

**SOUTHERN PINES APPEARANCE COMMISSION MINUTES**  
**Regular Meeting**  
**March 26, 2019**

**Board Members Present:** Birtha Shaw, Stefanie Summers, Katherine Schirmer, and Teresa Lenahan

**Staff Present:** Chris Kennedy, Reagan Parsons, Debra Fisher, and Jeff Grey

**Guests Present:** None.

Birtha Shaw asked for any edits or comments to the proposed minutes for the November 27, 2018 and the January 22, 2019 Southern Pines Appearance Commission meeting as submitted and entertained a motion for approval. Katherine Schirmer asked for a correction of the January 22, 2019 minutes. In the minutes Katherine Schirmer was not listed as being present when she was in attendance. Chris Kennedy stated that he will make corrections to the January 22, 2019 minutes showing that Katherine Schirmer was present at the January 22, 2019 Appearance Commission meeting. Teresa Lenahan made a motion, second by Stefanie Summers to approve the minutes from November 27, 2018. Birtha Shaw made a motion, second by Katherine Schirmer to approve the January 22, 2019 minutes. Motion passed unanimously.

**Committee Reports:**

**Landscape / Trees / Planters:** Teresa Lenahan stated nine (9) trees on SW Broad Street, ten (10) trees on NE Broad Street and the three (3) trees on NW Broad Street have been removed and replaced as noted in the January 2019 report. Six (6) of the twenty-two trees (22) trees removed were done so by a private contractor because of their size. There is one (1) tree removal permit still in the works at 585 S. Valley Road. Jeff Grey has told the homeowner that one (1) of the three (3) trees may be removed. The homeowner rebutted he would like to meet with Jeff Grey to discuss this further. Teresa Lenahan reported that the hanging flower baskets will be planted by Greenhaven Nursery. The plant material for the street-side pots has been ordered from Campbell Road Nursery and should be ready for pick-up by the Town around the April 22. Katherine Schirmer and Teresa Lenahan will be in contact with the Moore County Master Gardeners to ask for their help planting the pots the first week of May. The remaining pot feet have been delivered and will be placed under the remaining pots before the planting occurs. Stefanie Summers stated that she would like to participate in the planting. Chris Kennedy asked if the Moore County Master Gardeners were committed to help with planting the pots. Katherine Schirmer stated that they were not to date but will probably get some volunteers from a meeting with the Master Gardeners. Chris Kennedy suggested that if we do not have enough people participating from the Master Gardeners we may want to reach out to the Garden Club. Birtha Shaw asked why the plants will not be planted in time for Spring Fest. Jeff Grey stated that there have been plants damaged in the past during Spring Fest so it was decided to plant them after the event.

### **General Appearance:**

**Adopt-A-Street:** Birtha Shaw reported that street cleanups have begun and we need to reinforce safety to our volunteers while they are out. Birtha Shaw commented that she would like to have information about adopt-a-street placed in the water bill.

**Building and Property:** Birtha Shaw stated that two (2) condemned homes from West Southern Pines have been torn down within the last month. Birtha Shaw stated that she has been asked if people are allowed to tear down a house or is a contractor required and what does a homeowner need to do if the home has asbestos. Chris Kennedy stated that if a home has asbestos, the homeowner will need to contact a certified contractor to remove asbestos in addition to permits from the Town for demolition and remediation.

### **Old Business:**

**Committee Name Badges:** Birtha Shaw stated that the Appearance Commission has requested to have name badges stating that they are with the Town of Southern Pines Appearance Commission. Chris Kennedy stated the typical badges made for the Town are rectangular with engraving on them. Chris Kennedy asked Debra Fisher to order badges for the Appearance Commission. Debra Fisher stated that she would order the badges. Chris Kennedy stated that they could also have a Town of Southern Pines laminated card with their picture on them for less formal occasions.

**Arbor Day Summary:** Birtha Shaw stated that Arbor Day had gone wonderfully and she enjoyed watching the grade students doing their skit, the only negative was without better use of the microphone it was difficult to hear the students. Stephanie Summers stated that next Arbor Day she would hold the microphone for the children so that everyone would hear the children better. Chris Kennedy stated that for the 40<sup>th</sup> Arbor Day celebration they would like to do something bigger or special like planting several trees. Chris Kennedy stated that he has spoken to Jeff Grey about planting 40 trees next year for the 40<sup>th</sup> anniversary. Chris Kennedy stated that a larger event will involve starting the planning earlier for Arbor Day next year.

### **New Business:**

**Sprucing Up Southern Pines:** Birtha Shaw stated that the Appearance Commission has concerns about the upcoming Sprucing up Southern Pines awards and we need to create a plan so that it will be better organized than in past years. Discussion ensued on any changes that may be needed in the process. Chris Kennedy stated that his recommendation would be for the Appearance Commission to do as they have in previous years and find the properties you would like to nominate with anticipation that there will be six (6) and put the candidate properties through some sort of metric. After the Appearance Commission has tested the metrics and see how a process works, perhaps we can make the process better. Chris Kennedy stated that he has asked Jack Taylor to order two (2) more signs for award recipients. Chris Kennedy stated that we will likely present the awards at the July council meeting so come to the May Regular Appearance Commission meeting with your pictures. Birtha Shaw stated that they need someone to take over

the Sprucing up Southern Pines committee. Stephanie Summers stated that she would take over the committee.

### **Public Relations**

**Updates – Need Representative:** Birtha Shaw stated that Katherine Schirmer will lead the Public Relations committee for the Appearance Commission. Chris Kennedy stated that if anything is going on with the Appearance Commission that he would be happy to work with Katherine Schirmer and his contacts at The Pilot newspaper so we can better disseminate the information. A first step may be to post Arbor Day pictures and send them to the Pilot so that residents learn and know about Arbor Day. It will also demonstrate what the Appearance Commission does and be an opportunity to justify for budget needs and hopefully lead to new members. Terry Lenahan asked that information about our upcoming events be placed in the Town water bill stuffer. Chris Kennedy stated that we can work with Debra Fisher for any upcoming events ahead of time to have the information put in the water bill stuffer.

With no further items to discuss, Birtha Shaw entertained a motion for adjournment. Seconded by Teresa Lenahan. Motion passed unanimously.

The next meeting of the Appearance Commission will be on March 26, 2019 at 8:00am.

Submitted by:  
Debra Fisher  
Town of Southern Pines