

## **SOUTHERN PINES APPEARANCE COMMISSION MINUTES**

### **Regular Meeting**

**August 23, 2016**

**Present:** Carol Haney, Birtha Shaw, Teresa Lenahan, Jeff Kelly, Penelope Ham, Sean McCormick and, Ellen Slusher

**Staff Present:** Debra Fisher, Adam Lindsay, and Jack Taylor

**Guest:** Suzanne Coleman

Carol Haney asked if minutes had been read. Teresa Lenahan made a motion to approve, Jeff Kelly seconded to approve the minutes from June 28, 2016.

#### **Landscape/Trees/Planters**

**Welcome Center:** Carol Haney introduced Suzanne Coleman, a member of the board for the Welcome Center. Suzanne Coleman stated we are looking for guidance and support to improve the exterior appearance of the Welcome Center. We would like to have pots patterned after what you have along Broad St with plantings at the entrance and, to the left of the Welcome Center there are three light posts that are unique to the Train Station and we were thinking of hanging flower pots along those and also add some benches. Our third concern is a restoration of the Station Master's office. We are hoping to get artifacts and photos from the children of the last Station Master so we can turn that area into a mini museum. We are in the process of raising money and, we have renewed partnership with the Southern Pines Civic Club. The Town administration and Amtrak are on board with our idea of restoring the Station Master's office and, we would like any input you may have. Carol Haney stated we have approached the Civic Club about getting two more pots for the Train Station and, we are waiting to hear back from them. We will visit the Welcome Center and give you our thoughts and ideas for improvements.

**Tree Concerns/Update/Pots:** Teresa Lenahan reported that the Tree Committee had tree removal requests for Leak St. and Central Dr. Both trees were approved to be removed by the owners. The tree located by the Dogwood Condominiums has been removed. The tree located by the train station that the Tree Committee approved to have removed has not been taken down yet. Adam Lindsay stated it was his understanding that the tree would be removed contingent that it would be replaced with another tree. Jack Taylor stated that the tree would be taken down and replaced with an oak tree that the Garden Club will purchase in late November. Adam Lindsay stated we are not removing that tree unless there is an approved plan for what is going in its place. Teresa Lenahan stated that the pots along Broad St. need to be pruned. Jack Taylor stated that it is coming to the end of the season and to get up with Jeff Grey for the pruning of the plants. Teresa Lenahan stated she would call Jeff Grey. Teresa Lenahan stated that once the weather cools down she would like to do a tree walk for all the trees downtown.

**Tree Fund:** Teresa Lenahan stated that she had met with the Tree Committee about memorial trees and recommends planting a tree near the Town administration building in Mike Haney's honor and we also discussed signage. Adam Lindsay stated he is not comfortable with having a memorial signage for

memorial trees due to long term maintenance and permanence. Over time, trees may die or need to be removed. The Town is willing to collect the donations for memorial trees and, with some guidance from Jack Taylor on where to place the tree, will work with the Tree Committee to find appropriate locations as street trees or within Town parks. Teresa discussed findings from her research regarding what other communities do for tree funds but indicated a discussion with Adam Lindsay led her to believe the Town is not prepared to engage in a more complex approach to funding trees at this time. It was added that some of these ideas might make it onto an Appearance Commission long range plan.

### **General Appearance**

**Elder Heart and Design for Finance Building:** Jeff Kelly stated the Elder Heart project is off the table. We are going to make the cleaning up in front of the finance building part of our long range plan and we came up with short-term improvement ideas such as to mulch the bald spots, limb up the two large magnolia trees and, trim the holly bushes. Beyond that, anything we want to do needs to be part of the long range process because it will likely require more significant costs or decisions.

