

The Town of Smithfield Appearance Commission met on Tuesday, August 15, 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
Sharon Lynch

Members Absent

Elizabeth Baker
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 5:11 pm

Invocation

Public Works Director Lawrence Davis offered the invocation.

Approval of Meeting Minutes of June 15, 2023

Vice Chairperson Emery Ashley, Jr. made a motion, seconded by Sharon Lynch, to approve the June 15, 2023 minutes as submitted. Unanimously approved.

Financial Report

Appearance Commission General Fund: \$ 15,000.00

Donate-A-Tree: \$ 1,017.99

JB George Fund: \$ 2,528.00

JP George Fund: \$ 1,084.00

Agenda Items

Updates

Plantings Around I-95 Signage

Public Works Director Lawrence Davis informed the members of the Appearance Commission that Clayton Narron received the information and was working on a design. Mr. Narron was also invited to attend the meeting.

College Pond Trail Additions

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission that the benches and shade structures have been received. Parks and Recreation staff will be installing everything as soon as they are able.

Updated Donate-A-Tree Brochures

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission that she updated the Donate-A-Tree brochure and the thank you cards. She provided a sample for the members to view. Based on past meeting conversations, Chairperson Kaitlyn Tarley presented a

tiered donation structure to the Commission. For a \$100 donation, the donor/recipient will receive a planted tree, a plaque displayed on the Donate-A-Tree marker located in the Town Hall Park, and a thank you card to be signed by the members of the Appearance Commission. For a \$50.00 donation, the donor/recipient will receive a thank you card signed by the members of the Appearance Commission. A third tier would be for general donations of less than \$50. She stated it would be nice for everyone to receive a thank you card, but was unsure of the feasibility of that option. She also would like to be able to set up an online donation option. To set up an online donation option, she would have to contact Finance Director Greg Siler. Chairperson Kaitlyn Tarley will email the brochure and thank you card to the members of the Appearance Commission for review.

Sharon Lynch asked where the brochures were posted. Staff replied that brochures had been placed in area funeral homes, the hospital, the Hospice House, Town Hall and various other locations throughout Town.

Sharon Lynch suggested placing an advertisement for the Donate-A-Tree Project on JoCo Report (a local online news media outlet) or asking Wingate Lassiter of the Smithfield Weekly Sun (a local online news media outlet) to feature an article on the Program. Chairperson Kaitlyn Tarley stated she would contact the Town's Marketing and Communication Specialist for assistance with sharing the program on all the Town's social media platforms.

Michelle Choe suggested soliciting art work/ photograph via social media for the thank you cards.

Action Items

Fall Litter Sweep (September 16-30)

Chairperson Kaitlyn Tarley informed the members of the Appearance Commission the NCDOT Fall Litter Sweep would be held September 16th through the 30th. She explained this could be an opportunity to collaborate with other groups and provide information about the Appearance Commission.

Vice Chairperson Emery Ashley, Jr. agreed this type of project was within the purview of the Appearance Commission.

Michelle Choe asked if there were areas in Town that needed attention. Public Works Director Lawrence Davis responded he would compile a list of known areas and send it to the Commission. Details for this event will be finalized at the September 19th Appearance Commission meeting. Tentatively, everyone could participate in the Litter Sweep on September 23rd or September 30th.

Updating Historic Markers

Chairperson Kaitlyn Tarley stated that at the previous meeting, the Appearance Commission discussed updating the white historical markers in downtown. There was some discussion as to who was ultimately responsible for replacing the markers. Chairperson Kaitley Tarley will contact Downtown Smithfield Development Corporation's Executive Director to determine if that organization is responsible for those markers.

Sharon Lynn stated the markers should be authenticated by Heritage Center Director, Todd Johnson.

Project Ideas

What do we want to focus on for the fall?

Chairperson Kaitlyn Tarley asked the members of the Appearance Commission their ideas for fall projects.

Sharon Lynch stated the plants in the Town Hall planters would have to be changed in the fall for the winter months.

Michelle Choe stated she was not opposed to using funds for the planters at Town Hall since the Appearance Commission paid for the initial plantings. Chairperson Kaitlyn Tarley agreed it was a reasonable expense for the Appearance Commission.

Collaboration with JCC on College Pond Area

Chairperson Kaitlyn Tarley stated she was interested in collaborating with the Community College for additions to the College Pond area and trail. She had hoped to connect with Elizabeth Baker since she works for the community college. She further stated that while she has no issue doing other projects in the downtown area, she would like the Appearance Commission to explore other areas in Town for projects.

Vice Chairperson Emery Ashley, Jr. stated the entrance ways into Town needed some attention. The medians in Town along Highway 70 West are typically full of debris. Public Works Director Lawrence Davis responded that Mark Lane was responsible for maintaining those medians and his crew often picks up many bags of debris before they can even mow the medians.

Chairperson Kaitlyn Tarley stated it would be nice if there was an official parking area right before the bridge on Highway 70 West so people could park and walk downtown.

Also, some type of art could be incorporated in different areas of Town. The Appearance Commission could also collaborate with the Johnston County Arts Council and the Downtown Smithfield Development Corporation to work on art projects in downtown.

Vice Chairperson Emery Ashley, Jr. stated the Appearance Commission could develop a plan to bring the different groups together in order to work on some larger projects for the Town.

Update picture for website

The picture will be taken at the October 17th meeting

Adjourn

Having no further business, Michelle Choe made a motion, seconded by Vice Chairperson Emery Ashley, Jr. to adjourn the meeting. The meeting adjourned at approximately 6:09 pm.

Respectfully Submitted,

Shannan L. Parrish

Shannan L. Parrish
Town Clerk