



City of Boiling Spring Lakes

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Boiling Spring Lakes, NC 28461**

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COMMUNITY APPEARANCE COMMISSION

City Hall

November 17, 2014

7:00 P.M.

MEETING MINUTES

Attendance ~ Ann Hollingsworth, Chairman, Marie Smith, Carmen Berk, Carmen Suits
Zelma Rygg, Frances Thomas, Anne Boyle

Absent ~ None

Commissioner Liaison ~ David Putnam

Staff ~ Pamela Bellina, Administrative Assistant

Prior to the Call to Order, Frances Thomas showed pictures on her laptop to the Commission of properties she viewed for Property Recognition. The pictures viewed and discussed were the following properties: 108 Fairway, 56 Fairway, 387 Fairway, 498 Masters.

- I. Call to Order** ~ The regular monthly meeting of the Community Appearance Commission was called to order by Chairman Ann Hollingsworth at 6:58 p.m.
- II. Approval of Agenda** ~ The Commission presented no changes or additions to the Agenda.
- III. Approval of Minutes** ~ Frances Thomas read the minutes into the record. The Commission accepted the minutes as written.
- IV. Old Business** ~
 - A. Welcome Signs on Rt. 87** ~ update

Commissioner Putnam reviewed the prior meeting that he and Ann Hollingsworth attended with the DOT as discussed at the September meeting. The lease for the northbound sign was about to expire and City Manager Jeff Repp negotiated a new 10-year lease which has been signed by both parties. Commissioner Putnam stated he and Ann met with a landscape contractor who can create a drawing for the City to present to the DOT. The DOT had originally

outlined the following stipulations to Commissioner Putnam and Ann Hollingsworth: if the City had a drawing created applicable to what they needed, it would not cost the City anything but our own drawing would have to be created by an architectural engineer and would have to go through the process of being authorized and signed off by the DOT. The other option presented was the City could go through the DOT who could create a design for approximately \$3500 – \$5,000. Commissioner Putnam discussed the items with the City Manager and they have decided to put the matter on the Board of Commissioner's December Agenda. Commissioner Putnam would address the Board and ask for a Motion to allow Jeff Repp to enter into an agreement with the DOT which would entail the DOT to create the drawing and plant the plants for both sign areas which have a value of \$20,000 to \$30,000. The only obligation would be the City would have to maintain the plants and the County will warranty the plants for 1 year. The City Manager said Building and Grounds will maintain the area keeping it clean of weeds and debris.

Commissioner Putnam also discussed the placement of the northbound sign by the school which is in a peculiar position and not very visible from the road. He will look into how much land we lease from the Board of Education and if the sign can be repositioned so the DOT can work in some good landscaping. Commissioner Putnam commended the Community Appearance Committee on how hard they worked for seeing this project to fruition and Ann Hollingsworth commended Commissioner Putnam on his hard work with getting this project together with the DOT. Commissioner Putnam commended Carmen Suits for taking great pictures of the welcome signs which he presented to the DOT.

B. Criteria for judging properties and designate non-recognition months for property recognition ~ update

Ann Hollingsworth asked the Committee if they gave any further thought to adding or deducting anything from the criteria discussed at last month's meeting. Frances Thomas looked at the website and stated she did not see anything for code violations. Ann Hollingsworth stated that that would be struck from the criteria as the website did not have a section specifically for code violations. Code violations are listed within the City's Ordinances and UDO on the website.

Ann discussed the following wording for the judging aspect of the criteria: Selection is determined by the members of the Boiling Spring Lakes Appearance Committee. The Committee members will tour their assigned area and report their selection to the Committee Chair at the next regular scheduled meeting. The property of the month awards will be selected during each monthly committee meeting. Ann asked the members if they approved of the judging wording. Carmen Suits suggested the property should have one azalea bush.

Ann also suggested the following criteria: the idea of the project is to express a Thank You to the residents and business owners of the City. The judging criteria will be overall appearance, lawn edged, trimmed shrubs, overall neat clean appearance, mulch weeded. It was also discussed the property cannot have received an award within the past 12 months. Strike no visible code violations. Property of the month winners are judged on the total exterior of the residence or business. Recipients of the award receive a sign placed on their property for one

month. From these criteria, Ann would like to prepare a judging sheet the members can use when viewing properties.

