

The Town of Smithfield Appearance Commission met on Monday, December 5, 2022, at 5:00 in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Stuart Lee – Chairperson  
Emery Ashley, Jr.  
Peggy Scott  
Kaitlyn Tarley  
Carmen Zepp

Members Absent

Robin Cook – Vice Chairperson  
Michelle Choe

Staff Present

Lawrence Davis – Public Works Director  
Michael Scott, Town Manager

Staff Absent

Shannan Parrish – Town Clerk

**Call to Order**

Chairperson Stuart Lee called the meeting to order at 5:01 pm

**Invocation**

Chairperson Stuart Lee offered the invocation.

**Approval of Meeting Minutes**

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

**Financial Report**

Financial Report was presented by Chairperson Stuart Lee. Lawrence Davis stated there was about \$900 left for the trees at the gateway sign on Market at I-95.

**Annual Report**

Chairperson Stuart Lee advised he had provided the Commission’s annual report to the Town Council. He stated the Council complimented the work completed at the Boat Ramp.

**Plantings Around Signs Exit 95 & 93**

Chairperson Lee stated the Council would like to see landscaping work completed at the Gateway Signs on Brogden Road and on Market Street off I-95. Discussion ensued regarding the terrain at the Brogden Road site and the viability of placing landscaping there that would grow. Stuart Lee suggested the area may need to be raised and better dirt brought in. Peggy Scott volunteered to research plants for the Brogden Road site and be prepared to discuss options in January. The discussion continued about the possibility of rocking the area or creating a planter box that would wrap around the sign. It was further discussed that the sign’s landscaping should be consistent with what other gateway signs look like in Town. Lawrence Davis warned that NCDOT would likely have to be considered if placing anything such as trees or planting boxes too close to Brogden Road, as this is a State maintained street.

Stuart Lee moved the discussion to the gateway sign on Market Street near I-95. Lee reminded the members that he had previously sent a rendering of potential landscaping of that site that included rocking around the sign base. Emery Ashley Jr. suggested contracting with a landscaping company to complete the work. The board discussed the history of having difficulty finding contractors to bid on these small projects. Instead, the Board discussed the possibility of

hiring a landscape architect, like Clayton Narron who was used for the boat ramp plan. Then viable plants would be recommended for each area.

Discussion continued about the possibility of hiring a landscape architect to create plans for signs at:

- Brogden Road
- Market Street by I-95
- Buffalo Road
- Highway 210
- Outlet Center Drive near Dewayne's
- And possible landscaping plan for the Railroad underpass/bridge on Market Street

Peggy Scott was asked to contact Clayton Narron on this possibility. Mike Scott provided some background on requirements for bidding for architects under the Mini-Brooks Act. Lawrence Davis would look into creating an RFP.

Carmen Zepp made a motion, seconded by Peggy Scott, to move forward with this. Unanimously approved.

### **Public Art Incentive**

Chairperson Stuart Lee provided a history of the public art/Mural project. Discussion revolved around the cost and affordability of the project. Peggy Scott suggested someone attend an Art Council meeting to ascertain how they might assist with this project. This might help get more people involved. A discussion about DSDC being responsible for the Downtown area ensued. Carmen Zepp discussed cleaning up the mural on the bike path that was previously created by a girl scout troop. Stuart Lee stated he had investigated this with the girl scouts and had received permission to paint over the mural.

### **Community Clean Up**

Chairperson Stuart Lee discussed cleaning up the community. Carmen Zepp said she picks up trash every day. She suggested having organized clean up days where the community could be rewarded with cookies or pizza, as examples. She suggested this could be done monthly, weather permitting.

### **Other Business**

Kaitlyn Tarley stated she was working on a capstone project for her Master's Degree involving Smithfield Selma High school, the greenway and the placing of environmental signs. Stuart Lee, Carmen Zepp and Kaitlyn Tarley will get together and coordinate a plan to bring back to the Board.

Peggy Scott opened discussion about refurbishing other historical water wells in Town, similar to the work done at the well on South 4th and Woodall Streets. A discussion ensued about the location of existing wells and verifying the authenticity of the wells. There was a consensus to refurbish the existing wells and move forward with this project.

Chairperson Stuart Lee opened discussion about the area South of Scooter's coffee and if this was a Town Park. Discussion ensued about ownership and possibly getting the hospital involved in rejuvenating this area.

Chairperson Stuart Lee explained that he was stepping down from being the Chair of the Commission, as his term was expiring. He placed the members on notice that a new Board Chair would need to be elected during the January meeting.

**Adjourn**

Being no further business, Kaitlyn Tarley made a motion, seconded by Emery Ashley, Jr., to adjourn the meeting. The meeting adjourned at approximately 6:05 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Shannan L. Parrish".

Shannan L. Parrish  
Town Clerk