

SMITHFIELD APPEARANCE COMMISSION MINUTES

December 18, 2007

Members Present

Wallace Ashley
Candace Jackson
Ann Ragland
Harold Tharrington

Members Absent

Kay Long
Joe Morgan
Regina Sanders
Phillip Starr

Staff Present

Mike McKinney, Code Enforcement Officer
Latanya Merritt

I. Call to Order

Chairman Ashley called the meeting to order at 6:00 p.m. on Tuesday, December 18, 2007 in the Conference Room of Town Hall.

Invocation

Mr. Tharrington gave the invocation.

II. Approval of Agenda

On motion of Mr. Tharrington, seconded by Mrs. Ragland and duly carried, the agenda was approved.

III. Approval of Meeting Minutes October 16, 2007

On motion of Mrs. Ragland, seconded by Mr. Tharrington and duly carried, the minutes were approved as amended.

IV. Financial Report/J. B. George Fund

1). Appearance Commission Budget:

Mr. McKinney stated:

Interest paid to date	\$ 2,639.71
Expenditures	<u>\$14,000.00</u>
Total	\$16,639.71

V. Old Business

1). Street Tree Inventory Update:

Chairman Ashley stated that he had not completed his list (B-4).

Ms. Jackson stated the street tree inventory would be complete once Mr. Ashley list is submitted.

2). Festival of Trees Decoration:

Mrs. Ragland asked when the Christmas tree display at the medical mall needed to be dismantled.

Ms. Jackson stated that she would check with Kay Long. She also stated that she would be available on Friday, December 21, 2007 to help with the dismantling of the tree.

3). Creating Place Grant Call to Artists:

Discussion on the creating place grant call to artists is tabled until Mr. Morgan gives a report in January 2008.

4). Committee Vacancies:

Advertisements for a vacancy on the Commission was placed in the local paper, at present, there have been no responses.

5). Tree Easement Suggestion:

On motion of Ms. Jackson, seconded by Mrs. Ragland and duly carried, discussion on tree easement suggestions be tabled until January 15, 2008

VI. New Business

- 1). **SUP-07-19 True Line Surveying:** Mr. McKinney stated that the applicant is requesting a special use permit and PUD (Planned Unit Development) approval on property within an R-8 (Residential) zoning district. The property is located on Buffalo Road approximately 750 feet northeast of its intersection with Booker Dairy Road. The property is further identified as NCPIN# 169520-80-4526.

Mr. McKinney stated the following as conditions by staff:

- Corner lots in the townhome component shall meet the minimum setback requirements.
- Sidewalks shall be provided in the townhome component.
- Sidewalks shall be provided along Buffalo Road according to Town Policy.
- No lots will be allowed to access Buffalo Road directly.

Mr. McKinney asked the Commission to review the petition and make a recommendation to Town Council.

Upon discussion, Ann Ragland made a motion to recommend that the Town Council approve SUP-07-19 with a recommendation that the conditions recommended by Staff be applied and met, and with a further recommendation that the applicant install an earthen berm with tree and shrub landscaping, or install fencing along Buffalo Road so as to screen the rear of the residential properties on the western portion of the proposed development.

2). Tree City USA Certification:

On motion of Ms. Jackson, seconded by Mrs. Ragland and duly carried, discussion on tree city USA certification be tabled until January 15, 2008

VII. Adjournment

On motion of Mrs. Ragland, seconded by Ms. Jackson and duly carried, the meeting was adjourned.