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DESIGN EXCELLENCE

## Durham Appearance Commission

### MINUTES

January 17, 2013 ■ 5:00 p.m.  
Floor 1, Conference Room 1  
Stanford Warren Library

#### I. Call to Order

Chair Todd Parrott called meeting to order 5:35 pm

Present: Todd Parrott (TP), Katherine Jordan (KJ), Eddie Davis (ED), Malissa McLeod (MM), Howard Holcomb (HH), Stacey Poston (Sp), Andrew Smith (AS), Natasha Harris Smith (NHS)

Staff: Anne Kramer (AK) Planning Department, Wade Griffin (WG) Planning Department, Teri Danner (TD) Planning Department, Vicki Atkinson (VA) Facilitator

#### II. Introductions And Retreat Guidelines

After introductions and setting guidelines for the visioning session, AK reminded the group of sessions goals and range of options.

#### III. Range of Options

- Merge with KDB, DAAG, other (*not supported by the group*)
- Recruitment Program
- Policy advice on the City/County's Strategic Plan
- Partnership with KDB, DAAG, other
- Assistance to DCVB with Wayfinding
- Promotional program for Gateways
- Presentations of Roadshow
- Other?

*HH noted that there were three main areas that could be accomplished by DDAC:*

- A) Road Show*
- B) Policy*
- C) Gateways*

*The group then added a fourth:*

- D) Initiate or Propose Beautification Programs*

*HH called the group's attention to the bylaws which state the charge of the commission and specifically noted item 3 as a point of focus for the discussion:*

## **160A-452. Powers and duties of commission**

### **(3) To provide leadership and guidance in matters of area or community design and appearance to individuals, and to public and private organizations, and agencies**

*VA asked what "actions" the committee could take on and accomplish over the course of the year related to 3. ED seconded Gateways as a priority and supported it being the focus for the group. There was consensus on focusing on the top 3 priorities listed. KJ agreed though raised her concern that the GLA's were inhibiting focus on other efforts. Conversation ensued about the need to change the GLA's.*

#### **IV. Actionable, Achievable Projects**

ED brought up a project he would like to see the commission back and circulated a 1 page document outlining the WWI monument on the Durham County Courthouse lawn which lists African American servicemen who died in action separately. The committee supported looking at the issue.

#### **V. Change the Golden Leaf Awards in the first quarter**

KJ volunteered to bring a resolution to the next meeting (February) regarding a review and change to the commissions involvement with the GLA's.

#### **VI. SP requested we vote on ED's project in the first quarter.** KJ agreed, suggesting the March meeting and asked if that might be a good evening to bring additional actionable, tangible projects the board would like considered for 2013.

#### **VII. Meetings and frequency**

SP asked if the meeting time could be moved up to 5 and end at a firm time. She also asked if all 12 meetings times were necessary. HH cautioned against not meeting every month. There was a show of hands to support a 5:30-7pm end time and that the board can during the year vote to cancel meetings. AK proposed that the vice-chair be the time keeper and that should the vc have to run the meeting, someone else will be appointed. ED proposed that WG bring language to reflect the changes the group is suggesting for the bylaws.

#### **VIII. Gateways**

HH stated that Gateways should be a priority. AK suggested that the commission solicit specific action items from the planning director and DAAG. TP reviewed the history of the Gateway Plan and how DAAG is involved. He stressed what a great opportunity it is for the City. ED requested DAAG meet with the commission but AK cautioned that it would be difficult and more feasible to attend one of their open meetings instead and also that a planning staff member might be able to help provide clarification and history to the board on Gateways. HH recommended that the board get clarification/history from staff (which has occurred periodically) first then go to DAAG to discuss involvement. The group will revisit in April the Gateways topic and is charged with reviewing the on-line resources prior to the meeting. Steve Medlin/Sara Young will be invited and the board will at that time ask him how

the group can support his department with Gateways. WG will invite SM to the meeting and prep him on the group's interest in the history. WG encouraged the group to attend DAAG before Steve's attendance to the DAAC. TP volunteered to find out their meeting schedule and what is appropriate. KJ asked why the current liaison structure wasn't sufficient.

**IX. VA noted the time and summarized the retreat**

SP asked to add to the "to-do" list changing the bylaws to tie quorum to active members and not total commission seats (15). SP volunteered to draft the language with direction from WG.

**X. Adjournment**

*VA thanked everyone and the meeting was adjourned at 7pm, on time.*

**Adjourn (7:00),**