of the Community Appearance Commission
of Winston-Salem & Forsyth County

Community Appearance Commission Mission

The purpose of the Community Appearance Commission is to enhance the visual quality and aesthetic character of Forsyth County and City of Winston-Salem for the residents, visitors, and generations to come.
An Overview

Community Appearance Commission:
The Community Appearance Commission (CAC) is a 15-member board appointed to serve by the Winston-Salem City Council and the Forsyth County Board of Commissioners. The Commission was formed in 1989 and includes citizens with a variety of professional and life backgrounds. The primary goals of the Commission are to positively influence public and private development, to advocate for appearance related issues in our community, to enhance and protect the natural environment, raise public awareness through awards and education, and to support an appealing image for the community.

The Technical Advisory and Project Review (TAPR) committee is responsible for reviewing public projects for design and appearance as one of its primary responsibilities. Typical submissions include schools, Fire and Police Department buildings, and a variety of other major municipal projects.

Purpose of Public Project Review:
- To work in partnership with City & County staff to improve the visual quality of public or publicly funded projects.
- To fulfill the review policy, adopted in 1989 by the Winston-Salem City Council (formerly Board of Alderman) and the Forsyth County Board of Commissioners, as outlined below.

Mandate for Public Project Review:
To include the review and recommendation of the Community Appearance Commission in the development plans for all public buildings, public facilities such as parking lots, streets and sidewalks, street lighting, street furniture, bus shelters, trash receptacles, etc., and other public and publicly funded projects as may affect the overall appearance of the City or County. The Community Appearance Commission shall review all public projects with regard to their aesthetic suitability, and all recommendations of the Community Appearance Commission shall be made in writing and transmitted promptly to the appropriate agency and to the Board of Aldermen or County Commissioners.

Legacy Development Guide
“Increasingly, local governments have realized that making their town or city look better generates an economic return for the public as well as the private sector. Local governments are becoming more aware of the impact they can have on design quality by setting standards and demanding high quality development from the private market and leading by example with well-designed public projects.”

Legacy 2030 Update
“Community character includes the assortment of elements that make a place unique. It is a reason new businesses want to establish their facilities in a community; it attracts visitors and tourists to a city or town and makes citizens proud to call their community home. Character is not something that can be copied from another place but is the result of the work to preserve and enhance features over many years.”
The Process

The Technical Advisory and Project Review Committee (TAPR) aims to effectively and efficiently advise agency representatives and project designers on design and appearance-related issues during a point in their process where such advice is the most beneficial. The TAPR encourages project designers to submit projects for review during the project planning/conceptual design phase of their process. During this stage, the TAPR is better able to address its comments and recommendations to the unique characteristics of each project. By submitting at this stage, these comments and recommendations can be better utilized and incorporated into the final design of the project.

Staff Review

After plans are received, staff will visit the site, review the plans and communicate staff recommendations to the agency representative and the project designer prior to the committee meeting. At this stage, plan details can be clarified and any potential problems can be discussed. Staff recommendations are then distributed to the committee.

TAPR Committee Review

Agency representatives and project designers should present their projects to the TAPR committee and include a brief synopsis of the project background to ensure that any questions and concerns are addressed, in order to prevent delays in approval. The committee’s recommendations are recorded and then forwarded to the designer and agency head prior to review by the full CAC.

The schedule of submission dates for plans are available online at:

www.cityofws.org/CAC

Full Commission Review

The TAPR committee submits its recommendations on projects at the Commission’s regularly scheduled monthly meetings. Attendance at this meeting by the agency’s representative and designer is optional, however encouraged. The Commission reviews each project and makes its formal recommendations to the agency and the appropriate governing board.
Submittal Requirements

All drawings should be to scale and have complete contact information about the project designer. Please submit electronic files and full-size folded plans to Amy Crum in the City-County Planning Department. If submittal requirements are omitted, a further review may be required.

The submitted plans should include the following:

Location Map:

✓ Include a map drawn to scale, with a north arrow and approximate property line of site, that shows the intersection of public streets nearest to the property.

Site Plan:

✓ Include date, scale, and north arrow.
✓ Show property boundaries, distinctive site features such as topography (proposed and existing).
✓ Indicate trees to be removed and to be preserved.
✓ Locate existing and proposed structures (walls, fences, etc.) on site.
✓ Show parking area(s) with proposed landscaping.
✓ Show driveways of adjacent properties if new drive cuts are being proposed.
✓ Indicate mechanical equipment and trash collection areas.
✓ Indicate the limits of grading around existing trees being preserved.
✓ Show location, size, type, and materials of any signs, where applicable.

Building:

✓ Indicate materials and colors to be used for building, fencing, walls, etc. Material samples are appreciated.
✓ Show elevation drawings of all façades, including façades of existing building, if applicable.
✓ Include floor plans.

Landscape Plan: (to accompany Site Plan)

✓ Include descriptions of materials to be used in hardscape areas.
✓ Give locations of plant materials. Information on botanical names, quantities, and sizes of plant materials is appreciated.
✓ Provide descriptions.sketches of site furnishings such as benches, trash receptacles, lighting, etc.
✓ Show signage location, size, type, materials, and furnish an elevation, where applicable.
Design Considerations

The TAPR will consider the following four categories:

**Image**
1. Compatibility with existing character of area
2. Enhancement of area

**Buildings**
1. Design
2. Color
3. Materials
4. Façade

**Site Layout & Design**
1. Multi-building projects
2. Special site features
3. Unsightly constructed features
4. Existing building patterns
5. Parking areas
6. Relationship to adjacent uses
7. Dumpster/mechanical equipment placement

**Landscape & Site Treatment**
1. Appropriate landscaping
2. Unattractive views
3. Pedestrian access
4. Landscape features
5. Plant material
6. Signage

For more information about the Technical Advisory and Project Review process or on the Community Appearance Commission, please contact Amy Crum with the **City-County Planning Board** at:

phone: 336.747.7051
e-mail: amyc@cityofws.org
City-County Planning Board
Chris Leak, Vice Chair
George M. Bryan Jr.
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Jason T. Grubbs
Tommy Hicks
Clarence R. Lambe Jr.
Brenda J. Smith
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Aaron King, Director of Planning & Development Service

City of Winston-Salem
Mayor: Allen Joines

City Council
Vivian H. Burke, Mayor Pro Tempore, Northeast Ward
Denise D. Adams, North Ward
Dan Besse, Southwest Ward
Robert C. Clark, West Ward
John C. Larson, South Ward
Jeff MacIntosh, Northwest Ward
Annette Scippio, East Ward
James Taylor Jr., Southeast Ward

City Manager: Lee Garrity

Forsyth County Commissioners
David R. Plyler, Chairman
Don Martin, Vice Chair
Fleming El-Amin
Ted Kaplan
Richard V. Linville
Tonya D. McDaniel
Gloria D. Whisenhunt

County Manager: Dudley Watts Jr.

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