. Catering and rentals – *MM reviewed the catering options and SP asked if the preapproved catering options represented diversity. MM agreed to take the question back to MDC. KJ motioned to approve True Flavors with request that MM comment to MDC that the Board hopes the vendor list is representative of the City's diversity. TP seconded the motion carried.*
- C. Nominations – *AK circulated the most recent nomination document and encouraged members to ask for help if it was needed.*
- D. Judging – *AK noted that DCVB will be the venue for Saturday September 8th. TD, ED volunteered to show-up at 9am and help coordinate, DC act as the alternate if one of the judges doesn't show. TD will have a check for the box lunches. AK will pick up menus from 9th St Bakery.*
- E. Event – *TP will look for the last year's script and modify. AK noted that we need a photographer. TD will contact the KDB board member that took pictures at the*

last event. AS will work on invites to be given to VIPs (Mayor, City Manager, Council Members, etc) to increase chances they will attend.

- F. Other items – *TD circulated the KDB account balance for GLA which stands at \$3,111.28.*

VI. Ongoing-Business

- A. Interlocal Agreement and Bylaws update – *AK noted that the draft was making its way through the City review process with a goal of being on the November City Council and County Board of Commissioners agenda.*
- B. DAAG Liaison, Todd Parrot- *no update*
- C. DCVB Way Finding, Katherine Jordan and Brian Marks - *no update*
- D. Staff Announcements – *AK presented an overview of the changes in the approved Comprehensive Plan. The most notable change is that Project Reviews for public project is no longer mandated through this document. S Poston motioned that the commission would like formal input from the Planning Director how to organize/receive reviews at the discretion of the Planning Director. M McLeod seconded. Motion Carried.*

VII. Adjournment

KJ moved that the meeting be adjourned, ED seconded. Meeting adjourned at 7:04pm.