

The Town of Smithfield Appearance Commission met in regular session on Tuesday, June 19, 2018 at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Alice Harris – Vice Chairperson
Bryan Gibson
Perry Harris
Anita Liverman
Jeremey Pearce

Members Absent

Peggy Scott –Chairperson
Councilman David Stevens

Staff Present

Shannan Parrish – Town Clerk

Staff Absent

Lenny Branch – Public Works Director

Call to Order

Vice Chairperson Alice Harris called the meeting to order at 5:09 pm.

Invocation

Perry Harris offered the invocation.

Approval of Meeting Minutes – April 17, 2018

Perry Harris made a motion, seconded by Jeremey Pearce, to approve the May 15, 2018 minutes as submitted. Unanimously approved.

Regina Sanders

Vice Chairperson Alice Harris informed the members of the Appearance Commission that long-time member, Regina Sanders, had resigned from the Commission. Members expressed their appreciation for Mrs. Sanders' eleven years of service.

Perry Harris made a motion, seconded by Bryan Gibson, to donate a tree in honor of Regina Sanders' years of service to the Appearance Commission. Unanimously approved.

Funds for this donation will be expended from the Appearance Commission's General Fund Account. A plant and a thank you card would also be sent to Mrs. Sanders from the Appearance Commission.

Financial Report

Appearance Commission General Fund Balance – \$7,659.87

Donate-A-Tree Account Balance – \$742.86 One tree was donated during the month

J. B. George Fund Balance – \$642.42 Increase from last month's balance includes interest.

J.P. George Fund Balance – \$256.84

Funds have been encumbered for fall projects which include:

Parks and Recreation

- **MLK Sign:** A new sign is being made and planting will be installed in the fall.
- **11 New Park Signs:** Plantings for these signs will be installed in the fall.

Public Works

- **Donate A Tree:** Sixteen trees will be planted in the fall
- **Wayfinding Signs:** Plantings will be put in around the gateway signs once the signs have been installed.

Old Business

Donate A Tree Project Update

Vice Chairperson Alice Harris informed the members of the Appearance Commission that the new name plates for the plaques will be in this week. Chairperson Peggy Scott verified this information. Also, the thank you cards have been received and the cost of them were donated by Hinson's Printing. The Appearance Commission expressed their appreciation to Jamie Stanley at Hinson's Printing for the generous donation. A thank you card will be sent to Hinson's Printing from the Appearance Commission.

DSDC Report

Vice Chairperson Alice Harris informed the members of the Appearance Commission that the DSDC was investigating the possibility of having free Wi-Fi downtown. The DSDC also discussed transforming the Hastings House into a Museum and the DSDC would move to another location.

Wayfinding

The Wayfinding Committee did not meet, but the project continues to move forward. The DSDC should be notified by the end of July if they were awarded a grant for the Wayfinding Project.

Projects

- **Tree plan update on Johnston Street**

Due to the absence of Public Works Director Lenny Branch, this item was not discussed.

- **Boat Ramp**

Bryan Gibson informed the members of the Appearance Commission that he and Perry Harris met with Planning Director Stephen Wensman and Parks and Recreation Director Gary Johnson to discuss ideas about the boat ramp area. Mr. Gibson provided a detailed plan to the Commission. Mr. Gibson explained this was a major project that should be led by the Town. The Appearance Commission could assist with the flag pole or some plantings. Perry Harris stated during the conversation with Mr. Wensman and Mr. Johnson, it was conveyed that Mr. Gibson and Mr. Harris were simply providing the Appearance Commission's ideas for the area. Mr. Harris informed the members of the Appearance Commission that the Town was proposing to relocate the Greenway due to the expansion of the Water Plant. The plan for the rerouting of the Greenway and the expansion of the Water Plant has not been finalized. He encouraged everyone who was interested to attend the July 10th Town Council meeting. Mr. Gibson indicated that NCDOT has also discussed aligning Buffalo Road with Third Street. Mr. Harris explained there wasn't a lot the Appearance Commission could do at this point. Mr. Harris and Mr. Gibson would continue to be involved to ensure that the development in that area were well done. Vice Chairperson Alice Harris questioned if the Appearance

Commission should gather all the Boards together to make sure that the project continues to move forward. Mr. Harris responded that he would speak with the Town Manager. Ms. Harris stated the Town should rebrand itself to utilize the river.

- **Ideas from last meeting**
 - **Air Inflation Station** – No new information was provided.
 - **Ornate benches** – No new information was provided.

New Projects

- **Town Hall Park needs to be refreshed**

Anita Liverman informed the members of the Appearance Commission that the Public Works Department did clean the park the next day following the May Appearance Commission meeting. Vice Chairperson Alice Harris suggested that a lighted piece of artwork be installed in the park. Since the park isn't utilized due to its location, Mr. Harris suggested the area simply be maintained. The Appearance Commission could revisit adding something to the park later if it is determined that more people frequent the park.
- **Railroad Bridge Discussion**

Perry Harris informed the members of the Appearance Commission the railroad overpass needed to be maintained. He would ask Public Works Director Lenny Branch to submit a request to CSX Railroad to have the area cleaned and overgrowth removed. In the past, the Appearance Commission requested to have a mural painted on the bridge, but CSX wouldn't allow it. At the last meeting, it was discussed that possibly a freestanding metal welcome sign could be installed on both sides on the railroad bridge since this was one of the main corridors into downtown. Mr. Harris stated that he would speak with Mr. Branch to determine if something like that could be constructed.

Adjournment

Being no further business, Anita Liverman made a motion, seconded by Jeremy Pearce, to adjourn the meeting. The meeting adjourned at approximately 5:55 p.m.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk