



DURHAM CITY-COUNTY APPEARANCE COMMISSION

MINUTES

February 19, 2020 6:00pm
Committee Room GA, Ground Floor, City Hall
101 City Hall Plaza, Durham, NC

I. Call to Order

- a. Members Present: Lyn McClay-Chair (LMc), Mike Miller-VChair (MM), Mitch Tuchman (MT), Rick Crawford (RC), Martha Scotford (MS) Jenna Bailey (JB) Kiarash Rahmanian (KR), Leslie Mason (LM), Araba Awotwi (AA), Kai Kelley, Jr. (KK), Fred Jernigan (FJ) Brandt Smith (BS) Katina Rogers (KR)
- b. Members Absent (Excused): Bronwyn Charlton (BC), Anne Lebo (AL)
- c. Members Absent/Tardy:
- d. Staff Liaison: Kayla Seibel (KS)
- e. Guest(s): None

II. Approval of Minutes

- a. Mike motioned and seconded by Rick
- b. Approved unanimously

III. Adjustments to the Agenda

- a. Update on All Boards and Commission meeting (Mitch & Leslie)

IV. Treasurer's Report

V. Subcommittee Reports

- a. **Golden Leaf Awards (April 23rd)**
 - i. Location confirmed: Chesterfield
 - ii. Caterer: Grub
 - iii. Jury Selection: In Progress
 - iv. Submissions-to-date: 3
 - v. Submission deadline: March 3
- b. **Design Policy**
 - i. Engage Durham meeting update:
 1. Affordable housing emerging as a consensus topic
 2. Suggestion that the commission issue a letter to bring all parts of Durham up to the same standard in terms of sidewalks, parks, lighting etc. – defer for now until comprehensive planning process advances or comment when sidewalk plan is developed by transportation department
- c. **Digital Outreach**

- i. GLA portal open for submissions. Excel not an acceptable file format to submit. Jenna will add a note to portal to indicate what kind of files are acceptable

d. Education & Engagement

- i. Library event – TBD based on open date
- ii. Designing for Children event – On Hold until speaker identified Kayla will reach out to Parks & Recreation department for a connect
- iii. Possible to invite to Green-to-go, Fillery, Zero Waste event founders (all in Durham Magazine)

VI. New Business & Announcements

- a. 2019 Annual Report
- b. Update on All Boards and Commission meeting (Mitch & Leslie)

VII. Adjournment

Notice under the Language Access Plan

Persons requiring language assistance to effectively participate in this event may contact the City-County Planning Department at 919-560-4137, or kayla.seibel@durhamnc.gov to request interpretation and/or translation services as soon as possible but no later than 48 hours before the event or deadline date.

Aviso bajo el Plan de Acceso al Idioma

Personas que requieran asistencia lingüística para participar efectivamente en este evento pueden comunicarse con el Departamento de Planificación de la Ciudad y el Condado al 919-560-4137 o kayla.seibel@durhamnc.gov para solicitar los servicios de interpretación y / o traducción tan pronto como sea posible pero no menos de 48 horas antes del evento o fecha límite.

Notice under the Americans with Disabilities Act (ADA)

Persons with disabilities may receive an auxiliary aid or service to effectively participate in city government activities by contacting the ADA Coordinator, voice 919-560-4197, fax 560-4196 or ADA@durhamnc.gov, as soon as possible but no later than 48 hours before the event or deadline date.

Aviso bajo la Ley sobre Estadounidenses con Discapacidades (ADA, siglas en Ingles)

Personas con discapacidades pueden recibir asistencia para participar efectivamente en actividades del gobierno de la ciudad al comunicarse con el Coordinador de ADA al 919-560-4197, fax 560-4196 o ADA@durhamnc.gov, tan pronto como sea posible pero no menos de 48 horas antes del evento o fecha límite.

FY 20 Deadlines & Events

| Month | Design Policy | Digital Outreach | Education & Engage. | Golden Leaf Awards |
|----------------|-----------------------|--------------------------------------|---|--|
| Jul 2019 | Build a ro platform | Finalized FY 20 Budget & Workflow | | |
| Aug 2019 | Control so contact li | | | |
| Sep 2019 | etc.) | Comp Plan TBD | | |
| Oct 2019 | Develop a sponsrsl | | | |
| Nov 2019 | Host at le | Comp Plan TBD | | Fundraising, Outreach, Awards List preparation |
| Dec 2019 | Participat | Off – Happy Holidays! | | |
| | | | | Accept submittals and request jurors |
| Subco | | | | |
| Feb 2020 | Design Policy | Comp Plan TBD | | Secure venue and logistics |
| Mar 2020 | | | Designing for Children: A Conversation | Jury Review and Awards Preparation |
| Digital Outrea | | Comp Plan TBD | | Awards Ceremony |
| Apr 2020 | | | | |
| Education & E | | | Tour of new Durham Library Main Branch & panel discussion | |
| May 2020 | | | | |
| June 2020 | of A | FY 21 Retreat & Election of Officers | | |

FY 20 Available Funds

| Account | Starting Balance |
|-----------------------|-------------------|
| City-County Planning | \$2,500.00 |
| Keep Durham Beautiful | \$4,106.08 |
| TOTAL | \$6,606.08 |

