



**COMMUNITY APPEARANCE BOARD MEETING MINUTES
WEDNESDAY, OCTOBER 22, 2025, 5:30 PM
CITY OF FORT LAUDERDALE
101 NE 3 AVENUE, 11th FLOOR
FORT LAUDERDALE, FL 33301**

Board Member

Attendance

Matthew Till, Chair	P
Chauncell Dean	P
Walter G. Latimer	P
Dr. Yvette Giles Stuart (arrived at 5:51)	P

Staff Attending

Safeea Ali, Senior Strategic Communications Manager

COMMUNICATION TO THE COMMISSION

Motion by Chair Till, seconded by Dr. Giles to communicate the status of the current Community Appearance Board membership to the City Commission. Currently, we are four members serving on a Board that should consist of 25 members. There have been only three meetings this calendar year, as six had to be cancelled due to lack of quorum [Jan, Feb, Mar, Jun, Jul & Aug]. The Board requests that the Commission provide support by nominating licensed architects, landscape architects, interior designers and other professionals including contractors, realtors and arborists, as stipulated in Section 4 of Ordinance No. C-96.65, to join the four committed and enthusiastic community members already serving on this Board. Motion passed by unanimous voice vote.

Call to Order/Roll Call

The meeting was called to order at 5:42 p.m. Roll was called, and it was determined a quorum was present.



DRAFT

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Approve of Minutes

- **April 9, 2025**
- **May 28, 2025**

Motion made by Chair Till, seconded by Mr. Latimer, to adopt the April 9, 2025, meeting minutes with corrections as discussed. The motion passed unanimously.

Motion made by Mr. Latimer, seconded by Ms. Dean, to adopt the May 28, 2025, meeting minutes with corrections as discussed. The motion passed unanimously.

Discussion Items

- **WOW Award Nomination:**
 - Z-Rock Dermatology

The Board discussed the WOW Award nomination for Z-Rock Dermatology. Chair Till noted that the nomination was submitted several months ago and emphasized that nominations may come from outside the Board. Ms. Ali provided background on the property, explaining that the building, originally constructed in the 1960s, was recently purchased and renovated, including improvements to the landscaping, and confirmed that it meets the criteria for the quarterly award.

The award presentation is tentatively scheduled for November 18, pending Commission approval. Ms. Dean noted that the last WOW Award was presented in December 2024. During the discussion, Dr. Giles arrived and expressed interest in nominating a home, and Ms. Ali explained that nominations can be submitted online. Ms. Dean also noted that this would be the first business recognized as part of the quarterly award cycle.

Motion made by Chair Till, seconded by Mr. Latimer, to approve the nomination of Z-Rock Dermatology for the WOW Award. The motion passed unanimously.

Ms. Ali stated that the award will be presented to the Commission on November 18 at 6:00 PM, and Chair Till indicated he will try to attend.

Appointment of Vice Chair

Chair Till suggested holding off on this item till the end of the meeting.

New Business/ Old Business

Chair Till opened a discussion regarding Ordinance No. C-96-65, noting that the Board has struggled to meet quorum and fulfill its duties due to limited membership. The Board reviewed the ordinance sections outlining their purpose and responsibilities,

acknowledging that ceremonial annual Community Appearance Awards event has not been held since 2018 and that more recent awards were delivered directly to recipients due to staffing and participation challenges. Ms. Dean recalled that the Board previously had a larger membership and expressed concern about declining engagement.

The Board discussed ways to increase membership and visibility, with Ms. Ali noting ongoing outreach efforts through social media, the City website, and printed publications, though final appointments must be made by the Commission. Members considered reimagining the scope of the Board, adjusting or temporarily pausing awards, and targeting professional groups such as landscapers, architects, and designers for recruitment. They also discussed personal outreach, potential collaboration or merging with another Board, and contacting specific community partners. Chair Till concluded that the Board may need to reset, develop a focused recruitment approach, and then communicate recommended next steps to the Commission.

Communications

The Board held an extensive discussion regarding its current lack of membership and the impact on its ability to function. It was noted that the Community Appearance Board is currently operating with only four members, despite the ordinance establishing it as a 25-member board. As a result, the Board was unable to meet quorum for much of the year, leading to the cancellation of six scheduled meetings.

The Board agreed to request the City Commission's support in helping to rebuild membership by nominating qualified professionals—such as licensed architects, landscape architects, interior designers, contractors, realtors, and arborists—as outlined in Section 4 of Ordinance No. C-96-65. The Board emphasized that the current members are committed and enthusiastic, but additional participation is needed to carry out the Board's intended responsibilities and maintain consistent operations.

Motion by Chair Till, seconded by Dr. Giles to communicate the status of the current Community Appearance Board membership to the City Commission. Currently, we are four members serving on a Board that should consist of 25 members. There have been only three meetings this calendar year, as six had to be cancelled due to lack of quorum [Jan, Feb, Mar, Jun, Jul & Aug]. The Board requests that the Commission provide support by nominating licensed architects, landscape architects, interior designers and other professionals including contractors, realtors and arborists, as stipulated in Section 4 of Ordinance No. C-96.65, to join the four committed and enthusiastic community members already serving on this Board. Motion passed by unanimous voice vote.

Appointment of Vice Chair (discussion returned to this item)

Motion made by Mr. Latimer, seconded by Ms. Dean, to table the vote on Vice Chair. The motion passed unanimously.

Item for Next Meeting

The Board discussed rescheduling the November meeting originally set for November 26th.

Motion made by Chair Till, seconded by Dr. Giles, to reschedule the November meeting to November 14, 2025, at 4:00 pm. The motion passed unanimously.

During the discussion, Dr. Giles asked about the status of Donna's Caribbean Restaurant and was informed that the restaurant has moved and that Sunday's Eatery will be occupying the space. Ms. Dean noted her surprise and commented that Donna's took their previously awarded recognition with them.

Adjourn

Upon motion duly made and seconded, the meeting adjourned at 7:17 p.m.

[Minutes prepared by J. Burnham, Prototype, Inc.]