

The Town of Smithfield Appearance Commission met in regular session on Tuesday, October 16, 2018 at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Peggy Scott –Chairperson
Perry Harris
Anita Liverman
Jeremey Pearce
Leslie Lazarus

Members Absent

Alice Harris – Vice Chairperson
Bryan Gibson
Councilman David Stevens

Staff Present

Lenny Branch – Public Works Director
Shannan Parrish – Town Clerk

Staff Absent

Call to Order

Chairperson Peggy Scott called the meeting to order at 5:00 pm.

Invocation

Perry Harris offered the invocation.

Approval of Meeting Minutes – September 18, 2018

Anita Liverman made a motion, seconded by Perry Harris, to approve the minutes as submitted.

Financial Report

Appearance Commission General Fund Balance – \$21,686.00

Donate-A-Tree Account Balance – \$710.99

J. B. George Fund Balance – \$992.60

J.P. George Fund Balance – \$552.66

This fall expenditures already voted on (funds encumbered)

Parks & Rec

- MLK Sign: a new sign is being made and the plantings will go in, in the fall
- 11 New Park sign plantings will go in, in the fall

Public Works

- Planting of the 9 Trees
- Planting around the wayfinding signs

Dog Park – Hampton Moore Eagle Scout Project

Chairperson Peggy Scott informed the members of the Appearance Commission that while everyone agreed to using funds from the JB George Fund to purchase the trees and a bench for the Dog Park, the members of the Appearance Commission had to formally vote on this project during a meeting.

Perry Harris made a motion, seconded by Jeremy Pearce, to use funds from the JB George Project for the purchase of trees and a bench for the Dog Park. Unanimously approved.

DSDC Report

Bryan Gibson emailed the members of the Appearance the following DSDC Report:

- Met with private consultant to discuss branding for the town/DSDC
- There is an interested brewer and building owner in discussion for a brewery downtown. I am helping look at a feasibility study for this to show what things could look like.
- Old town hall study. I reviewed the previous study. It was in depth and impressive. A few private developers have shown interest. No new news to report
- Wayfinding Signage. Bids due to town Nov 15. 2nd round study being voted on with the DSDC that would deal with more downtown oriented signage.
- We discussed downtown planter idea with local businesses. I need to create graphic to show businesses to gauge their interest. If enough interest is shown the Appearance Commission needs to look at planting ideas. I'm still unsure who would supply the planters. A quick count is around 20 to 25 planters.
- Removal of business specific signs downtown ongoing. DSDC members think it's too many signs once paired with the banners. I agree. I believe this is ongoing.
- Looking at possibility of providing DSDC supplied building bracket signage system over canopies. The signage would then attach to the brackets and could be changed out easily and cost effectively.

Wayfinding

Chairperson Peggy Scott informed the members of the Appearance Commission that Bryan Gibson had sent everyone a landscape plan for the gateway signs. The members of the Appearance Commission agreed to the landscaping design for the gateway signs submitted by Mr. Gibson. Mrs. Scott stated the estimated cost for each sign was \$1,140.00 for a total cost of \$4,560.00 for the four signs. Mrs. Scott further stated the plantings may not be installed until the fall of 2019 which would be in the next budget year. Lenny Branch suggested using brown stained mulch since it held its color longer.

Perry Harris questioned if the signs would replace the current signs that displayed the logos of various civic organization. Mrs. Scott responded that the Wayfinding Committee was unsure how the civic logos would be incorporated into the signs. Mr. Harris suggested the civic organization be contacted before the logos are removed.

Projects

- **Sarah Yard Center**

Chairperson Peggy Scott informed the members of the Appearance Commission that Bryan Gibson had suggested installing windows and painting a mural on the building. Jeremy Pearce stated he rode passed the building and it was a brown metal building. Mrs. Scott questioned if there was room for plantings around the building. Lenny Branch responded there was space for landscaping. Perry Harris explained that painting a mural on the corrugated walls would be difficult and suggested simply painting it another color. He further suggested using vinyl signage/wrap on the building. Mr. Branch suggested using funds to pave the parking lot and to install landscaping. Mr. Harris will contact Tony Nixon Chairman of the East Smithfield Improvement Organization for his vision for the Center.

