



## DURHAM CITY-COUNTY APPEARANCE COMMISSION

### MINUTES

June 19, 2019, 6:00pm  
Committee Room GA, Ground Floor, City Hall  
101 City Hall Plaza, Durham, NC

#### I. Call to Order

- a. Members Present: Mike Miller-Chair(MM), Fred Jernigan(FJ) Mitch Tuchman(MT), Miguel Jackson(MJ), Anne Lebo (AL), Lyn McClay-VChair(LMc), Kai Kelley, Jr. (KK), Rick Crawford(RC), Leslie Mason (LM), Martha Scotford (MS), Jenna Bailey (JB)
- b. Members Absent (Excused)
- c. Members Absent/Tardy
- d. Staff Liaison: Kayla Seibel (KS)
- e. Guest(s): None

#### II. Approval of Minutes

- a. Motion by LMc and seconded by KK
- b. Approved unanimously

#### III. Adjustments to the Agenda

#### IV. Treasurer's Report

- a. CCPD - \$456.18
- b. KDB - \$4,346.08

#### V. Retreat: Reason for Joining Commission

- a. MM issued post-it notes to all commissioners and requested they write the reason for joining the DCCAC on the post-it for a later exercise

#### VI. Retreat: FY 2019 Reflections

- a. Successes
  - i. Majority of success on the Action Items for this past year
  - ii. Successes: Hosted 1 educational event that was considered useful by the attendees
  - iii. Successes: Hosted the 2019 Golden Leaf Awards, 4<sup>th</sup> year consistently
  - iv. Successes: Sold sponsorships to GLA generating over \$4,000 in funds to use to enhance GLA
    1. Members noted the breadth of design submittals and can consider focusing outreach efforts to the non-professional design community

v. Successes: Commented on Expanded Housing Choices and Wayfinding Signage

**b. Issues & Challenges**

- i. Challenges: Increase the Commission's presence at community events, public meetings, and professional design events
- ii. Challenges: Building a robust digital outreach platform
- iii. Challenges: Broad charter with few specific tasks
- iv. Challenges: Turnover of new commissioners

**c. Opportunities for the future**

- i. KS gives briefing on the New Durham Comprehensive Plan and shares presentation from the June 5 JCCPC meeting
- ii. MM executes an exercise based on the DCCAC allowable powers and the Durham Comprehensive Plan Chp 4 along with the post-it note referenced above to elicit member desire and potential direction.
- iii. Subcommittees will complete worksheets and propose a draft work plan and deadlines for FY 20

**VII. Retreat: FY 2020 Goal Setting**

- a. Host 2020 Golden Leaf Awards.
- b. Build a robust digital outreach platform (e.g. enhanced website, re-tool social media, develop contact list, post blog articles, etc.).
- c. Develop and maintain sponsorships.
- d. Host at least 2 educational events.
- e. Participate in the development of new Comprehensive Plan.

**VIII. Election of Officers for FY 2020**

- a. LMc nominated for Chair and accepts and is officially appointed
- b. MM nominated for Vice Chair and accepts and is officially appointed
- c. LM nominated for Secretary and accepts and is officially appointed

**IX. New Business & Announcements**

**X. Adjournment**