

The Town of Smithfield Appearance Commission met in regular session on Tuesday, September 18, 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
Councilman David Stevens

Members Absent

Staff Present

Lawrence Davis – Public Works Superintendent
Shannan Parrish – Town Clerk

Staff Absent

Call to Order

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

Invocation

Perry Harris offered the invocation.

Approval of Meeting Minutes – June 19, 2018 and August 21, 2018

Perry Harris made a motion, seconded by Alice Harris, to approve the minutes as submitted.

Financial Report

Appearance Commission General Fund Balance – \$21,686.00

Donate-A-Tree Account Balance – \$710.99

J. B. George Fund Balance – \$1,948.60

J.P. George Fund Balance – \$552.66

This fall expenditures already voted on (funds encumbered)

Parks & Rec

- MLK Sign: a new sign is being made and the plantings will go in, in the fall
- 11 New Park sign plantings will go in, in the fall

Chairperson Peggy Scott informed the members of the Appearance Commission that she spoke with Parks and Recreation Director Gary Johnson about the plantings for the Park Signs. The original design included 2 Fire Line Holly trees behind the sign; 2 Knockout Roses on each side of the sign and 6 Bar Harbor Juniper plants in front of the sign. Mr. Johnson explained to Mrs. Scott that some of the signs would not be able to accommodate the Fire Line Hollies because of the fencing behind the sign. The Hollies would be installed only in the areas where there was a sufficient amount of space. Mr. Johnson was agreeable to the Knockout Roses, but frowned upon the Junipers because people would damage them. He suggested Jazz Loropetalum be planted instead. Bryan Gibson expressed his concern for the Loropetalum overtaking the sign, but stated if Mr. Johnson was confident they would be maintained then he was agreeable to the change of plantings.

Public Works

- **Planting of the 9 Trees**

Chairperson Peggy Scott informed the members of the Appearance Commission that she spoke with Jamie at Swift Creek Nursery to determine the installation cost the nine Crepe Myrtle Trees from the Donate-A-Tree Project. Jamie provided a rough estimate of \$140.00 per tree to install a 6'-7' 15 gallon tree. The estimate also included mulch. Mrs. Scott inquired as to the type of Crepe Myrtle trees Public Works Director Lenny Branch had intended to plant. Lawrence Davis responded he was unsure of the type, but he would talk with Mr. Branch. Mrs. Scott suggested the trees match those that were nearby. It was the consensus of the Appearance Commission to move forward with allowing Swift Creek Nursery to plant the 9 Crepe Myrtle Trees once an actual cost was determined.

Anita Liverman questioned if the Appearance Commission's general funds could be used to supplement the Donate-A-Tree Project funds. Mrs. Scott responded that she believed general funds could be used for this project.

- **Planting around the wayfinding signs**
- **Dog Park \$1800**

Chairperson Peggy Scott informed the members of the Appearance Commission that funds for the Dog park improvements would be expended from the J B George fund

DSDC Report

Bryan Gibson informed the members of the Appearance Commission he attended the DSDC meeting. The following items were discussed:

- **Planter program for the businesses.** The DSDC questioned if the Appearance Commission would be willing to buy the plantings if the business owner would take care of the planter. Chairperson Peggy Scott responded the Appearance Commission had discussed this topic before and the fear was that the business owners would not maintain the planters. Perry Harris suggested having downtown business owners adopt a planter.
- **Old Paper Stands:** The DSDC has been given ten paper boxes in which they would like to convert to book boxes. Downtown businesses would adopt the boxes. The DSDC is in the process of developing a plan for this project.
- **Wayfinding :** The Request for Proposals (RFP) have been provided to qualified companies.
- **Imagining and Rebranding:** The DSDC discussed rebranding itself and updating its website functionality.
- **Canopy Trees in Downtown:** The DSDC questioned why the Appearance Commission hasn't taken a more active role in replacing trees in the downtown area.
- **Old Town Hall Revitalization:** The DSDC discussed revitalization efforts of the old town hall building. Perry Harris responded the problem with the building was the cost associated with purchasing and renovating the building. Councilman Stevens responded there has been some interest in the building recently.

