COMMUNITY APPEARANCE BOARD
CITY COMMISSION CONFERENCE ROOM – 8TH FLOOR CITY HALL
100 NORTH ANDREWS AVENUE
FORT LAUDERDALE, FLORIDA
WEDNESDAY, APRIL 8, 2009 – 5:30 P.M.

BOARD MEMBERS	ATTENDANCE	CUMULATIVE 1/09-12/09	
		Present	Absent
Ayisha Gordon (5:50)	P	4	0
Franci Bindler	P	4	0
Greg Stuart, Vice Chair (5:48)	P	3	1
Jason Johnson	A	3	1
John Castelli, Chair	P	4	0
Marilyn Mammano	P	4	0
Pearl Maloney	A	1	3
Ron Fairchild	A	2	2
Ryan Paton (5:58)	P	4	0
Pieter Coetzee	P	4	0
Randall Vitale	P	4	0
Shon Cash	A	2	2
Shelley Walker	P	3	0
Rick Murphy	P	2	1
Barbara A. Van Voast	P	2	0

As of this date, there were 15 appointed members to the Board, which means 8 would constitute a quorum.

Staff
Linda Gee, Public Works Department
Hilda Testa, Recording Secretary, Prototype, Inc.

Call to Order

- **Roll Call**

Chair Castelli called the meeting to order at 5:42 p.m. Roll was called and a quorum was present.

Chair Castelli introduced Linda Gee, who is presently assuming the role of Liaison for the Board. She noted that former Liaison Virginia Garcia had brought her up to date on the upcoming Annual Event, including catering bids and other information. Ms. Gee has been with the City for 18 years and is very familiar with its processes.

- **Approval of minutes from March 11, 2009 meeting**

Motion made by Ms. Mammano, seconded by Mr. Murphy, to approve the minutes of the April 8, 2009 meeting. In a voice vote, the **motion** carried unanimously.

Chairperson's Report

Chair Castelli stated that later in the meeting, the Board would view photographs of the previous year's WOW Award winners so they may select the "WOW of the Year" Award winner from among them. He pointed out that unlike the Board's bus tour, they could discuss the various entries before making their decision.

Vice Chair Stuart joined the meeting at this time (5:48 p.m.).

Treasurer's Report

Ms. Mammano advised that the Board's account contained the same amount of money as the previous month. Vice Chair Stuart added that he had received two responses to letters that had been sent to solicit donations, which should add approximately $3000 to the Board's account when received.

Chair Castelli summed up that the Board has roughly $8000 in its account at present; $4000 must go toward the Annual Event, as City funds may not be used for food or alcohol. City funds may, however, be used toward plaques, postage, invitations, and other considerations.

- **Annual Event Discussion**

The City Manager has placed approval of the Board's Annual Event on the City Commission's Agenda for April 21, 2009. Chair Castelli explained that this has not happened in the past, as the City Commission has not changed significantly for some time. He continued that he had asked Ms. Gee to enter the Event as having a cash bar in order to prevent any appearance that the Board was spending money on liquor.

Ms. Gee added that none of the caterers who had submitted bids had the necessary license to collect money at the event. She pointed out that the Annual Event was proposed as a catered event with hors d'oeuvres and an open bar, but that the City Commission may limit the bar service to beer and wine. This met with no objection from the Board.

She encouraged Board members to attend the April 21 City Commission meeting. Chair Castelli stated he planned to attend.

Ms. Van Voast suggested that it might be wise to describe what has been done in the past, and to point out that expenses will be cut considerably this year. Ms. Gee noted that the Event has already been reviewed by the Public Works Director and the City Attorney's Office, and is currently under review by Risk Management. She assured the Board that some history of the Annual Event will be made available to the City Commission.

She advised that the City Commission is being "very fiscally cautious" as a difficult budget year is anticipated, and the City is attempting to trim its budget without raising taxes or cutting back on services. She did not feel there were any problems that would prevent approval of the Event, save the possibility of substituting beer and wine for a bar. She noted that, as this item is part of the Consent Agenda, it will not require discussion unless pulled by a City Commission member.