Frances Thomas asked if there would be something in the criteria stating the committee would not meet in January. Ann spoke with Commissioner Putnam and it will state in the Ordinance that the Committee has 11 meetings per year, not specifically stating what month it does not meet. Ann further explained that judging of the properties would take place during the months of April through November. When the committee meets in February and March they will start discussing the homes to view and nominate for April.

Ann also brought up for consideration to the members if City employees homes should be exempt from property recognition. The Committee discussed how they would know whether it was an employee and decided that they should not be exempt.

C. Ordinance for Community Appearance Commission ~ update

Commissioner Putnam stated that when he became the Liaison for the Community Appearance Commission, he read the Ordinance which was long, outdated and complicated to understand. He stated he waited until he was part of the committee for a few months before creating the Ordinance so he understood everything the committee does. He changed some of the language and stated exactly what the committee does. He changed the 15 people necessary down to 7, addressed Welcome Packages, removed the language about going onto property without permission, defined the mission a little better and clearer. Commissioner Putnam placed the Ordinance on the BOC Agenda in November and it was passed. Commissioner Putnam gave a copy of the Ordinance to Ann and she will provide the members with copies of same. With respect to not meeting in January, some committees do not meet at least one month out of the year so it is not necessary to specifically state so in the Ordinance. If he is in agreement with the committee not meeting, then the committee does not have to meet.

V. New Business ~

A. Pictures of Property Recognition homes on City's website ~

At the last meeting, Zelma Rygg had requested if pictures of the homes awarded recognition can be placed on the City's website and Ann had requested Pamela Bellina ask the City Manager. Pamela advised that she spoke with the City Manager and he did give permission to upload pictures of the awarded homes on the Community Appearance page of the website. Pamela also stated she created a Release to have the property owner sign giving the City permission to allow a picture of their home on the website. Ann requested Pamela read the Release into the minutes and to please have copies of the Release for the members at the next meeting. The Committee discussed how the pictures would be provided for upload to the website and who would be taking the pictures. Ann asked Zelma and Frances if they could be the members to take pictures of the homes. Ann thanked all of the members for their contributions to the Committee.

VI. Property Recognition ~

Christmas Property Recognition ~ Ann discussed that some people have already submitted forms in anticipation of decorating their homes. So far, the following addresses have been submitted and should be viewed after Thanksgiving:

770 Souchak ~ 780 Souchak ~ 781 Souchak ~ 2040 Gastonia ~ 241 Ash

Ann discussed with the members that they can group together and view the properties or view them separately; however they must be viewed prior to the meeting on December 15th. On December 15th, the committee will judge the properties at its regularly scheduled meeting and nominate the three properties to receive the award. Frances Thomas stated she was going to deliver the forms to some homes she noticed had already started decorating; however Ann asked Pamela to place the form on the website instead of the members going door to door.

Properties for Future Recognition ~ Anne Boyle had turned in the following properties for the Committee to view to be considered at the February meeting.

1161 President ~ 840 Cardinal ~ 930 Palmetto

Zelma Rygg had previously nominated the following properties for consideration at the February meeting:

1831 Pinehurst ~ 1841 Pinehurst

The following properties were awarded Property Recognition for November 2014 ~

786 North Shore Drive ~ 108 Fairway ~ 387 Fairway

V. Welcome Packages ~ Welcome packages were given to the following new residents:

1373 S. Shore
1298 Spring Lakes
100 Edgewood
200 Bordeaux
549 Edgewood
285 Pine Lake Road
1198 Long Leaf
2001 Gastonia
151 Lake Keziah

Ann Hollingsworth spoke with the builder who purchased 1080 North Shore who is renovating the house and will have tenants in the near future. Ann visited the following homes to deliver the Welcome Package however no one was at home: 982 Mirror Lake and 1264 Grace Road.

VII. Discussions and/or Announcements ~

Marie Smith asked what business was moving in across from the Police Department on East Boiling Spring Road. Ann Hollingsworth stated she was told it was going to be a produce stand. Frances Thomas stated that it used to be the old post office and the owner has preserved the original interior and has built around it. Commissioner Putnam added that the owner is looking for local homemade products he could sell.

VIII. Items for Next Meeting Agenda ~

Christmas Property Recognition
Welcome Packages

Old Business ~ Criteria for judging properties

IX. Public Comment ~ None

X. Adjournment ~

The Community Appearance Commission adjourned its meeting at 7:45 PM.

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**Respectfully submitted ~**

**Pamela Bellina**  
**Administrative Assistant**