

The Town of Smithfield Appearance Commission met in regular session on Tuesday, February 19, 2019 at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Perry Harris  
Anita Liverman  
Jeremy Pearce  
Peggy Scott

Members Absent

Alice Harris –Chairperson  
Leslie Lazarus – Vice Chairperson  
Connie Barbour  
Councilman David Stevens

Staff Present

Lawrence David, Public Works Superintendent

Staff Absent

Shannan Parrish – Town Clerk

**Call to Order**

Perry Harris called the meeting to order at 5:02 pm.

**Invocation**

Peggy Scott offered the invocation.

**Approval of Meeting Minutes – January 15, 2019**

Peggy Scott made a motion, seconded by Perry Harris, to approve the minutes as submitted. Unanimously approved.

**Financial Report**

**Appearance Commission General Fund Balance – \$18,376.00**

**Donate-A-Tree Account Balance – \$1,010.99**

**J. B. George Fund Balance – \$992.60**

**J.P. George Fund Balance – \$552.66**

**This fall expenditures already voted on (funds encumbered)**

**Public Works**

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

**DSDC Report**

Jeremy Pearce updated the Appearance Commission on the Downtown Smithfield Development Corporation's monthly meeting. Topics of discussion were as follows: Under the Oak Café opened on South Third Street, the second phase of the wayfinding sign was approved, new benches have been installed downtown, Town Hall installed a new message board, discussion about making South Third Street a one way street to accommodate parking and preparations are under way for the Ham and Yam festival.

**Wayfinding**

Peggy Scott informed the members of the Appearance Commission the west side entrance sign was removed along with several crepe myrtle trees. A gateway sign will not be placed on the north entrance of Town until the Booker Dairy Road project has been completed. Staff is continuing to work with property owners near the south entrance of Town for permission to erect a gateway sign on their property

## Projects

- **Brochure – Donate a Tree Project**  
Peggy Scott informed the members of the Appearance Commission that Chairperson Alice Harris was working on this project.
  
- **Donate-A-Tree Plaque**  
Peggy Scott asked the members of the Appearance Commission to consider the type, size and location of the next Donate-A-Tree plaque. After speaking with the vendor who produced the last plaque, the cost of the plaque has increased in price from \$1200 to \$2139. If the Appearance Commission chose to purchase a bigger plaque, the price would further increase. Anita Liverman questioned if the plaque would be less expensive if it was attached to a wall instead of a stand. Perry Harris suggested the plaques be displayed in Town Hall.
  
- **Stump removal**  
Peggy Scott asked for an update on the removal of tree stumps in downtown. Lawrence Davis responded he was unsure if the Public Works Director had contacted anyone regarding this project. Perry Harris informed Mr. Davis he knew a contractor that was able to remove the stumps more inexpensively than the contractor currently being used by the Town. Mr. Davis will contact the suggested contractor, Charlie Hassle, for an estimate.
  
- **Concrete – checking prices**
  - **Stamped SodoSoPa Restaurant**
  - **Regular Ruffin Johnson Insurance**
  - **Regular 2<sup>nd</sup> Street Heritage Center**

Lawrence Davis informed the members of the Appearance Commission that the Public Works Director met with the concrete contractor. Mr. Davis will provide an update to the Appearance Commission at the March meeting.

- **Decide on Trees – Final Vote**
  - **3 Front Street: large Shade Trees Chinese Elm (Lace Bark)**
  - **6 Johnson Street: Street Trees (Maple) Chalk Bark Maple**
  - **3 Second Street: Chinese Elm**

Perry Harris questioned if the Chinese Elm and Chalk Bark Maple trees could be purchased locally. Lawrence Davis responded he was unsure if the Public Works Director had contacted any of the local nurseries. Mr. Harris suggested planting the Acer x freemanii (Autumn Blaze Maple) on South Second Street and the Prunus serrulata 'Kanzan (Kanzan Cherry) along Johnston Street. Peggy Scott responded the only potential issue with the Kanzan Cherry tree was that it lost its flowers and could potentially cause complaints from those parking near or under the trees.

Perry Harris made a motion, seconded by Jeremy Pearce, to install Chinese Elm Trees along Front Street, Acer x freemanii (Autumn Blaze Maple) on South Second Street and Prunus serrulata 'Kanzan (Kanzan Cherry) on Johnston Street. Unanimously approved.

If the trees can be purchased, staff is to move forward with the project. If the trees cannot be purchased, staff is to contact Chairperson Alice Harris before the March meeting.

- **Town Hall Park and Parking Lot: 3 Crepe Myrtles**  
Perry Harris stated these trees need to be planted and the stumps removed.

- **Flag Pole at Boat Ramp**

## **New Business**

- **Plan of Action for Next Year**

Perry Harris reminded the members of the Appearance Commission that last year, the Commission requested budgeted funds for improvements at the boat ramp to include a picnic area and flag pole. At that time, the Commission was informed it was too late in the budget process to request funding. Mr. Harris suggested the Town plan a concept for the boat ramp area. The Appearance Commission could supplement any improvements with plantings.

Jeremy Pearce suggested additional improvements to the Sarah Yard Community Center. Peggy Scott responded that landscaping has been installed around the building. Mrs. Scott stated maintenance on the plantings and trees in the median on US 70 West coming into Town needed to be done. Lawrence Davis responded the landscaping contractor was responsible for that area. Mrs. Scott further stated there were a lot of places in Town that needed fresh mulch. Mrs. Scott cited the area in front of the old cement plant on US Highway 70 East. Mr. Harris stated the bank at the Neuse Little Theatre needed some maintenance and additional plantings.

Mrs. Scott reminded the members of the Appearance Commission that a budget proposal had to be submitted to the Town Manager. For the past several years, the Appearance Commission has been receiving \$15,000 for beautification projects.

## **Adjournment**

Being no further business, Perry Harris made a motion, seconded by Peggy Scott, to adjourn the meeting. The meeting adjourned at approximately 5:45 pm.

Respectfully Submitted,



Shannan L. Parrish  
Town Clerk