

The Town of Smithfield Appearance Commission met in regular session on Tuesday, March 20, 2018 at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Peggy Scott –Chairperson
Alice Harris – Vice Chairperson
Bryan Gibson
Perry Harris
Anita Liverman
Jeremey Pearce
Regina Sanders

Members Absent

Staff Present

Lenny Branch – Public Works Director
Shannan Parrish – Town Clerk

Staff Absent

Call to Order

Chairperson Peggy Scott called the meeting to order at 5:00 pm.

Invocation

Peggy Scott offered the invocation.

Approval of Meeting Minutes – February 20, 2018

Brian Gibson made a motion, seconded by Vice Chairperson Alice Harris, to approve the February 20, 2018 minutes as submitted. Unanimously approved.

Financial Report

Appearance Commission General Fund Balance – \$8,582.49

Donate-A-Tree Account Balance – \$692.86

J. B. George Fund Balance – \$761.60

J.P. George Fund Balance – \$256.84

Old Business

Donate A Tree

Lenny Branch informed the members of the Appearance Commission that one tree had been donated.

DSDC Report

Vice Chairperson Alice Harris informed the members of the Appearance Commission the DSDC discussions included: the 2018 plan of work and a kiosk near the boat ramp highlighting downtown businesses and restaurants. The DSDC would also like to design distance based walking trails throughout the downtown area to be included on the kiosk.

Projects

Library: Estimated cost so far (Voted and Passed \$1500)

Sod \$525, 80 plants \$640

Ideas: Bench, caterpillar rocks, flower pot, 2 sets of tables and chairs, crayon fence

Chairperson Peggy Scott informed the members of the Appearance Commission that all the power washing at the Library had been completed. It was the consensus of the members to use funds from the Appearance Commission's general fund to pay for the power washing.

Mrs. Scott informed the members of the Appearance Commission that when she, Vice Chairperson Alice Harris and Anita Liverman visited with the Children's Librarians they were excited about having a children's area at the Library. Since the project was in its final stages, Ms. Harris volunteered to speak with the Director of the Library, Margaret Marshall. Mrs. Marshall explained that she would prefer not to have benches or children's things in the proposed area. Mrs. Marshall was agreeable to a piece of artwork and a fencing for the proposed area.

Mrs. Scott questioned if the Commission should simply install the hosta and nothing more. Lenny Branch responded the proposed area at the Library was an ideal place for a kid friendly space. The Commission had done a lot of planning for the area and it would be a welcomed enhancement. Anita Liverman questioned if the Commission could compromise by not installing a bench at this time. Mrs. Scott responded DSDC would be purchasing benches for the downtown area and the Commission could simply add a bench to the DSDC order.

Mrs. Scott stated one of the ideas was to paint the concrete with some type of character. Since it's unknown if that was even possible, she provided an alternative of two concrete type animals that were large enough for the children to climb on. The cost of the animals were \$3750 a piece. Ms. Harris suggested that the Commission investigate the cost associated with large rocks to make a caterpillar. Ms. Harris obtained a quote of \$800 for the fencing, but felt that was expensive. The cause for the expense could have been the metal remnants of old fencing protruding out of the concrete. Mr. Branch responded that his staff could remove those pieces.

Perry Harris made a motion, seconded by Jeremy Pearce, to purchase one teal colored bench in the amount of \$700.00, to purchase the Hosta in the amount of \$95.00 for the raised plant beds and mulch in the amount of \$200 - \$300. Unanimously approved.

Per e-mail dated 3/22/2018:

After speaking with the Library Director, it was the consensus of the subcommittee, Chairperson Peggy Scott, Vice Chairperson Alice Harris and Anita Liverman, to not peruse purchasing a bench or installing any children related items at the Library. The plantings and mulch will be completed.

Funds intended for the Library Project would be used for plantings around the new signs recently installed at the Town Parks. Attached to these minutes is a copy of the landscape plan for the new signs..

Banners

Anita Liverman inquired if the patriot banners were necessary to order since there are American Flags displayed in the Downtown area. Mr. Branch responded the flag banners were purchased because there weren't any American Flags. It was the consensus of the Appearance Commission to discontinue using the patriot banners.

