

The Town of Smithfield Appearance Commission met on Tuesday, April 16, 2024 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
Sharon Lynch
Julia Narron

Members Absent

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 5:09pm

Approval of Meeting Minutes of March 19, 2024

Julia Narron made a motion, seconded by Sharon Lynch, to approve the March 19, 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 the mulch for the landscape bed at the I-95 East sign would be installed next week.

Donate-A-Tree Promotion

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission the new brochure has been updated on the website.

DOT Litter Sweep with Parks and Rec

• **April 20th: 9:30-11:30am**

It was the consensus of the Appearance Commission to meet at Smith Collins Park to participate in the Litter Sweep.

Action Items

Ham and Yam

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission that she would be at the Ham and Yam Festival from 10 am until 2 pm. The Appearance Commission would create information about the Commission and the Donate-A-Tree Program. It was the consensus of the Commission to offer t-shirts to those that donated a minimum of \$10 to the Donate-A-Tree Program.

DSDC

Chairperson Kaitlyn Tarley informed the Appearance Commission members that the Downtown Smithfield Development Corporation (DSDC) was evaluating several artists for a downtown mural. She presented samples of their work to the members. The DSDC had received \$8,000 from the Johnston County Arts Council for the mural and sought the commission's input on selecting an artist. Additionally, the DSDC might request the commission's assistance with securing further funding in the future.

Other Items of Discussion

Tree Condition Inventory Study: Public Works Director Lawrence Davis asked the members of the Appearance Commission if they had given any more thought to funding the Tree Condition Inventory Study. The cost to complete the study was \$8,000.

Michelle Choe made a motion, seconded by Chairperson Emery Ashley, Jr., to fund the Tree Condition Inventory Study. Unanimously approved.

New Landscaping at Sunset Memorial Gardens Cemetery: Public Works Director Lawrence Davis informed the Appearance Commission members about his interest in updating the landscaping at the entrance and exit of Sunset Memorial Gardens Cemetery. He mentioned that he had collaborated with Lani from Swift Creek Nursery to create a plan for these areas, with an estimated project cost of less than \$2,000.

Julia Narron made a motion, seconded by Michelle Choe, to allocate Appearance Commission funds for the new landscaping at Sunset Memorial Gardens Cemetery. The motion was unanimously approved.

Adjourn

Having no further business, Vice Chairperson Emery Ashley, Jr. made a motion, seconded by Michelle Choe, to adjourn the meeting. The meeting adjourned at approximately 6:10 pm.

Respectfully Submitted,



Shannan L. Parrish
Town Clerk