

The Town of Smithfield Appearance Commission met on Tuesday, March 19, 2024 at 5:00 in the Town Hall Council Chambers located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Kaitlyn Tarley – Chairperson
Michelle Choe
Sharon Lynch
Julia Narron

Members Absent

Emery Ashley, Jr. – Vice Chairperson
Robin Cook
Carmen Zepp

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 5:10pm

Chairperson Kaitlyn Tarley welcomed Julia Narron back to the Appearance Commission

Approval of Meeting Minutes of February 20, 2024

Julia Narron made a motion, seconded by Sharon Lynch, to approve the February 20, 2024 minutes as submitted. Unanimously approved.

Financial Report

The Financial Report was reviewed by the members of the Appearance Commission.

Agenda Items

Updates

I-95 Signage

Public Works Director Lawrence Davis informed the members of the Appearance Commission that 10 yards of mulch would be needed to complete the landscaping at the I-95 East welcome sign. The cost for the mulch was \$309.00.

Sharon Lynch made a motion, seconded by Julia Narron, to use Appearance Commission funds to pay for the needed mulch at the I-95 East welcome sign. Unanimously approved.

Donate-A-Tree Promotion

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission she has given the brochures to the Town Clerk. She shared the brochure with Marketing and Communications Specialist, Brian Eaves, so he could post it on the Appearance Commission's webpage and share it on social media.

Bradford Pear Tree Replacements (on hold)

Public Works Director Lawrence Davis informed the members of the Appearance Commission he was in contact with an arborist for the replacement of the Bradford Pear Trees. The arborist recommended five different types of trees. Mr. Davis has been working with Swift Creek Nursery to ensure that the recommended trees will thrive and grow in this area.

Mr. Davis explained that thirty-six years ago, the Appearance Commission had a town-wide tree inventory completed by an independent contractor. Mr. Davis stated he would like for the Appearance Commission to consider funding a new tree inventory. The estimated cost for this project was \$8,000.

Action Items

DOT Litter Sweep with Parks and Rec

- **April 20th: 9:30-11:30am**

Chairperson Kaitlyn Tarley questioned if the members of the Appearance Commission wanted to work with the Parks and Recreation Department during the litter sweep or focus on another area like Highway 210. Mr. Davis explained there were areas throughout Town the Appearance Commission could focus their efforts. He will gather a list of streets for the members.

- **Adopt-A-Street Program**

Chairperson Kaitlyn Tarley questioned how the Appearance Commission wished to move forward with the Adopt-A-Street Program.

Michelle Choe stated she had concerns about the Appearance Commission adopting a particular street as it could be construed that the Commission was favoring one area over another area in Town. The Appearance Commission could focus on marketing the program.

Ham and Yam

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission that she was trying to secure a spot at the Ham & Yam Festival. This would be in conjunction with another Town department. Several ideas were discussed on how the Commission could promote the Donate-A-Tree Project and the Appearance Commission. T-Shirts were purchased last year and they could be sold or raffled.

Michelle Choe suggested making signage showing the various projects the Appearance Commission completed for the festival. By doing some type of display, people would be able to see the Commission's projects.

Keep Smithfield Clean Campaign

The Appearance Commission did not discuss this agenda item, but would revisit it in the future.

Adjourn

Having no further business, Sharon Lynch made a motion, seconded by Julia Narron, to adjourn the meeting. The meeting adjourned at approximately 6:00 pm.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk