

The Town of Smithfield Appearance Commission met in regular session on Tuesday, November 19, 2019, at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Peggy Scott – Chairperson  
Robin Cook – Vice Chairperson  
Jeremy Pearce  
Julia Narron  
MaryFoy Ragsdale

Members Absent

Connie Barbour  
Perry Harris  
Councilman David Steven

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 5:08 pm

**Invocation**

Chairperson Peggy Scott offered the invocation

**Approval of Meeting Minutes – October 15, 2019**

Vice Chairperson Robin Cook made a motion, seconded by Jeremy Pearce, to approve the October minutes as submitted. Unanimously approved.

**Financial Report**

**Appearance Commission General Fund Balance – \$ 4,455.76** will be remaining after estimated funding for approved projects. Estimated total for approved projects is \$26,909.24

Chairperson Peggy Scott informed the members of the Appearance Commission \$1,500 was budgeted for the purchase of the 15 trees for Johnston, South Third and Front streets, but only \$909.24 was spent on those trees. As a result of an automobile accident, one of the new maple trees on Front Street would have to be replaced.

The Commission approved spending \$6,000 (\$1,500 each) to landscape around the 4 large wayfinding gateway signs. The actual expense for the landscaping for the West Smithfield gateway sign was \$650.

**Donate-A-Tree Account Balance – \$586.75**

Chairperson Peggy Scott informed the members of the Appearance Commission 4 trees were donated. She brought it to everyone's attention because a decision to purchase another plaque will need to be made in the near future.

From the Donate-A-Tree Account the following was spent: 100 brochures were purchased (\$274.00), 8 name plates were purchased (\$110.81) and brochure holders were purchased (\$39.43).

Mrs. Scott thought the funds for the 15 trees would be taken from the JB George or the JP George Fund. She would speak to Public Works Director Lenny Branch to ascertain if the expenditures could be moved from the Appearance Commission General Fund to the JP and JB George Funds.

**J. B. George Fund Balance – \$2901.34**

**J.P. George Fund Balance – \$1117.35**

## **DSDC Report**

Jeremy Pearce provided an update to the Appearance Commission on the Downtown Smithfield Development Corporation's monthly meeting. Topics of discussion were as follows: a new convenient store would be located on Third Street.

## **Wayfinding**

Chairperson Peggy Scott informed the members of the Appearance Commission the 70 West wayfinding gateway sign has been completed. The Town is waiting for Duke Energy Progress to install electricity to the 70 East gateway sign and the 301 South gateway sign. Landscaping will not be installed until all the electrical work has been completed. The 301 North gateway sign will not be constructed until the Booker Dairy Road Extension is complete.

## **Project Updates:**

### **Boat Ramp:**

Estimated cost \$30,000: \$20,000 from Appearance Commission and \$15,000 Grant from Johnston County Visitor's Bureau

- Flag pole
- 3 Picnic tables
- 1 garbage receptacle
- Sail Shade shelter installed with concrete pad
- We voted to add an additional \$5,000 to the project to cover landscaping and some fencing
- Grills (possible)

### Further Discussion

- Color of the sail shades
- Flag pole height for the three flag pole
  - 25' 4'x6' American Flag 2 side flag 2' x 3'
  - 20' 3' x 5' American Flag 2 side flags 12" x 18"
- One pole with American and city flag under it

### **Shade Sails**

Chairperson Peggy Scott informed the members of the Appearance Commission that Parks and Recreation Director Gary Johnson has put the shade sail shelter out for bid. Originally, the Commission voted for green shade sails with brown poles. Mr. Johnson suggested using green and tan shade sails with brown poles to match park colors. Mrs. Scott stated the color of the shade sails could still be changed. Mrs. Scott questioned if the Commission wished to follow the recommendation of Mr. Johnson for the shade sails or wished to choose colors that were more vibrant.

Julia Narron questioned why the Commission chose not to install a wooden picnic shelter. Mrs. Scott responded the Commission chose to do something different that would be more fun and inviting. This design was less expensive than a wooden structure and would require less maintenance. Mrs. Scott stated when she became a member of the Appearance Commission, she questioned the Town Manager as to his vision for the Appearance Commission. The Town Manager stated he would like the Appearance Commission to do projects that were over and above the norm. The Commission's projects should make Smithfield special.

Mrs. Narron questioned what would be installed under the shade sales. Mrs. Scott responded there would be three picnic tables, garbage receptacles and possibly a grill. The concrete pad would be 16' to 18' by 24'. Mr. Johnson should receive the bids by December 15<sup>th</sup>. Mrs. Narron questioned if there were any plans to construct restrooms. Mrs. Scott responded there had been some discussion about using portable restroom buildings and some discussion on constructing restrooms near the amphitheater.

Jeremy Pearce made a motion, seconded by Vice Chairperson Robin Cook, to purchase blue and green shade sales with brown poles for the shelter. Unanimously approved.

### **Cross Bar Flag Pole & Flags**

Chairperson Peggy Scott informed the members of the Appearance Commission the cross bar flag pole would be 25'. Mrs. Narron questioned the location of the flag pole. Mrs. Scott stated the Commission has to decide where it will be installed. It would have to be close to the shelter near the boat ramp driveway. There are two street lights that could accommodate a spot light to illuminate the flags. Julia Narron questioned the three flags that would be used. Mrs. Scott responded the Commission discussed using the American flag, the Town flag and a flag with the Greenway Logo and the Mountains to Sea Trail logo. Mrs. Narron questioned the cost of the 25' pole. Mrs. Scott responded the approximate cost was \$1,400.

Vice Chairperson Robin Cook made a motion, seconded by Jeremy Pearce, to order the 25' cross bar flag pole. Unanimously approved.

MaryFoy Ragsdale made a motion, seconded by Vice Chairperson Robin Cook, to purchase the American flag, the North Carolina flag and the Town flag to be installed on the cross bar flag pole at the boat ramp. Unanimously approved.

### **Improve Old Well Cover**

Vice Chairperson Robin Cook informed the members of the Appearance Commission the contractor will begin the project on December 2<sup>nd</sup>.

**NC Forester Service, Urban Forestry:** Grants, Education, Planning for towns Street trees, The correct way to Trim Trees

Chairperson Peggy Scott informed the members of the Appearance Commission that Jennifer Rall with the NC Forestry Services will be in Smithfield on December 2<sup>nd</sup> at 2:00pm at the corner of Front and Market Streets. Ms. Rall will be demonstrating to Town staff the correct way to trim Crepe Myrtle trees. Mrs. Scott stated she spoke with Ms. Rall about the paper bark maple trees and why they did not survive. Ms. Rall will provide tree suggestions when she is Smithfield, but for maximum survival, the trees should be indigenous to the area.

### **Projects in the future:**

**Donate-A- Tree Plaque** We have 5 spaces (2 are already taken)

Chairperson Peggy Scott informed the members of the Appearance Commission that a new plaque would need to be ordered in the near future. She explained the last bid she received for a Corian plaque like the other Donate-A-Tree plaques were \$2,132 for a 50-space plaque and \$3,568 for a 100-space plaque. She questioned if the Commission wished to do a different type of plaque in a different location or a similar plaque to be located with the others in the Town Hall Park. Julia Narron questioned if the

Commission could use engraved bricks instead of the plaque and name plates. Mrs. Scott stated she had thought of using bricks to do a sidewalk. Mrs. Narron questioned how many trees were donated each year. Mrs. Scott responded approximately 8 trees were donated each year, but that number may decrease because the price of the donation increased from \$50 to \$100 to cover the cost of the tree. She explained the original idea of the Donate-A-Tree project was to plant only Crepe Myrtle trees. At that time, the \$50 donation would cover the cost of the tree and the name plate. It was later discovered by an arborist the Town had too many Crepe Myrtle trees so the Commission decided to change the scope of the program. Once a tree is donated, the Commission will determine the type of tree for a specific location. The Public Works Department keeps a record of all donations, all planted tree locations and the date in which the trees were planted. Mrs. Cook suggested purchasing the same type of plaque to be installed with the others in the Town Hall Park. The next plaque could be a different style installed in a different location.

### **Decide on the next Project: Planning for completion 2021**

**Town Hall Park:** Complete renovation: Ava Statue with yellow rose garden: Planters for the front entrance

Chairperson Peggy Scott informed the members of the Appearance Commission the Town Hall Park needed to be completely renovated. Everything should be removed and start anew. Ava Gardner's attendant would like to donate yellow roses and a bench in honor of Ava. This rose garden would be located in the front corner of the garden adjacent to Town Hall. The Ava Gardner Museum had considered purchasing a bronze statue of Ava Gardner, but those types of statues are expensive. Mrs. Scott suggested to the members of the Commission that they walk through Town Hall Park to develop ideas for the Park. This will be discussed at the January meeting.

### **Additional comments or concerns:**

#### **Second Street Trees**

Chairperson Peggy Scott informed the members of the Appearance Commission the Bradford Pear Trees on Second Street would need to be removed because they have been directionally pruned to avoid contact with the electric lines. Trees could be planted on the opposite side of the street since it is void of electric lines.

#### **Breakfast for Public Works Employees**

Chairperson Peggy Scott informed the members of the Appearance Commission that each January or February the Appearance Commission provides breakfast for the Public Works Employees. This is to show appreciation for all the employees do for the Commission. Mrs. Scott will speak with Public Works Director Lenny Branch to determine an appropriate date and time. This will be voted on at the January meeting.

#### **Old Bridge Pylon Sign, Talking Tree and Greenway Signs**

Vice Chairperson Robin Cook questioned if the old bridge plaque could be cleaned and a light installed to illuminate the plaque. She also questioned if the Greenway Signs could be cleaned. She further questioned the inoperable talk box located on one of the trees on the Greenway near the river and if it could be replaced or removed. Mrs. Cook will contact Parks and Recreation Director Gary Johnson about these issues.

#### **Traffic islands between Food Lion and the BP Station on South Brightleaf Blvd**

Vice Chairperson Robin Cook questioned why the dead plants in the traffic island were mulched. Chairperson Peggy Scott stated she has spoken with Mr. Branch about this and both are in agreement the plants need to be replaced. She will speak with Mr. Branch again concerning this area.

**White fencing behind the African American Monument on Bridge Street**

Julia Narron questioned why the white fence was installed behind the African American Monument. She stated it was off-center and not aesthetically pleasing. Chairperson Peggy Scott responded she believed it was installed to replace the damaged split rail fence and for safety. She agreed the fence did not need to be white because it diminished the look of the monument. She stated the Appearance Commission could install fencing that would match the picnic shelter area. Also, the plantings around the monument needed to be maintained.

**Adjournment**

Being no further business, Jeremy Pearce made a motion, seconded by MaryFoy Ragsdale, to adjourn the meeting. The meeting adjourned at approximately 6:20 pm.

Respectfully Submitted,



Shannan L. Parrish  
Town Clerk