

SMITHFIELD APPEARANCE COMMISSION MINUTES

January 17, 2006

Members present:

Kay Long, Vice Chairperson
Mike McKinney, Code Enforcement Officer
Joe Morgan
Ann Ragland
Betty Robinson
Regina Sanders
Phillip Starr

Members absent:

Wallace Ashley
Rita Crocker

**The January meeting of the Smithfield Appearance Commission was called to order by Kay Long at 6:10PM. Joe Morgan gave the invocation.

**On motion of Mr. Morgan, seconded by Ms. Robinson, and duly carried, the agenda for the evening was approved after an adjustment was made to #1 under NEW BUSINESS. This item should say "Work Assignments for Overall Plan of Work for 2005-2006."

**On motion of Mrs. Sanders, seconded by Mr. Starr, and duly carried, the minutes of the November 21, 2005 Commission meeting were approved as read.

TREASURERS REPORT:

1. The Appearance Commission General Fund has a balance of \$4,665.00. When the Josephine B. George funds become available, \$335.00 will be taken from that fund and added to the Appearance Commission General Fund.
2. The Josephine B. George Fund has a cash balance of \$89,157.00. Interest from this fund should become available for use during the month of January 2006.
3. The Commission approved a motion made by Mr. Morgan and seconded by Mr. Starr that henceforth the words "Treasurer's Report" will be changed on the agenda to the words "Financial Report."

Mr. Chris Johnson, Downtown Development Corporation Director, visited the Appearance Commission and shared with the group some of the plans for downtown visual improvement. He spoke of a 3-phase streetscape project to improve sidewalks in downtown Smithfield.

OLD BUSINESS:

1. J. B. George Fund Update

The J. B. George Endowment Agreement dated January 3, 2006 was approved by the Smithfield Town Council. Mr. Joe Morgan stated that available funds from this endowment could be used by individual Smithfield citizens, civic clubs, non-profit organizations, the Appearance Commission, the Town Council, and the Town of Smithfield to beautify “neighborhoods” and other public places in the Town of Smithfield. The funds must be used for work in the streetyard, in the public right of way. Mr. Morgan confirmed that 4 advertisements of these available monies would occur in January 2006 in the local newspaper. Application forms for funding of a project are available at the Town Hall. The deadline for applying for money from this fund is February 14, 2006. The Appearance Commission will consider applications at their February 21, 2006 meeting. Chairperson Long encouraged each Commission member to contact and encourage someone in the community to apply for funds from the J. B. George Fund.

2. Brogden Road Plan Update

Commission Chairperson Kay Long and Joe Morgan appeared before the Smithfield Town Council and presented the pilot project of the Smithfield Entryway Beautification Program. This pilot project centers on the beautification of the Brogden Road area. The Town Council approved this pilot program on December 6, 2005 and voiced support of the Appearance Commission. A committee made up of Mr. Morgan, Mr. Ashley, Ms. Robinson, and Mrs. Ragland will meet on February 2, 2006, to begin initiatives for this project.

NEW BUSINESS:

1. Work Assignments for Over-all Plan of Work for 2005-2006

Mr. Morgan was commended for the excellent work he did on the Commission Plan of Work. This plan includes the following:

- a. Fostering neighborhood pride

- b. Promoting and disseminating “best management practices” that are good examples of enhancing community appearance for residential, commercial and public sites
 - c. Acknowledging achievement and excellence of citizens in fulfilling the purposes of the Appearance Commission
 - d. Showcasing natural and architectural beauty
 - e. Encouraging appealing community entrances, seasonal or holiday decorations and signage
 - f. Encouraging well planned, coordinated tree planting, preservation and maintenance throughout the Town
 - g. Reviewing and advising the Town Council or the Town Department designated by the Council, as to the appearance of publicly owned or maintained property and spaces
 - h. Reviewing and advising the Planning Department as to compliance with the Town’s ordinances regarding sanitation, public works, housing, and other regulations affecting the community appearance
 - i. Discouraging littering and blight
2. Tree Plan
Chairperson Long will check with Town Attorney Bob Spence on this matter and will make a report at the February meeting.
3. Discussion, February Election of Officers
Chairperson Long noted that February is the month for election of officers for the Appearance Commission. She suggested that a slate of officers be presented at that time. Mr. Starr made a motion and Mr. Morgan seconded it that two to three people are appointed with the purpose of coming up with a slate of officers to be presented at the February meeting. This motion was duly carried and Mrs. Long and Mrs. Ragland were appointed to this committee. Mr. Morgan suggested that four positions of leadership be considered for the slate of officers. Those four positions will be Chairperson, Vice Chairperson, Recording Secretary (records minutes of monthly meetings) and Corresponding Secretary (records plan of work, annual report, etc.).
4. SUP-06-01, Joe Yanulevich
The applicant is requesting a special use permit to operate an automobile sales establishment with outdoor sales on the former site of Sonic Restaurant located at 1003 North Bright Leaf Boulevard. The applicant will be required to bring the landscape

yards back into compliance with new plantings and repair the dumpster screening as required. Mr. Starr made a motion that the Appearance Commission recommends approval of this proposal to the Town Council. Mr. Morgan seconded it and it was duly carried.

5. SUP-06-02, Checkers Restaurant

The petitioner is requesting an on-site computerized copy sign at the Checkers Restaurant located at 1691 East Market Street. The proposed sign will be a monopole design with decorative pole coverings, a traditional back lit cabinet, and digital cabinet. The proposed ground sign will be fronting on East Market Street. Mr. Starr made a motion that the Appearance Commission recommends approval of this proposal to the Town Council. Mrs. Sanders seconded it and it was duly carried.

6. SUP-06-03, Wal-Mart, Inc.

The applicant is proposing to construct a fueling station within the existing parking lot of Wal-Mart. The site plan indicated five fuel pumps and a 194 square foot kiosk underneath a proposed canopy. The proposed fuel station will consume 117 existing parking spaces. Mr. Morgan made a motion that the Appearance Commission recommends approval of this proposal to the Town Council with a strong recommendation that landscape requirements are met and that this applicant continually complies with outdoor sales and display regulations. Mr. Starr seconded this motion and it was duly carried.

With all business for the evening completed, Chairperson Long adjourned the meeting at 8:00PM. The next meeting of the Smithfield Appearance Commission will be held in the Town Hall conference room on Tuesday, February 21, 2006 at 6:00PM.

Respectfully submitted,
Ann Ragland, Secretary
Smithfield Appearance Commission