

**RALEIGH APPEARANCE COMMISSION**  
**Minutes of the Business Meeting**  
**Thursday, December 16, 2010**

**Members present:** John Holmes, Leza Mundt, Dean Rains, Julieta Sherk, Tom Skolnicki, Robert Taylor, Ted Van Dyk, Vincent Whitehurst, and Stan Williams.

**Members not present:** Elizabeth Byrd (*unexcused*), Jim Harris (*excused*), Tyler Highsmith (*excused*), Bang Le (*excused*), Wayne Maiorano (*excused*), and Omar McCallop (*excused*).

**Staff present:** Doug Hill.

**REVIEW OF NOVEMBER MINUTES**

Vincent Whitehurst called for review of the minutes of the November 18 commission meeting. Tom Skolnicki moved that the minutes be approved. John Holmes seconded; passed unanimously.

**COMMITTEE REPORTS**

**Development Review Committee**

Vincent Whitehurst reported that, as there were no site plans ready for the committee's review December 7, the committee met with Eric Lamb, Raleigh Transportation Services Director, to discuss City sidewalk design and installation standards. Conversation was wide-ranging, from proximity of sidewalks to thoroughfare lanes, to implementing low-impact stormwater measures. Mr. Lamb asked the committee to provide a formal outline of suggestions. Vincent Whitehurst noted Leza Mundt had offered notes to that effect, and he invited other members to do so as well; he is to follow up with Mr. Lamb regarding the final list of recommendations.

**Strategic/ Outreach Committee**

Wake County Parking Deck Aesthetic Improvements: Ted Van Dyk noted that Empire Properties had received a 2½-year extension for beginning construction of the "L" Building, and it is expected the banner project will now proceed.

Unified Development Ordinance (UDO) Update: Ted Van Dyk noted that he and Vincent Whitehurst had met with Councilor Thomas Crowder, Planning Director Mitchell Silver, and Deputy Planning Director Ken Bowers to discuss future involvement by the Appearance Commission in site plan review. Mr. Van Dyk outlined a draft memo recapping the discussion. He noted the importance of commission engagement as a means of identifying appearance trends and issues. Commission members expressed their support. The memo is to be sent to Councilor Crowder and the Planning directors, for presentation to the CodeStudio consultants and consideration by the UDO Advisory Group. Other Council members are to be contacted as well. Discussion followed as to recent site plan reviews in which commission design recommendations had a marked influence on improving design.

2011 Sir Walter Raleigh Awards Planning: Ted Van Dyk noted that Robert Taylor has volunteered to serve as the event coordinator. Mr. Van Dyk and Mr. Taylor are to meet with representatives of the local Urban Land Institute chapter to discuss marketing and funding opportunities, as well as the possible venue, date, and speaker.

**OLD BUSINESS**

There was no other old business discussed.

**NEW BUSINESS**

**Environmental Awards Jury Member**

Dean Rains volunteered to serve as the commission’s representative to the awards jury, which is tentatively scheduled to meet March 25.

**OTHER BUSINESS**

**Commission Structure**

Ted Van Dyk noted that beginning in January, the full commission will be meeting twice a month, in the process absorbing committee meetings. First Tuesdays will combine Development Review Committee and Strategic-Outreach Committee business. Third Tuesdays will include site plan review and regular commission business. In discussion, it was decided that each of the two meetings would begin at 4:30 PM. The location will be the same as for previous Development Review Committee meetings – One Exchange Plaza.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at approximately 6:45 PM.

JANUARY 2011 MEETING SCHEDULE

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Development Review Committee/  
Strategic-Outreach Committee

Tues., Jan. 4 - 4:30 PM; Room 809, OEP

Development Review Committee/  
Appearance Commission

Tues., Jan. 18 - 4:30 PM; Room 809, OEP