

**Community Appearance Commission - Meeting Minutes**  
**6:30pm @ Archdale City Hall**  
**Tuesday, September 1<sup>st</sup>, 2020**

**Members Present:** (5) Chairwoman: Dara Matthews; Commission Member(s): Shirley Cheek, Angie Cudd, Hannah Davis, Helen Sikes  
**Members Absent:** (3) Vice-Chairwoman: Rosana Walton; Cheri Gray, Brooke Johnson  
**Others Present:** Matthew Wells, Planning Administrator; Duncan Walser, Planning Technician

**CALL TO ORDER, WELCOME, AND REGISTER OF ATTENDANCE:**

Chairwoman Matthews welcomed everyone and brought the meeting into session.

**APPROVAL OF MINUTES:**

*Chairwoman Matthews first asked for a motion to approve the August minutes; Helen Sikes made a motion to approve the minutes as-read, which was seconded by Hannah Davis, and then approved unanimously by all members present.*

**Fall Litter Sweep**

Mr. Wells opened the meeting with a discussion of the upcoming litter sweep event. The litter sweep would be held on Saturday, September 26<sup>th</sup>. As usual, volunteers would meet at the Archdale McDonald's for a complimentary breakfast and would then break out into groups. Mr. Wells also mentioned that the City would also be holding a park cleanup and e-cycle event later in the month.

**Movies in the Park**

Mr. Wells then shifted discussion to the Movie in the Park event that the Commission would be sponsoring. The event would be held on October 2<sup>nd</sup>, with the event being a "drive-thru" format beginning around "dusk" (i.e., 7:00 pm). Commission members who planned to assist with the event were asked by Mr. Wells to arrive at 6:30. The Commission members would be assisting with the directing of traffic. Member Sikes inquired about parking for commission members as well as safety equipment, such as flashlights and safety vests. Mr. Wells responded that he would inquire with the park staff and would follow up with the Commission members.

**Fall Yard of the Season**

Mr. Wells then began updating the members on the Fall Yard of the Season event. Mr. Wells encouraged the members to begin looking for potential nominees at the end of September when people would be more likely to have decorated their yards.

Mr. Wells also asked the Commission members to begin asking local businesses if they would be interested in sponsoring the event. Chairwoman Matthews asked if they should mention the monetary value of previous sponsors' gifts, to which Mr. Wells said that the members can use those values as examples. Member Cudd went on to suggest that they

establish a spread sheet of businesses that have been contacted so the members do not make redundant requests.

### **Miscellaneous**

Mr. Wells then shifted the discussion to any miscellaneous agenda items that members wanted to bring forward.

- **Code Enforcement**
  - Chairwoman Matthews brought forward a code enforcement issue of 202 Gregg St. not being mowed, particularly in the area surrounding the property's accessory structure and a potentially junked vehicle. Mr. Walser stated that it was an open case and while the owners had mowed most of the lawn, they had also been asked to mow the lawn in its entirety. Mr. Walser also clarified that the vehicle had come up previously but was ultimately determined to be functional.
  - Member Sikes inquired if there was an ordinance that prevented on-street parking on cul-de-sacs. Member Sikes went on to say that her neighbor at the Gallop Way cul-de-sac, frequently parked on the street. Mr. Wells stated that unless it was a safety issue (i.e., made it impassible by emergency services) that they were likely parked legally.
- **Agenda Center**
  - Mr. Wells provided the Commission with a demo of the City website's newly created "Agenda Center" and "Notification Center".
- **Traffic Boxes**
  - Chairwoman Matthews inquired about the current status of the traffic box vinyl wraps. Mr. Wells stated that he was simply waiting on a response of approval from his contact with the NCDOT.
  - Member Sikes suggested the possibility of temporary decorations, such as magnets or wraps, for the traffic boxes. Mr. Wells stated that he would look into the possibility of temporary adornments.
- **Christmas Decorations**
  - Member Cheek inquired about the status of Christmas decorations put up by the City. Chairwoman Matthews stated that this was a frequently discussed topic and informed her that the previous decorations had deteriorated over time. Additionally, Chairwoman Matthews stated that new decorations on utility poles would require expensive contracts with Duke Energy that were subject to their rules. Chairwoman Matthews went on to suggest that the Commission could reach out to local businesses and encourage them to set up their own Christmas trees near the road.

### **ADJOURNMENT:**

With no further business, Chairwoman Matthews thanked everyone for coming and adjourned the meeting.