

The Town of Smithfield Appearance Commission met in regular session on Tuesday, February 18, 2020, at 5:00 in the Town Hall Conference Room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Peggy Scott – Chairperson  
Connie Barbour  
Jeremy Pearce  
MaryFoy Ragsdale

Members Absent

Councilman David Steven  
Robin Cook – Vice Chairperson  
Julia Narron

Staff Present

Joey Price – Public Works

Staff Absent

Shannan Parrish – Town Clerk

**Call to Order**

Chairperson Peggy Scott called the meeting to order at 5:05 pm

**Invocation**

Chairperson Peggy Scott offered the invocation.

**Approval of Meeting Minutes – January 20, 2019**

Connie Barbour made a motion, seconded by Jeremy Pearce, to approve the January minutes as submitted. Unanimously approved.

**Financial Report**

**Appearance Commission General Fund Balance – \$ 8,567.25** will be remaining after estimated funding for approved projects. Estimated total for approved projects is \$22,797.75

**Donate-A-Tree Account Balance – \$1,236.75**

**J. B. George Fund Balance – \$2,061.34**

Chairperson Peggy Scott informed the members of the Appearance Commission the funds from the J.B. George Fund would be used for landscaping materials for the last two Wayfinding gateway signs. She also informed the members a large gateway sign would not be installed on Highway 301 North; however, one would be installed on Outlet Center Drive at the Smithfield Town limits.

**J.P. George Fund Balance – \$1,117.35**

**DSDC Report**

Jeremy Pearce provided the members of the Appearance Commission an update on the DSDC's monthly meeting. A new brew house/ coffee shop would be coming to Downtown in the building that used to be the old saddle shop.

**Project Updates**

**Wayfinding**

Chairperson Peggy Scott informed the members of the Appearance Commission the Wayfinding committee was in the planning stages for Phase 3 of the project.

### **Grantham Well**

Chairperson Peggy Scott informed the members of the Appearance Commission that Vice Chairperson Robin Cook did an excellent job on this project. Mrs. Cook also removed the grass to expose the brick around the well. Mrs. Scott stated there was another well on the east side of Town also in need of restoration. There are three wells in the Town.

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

It was the consensus of the Appearance Commission to hold the breakfast on Wednesday, March 11<sup>th</sup>. Available members will meet at Public Works at 6:45 am. Bojangles biscuits will be served.

### **Boat Ramp approved by Council**

Details & Estimated cost

\$30,000 / \$20,000 from App Comm and \$15,000 Grant from Travel and Tourism

3 Picnic tables; 1 garbage receptacle

Sail Shade: Blue and Green / white Poles

Flag pole height 25': With 1 4'x6' American Flag on the top; 2 side flags 2' x 3' Town Flag & North Carolina Flag landscaping and some fencing

Matching fencing behind the African American Monument

Chairperson Peggy Scott informed the members of the Appearance Commission the Council approved the purchase and installation of the shade sail picnic area. Mrs. Scott stated they had already started clearing the area. Julia Narron is working on a landscaping plan for the area. Parks and Recreation Director Gary Johnson would like to have a landscaping plan for the area from the boat ramp to the Market Street Bridge. It is the hope that Planning Director Stephen Wensman could assist with that plan. Since the Appearance Commission has extra funds, Mrs. Scott suggested removing the wooden steps by the African American Monument and replacing them with concrete steps and decorative metal railings. The metal railings could have something that embodies the flow of the river. Connie Barbour questioned if the area would be handicapped accessible. Mrs. Scott responded Mr. Johnson was very passionate about making sure that all park areas are handicapped accessible.

### **Donate-A- Tree Plaque**

Chairperson Peggy Scott stated she believed the consensus of the Appearance Commission was to purchase another plaque identical to the current plaques. After visiting the Town Hall Park, she discovered there was room for another fifty-name plaque near the others. Also, there is a space for a hundred name plaque across from the others. Mrs. Barbour suggested purchasing the one hundred name plaque because it was more economical.

Jeremy Pearce made a motion, seconded by MaryFoy Ragsdale, to purchase the one hundred name Corian plaque to be installed at Town Hall Park. Unanimously approved.

### **Adopt A Park/ Community Clean Up Day Ideas**

Chairperson Peggy Scott informed the members of the Appearance Commission this item would be discussed at the next meeting since Vice Chairperson Robin Cook was working on this project.

### **Memorial to Billie Stevens**

Chairperson Peggy Scott informed the members of the Appearance Commission that long-time member Billie Stevens had recently passed away. Mrs. Scott questioned if the Appearance Commission wished to donate a tree in her honor or if the Commission wished to do something more like a granite marker to be displayed in Town Hall Park. Mrs. Scott suggested doing something that listed all the organizations

Mrs. Stevens was a part of in the community. MaryFoy Ragsdale stated she would work with Mrs. Stevens' husband on designing something in her honor.

### **Street Tree USA**

Chairperson Peggy Scott informed the members of the Appearance Commission the Council approved becoming a Street Tree Town. It was discovered that to be eligible, the Town must hold an Arbor Day celebration. This may be accomplished with the community clean-up day or clean the parks day this year.

### **Adjournment**

Being no further business, Jeremy Pearce made a motion, seconded by Connie Barbour, to adjourn the meeting. The meeting adjourned at approximately 5: 40 pm.

Respectfully Submitted,

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

Shannan L. Parrish  
Town Clerk