



**COMMUNITY APPEARANCE BOARD MEETING
CITY OF FORT LAUDERDALE
CITY HALL, 8TH FLOOR
100 NORTH ANDREWS AVENUE
APRIL 13, 2022 – 5:30 P.M.**

CITY OF FORT LAUDERDALE

Board Member

Attendance

Stephanie Tonsfeldt, Vice Chair	P
Karon Carpenter	P
Elka Keimel	P
Paul Robinson	A
Patricia Roth	P
Miguel Wright	A
Sally Zubero	P

Staff Attending

Anthea Thomas, Staff Liaison, Strategic Communications Specialist
Stephanie Wilk, Senior Administrative Assistant
Mauricio Baquero, Strategic Communications, Interim Webmaster
Carla Blair, Prototype Inc. Recording Secretary

I. Call to Order/Roll Call

The meeting was called to order by Vice Chair Tonsfeldt at 5:35 p.m. Roll was called, and it was determined a quorum was present.

II. Approval of Minutes

Ms. Thomas stated the approval of March and April meeting minutes should be deferred to the May meeting.

III. Liaison Report

Ms. Carpenter and Ms. Keimel provided a brief description of their backgrounds and interest in the CAB. Existing Board members went around the table to introduce themselves.

Mr. Baquero demonstrated the City's website navigation, including access to agendas and minutes. Discussion ensued regarding document management and the website.

Ms. Thomas reviewed the property reporter feature on the City's Geographic Information System (GIS) website and discussed uses for the information.

Ms. Carpenter asked for clarification on making contact with potential nominees.

Vice Chair Tonsfeldt reviewed the process she follows when identifying a home that she would like to recognize with the WOW Award. Discussion continued on the award process and the types of projects recognized.

Ms. Thomas reviewed the nomination form briefly and explained the Ordinance related to the CAB.

Ms. Roth asked whether nominations should be brought to the Board before contacting the nominee.

Ms. Zubero stated that was not necessary, and explained potential nominees are not always interested.

Ms. Thomas pointed out new parking permits were distributed and asked that Board members check their passes have not expired. She stated the next CAB meeting would be held on May 4 in an alternate location due to conflict with budget hearings and explained access to the building. Ms. Thomas discussed quorum and the importance of Board members making contact if they will not be in attendance at a meeting.

Ms. Wilk briefly explained that Board communication via email should copy herself and Ms. Ali in addition to Ms. Thomas and addressed Sunshine Law restrictions briefly.

IV. New Business

Ms. Thomas noted the remaining business for the liaison report was to conduct an election due to changes in Board members and the new term.

Motion made by Ms. Zubero, seconded by Ms. Roth, to name Stephanie Tonsfeldt as Board Chair. In a voice vote, the **motion** passed unanimously.

Motion made by Ms. Zubero, seconded by Ms. Carpenter, to name Patricia Roth as Board Vice Chair. In a voice vote, the **motion** passed unanimously.

Ms. Thomas shared two (2) WOW Award nominations submitted by Ms. Zubero.

Motion made by Ms. Tonsfeldt, seconded by Ms. Roth, to award 2648 NE 33rd Street the WOW Award. In a voice vote, the **motion** passed unanimously.

Chair Tonsfeldt explained the number of open nominations available is increased by four (4) because of COVID-19 restrictions in 2021.

Motion made by Ms. Roth, seconded by Ms. Carpenter, to award 444 NE 11th Avenue the WOW Award. In a voice vote, the **motion** passed unanimously.

V. Old Business

Ms. Thomas shared the Community Appearance annual award information on the City website and discussed the social media posts to utilize for outreach. She explained the City could be found under @ftlcitynews on Twitter and @cityoffortlauderdale on other social media platforms. Continuing, Ms. Thomas reviewed the criteria for nomination, submission requirements, and evaluation criteria. She noted there were electronic and paper options for submission of the application.

Vice Chair Roth asked the selection process. Ms. Thomas explained briefly. She noted the nomination deadline was May 31, a tour would be scheduled for July, and selection would take place at the August meeting for the October event. Discussion ensued regarding confirmation of Certificates of Occupancy.

Vice Chair Roth asked where to access past winners. Ms. Thomas stated she would send details to the Board, along with links to the application.

Ms. Thomas stated selection of a venue for the award ceremony would be on the agenda at the next meeting. She encouraged Board members to come prepared with suggestions.

Ms. Keimel asked the budget for the event. Ms. Thomas stated she would follow up with the budget details at the next meeting. Discussion continued on sponsorship opportunities and potential locations.

VI. Communications

Ms. Thomas asked if any Board members had communication to discuss.

Ms. Zubero asked the process for recognizing the homes that had been voted earlier in the meeting to receive the WOW Award. Ms. Thomas explained the City Commission process and meeting dates. She stated three (3) weeks' notice was required to get the meeting on an agenda.

Chair Tonsfeldt shared about the presentation of a WOW Award done at the last regular City Commission meeting.

Ms. Zabero stated she would be out of town for the May meetings. Ms. Thomas asked that Ms. Zabero connect her with the nominees via email to set up the presentations and noted another Board member could be in Chambers to assist in presenting the awards. She explained recipients receive a yard sign, \$50 gift certificate from a local business, and orchid from Fresh Market.

Ms. Thomas noted Board members should be looking for donors for the gift certificates. She explained the process of utilizing the sponsorship letter to make contact with local businesses, and stated she would send an updated letter.

VII. Items for Next Meeting

a. Community Appearance Awards

b. Planning and Action Items

Chair Tonsfeldt noted the Board had previously voted to reach out to the Community Civic Association leadership to get on their meeting agenda. Discussion ensued regarding the management of the meeting.

Mr. Baquero explained the Board was sometimes conducted in City offices but was a Broward County board.

Ms. Thomas stated she would find out who was responsible for the Board and bring back information at the next meeting.

Mr. Baquero shared changes to the CAB website and asked for further feedback. Discussion ensued regarding the page.

VIII. Adjourn

Upon motion duly made and seconded, the meeting adjourned at 6:55 p.m. The next Regular Meeting of the CAB is tentatively scheduled for May 4, 2022, at 5:30 p.m., at 101 NE 3rd Avenue, Suite 1400.