

# SMITHFIELD APPEARANCE COMMISSION MINUTES

August 19, 2008

## Members Present

Harold Tharrington  
Kay Long

## Members Absent

Regina Sanders  
Candace Jackson  
Ann Ragland  
Ed Greer

## Staff Present

Mike McKinney, Code Enforcement Officer

### **I. Call to Order**

Chairperson Tharrington called the meeting to order at 6:00 p.m. on Tuesday, August 19, 2008 in the Conference Room of Town Hall.

### **Invocation**

Chairperson Tharrington gave the invocation.

### **II. Approval of Agenda**

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

### **III. Approval of Meeting Minutes July 15, 2008**

On motion of Mrs. Long and seconded by Chairperson Tharrington, the minutes were approved as amended.

### **IV. Financial Report**

#### 1). Appearance Commission Budget:

Appearance Commission Budget, 10-5500-3700	Balance: \$10,000.00
J.B. George Fund	Balance: \$ 2,642.07

### **V. Old Business**

#### 1). Smithfield Slogan Contest:

Mr. McKinney stated that there was a delay on the first mast mailing therefore, the first mast mailing was August 15, 2008 and the second mailing was August 30, 2008.

2). Letter to DOT:

Chairperson Tharrington stated that the letter to DOT needed to be amended to include a request for a brown directional sign, which stated “Historic Downtown Smithfield”.

3). 2008-2009 Plan of Work

Mr. McKinney distributed the plan of work to Commission members.

**VI. New Business**

1). SUP-08-05 Harmon and Associates

After discussion and review of the proposed landscape plan, Mrs. Long made a motion to recommend that the Town Council approve the petition with the condition that foundation plantings be required on all buildings, seconded by Chairperson Tharrington. Unanimous.

**VII. Adjournment**

Mrs. Long made a motion to adjourn, seconded by Chairperson Tharrington. Unanimous.