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DESIGN EXCELLENCE

## Durham Appearance Commission

### MINUTES

November 21, 2012 ■ 5:00 p.m.  
Floor 1, Conference Room 1  
Stanford Warren Library

#### I. Call to Order

Meeting was called to order at 5:45 by Malisa Mcloud (MM) seconded by Eddie Davis (ED) all else in favor present HH, TB, BM, AS, TP

#### II. Approval of Minutes – approved (E. Davis, B.Marks) 6-0

#### III. Adjustments to Agenda – none

Discussion of the Appearance commission Retreat: Concern was shared by those in attendance that the commission in light of recent discussions with Steve, has not focus or "teeth" The retreat should aim to refocus and give direction and meaning to the commission 2 hours on Jan 19th

"The commissions felt that this would be the best framework for a successful retreat and would give guidance to the facilitator. we only had 7 commissioners in attendance the 3 topics will be sent to Anne to circulate to the absent commissioners and ask for comments or additions by EOB next friday ( by Friday the 14th at the latest) and then we can agree to topics that can be sent to the facilitator she he/she can prepare for our retreat. Our thoughts were to recommend no more than three topics, but would like full input from the commission.

Topics to discuss:

- Gateways and a master plan for that developing program
- GLA & Roadshows: New ideas to recognize the design community, while keeping within the spirit of the GLAs Identifying new commissions and targets for the roadshow
- Developing the board: seek out the recommended professionals to fill open sea
- BM to send the information to Anne

#### IV. Ongoing-Business

Interlocal Agreement and Bylaws update – TP suggested that the Commission write a resolution or letter stressed the need for a master plan for the gateways. No additional action taken CC scheduled for early December

DAAG Liaison, Todd Parrot– No update

DCVB Way Finding – No update

**V. Staff Announcements**

Staff encouraged Commissioners to invite qualified colleagues, co workers, etc., to apply for open positions, this is in support of letter to be sent by TP having the city /county revisit the need to fill with charter qualified applicants. Todd again reiterated his intention to step down. No Timeline for transition was discussed

**VI. Adjournment**

Meeting Adjourned (7:00),