- **Railroad Bridge Clean up**

Chairperson Peggy Scott questioned if there was any update on the bridge. Lenny Branch responded he contacted everyone he could and received no response. Mr. Branch informed the members of the Appearance Commission that the last time the railroad bridge was maintained, it was done by the Public Works Department. Perry Harris suggested that the Appearance Commission just clean up the bridge because it does look unsightly,

- **Town Hall Park Ideas**

Chairperson Peggy Scott stated that while she appreciated the work that had already been completed in the Town Hall Park, more still needed to be done. Lenny Branch asked that he and his staff be allowed to remove some more of the overgrowth which could potentially address all the Appearance Commission's concerns about the park.

- **Tree plan update on Johnston Street**

Chairperson Peggy Scott informed the members of the Appearance Commission that she, Anita Liverman and Perry Harris walked Johnston Street to develop a tree installation and removal plan. Mrs. Scott stated there were a lot of stumps that would need to be removed. Lenny Branch responded that the Public Works' staff would begin removing the trees within the next several weeks. Mrs. Scott informed the members of the Appearance Commission that she spoke with Jamie from Swift Creek Nursery and he did not recognize a lot of the trees on the preferred planting list. Jamie was supposed to look at the area and make a recommendation as to the type of trees that would work for the area, but he has not done so. She questioned if Lawrence Davis was able to get prices for the trees. Mr. Branch stated he was unsure, but he would check with Mr. Davis. Mrs. Scott suggested using another nursery. Mr. Branch informed the members of the Appearance Commission that it was his hope to have all the trees removed from Johnston Street, the Town Hall Park cleaned and the Crepe Myrtle trees in front of Town Hall moved to the town Hall parking lot by January.

Mrs. Scott stated there was an open space near SoDoSoPa (146 S 3rd Street). She questioned if another tree should be planted in that space or if it should simply be cemented. Mr. Branch suggested installing concrete in that space. Anita Liverman suggested stamped concrete for that area.

Mrs. Scott stated the Appearance Commission had agreed to plant the same type of Crepe Myrtle trees on Front Street near the cemetery, but after looking at the area, it was suggested that larger shade trees such as Chinese Elm be planted there instead. Mr. Harris stated there was a beautiful type of tree near the South Smithfield Elementary School. He asked Mr. Branch to find out the type of tree.

Mr. Scott questioned which type of trees could be planted to replace the Crepe Myrtle tree at the Police Department. Mr. Branch suggested installing three Skyrocket Junipers.

Mrs. Liverman questioned who would be obtaining prices for the trees. Mr. Branch responded he would get prices for the Chinese Elm and the Chalk Bark Maple. Mr. Branch stated if the Appearance Commission purchased the trees, his staff would install them

- **Investigate the rock pile left by the WWII National Guard guys and make a memorial honoring them**

Chairperson Peggy Scott informed the members of the Appearance Commission that near Ruffin Johnson's property is a concreted pile of rocks/ makeshift memorial. This site was the former site of the national Guard Armory. This makeshift memorial was constructed by two servicemen who would be serving in World War II. When they returned home, they cemented the rocks together to ensure that the memorial would remain. Mrs. Scott asked for someone to volunteer to do some research on the site. Anita Liverman responded that she would talk with Todd Johnson the Executive Director of the Heritage Center.

Mrs. Scott stated the area in front of Ruffin Johnson's business (310 Est Johnston Street) needed some attention. Mr. Branch suggested that concrete be installed in the grassy area in front of the business since it was difficult to get anything to grow in that area. Mrs. Liverman suggested bricking or stamped concrete be installed in the area. Mr. Branch will get two quotes. One will be for colored stamped concrete and the other for plain concrete for the area.

- **Boat Ramp – Next year's Project**

Perry Harris reminded the members of the Appearance Commission that a plan for the boat ramp area should be completed before January. This project should be included in the Town's budget since it wasn't an Appearance Commission project. Mr. Harris will speak with Parks and Recreation Director Gary Johnson to determine if a plan is being developed and if it will be included in the 2019-2020 Town budget.

New Business - None

Additional Comments or Concerns - None

Adjournment

Being no further business, Perry Harris made a motion, seconded by Jeremy Pearce, to adjourn the meeting. The meeting adjourned at approximately 6:03 pm.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk