

**TOWN OF CARTHAGE  
APPEARANCE COMMITTEE - REGULAR MEETING  
AUGUST 11, 2025  
5:30 P.M.**

**AGENDA**

- 1. CALL TO ORDER**
- 2. APPROVAL OF AGENDA**  
Members of the committee may add or remove items on the agenda. A majority vote or unanimous consent is required before proceeding with the meeting.
- 3. PUBLIC COMMENT**
- 4. REPORTS**
  - a. Manager's Report
- 5. NEW BUSINESS**
  - a. Approval of June 9, 2025, regular meeting minutes.
- 6. OLD BUSINESS**
  - a. Downtown Concrete Planters
- 7. ADJOURNMENT**

**Meetings are held in the Board Room inside the McDonald Building  
located at 207 McReynolds Street.**

## **MANAGER'S REPORT**

**FROM:** Emily Yopp, Town Manager

**DATE:** 8/6/2025

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### **Upcoming Absence for November & December**

I have recently been selected to become a Civic Fellow with the UNC School of Government. This program requires my attendance in Carrboro for one week in November and December. Unfortunately, this week is the same week as your committee meetings for those months. So, I will be unable to serve as your clerk on November 10<sup>th</sup> or December 8<sup>th</sup>. I can still compile your agenda the week before as I always do but will need to schedule Kim Gibson, Town Clerk, to serve as your clerk and liaison in my place if you will be having your regular meeting on those dates.

I know the committee typically focuses on getting the holiday decorations out in the planters in November so wanted to confirm if you will be needing a staff liaison/clerk. We still have you September and October meetings to finalize an answer on this so there is no rush to decide now.

I do not have any other items to report on but will be happy to answer any questions the committee has.

## MEMORANDUM TO THE APPEARANCE COMMITTEE

**FROM:** Emily Yopp, Town Manager

**DATE:** 8/11/2025

**SUBJECT:** Approval of June 9, 2025, Regular Meeting Minutes.

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**TOWN OF CARTHAGE  
APPEARANCE COMMITTEE - REGULAR MEETING  
JUNE 6, 2025  
5:30 P.M.**

### **AGENDA**

**ROLL CALL** – Present in person was Committee Chair Erin Rembert and committee member Ashley Coates. Also present and acting as staff liaison and clerk to the committee is Town Manager, Emily Yopp.

- 1. CALL TO ORDER** – Chair Erin Rembert called the meeting to order at 5:30 p.m.
- 2. APPROVAL OF AGENDA** – Ashley Coates motioned to approve the agenda as presented. Mrs. Rembert seconded the motion. All ayes, motion carried 2-0.
- 3. PUBLIC COMMENT** – None.
- 4. REPORTS**
  - a. Manager's Report*

Mrs. Yopp gave the report, which is and does become a part of these minutes. Mrs. Yopp spoke on the Hometown Heroes Banner program and other citizen-led initiatives that have occurred lately. She also gave updates on the Downtown Revitalization project and new Town Hall. Mrs. Yopp finished her report with an update on the annual budget's development and upcoming public hearing dates.
- 5. NEW BUSINESS**
  - a. Approval of April 10, 2025, regular meeting minutes.*

Ashley Coates motioned to approve the minutes as written. Erin Rembert seconded the motion. All ayes, motion carried 2-0.
- 6. OLD BUSINESS**
  - a. Buggy Festival Recap*

The committee discussed how the Buggy Festival went this year with the sale of merchandise designed by committee member Ashley Coates. For 2025, the committee offered custom coffee mugs, glasses, tote bags and stickers with a unique design for various price points. The committee noted that they had much more interest than in years past and sold a good quantity of products. The remaining products will be brought to Town Hall for sale at discounted prices with proceeds going to the committee to support future efforts.

b. *Downtown Concrete Planters*

The committee discussed the need to install plants in the 4 freestanding concrete planters on the side of the circle with the bakery, cat lounge and office furniture businesses. After discussion, the committee felt that waiting until Fall to plant evergreens would be best to reduce the risk of losing the new plants due to heat or drought. Mrs. Yopp will bring that matter back to the committee at a later date.

**7. OTHER BUSINESS**

- a. *July Meeting Cancellation.* Due to conflicting schedules and no active projects Chair Rembert motioned to cancel the July meeting. Ashley seconded the motion. All ayes, motion carries 2-0.

- b. *Holiday Decorating for Town Hall.* The committee discussed wanting to decorate the new Town Hall for the holidays, primarily Christmas and patriotic holidays, and this becoming a responsibility of the committee. Manager Yopp agreed that this would be a great idea and approved for the committee to take this on this responsibility moving forward. With construction on the building pending, the committee will determine if holiday decorating will be needed for 2025 or if it will be planned starting in 2026.

**8. ADJOURNMENT** - With no other business, Ashley Coates motioned to adjourn the meeting. Erin Rembert seconded the motion. All ayes, motion carried 2-0. Chair Rembert adjourned the meeting at 6:18 p.m.

**MEMORANDUM TO THE APPEARANCE COMMITTEE**

**FROM:** Emily Yopp, Town Manager

**DATE:** 8/6/2025

**SUBJECT:** Downtown Concrete Planters

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The concrete planters are still without plants. Ashley was unable to find the Ilex to match the other evergreens in the rest of the planters downtown. The committee should discuss what plants, if any, to install in these planters for this year. In your last meeting, you decided to wait until Fall to plant anything to ensure that the plants survived the summer heat.

**Does the committee still wish to plant these planters?**