Wayfinding

Welcome sign at the bridge?

Chairperson Peggy Scott informed the members of the Appearance Commission that Bryan Gibson had sent everyone pictures of the proposed sign to the downtown. Mr. Gibson

explained that the bridge and surrounding areas would look better if it was cleaned and maintained. Perry Harris responded the Town has to make a request to CSX to clean the bridge and remove all the overgrowth. The lack of maintenance on the bridge has been an ongoing issue. Mr. Gibson stated he would speak with DSDC to determine if there was a wayfinding sign proposed for that area.

Projects

- **Tree plan update on Johnston Street**

Chairperson Peggy Scott informed the members of the Appearance Commission that she and Anita Liverman walked Johnston Street and determined there were eight trees that could be added to the area. There were several areas where trees had been removed but the stumps had remained. Mrs. Scott questioned the cost to remove the stumps. Lawrence Davis responded it believed it would be expensive. Mrs. Scott stated that the area in front of Insurance Unlimited really needed some attention. Mr. Davis responded it was his observation that nothing would grow in that area possibly due to lack of sufficient sunlight. Mrs. Scott suggested that concrete be installed in that area to make the sidewalk wider since nothing will grow there. Mrs. Liverman stated that the next step would be to investigate the price and availability of the trees she suggested during the last meeting. Mrs. Scott stated she also talked to Jamie at Swift Creek Nursery about installing Maple Trees along Johnston Street. The rough estimate she obtained was \$150.00 per tree, but this did not include excavation of the existing tree or stump. Perry Harris stated he knew a gentlemen that grinds stumps for \$25.00 a piece. Mr. Gibson suggested the Appearance Commission develop a cost estimate for the project. Mrs. Scott, Mrs. Liverman and Mr. Harris will flag the trees that need to be removed and stake where trees can be planted along Johnston Street. Mr. Davis suggested that the sidewalks be repaired in the areas where the trees will be planted or removed.

- **Boat Ramp waiting on direction from the Parks and Recreation Director**

Chairperson Peggy Scott stated this project would be put on hold until next fiscal year. Parks and Recreation Director Gary Johnson has been given the Appearance Commission's recommendation for the area.

- **Ornate benches**
- **Flag Pole and plantings**

- **Town Hall Park**

Chairperson Peggy Scott informed the Appearance Commission that simply maintaining the Town Hall Park was not enough. Lawrence Davis responded that the Public Works Department could clean up the park. He suggested the Appearance Commission develop of a theme for the park before moving forward with any plans. Some suggestions for the park were a gazebo, a water feature, or a colorful piece of public art. Councilman Stevens suggested this park could be an Eagle Scout project. Mrs. Scott suggested that the members of the Appearance Commission investigate some ideas for the park to be discussed at the October meeting.

New Business

- **Sarah Yard Community Center Landscaping**

Chairperson Peggy Scott informed the members of the Appearance Commission that Parks and Recreation Director Gary Johnson informed her that the Sarah Yard Community Center was in need of landscaping. Lawrence Davis responded he was present at an East Smithfield Improvement Organization meeting whereby the community expressed concerns about the

building being uninviting. Some suggestions for the building were landscaping, a mural, colorful children pieces similar to those suggested for the library project or painting the building another color. Bryan Gibson stated he would look at the area to determine what could be done to improve it. Perry Harris stated that Brian Barefoot from ARI could possibly do some metal art work for this project or the Town Hall Park.

Adjournment

Being no further business, Perry Harris made a motion, seconded by Bryan Gibson, to adjourn the meeting. The meeting adjourned at approximately 6:05 pm.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Shannan L. Parrish".

Shannan L. Parrish
Town Clerk