When the City Manager gives his approval of the agenda item request, Ms. Gee stated she would email this to the Board at large.

Secretary's Report

Mr. Paton informed the Board that he had received four calls in two weeks, one of which was from a prospective Annual Event sponsor, *Fort Lauderdale Home* magazine. It was noted that they have sponsored the Event in the past. As Ms. Walker is an acquaintance of the magazine's editor, she agreed to get in touch with him regarding sponsorship.

Chair Castelli reminded the Board that sponsorship levels have changed, as the Annual Event will no longer be held at Laffing Matterz and there will be no ticket charge.

Liaison's Report

- **Notebook Updates**

Ms. Gee reported that there are no notebook updates at this time.

- **WOW Gift Certificate update**

The final gift certificate from Causeway Lumber was given the previous night, and a combination of a coupon and gift card from Home Depot will be given the following month. Ms. Bindler added that she has four $75 coupons for the next four WOW Award winners from EAC Renovations, a home renovation firm.

She suggested asking other businesses if they could give certificates for WOW Awards and present the winners with more than one certificate at the City Commission meeting.

- **Property Nominations / Voting**

Chair Castelli explained that in the past, the Board's Liaison has tabulated the voting results for the Annual Event awards, and has informed the Chair so he can have a PowerPoint presentation made with the appropriate properties.

- **Invitations to CAB Event**

Chair Castelli stated that invitations are sent to all individuals who submitted nominations, all sponsors, all WOW Award winners, and all attendees from the previous year's Annual Event. Homeowners' associations will also be included this year.

Ms. Gee advised that once the Event has been approved by the City Commission, it will be placed on their calendar.

Regarding invitations for City Staff, Chair Castelli noted that most of the Staff who have been involved in the nominated project usually attend, and invitations are not usually sent to other individuals. Ms. Mammano pointed out, however, that in the past, the Event required the purchase of tickets; now that it is a free Event, more people might be inclined to attend.

Ms. Gee cautioned that due to this year's Event having no cover charge, attendance could "double or triple" from last year, and there are limitations on space.

Franci Bindler offered to help stuff invitation envelopes and prepare them for mailing.

- **Program**
    - **Bio for Guest Speaker**

Ms. Gee suggested that the Board decide the order in which they want the Event to "flow." They would also need a brief bio for the guest speaker, which will hopefully be Winter & Company.

Ms. Mammano informed the Board that a special meeting of the Program Committee had been held, at which it had been decided the Board would give out awards. They also recommended that Winter & Co. be the keynote speaker. Ms. Mammano described this group as the City's consultant for the Neighborhood Development Criteria Revisions Report, which is an urban design contract. A

study of the City's current urban design regulations will be prepared by Winter & Co., with the intention of making recommendations for the improvement of new developments so they are more characteristic of their individual communities.

This is largely a residential contract, she continued, and a review of development codes as they affect new development in a community is part of the study. Ms. Mammano described the consultant's charge in the project as, given the current zoning regulations, "tweaking" the urban design of these regulations in terms of setbacks, landscaping, and building criteria.

She added that Winter & Co. gives "a beautiful presentation" and are a very well-qualified firm. She advised that she had been in contact with Ted Lawson of the City Manager's Office, and Planning and Zoning Director Greg Brewton was aware of the Board's request as well. She was currently unaware as to whether Winter & Co. were available to attend the Annual Event, as during her last contact with Ms. Garcia on this subject, the scheduling was "still being worked out."

She added that featuring this group would benefit the City as well as the Board, as the City is preparing for the kickoff of the urban design program.

The Board had no objections, and Ms. Gee agreed to try to contact Planning and Zoning Director Brewton to learn the status of the Board's request. Vice Chair Stuart also felt a presentation by this group would draw more interest from the homeowners' associations as well.

Ms. Gee asked how the Board would like her to return guest speaker information to them so the program may be assembled, as a bio for the speaker would be needed. Ms. Mammano noted that in case Winter & Co. is not available, Director Greg Brewton of the Planning & Zoning Department could make a similar presentation on urban design, as his Department is overseeing the effort.

- **Overall Presentation Order**

Ms. Mammano recalled that at a previous Event held at City Hall, the guest speaker appeared on the program first before the Board moved on to individual presentations.

Ms. Mammano continued that the Program Committee also recommended giving an award to the Council of Fort Lauderdale Civic Associations, which is an "umbrella" group for various homeowners' associations, and which participates in numerous community volunteer programs for the City. Many of these projects involve beautification, such as planting trees, painting over graffiti, cleaning beaches, and other endeavors. Ms. Mammano suggested presenting this group with an "Award of Appreciation."

Motion made by Ms. Mammano, seconded by Ms. Bindler, to give a special award to the Council of Fort Lauderdale Civic Associations. In a voice vote, the **motion** carried unanimously.

Chair Castelli asked if the Board still wished to have a program for the event, to general assent. Sponsors' names would be included, and ads could be sold for additional revenue if desired. He noted that the City would print the program, but the Board must assemble it. Ms. Gordon offered to assist with this aspect of the Event.

Ms. Gee noted that the cost of the program is approximately $1000, slightly less if it is limited to two colors. Chair Castelli recommended black and white. It was also noted that the program and invitations should be similar in style.

- **Award Presentation Order**

Chair Castelli noted that the program should start with smaller categories and "build up" to bigger properties such as the Property of the Year.

- **Powerpoint CD / Applicant Pictures CD**

Ms. Mammano volunteered to put together the PowerPoint presentation for the Annual Event.

- **Schedule Board Elections**

Board elections are typically scheduled immediately following the Annual Event, Chair Castelli stated. Members may nominate and vote upon officers in June 2009.

Regarding Annual Event invitations, Ms. Gee emphasized that these could not be mailed before April 21, as the City Commission must approve the Event first. She recommended having everything ready to be sent once the City Commission gives its approval. Chair Castelli pointed out that there are 36 days between the City Commission's vote on the Event and the Event itself, and stressed the importance of the volunteers' efforts in preparation.

Mr. Vitale suggested sending electronic "save the date" messages prior to mailing invitations. Ms. Gee responded that these might be sent to everyone other than the City Commission, and reiterated that this date must be described as "tentative." She recommended sending a "save the date" message immediately after the April 21 City Commission meeting, as it would be several more days before a physical invitation was mailed out.

WOW Awards

- **Vote on May WOW Nomination**

Mr. Stuart advised that while the property in question might not "make you say 'wow,'" it should be important that the homeowner gave careful thought to the structure itself. He provided "before" photos of a house built in 1939, followed by an "after" photo featuring an enclosed carport, new roof, and small addition, which, he noted, were "very respectful" of the house, and upgraded it to current standards so the home could last an additional 70 years.

Motion made by Mr. Stuart and duly seconded to accept this house for the May WOW Award. In a voice vote, the **motion** carried unanimously.

Other Matters of Interest or Concern

Chair Castelli explained that Ms. Gee will send all Board members an email asking for their "WOW of the Year" Award vote, and members may go to the City's website to review the nominees before sending their votes back to Ms. Gee. Votes will be cast for a particular month's WOW Award winner, and will not be ranked in "1-2-3" order, but will be for one house only.

It was noted that the Board did not have to select the "WOW of the Year" winner before its next regularly scheduled meeting. Ms. Gee agreed to compile a CD with photos of the past year's winners that clearly indicate property information, to be presented at the May 2009 meeting for the members' vote.

There being no further business to come before the Board at this time, the meeting was adjourned at 6:52 p.m.

[Minutes prepared by K. McGuire, Prototype, Inc.]