**Long Range Plan:** Carol Haney stated we are looking at putting together a plan for projects we would like to request and what the process is to get there. Jeff Kelly asked what the allocation was for last year and was there some kind of legislation. Adam Lindsay stated that each year they have asked for \$10,000 for Appearance Commission projects with but we have not put it in the budget with the restriction of its use as Landmark Landscape allocation. Teresa Lenahan asked if it was possible to have something in writing that states that we can automatically get the landmark landscape type funding in the budget each year. Adam Lindsay stated you have to request it again each year because Council decides annually on how to allocate funding, however, having a plan is a strong approach so when you do come back with a request at budget time we can say we are following the plan or we made changes to the plan.

Carol Haney stated we have talked about taking the sign located on US 1 and moving it to a gateway entrance and buying a larger sign for US 1. Discussion ensued about the location to move the current US 1 sign and possibly purchasing additional welcome signs. General agreement was achieved towards putting together a signage committee, getting a larger sign for US 1 with possible lighting, taking the sign that is currently there and place at a corner at 15/501 and Morganton Rd with D.O.T. blessing, and to look at signage along Pennsylvania Ave from US 1 exit and Midland Rd. Carol Haney stated that the remaining items are a possible greenhouse, benches that need to be replaced and, the brick pattern decorative walkway at the Pennsylvania crossing. Adam Lindsay stated that the decorative crosswalks request was removed from the budget and we will likely request it again next year. Carol Haney stated that the next thing is to maintain the trees downtown and we are already refurbishing Brucewood and Morganton Rd. Carol Haney asked that everyone send what they would like to see and then we will try to get a consensus with the group for a 10-year plan.

**Adopt-A-Street:** Birtha Shaw asked if a ceremony was done for the volunteers. Adam Lindsay stated that is done in the spring by Parks & Recreation Dept. and, we need to make sure that we are giving them the volunteer's names.

**Building and Property Improvements:** Carol Haney commented that she had one address she would send to Birtha Shaw. Penelope Ham stated that at James Creek there are large logs that were put out to keep people from parking there and it looks really bad. Adam Lindsay stated that would be a D.O.T. district since it is an encroachment of D.O.T. right of way. Penelope Ham stated she would call D.O.T.

**Christmas:** Penelope Ham stated the wreaths will start going up on November 14<sup>th</sup>. The trees will arrive the week of November 21<sup>st</sup> and they will be put up on November 28<sup>th</sup> and 29<sup>th</sup>. The deadline to decorate trees is December 1<sup>st</sup> since the tree lighting is on the 3<sup>rd</sup>. Jack Taylor is going to order wreaths the first week of September and, Fowler electric is going to put installation of electric outlets on the three poles that we need the last week of September. Arbor Day will be on March 17<sup>th</sup> at 10:00 am.

**Mayor's Lighting Project:** Sean McCormick commented that the concerns with the lighting project is providing power, putting up the lights, maintaining them and there are a lot of safety concerns with these lights as well. Sean McCormick stated that he proposes doing a basic up lighting of select trees which will be cheaper to do and can be done at select locations. Adam Lindsay stated we have some downtown overhead map shots and, it might be best to mark the map of how many and where the spacing is and then work with Jack Taylor and Duke Energy to see if it can be done because you will have to work with CSX on some of this. Lindsay asked, if it can be done, what will be the cost to run power to these locations and what will our annual estimated cost be to run it? Carol Haney asked if everyone was in agreement to have the up lighting in select trees. Everyone was in agreement to have the up lighting. Carol Haney asked Sean McCormick to find out what the cost would be and the Appearance Commission would recommend to the Town Council to approve the up lighting of selected downtown trees.

**Review new applications for Appearance Commission:** Carol Haney stated we have three applications to review. Adam Lindsay stated we have 2 ETJ spots available and 4 for in town residents. Carol Haney stated she will speak with the Mayor and arrange an interview with the applicants.

### **Public Relations**

**Updates:** Penelope Ham asked who owns the green information bins downtown because they need to be painted and cleaned. Carol Haney stated she would get up with the Business Association.

Adjournment Teresa Lenahan motioned and Birtha Shaw seconded.

The next meeting will be at 1:00pm on September 27, 2016

Submitted by:  
Debra Fisher  
Town of Southern Pines