

The Town of Smithfield Appearance Commission met on Tuesday, February 18, 2025 at 5:00 in the Town Hall Conference room located at 350 East Market Street, Smithfield, North Carolina.

Members Present

Kaitlyn Tarley – Chairperson  
Emery Ashley, Jr. – Vice Chair  
Michelle Choe  
Julia Narron

Members Absent

Robin Cook  
Sharon Lynch  
Carmen Zepp

Staff Present

Elaine Andrews – Town Clerk  
Lawrence Davis – Public Works Director

Staff Absent

**Call to Order**

Chairperson Kaitlyn Tarley called the meeting to order at 5:20 pm.

**Approval of Minutes**

Julia Narron made a motion, seconded by Michelle Choe to approve the minutes of November 19, 2024. Unanimously approved.

**Financial Report**

The Financial Report was reviewed by members of the Appearance Commission. There was discussion regarding commitments to installations in planters throughout the Town. The Board was made aware of a donation to the “Donate a tree” program and impending installation. Michelle Choe asked that the Board consider that the new fiscal year budget discussions are getting underway.

There was general discussion about the project to remove Bradford Pear trees on South Second Street in Smithfield. Also, the replacement of some trees so as to not cause damage to infrastructure upon future growth. The Board discussed how the tree inventory report being utilized to assist with removal of trees that need to be removed and to keep ones that work.

The Board discussed the possible purchase of its own cleanup supplies with their budget for cleanup efforts in Town. Vice Chair Person, Emery Ashley, Jr. stated this was not a bad idea, but that the Board should not allocate its budget to supplies that organizations such as D.O.T. would otherwise provide. Chairperson Kaitlyn Tarley noted that the Board’s supplies would be its own and more for impromptu cleanups. The Board further discussed cleanup along the greenway, to which it was expressed that the citizens assist greatly with keeping the greenway clean. Placement of benches along the greenway was also discussed, with a possible “donate a bench” project being presented by the Appearance Commission, an idea for citizens to be able to dedicate a park bench.

**Agenda Items**

- **Updates**

**Ham and Yam**

Chairperson Kaitlyn Tarley relayed to the Board that she would not be present at this year’s Ham and Yam Festival as a representative of the Appearance Commission. She asked if there was another Board member who would like represent the Appearance Commission to let her know, and she would coordinate it with the Parks and Recreation Director.

## **Economic Development Meeting**

Chairperson Kaitlyn Tarley gave the Board an update from her attendance of the Economic Development Meeting. Ideas discussed were a mural on the side of the Howell Theater with approval from the historic preservation society. Also discussed were terms for attracting the best types of businesses for Downtown Smithfield for the best economic development and aesthetic.

## **Library Collab**

Chairperson Kaitlyn Tarley informed the Board that they may be asked to help collaborate on a park development at the corner of the Public Library in Town. An estimated \$175,000 has been quoted for the project. Tarley let the Board know that they may be sought for ideas such as for new signage or input for a current mobile café as a permanent fixture at the location.

## **Social Media Updates**

### **Planters**

### **Cleanup Supplies**

## **Action Items**

- **Nominations for Chairperson Elections**

## **Closing Remarks:**

## **Adjourn**

Respectfully Submitted,

Elaine S. Andrews  
Town Clerk