

The Town of Smithfield Appearance Commission met in regular session on Tuesday, January 15, 2019 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
Anita Liverman
Jeremy Pearce
Leslie Lazarus
Connie Barbour

Members Absent

Perry Harris
Councilman David Stevens

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

Chairperson Peggy Scott offered the invocation.

Welcome New Member – Connie Barbour

Chairperson Peggy Scott welcomed new members Connie Barbour to the Appearance Commission.

Approval of Meeting Minutes – November 20, 2018

Jeremy Pearce made a motion, seconded by Vice Chairperson Alice Harris, to approve the minutes as submitted. Unanimously approved.

Financial Report

Appearance Commission General Fund Balance – \$20,136.00

Donate-A-Tree Account Balance – \$1,010.99

J. B. George Fund Balance – \$1,005.00

J.P. George Fund Balance – \$403.00

Expenditures for landscaping of the park signs made payable to Swift Creek Nursery was \$1,475.00.

This fall expenditures already voted on (funds encumbered)

Public Works

- Planting of the 9 Trees – Lenny Branch informed the member of the Appearance Commission that he hoped to have the trees in the ground by the end of February.
- Planting around the wayfinding signs

DSDC Report

No DSDC report was provided

Wayfinding

Chairperson Peggy Scott informed the members of the Appearance Commission the Wayfinding signage would be installed in phases due to financial shortfalls for the overall project. Included in the first phase would be the installation of two gateway signs. One would be erected on the west side of Town and the

other would be erected on the east side of Town. Two additional gateway signs would be erected on the north and south sides of Town. It was estimated the landscaping for the gateway signs would be \$1,500.00 per sign. Also, the existing Crepe Myrtle Trees at the west side site could remain.

Projects

- **Tree Plan Update Johnston Street**

Chairperson Peggy Scott informed the members of the Appearance Commission she finally received the quote from Swift Creek Nursery for the installation of trees along Johnston Street. She explained she was originally given a quote of \$150.00 per tree, but when she received the actual quote, it was \$560.00 per tree.

Lenny Branch informed the members of the Appearance Commission he purchased landscaping material from McLamb's Nursery. Mr. Branch provided two additional tree options that could be purchased at McLamb's Nursery. The Acer x freemanii (Autumn Blaze Maple) could be purchased for \$120.00 for a 2 inch in diameter tree. This Maple tree was a large canopy tree. The Prunus serrulata 'Kanzan (Kanzan Cherry) was more of an ornamental tree that could be planted along Johnston Street. The only potential issue with the Kanzan Cherry tree was that it lost its flowers and could potentially cause complaints from those parking near or under the trees. Lenny Branch suggested tabling a decision on the trees to be planted on Johnston Street until he could get a price on the Acer Leucoderme (Chalk Bark Maple)

- **Donate – A –Tree Project**

Chairperson Peggy Scott informed the members of the Appearance Commission she was under the impression that the Commission could plant any type of tree for the Donate-a-Tree Project, but the brochure specifically stated the Commission would plant a Crepe Myrtle Tree. It was her opinion that the Commission had to plant Crepe Myrtle trees for those that had already been donated. She suggested the wording be changed on the Town's website posting immediately. The last large donation was by the Taylor family. They could be contacted to ascertain if they would be willing to allow the Commission to plant a tree other than a Crepe Myrtle.

Mrs. Scott questioned if the Appearance Commission wished to continue the Donate-A- Project and if so, would the amount of the donation need to increase due to the increased cost of the trees. Vice Chairperson Alice Harris questioned if the Commission could provide donors with an option of the type of tree they could purchase. Mr. Branch suggested that a type of tree not be specified. Mr. Branch stated that at the inception of the program he was able to purchase Crepe Myrtle trees for less than \$50.00. He explained he could no longer purchase a tree that inexpensively. Vice Chairperson Alice Harris questioned if a donation in the amount of \$100.00 would be sufficient. Mr. Branch responded for the larger tree that would be insufficient. Mrs. Scott responded she didn't want to make the donation too costly and suggested the Appearance Commission supplement donations with their funds. Ms. Harris questioned if the Appearance Commission could specify the donation level for the size of the tree. Mr. Branch advised against having a specific tree for a specific donation level. It was the consensus of the Appearance Commission to continue the Donate-A-Tree Project.

Connie Barbour suggested the Appearance Commission consider a Donate-A-Tree Fund whereby, people could make donations to the overall fund. Once sufficient funds were in the account then a tree could be planted. This allowed people of all economic levels the ability to

donate. This also allowed the Appearance Commission the flexibility needed to plant trees in locations throughout the Town without having one specific tree for every donation.

Anita Liverman informed the members of the Appearance Commission that locations had been selected for the donated Crepe Myrtle trees. Ms. Harris suggested the original Donate-a- Tree project be completed. Mrs. Liverman suggested if large maple trees were installed at the cemetery than Crepe Myrtle trees could be planted in another location.

Donate- A-Tree Plaque: Another decision to be made was did the Commission want to keep the same type of plaque or purchase a larger plaque. Then a determination should be made on which location in Town the new plaque should be installed. Mr. Scott contacted the company from which the original plaques were purchased to determine costs. Leslie Lazarus suggested the Appearance Commission make the donation less about the tree and more about the recognition on the plaque. This would be more about beautifying Smithfield. Mrs. Scott stated she felt there were enough plaques in the Town Hall Park and suggested the next plaque be placed in another location. It was the consensus of the Appearance Commission that donations in the amount of \$100 or greater be added to the plaque. Mr. Branch stated if the next plaque is relocated then the style of the plaque could be changed

Donate-A-Tree Brochure: Connie Barbour suggested the brochure be amended to read, "We will plant a beautiful tree in an appropriate location in Town". Ms. Harris volunteered to work on the brochure. Mrs. Liverman suggested the Appearance Commission not print any brochures at this time. Mrs. Barbour questioned if the brochures left at area businesses was successful in soliciting donations. Mr. Branch responded it was. Mr. Branch suggested the brochure be amended and disseminated on the Town's website and through the Town's social media sites.

Concrete

Chairperson Peggy Scott questioned what else needed to be done to move this project forward. Lenny Branch responded concrete could be installed once the tree stumps were removed.

- **Information on the WWII Rock Pile**

Anita Liverman informed the members of the Appearance Commission that she hasn't been provided any information from Ruffin Johnson about the WWII rock pile.

New Business

- **Downtown Tree Lights**

Lenny Branch asked for a recommendation from the Appearance Commission concerning the new lights placed in the trees on Market Street. Mr. Branch asked if the Appearance Commission would like for the lights to be removed after the winter season or if the Appearance Commission would like for the lights to remain in the trees year round.

Vice Chairperson Alice Harris made a motion, seconded by Connie Barbour, to leave the lights on the trees to be lit up year round. Unanimously approved.

- **Election of Chairperson and Vice Chairperson**

- Chairperson

Peggy Scott made a motion, seconded by Connie Barbour, to elect Alice Harris to serve as the Appearance Commission's Chairperson. Unanimously approved.

- Vice chairperson
Peggy Scott made a motion, seconded by Jeremy Pearce, to elect Leslie Lazarus to serve as the Appearance Commission's Vice Chairperson. Unanimously approved.

Adjournment

Being no further business, Jeremy Pearce made a motion, seconded by Connie Barbour, to adjourn the meeting. The meeting adjourned at approximately 6:07 pm.

Respectfully Submitted,

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

Shannan L. Parrish
Town Clerk