

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

Members Present

Leslie Lazarus – Vice Chairperson  
Perry Harris  
Peggy Scott

Members Absent

Alice Harris –Chairperson  
Jeremy Pearce  
Connie Barbour  
Councilman David Stevens

Staff Present

Lenny Branch, Public Works Director  
Shannan Parrish – Town Clerk

Staff Absent

**Call to Order**

Perry Harris called the meeting to order at 5:00 pm.

**Invocation**

Peggy Scott offered the invocation.

**Approval of Meeting Minutes – February 19, 2019**

Due to a lack of quorum, the minutes could not be 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 around the wayfinding signs

**DSDC Report**

Jeremy Pearce provided an update to the Appearance Commission via email on the Downtown Smithfield Development Corporation's monthly meeting. Topics of discussion were as follows:

1. Ham and Yam is set for May 4<sup>th</sup> and everything is going good with that.
2. There is a new store opening on Third st this weekend called #Alwaysoverdressed.
3. Under the Oak Café is now open for dinner Tues thru Fri

**Wayfinding**

Perry Harris informed the members of the Appearance Commission the brick entrance sign on Highway 70 East would be removed possibly this week. The new gateway sign will be constructed close to Zaxby's. Peggy Scott stated there was a bit of a dilemma about the organization signs (Rotary, Kiwanis, Mason) not being placed on the Wayfinding signs. Staff is investigating ways those signs could be placed on a separate sign. All funds for both phases of the Wayfinding project have been secured.

## **Projects**

- **Brochure – Donate a Tree Project**

There was no new update on this project.

- **Donate-A-Tree Plaque**

Peggy Scott questioned if the Appearance Commission wished to move forward with the purchase of another plaque from the vendor that produced the other plaques. Vice Chairperson Leslie Lazarus responded she would like to contact Smithfield Sign Design to determine if they could produce something similar since they are a local business.

- **Stump removal**

Peggy Scott questioned if all the stumps had been removed in the downtown area. Lenny Branch responded there were two stumps near SoDoSoPa, one stump near Insurance Unlimited and one stump near the Heritage Center that needed to be removed. Mr. Branch explained Lawrence Davis had informed him that he was unable to contact Mr. Hassell about removing the stumps because he had the wrong contact information. Perry Harris responded that Mr. Hassell had informed him he called Mr. Davis and left a message. Mr. Harris further suggested for Mr. Hassell go to the Public Works Office to meet with Mr. Davis. Mr. Branch will contact Mr. Hassell directly.

- **Concrete – checking prices**

- **Stamped SodoSoPa Restaurant**
- **Regular Ruffin Johnson Insurance**
- **Regular 2<sup>nd</sup> Street Heritage Center**

Lenny Branch informed the members of the Appearance Commission he was unable to provide concrete estimates. However, the Town has a contractor that will be working on some areas in Town next week or the following week. Mr. Branch asked if the Appearance Commission wished to have the contractor complete the areas already approved by the Commission because it would be better for him to complete all the concrete projects while he was in Town. The Appearance Commission was in favor of allowing the contractor to complete the areas previously approved by the Commission

Perry Harris informed Mr. Branch the Appearance Commission voted and approved the type of trees for Johnston Street, South Second Street and Front Street. Peggy Scott questioned if it was too late to plant these trees. Mr. Branch responded they could still be planted.

- **Boat Ramp Flag Pole and Other Improvements**

Perry Harris informed the members of the Appearance Commission there was no new update on this project, but based on conversation with the Town Manager, it was favorable that improvements would be made at the boat ramp. He reminded the Commission the Town Council ultimately had to approve the budget and the Commission would not be able to move forward with any plantings for the area until the budget was approved.

## **New Business**

- **Donate A Tree in Honor of Anita serving on the Commission**  
Perry Harris informed the members of the Appearance Commission that Anita Liverman's term on the Commission has expired and she has chosen not to renew her term. Mrs. Liverman has served on the Appearance Commission for 6 years and her dedication and hard work will be missed. The Town Council will be honoring her service at the April 2<sup>nd</sup> meeting. Mr. Harris suggested the Appearance Commission member try to be present for the meeting.
  
- **Additional Comments or Concerns**
  - Lenny Branch informed the members of the Appearance Commission the Town will be holding a Litter Sweep Program on April 13<sup>th</sup> from 7:00 am until 11:00 am. Volunteers will meet at the Community Park for instructions and supplies. Groups will then go to various parks throughout the Town to remove litter.
  - Peggy Scott informed the members of the Appearance Commission the Parks and Recreation Department replanted and mulched the area around the African American Monument on Bridge Street. Mrs. Scott stated the Appearance Commission may be given the invoice for the replacement of the plants and mulch.
  - Perry Harris informed the members of the Appearance Commission the Town has received an application by Robin Cook for appointment to the Commission. This will be brought before the Council at the April 2<sup>nd</sup> meeting for consideration and approval.

## **Adjournment**

Being no further business, the meeting adjourned at approximately 5:30 pm.

Respectfully Submitted,



Shannan L. Parrish  
Town Clerk