

# SMITHFIELD APPEARANCE COMMISSION MINUTES

October 21, 2008

## Members Present

Regina Sanders  
Ann Ragland  
Candace Jackson  
Kay Long  
Ed Greer

## Members Absent

Harold Tharrington

## Staff Present

Mike McKinney, Code Enforcement Officer  
Latanya Merritt

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

Chairperson Sanders called the meeting to order at 6:10 p.m. on Tuesday, October 21, 2008 in the Conference Room of Town Hall.

### **Invocation**

Mr. Greer gave the invocation.

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

On motion of Mrs. Long, seconded by Mr. Greer and duly carried, the agenda was approved as amended. Unanimous

### **III. Approval of Meeting Minutes September 16, 2008**

On motion of Mrs. Long, seconded by Mr. Greer and duly carried, the minutes were approved. Unanimous

### **IV. Financial Report**

- |                                   |                      |
|-----------------------------------|----------------------|
| 1). Appearance Commission Budget: | Balance: \$10,000.00 |
| 2). J. B. George Fund:            | Balance: \$ 2,642.07 |

## V. Old Business:

### 1). Smithfield Slogan Contest:

The sub-committee presented each commission member with a list of the top 10 slogan finalists.

Mrs. Ragland made a motion seconded by Ms. Jackson to allow staff to take part in the voting process for the slogan contest.

The following Smithfield slogan contest finalists were selected and will be presented to Town Council at their next scheduled meeting November 10, 2008 and the Town Council will choose the winner of the slogan contest.

1. The River Town
2. Smithfield – Small Town Living
3. At Home by the Neuse
4. Charming Gateway to the Coast
5. The Place to be

Mr. McKinney stated that staff would be responsible for getting this information to the Town Clerk to be placed on the Town Council's November 10, 2008 agenda.

### 2). 2008-2009 Proposed Plan of Work:

Upon discussion of the proposed plan of work, the commission will continue to implement the following plans:

- ◆ Fostering neighborhood pride
- ◆ Promoting and disseminating "best management practices"
- ◆ Showcase natural and architectural beauty
- ◆ Encourage appealing community entrances, seasonal or holiday decoration, and signage
- ◆ Encourage well planned, coordinated tree planting
- ◆ Reviewing and advising the Town Council or the Town Department designated by the Council regarding appearance related issues
- ◆ Reviewing and advising the Planning Department regarding enforcement of Town ordinances relating to appearance issues
- ◆ Discouraging littering and blight

Mrs. Long asked if a letter needed to be written to Mr. Paul Embler addressing the lighting of the artwork at the Town's Commons.

Mr. McKinney stated that he would email Mr. Embler in reference to the artwork lighting issue.

3). **Response letter from DOT:**

Mr. McKinney read a response letter from J. Sid Tomlinson, Asst. Division Traffic Engineer of NCDOT stating the following:

- ◆ The DOT would investigate the pavement markings at various locations and have them retraced based on the condition of the markings.
- ◆ The DOT is working on the re-design of the existing “Ava Gardner Museum” sign to include “Downtown Smithfield” with a directional arrow.
- ◆ It will likely take 90 to 120 days to get the new design, have the new sign fabricated and have it erected.

4). **Old Town Hall:**

Mr. Greer asked what the follow up for the Old Town hall was.

Mr. McKinney stated that the building is still condemned and zoning enforcement actions have been undertaken to secure the building, and secure the open windows to prevent birds from roosting on the interior of the building.

5). **Landscaping at Corner of Bright leaf Blvd. and Brogden Road:**

Mr. McKinney stated that there is virtually no space at the property of 134 S. Bright leaf Boulevard for the installation of any type of landscaping.

Mrs. Long stated that she would like to talk with the property owner to see if the owner would allow the Commission to make appearance improvements to the property.

Mrs. Long stated that she would follow up on this inquiry.

Mr. McKinney stated that he would determine if there is adequate space in the right of way for landscape plantings.

**VI. New Business:**

Mrs. Ragland stated that it should be brought to someone’s attention that the Town of Smithfield’s web page has incorrect information listed on the Appearance Commission’s link.

**VII. Adjournment:**

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