

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

Members Present

Kaitlyn Tarley – Chairperson
Emery Ashley, Jr. – Vice Chairperson
Michelle Choe
Carmen Zepp

Members Absent

Elizabeth Baker
Robin Cook
Sharon Lynch

Staff Present

Lawrence Davis – Public Works Director
Shannan Parrish – Town Clerk

Staff Absent

Call to Order

Chairperson Kaitlyn Tarley called the meeting to order at 5:24 pm

Approval of Meeting Minutes of August 15, 2023

Carmen Zepp made a motion, seconded by Michelle Choe, to approve the August 15, 2023 minutes as submitted. Unanimously approved.

Agenda Items

Updates

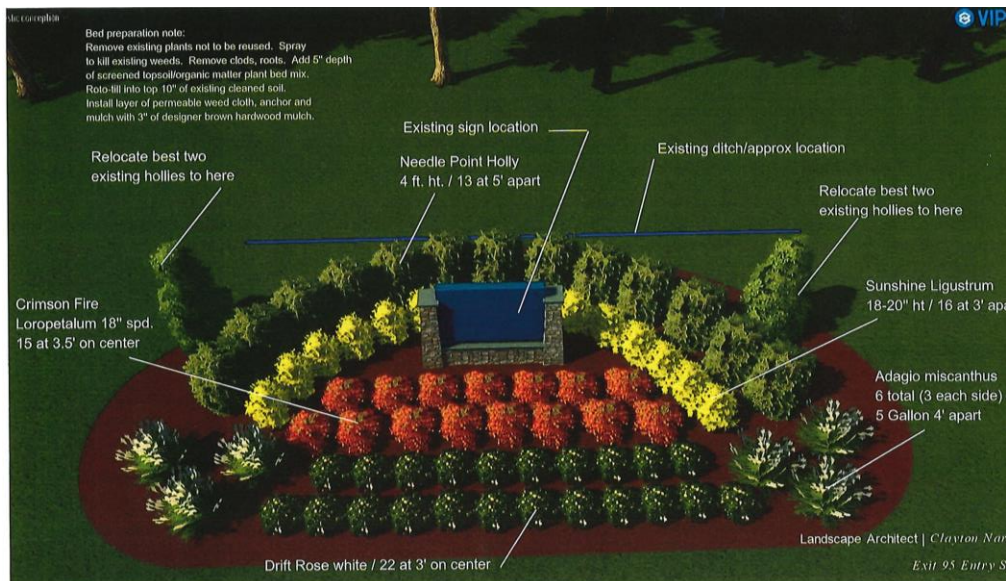
Plantings Around I-95 Signage

Public Works Director Lawrence Davis informed the members of the Appearance Commission that he had received a landscape design from Clayton Narron for the I-95 East Welcome Sign. He stated he would get pricing for the plantings if the Commission was satisfied with the design.

Vice Chairperson Emery Ashley, Jr. made a motion, seconded by Carmen Zepp, to approve the design of the I-95 East welcome sign. Unanimously approved.

Mr. Davis was directed to obtain estimates.

Note: Below is a rendering of the approved design



Updated Donate-A-Tree Brochures

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission that she spoke with Finance Director Greg Siler concerning proposed changes to the Donate-A-Tree program. Mr. Siler was amenable to the proposed changes whereby the program would change from a single donation to a tiered structure.

Suggested Tiered Structure:

\$25 donation – Donor would receive a thank you card from the Appearance Commission

\$50 donation – Donor would receive a thank you card signed by the members of the Appearance Commission.

\$100 donation – Donor would receive a signed thank you card, a nameplate on the plaque in the Town Hall Courtyard, and a planted tree.

Carmen Zepp made a motion, seconded by Vice Chairperson Emery Ashley, Jr., to approve the tiered structure to the Donate-A-Tree project and the new design of the brochure.

Chairperson Kaitlyn Tarley stated she would obtain printing quotes.

Action Items

Project Ideas

- What do we want to focus on?

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission that she would like for the Commission to consider collaborating its efforts with other organizations. She has spoken with DSDC Executive Director Sarah Edwards on how the two groups can assist one another. Ms. Edwards will be invited to attend the November Appearance Commission meeting.

Adjourn

Having no further business, Chairperson Emery Ashley, Jr. made a motion, seconded by Carmen Zepp, to adjourn the meeting. The meeting adjourned at approximately 5:49 pm.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk