

The Town of Smithfield Appearance Commission met in regular session on Tuesday, November 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
Perry Harris
Anita Liverman
Jeremey Pearce
Leslie Lazarus

Members Absent

Councilman David Stevens

Staff Present

Shannan Parrish – Town Clerk

Staff Absent

Lawrence Davis – Public Works Superintendent

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 – October 16, 2018

Perry Harris made a motion, seconded by Jeremey Pearce, to approve the minutes as submitted. Unanimously approved.

Financial Report

Appearance Commission General Fund Balance – \$21,636.00

Donate-A-Tree Account Balance – \$760.99

J. B. George Fund Balance – \$992.60

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

Public Works

- Planting of the 9 Trees
- Planting around the wayfinding signs

DSDC Report

Due to the resignation of Bryan Gibson, no report was given.

Wayfinding

Chairperson Peggy Scott informed the members of the Appearance Commission that the RFPs for the project had been completed and the project continued to move forward. Mrs. Scott stated the original plan had two hollies on the side of the large gateway sign, but it had been suggested that additional hollies be installed behind the sign. Perry Harris suggested moving the hollies from the side to behind the sign. It was the consensus of the Appearance Commission to install 3 Nellie Stevens Hollies behind

the gateway sign. Leslie Lazarus suggested using river rock in front of the signs instead of mulch since the rock would require less maintenance than mulch. Mrs. Scott responded she would get an estimate on the cost of river rock since \$500 was budgeted for mulch.

Mrs. Scott informed the members of the Appearance Commission the wayfinding committee wanted to remove the crepe myrtle trees behind the new sign on 70 West. It was suggested that those trees be kept in place.

Projects

- **Town Hall Park & Railroad Bridge**

Chairperson Peggy Scott informed the members of the Appearance Commission that both the Town Hall Park and the Railroad Bridge had been cleaned up and the appearance of both had been greatly improved.

- **Tree Plan Update Johnston Street**

Chairperson Peggy Scott informed the members of the Appearance Commission that Jamie at Swift Creek Nursery still had not given her a quote for the trees. Anita Liverman reminded everyone that Lenny Branch was supposed to get quotes for the trees. Mrs. Scott stated that all the dead trees had been removed, but there were still stumps that needed to be removed.

Concrete

Chairperson Peggy Scott informed the members of the Appearance Commission the an open space near SoDoSoPa (146 S 3rd Street) had a brick inlay. She questioned if that area should have stamped concrete or smooth concrete. It was the consensus of the Appearance Commission to install stamped concrete to match the brick inlay in the two open spaces on Johnston Street. Mrs. Scott also questioned the type of concrete that should be installed in front of Insurance Unlimited (310 East Johnston Street). It was the consensus of the Appearance Commission to install regular smooth concrete for the area. Mrs. Scott will investigate the cost of stamped concrete for the two areas on Johnston Street.

Tree Types

It was the consensus of the Appearance Commission to ask Lenny Branch to order and install the following trees for the designated locations.

Front Street: 3 Chinese Elm Trees

Johnston street: 3 Acer Leucoderme (Chalk Bark Maple) on Hastings House end and 3 Acer Leucoderme (Chalk Bark Maple) on Howell Theater end

2nd Street: 3 Chinese Elm Trees

Town Hall Park and Parking lot: 3 Crepe Myrtle Trees. The stumps from the middle island also need to be removed.

- **Information on the WWII Rock Pile**

Anita Liverman contacted Todd Johnson, Executive Director of the Heritage Center, concerning the history of the rock pile and he was unaware of the history of it. Mrs. Liverman contacted Ruffin Johnson and she asked Ruffin Johnson to write down everything he remembered about the memorial. She will retrieve the information once it is completed. Perry Harris stated he would call Brick Grantham to ascertain if he had any information since he was the head of that unit.

- **Boat Ramp Update**
Perry Harris informed the members of the Appearance Commission he met with Parks and Recreation Director Gary Johnson concerning plans for the boat ramp area. Mr. Harris stated Mr. Johnson was going to request funding for a shelter and a flagpole during the upcoming budget process. Also, there are plans to move the boat and trailer parking further back from its current location.
- **Sarah Yard center new plants replaced with this falls clean up**
Perry Harris informed the members of the Appearance Commission that he spoke with both Tony Nixon and Marlon Lee concerning ideas for the Sarah Yard Center. Mr. Harris suggested a committee be formed to address the appearance of the center. Mr. Harris is awaiting a return call from Mr. Lee and/or Mr. Nixon. Mr. Harris stated the Parks and Recreation Department had installed minor landscaping, but fresh plantings were needed for the center.
- **Replacement of the Police Department Crepe Myrtle**
Chairperson Peggy Scott informed the members of the Appearance Commission that at the last meeting, Lenny Branch suggested installing Skyrocket Junipers to replace the Crepe Myrtle tree. Mrs. Scott stated the Crepe Myrtle tree was cut back because when the American Flag was at half mast, the flag became tangled in the tree. Mrs. Scott suggested the area be left as is for now.

New Business

Anita Liverman informed the members of the Appearance Commission there had been a request by the Heritage Center Staff to remove the tree beside the building and replace it with concrete. It was the consensus of the Appearance Commission to remove the tree and replace the open space with regular smooth concrete.

Jeremy Pearce volunteered to attend the DSDC monthly meetings so the Appearance Commission could continue to stay informed of downtown projects. It was the consensus of the Appearance Commission not to pursue the downtown business planter project stating it was unlikely the business owners would maintain the plantings. If a business owner wanted a planter, they could make application to the Appearance Commission for consideration.

Chairperson Peggy Scott reminded everyone that the Appearance Commission would not meet in December and voting for officers would take place at the January meeting.

Additional Comments or Concerns - None

Adjournment

Being no further business, Perry Harris made a motion, seconded by Vice Chairperson Alice Harris, to adjourn the meeting. The meeting adjourned at approximately 5:44 pm.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk