

The Town of Smithfield Appearance Commission met on Tuesday, January 17, 2023, at 5:00 in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Kaitlyn Tarley – Vice Chairperson
Emery Ashley, Jr.
Michelle Choe
Peggy Scott

Members Absent

Stuart Lee – Chairperson
Robin Cook
Carmen Zepp

Staff Present

Shannan Parrish – Town Clerk

Staff Absent

Lawrence Davis – Public Works Director

Call to Order

Peggy Scott called the meeting to order at 5:08 pm

Invocation

Peggy Scott offered the invocation.

Approval of Meeting Minutes – December 5, 2022

Emery Ashley, Jr. made a motion, seconded by Kaitlyn Tarley, to approve the minutes as submitted. Unanimously approved.

Nomination for Chair and Vice Chair Positions

Chairperson

Peggy Scott asked if there were nominations for the Chairperson position. She explained serving as the chairperson was not difficult. The chairperson was responsible for conducting the meetings and keeping the commission motivated so projects continued to move forward until completion. She further explained the chairperson should not be responsible for performing all the work. She stated the commission should find projects that excited people so there would be a lot of participation.

Kaitlyn Tarley explained that she wouldn't mind serving as the Vice Chair.

Peggy Scott stated she did not wish to serve as the chairperson because she served seven years as the chair and she felt that was enough.

Emery Ashley, Jr. stated he might be interested in serving as the chairperson, but felt he needed to become more familiar with the Appearance Commission since he was only recently appointed. Michelle Choe stated she felt the same as Mr. Ashley.

Peggy Scott made a motion, seconded by Michelle Choe, to table a decision and vote on the chairperson until the February 2023 meeting. Unanimously approved.

Vice Chairperson

Peggy Scott made a motion, seconded by Michelle Choe, to nominate Kaitlyn Tarley to serve as the Vice Chairperson of the Appearance Commission. Unanimously approved.

Financial Report

Peggy Scott reviewed the financial report with the members of the Appearance Commission. She explained that there has been a lot of change since the December meeting.

Appearance Commission General Fund: \$27,671.82

Donate-A-Tree: \$717.99

JB George Fund: \$79.59

JP George Fund: \$566.52

Peggy Scott stated the Commission had earmarked \$10,000 for the mural project. She questioned if the Commission wanted to move forward or abandon that project.

Emery Ashley, Jr. questioned if the Commission would lose those funds. Mrs. Scott responded the Commission would not lose those funds, but they could be reallocated to other projects instead of the mural project. She further explained that the Commission could not continue keeping a large balance in their account. The funds received from the Town each fiscal year should be spent on beautification projects. The past several years, the balance in the Commission's budget have been encumbered to be used in the next fiscal year because of the timing of when a specific project could be completed either by Town staff or a contractor.

Vice Chairperson Kaitlyn Tarley questioned if there was an alternative use for the funds being held for the mural project. Michelle Choe responded there was some discussion about giving grants to business owners for individual mural projects. Also, the Commission discussed benches, trees and a swing at the new trail around the College Pond.

Peggy Scott explained some of those funds could be used for landscaping projects at the new trail site.

Vice Chairperson Kaitlyn Tarley stated she was unsure if she wanted to pursue the mural project, but thought the Commission should focus on the Art Walk Project instead. Mrs. Scott agreed.

Emery Ashley, Jr. offered the idea that the Commission could offer an incentive program to help businesses improve their building aesthetically. The Commission could develop a contest and the winner of the contest would receive funds from the Commission to aid in the business owner's efforts of improving their building. This could tie in with a Spring-Cleaning effort. Peggy Scott stated she would discuss this with the Town Manager to determine if the Commission's funds could be used in this manner.

Agenda Items

Signage Landscaping – Wayfinding signs

Plantings Around Signs Exit 95 and 93

Peggy Scott shared photos of the Wayfinding signs and suggested some low growing plant options for the gateway signs. It was suggested that the large welcome signs follow the same landscaping design as the Highway 70 East and West welcome signs.

Replacing More Trees with Commission Approved Tree (Hornbeam)

Peggy Scott informed the members of the Commission that she had spoken with Public Works Director Lawrence Davis about the Hornbeam trees currently planted along Market Street. In his opinion, those trees were not doing well and some have already died. It was decided that the

Commission would conduct some research on the best options for Trees on Market Street before moving forward with the replacement of any more trees.

Vice Chairperson Kaitlyn Tarley made a motion, seconded by Peggy Scott, to table additional tree plantings on Market Street. Unanimously approved.

Adjourn

Having no further business, Vice Chairperson Kaitlyn Tarley made a motion, seconded by Emery Ashley, Jr., to adjourn the meeting. The meeting adjourned at approximately 6:08 pm.

Respectfully Submitted,

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

Shannan L. Parrish
Town Clerk