

The Town of Smithfield Appearance Commission met in regular session on Tuesday, September 21, 2021, at 5:00 in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Stuart Lee – Chairperson  
Tim Depp  
Mary Foy Ragsdale  
Peggy Scott

Members Absent

Councilman David Steven  
Connie Barbour  
Robin Cook – Vice Chairperson  
Julia Narron

Staff Present

Lawrence Davis – Public Works Director  
Shannan Parrish – Town Clerk

Staff Absent

**Call to Order**

Chairperson Stuart Lee called the meeting to order at 5:20 pm

**Invocation**

Chairperson Stuart Lee offered the invocation.

**Approval of Meeting Minutes – August 17, 2021**

Peggy Scott made a motion, seconded by Tim Depp, to approve the minutes as submitted. Unanimously approved.

**Financial Report**

Chairperson Stuart Lee reviewed the balances of the following accounts:

Appearance Commission General Fund: \$28,121.00  
Donate A Tree Fund: \$400.00  
J B George Fund: \$3,763.06  
J P George Fund: \$435.81

**Agenda Items**

**Boat Ramp Project**

Peggy Scott informed the members of the Appearance Commission that Parks and Recreation Director Gary Johnson had sent bid packets to 8 landscape contractors for the Boat Ramp Project, but only received one response. Tim Depp stated that the scope of work for this project was incomplete and should include additional information such as: plant removal, site preparation, the large rock purchase and installation, and a 1- or 2-year maintenance agreement. Mr. Depp will work with Mrs. Scott to update the scope of work so a more complete bid packet can be sent to Mr. Johnson.

**Purchase of Trees Update**

Chairperson Stuart Lee informed the members of the Appearance Commission that he believed the trees could be purchased and delivered quickly, but he needed a timeframe from staff as to when the trees could be removed and the soil prepared for the new trees.

### **Town Landscape Concerns**

Tim Depp questioned if the Appearance Commission was going to discuss the maintenance of landscaping by the Town's contractor, Lane Landscaping. Chairperson Stuart Lee responded that he had sent the contract to the Commission members for review. He reminded everyone that if they saw areas in the contract's scope of work that had not been properly maintained, they should take pictures. Mr. Lee stated he would email the Appearance Commission on a weekly basis with a reminder to take photos of unsightly areas. Peggy Scott questioned if the Town's Department Heads were monitoring the contractor's work. Public Works Director Lawrence Davis responded that the Department Heads were monitoring the contractor's weekly landscaping duties.

Mr. Davis informed the members of the Appearance Commission that Public Works staff would be trimming the trees along Market Street. Mr. Depp stated he thought tree maintenance on Market Street was included in Mr. Lane's contract. Mr. Davis responded that unfortunately sometimes staff had to do things that are not be completed by the contractor, especially if something becomes an eyesore or a hazard.

There was general discussion about the landscaping around the train bridge. Mr. Depp stated he would contact someone with CSX Railroad to ascertain if the Town could clean up or have a mural painted on the bridge

### **Art Walk Letter to Town Building Owners**

Chairperson Stuart Lee provided a copy of the letter that will be sent to business owners concerning the art walk project. He reminded the members that a letter was provided to everyone at the last meeting and this was the revised version. It was suggested that he contact the Planning Department to seek assistance with the building owner's contact information.

### **Special Meeting for Art Walk Phase One**

Chairperson Stuart Lee asked the members of the Appearance Commission their thoughts on potential dates for a meeting with downtown property owners concerning the Art Walk. It was the consensus of the Commission to hold that meeting on Thursday, October 21<sup>st</sup>.

### **Review of Sample Documents from the Town Manager**

Chairperson Stuart Lee informed the members of the Appearance Commission that this month's agenda packet included: the 2007 Public Venues Art Plan for Smithfield, samples of "Call for Artists" Request for Qualifications, samples of contracts, and the Benson Art Advisory Board Strategic Plan. He suggested that he and two other Appearance Commission members meet to review all the information. This subcommittee would then provide a report to the full commission.

### **Review of Art Samples from Mary Foy**

Chairperson Stuart Lee provided to the members of the Appearance Commission art samples submitted by Mary Foy Ragsdale

### **Adjournment**

Being no further business, Peggy Scott made a motion, seconded by Tim Depp, to adjourn the meeting. The meeting adjourned at approximately 5:47 pm.

Respectfully Submitted,

*Shanna L. Parrish*

Shanna L. Parrish  
Town Clerk