Mrs. Liverman informed the members of the Appearance Commission that the Christmas banners had been narrowed to two choices 1) Red or blue banner with a white snowflake that read "Welcome" or "Smithfield" 2) Pine cone with the Town logo on the bottom. It was the consensus of the Appearance Commission to purchase the blue banner with white snowflakes that read "Welcome" (Item number 102558)

Mrs. Liverman informed the members of the Appearance Commission that two designs had been chosen for the Smithfield banner. 1) A blue banner with a pencil drawing of the Hastings House and 2) A blue banner with a pencil drawing of Downtown. Mrs. Liverman stated the original Smithfield banner could be reordered since it was the design most chosen in the original survey conducted by a former member of the Appearance Commission. It was the consensus of the Appearance Commission to reorder the blue Smithfield banner. Mr. Branch suggested that ten extra of each type of banner be ordered in the event of damaged.

Miracle Park Planting

Brian Gibson provided a landscape plan for the Miracle Park to the members of the Appearance Commission. Originally it was thought that there were 11 Maple trees, but there were only 9. It was decided that two Maples trees would be removed from the landscape plan and 9 maples trees would be planted at the Miracle Park.

Mr. Gibson questioned if the Appearance Commission was willing to design and purchase the plantings for the 4 islands at the Miracle League Park. The estimated cost to landscape the 4 islands would be approximately \$1500. Chairperson Peggy Scott informed the Commission that the Partnership for Children had an event scheduled for March 31st where volunteers would be installing plantings for the Miracle League Park. Mr. Gibson volunteered to draft a landscape plan for the 4 island to include the type and number of each plant. Mr. Branch stated he could purchase the plants and deliver them before March the 31st so that they could be installed by the volunteers. It was the consensus of the Appearance Commission to move forward with the design and purchase of plants for the four islands at the Miracle League Park.

Per email dated 03/26/2018:

Bryan Gibson submitted a landscape plan to the Members of the Appearance Commission. Attached to these minutes is a copy of the landscape plan for the four islands at the Miracle League Park.

MLK Planting

Lenny Branch informed the members of the Appearance Commission that this project has not been completed.

Plan for replacement of dying trees

Anita Liverman informed the members of the Appearance Commission she contacted NC State and an arborist in Wilson. The arborist stated that a town should have no more than 10% of each type of tree and most towns in this area have too many Crepe Myrtle trees. Mrs. Liverman stated she sent everyone information on the acceptable trees for planting under utility lines and the acceptable street trees. The biggest problem is there is a 4 foot space needed from the tree to the sidewalk and there just isn't that amount of space in the area where a tree can be planted. Mrs. Liverman informed the Commission there was an opportunity for a grant to conduct a tree inventory, but it was a matching grant. The grant does consider in kind donations such as volunteer hours, but on further inspection, it

was determined that the Town would not qualify for the grant. It was the consensus of the Appearance Commission if a street is identified as being in need of tree maintenance, then the Commission would consider replacing the trees. Mr. Branch and Mrs. Liverman agreed the Dogwood trees along Johnston Street, between Second Street and Fourth Street, should be removed and replaced.

Boat Ramp: Update

Brian Gibson provided a detailed plan for the boat ramp area to the members of the Appearance Commission. Mr. Gibson explained that the old water plant area was relatively flat and it would accommodate a picnic shelter now and restrooms in the future. The design also included stairs from the area to the greenway and concrete pathway to make it ADA accessible. Due to the estimated total cost of the complete project, the Town would have to be involved.

Perry Harris informed the members of the Appearance Commission there was a business owner interested in purchasing the Boy Scout Hut to make a sandwich shop with public restrooms.

It was estimated the total cost for the project (not including restrooms) was \$50,000. This would include the cost of the shelter, walkways and picnic tables.

Attached to these minutes is a copy of the boat ramp area enhancements.

New Business

Budget

It was suggested the Appearance Commission make a budget request of \$50,000 to complete the Boat Ramp Project.

Adjournment

Being no further business, the meeting adjourned at approximately 6:23 p.m.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk