

The Town of Smithfield Appearance Commission met on Tuesday, November 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  
Carmen Zepp

Members Absent

Emery Ashley, Jr. – Vice Chair  
Robin Cook

Staff Present

Elaine Andrews – Town Clerk

Staff Absent

Lawrence Davis – Public Works Director

Call to Order

Chairperson Kaitlyn Tarley called the meeting to order at 5:14 pm.

Approval of Minutes

There were no minutes presented for approval at this meeting.

Financial Report

The Financial Report was reviewed by members of the Appearance Commission. Chairperson Kaitlyn Tarley noted that the report did not include an encumbrance report, and that she would follow up with Finance. She stated the Board had \$15,000 available to spend. The Board reviewed an invoice from *Pope Landscape and Irrigation Company* for the amount of \$4,500 for the fall installation of 30 large planters. Board member, Juila Narron noted this was a big expense. The Board discussed that they had nothing else planned for funds at the moment, that there was agreement on the one installation, and the future possibility of collaborating with DSDC and reevaluating for cost efficiency. Board member Julia Narron made a motion, seconded by Carmen Zepp for officially approve the \$4,500 funding for the planters. Unanimously approved.

Agenda Items

Updates

- **Annual Report**  
Chairperson Kaitlyn Tarley stated that the Board's annual report was done and had been presented to the Town Council at their November 12, 2024 meeting.
- **Cemetery plantings**  
Chairperson Kaitlyn Tarley stated that Public Works Director, Lawrence Davis is in the process of completing the plantings at Sunset Memorial Cemetery.
- **Library collab**  
The Board discussed collaborating with the Library, DSDC, other Boards and donors for fundraising for a project. The project is to be able to section off a corner of the library along Market Street and enclose it to create a park area for kids. Chairperson Tarley stated that this is a large project, years in the making, and that the Board would likely be involved. No definite decisions are being made right now as it is just in the discussion phase.
- **Social media updates**  
The Board discussed its Instagram account that was last used in 2018, for which it could no longer access. It was discussed that a new administrator account could be created by reaching out to the Town's Public Information Officer, Brian Eaves. Once accomplished,

account access information will be passed along to the Board and shared with future members for use. It was the consensus of the Board to tag the Town using the one Instagram account to share social media updates on the Town's main Facebook page. The Board agreed that the goal is to get word out to a greater degree, and to promote the Board's and other events in a positive light.

### Action Items

- **Clean-up dates/supplies**

The Board discussed having more consistent cleanup dates, at least twice a year having a spring and fall cleanup. Also, participating with DOT, getting the Board's own supplies and planning and organization of clean-ups. The Board discussed the possibility of purchasing its own supplies of vests, bags, grabbers and other such items for clean-up projects with its budget. Also enlisting the help of community partners such as the DHHS. There was also some discussion about the use, awareness and standards for the purchase of trash receptacles in the 2025-26 budget where they may be needed in the community. It was the consensus of the Board to plan the first litter sweep for around April.

- **Potential project areas**

The Board discussed potential project areas for beautification that would make Smithfield more visually aesthetic. It was discussed that these were very baseline areas for consideration in the future. These areas are:

- **Burlington Park** – the park behind Walgreens
- **Wallace-Jaycee Kiddie Park**
- **Proposition for 70W Stretch**

### Closing Remarks:

Chairperson Kaitlyn Tarley mentioned the Board was included on the jury for judging of the holiday decorations of store fronts in coordination with DSDC.

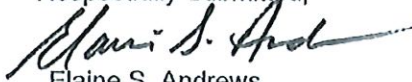
Board member Julia Narron asked about the tree inventory. It was discussed that the tree inventory was done. There was also discussion as to the Board giving advice and input regarding replacement of trees down First and Second Street.

Chairperson Kaitlyn Tarley reminded the Board that there would be no meeting in December, and that the Board would reconvene in January. She also mentioned that in January, the Board elects a new second position member. She encouraged interested members to apply.

### Adjourn

Having no further business, Carmen Zepp made a motion, seconded by Michelle Choe, to adjourn the meeting. The meeting adjourned at approximately 6:04 pm.

Respectfully Submitted,



Elaine S. Andrews  
Town Clerk