

AGENDA
Regular Meeting of the
Appearance & Beautification Commission

September 15th, 2020
Tuesday, 12:00 pm

Robert N. Page Municipal Building
Aberdeen, North Carolina

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
 - a. Regular Meeting of August 18, 2020
4. New Business
 - a. Fall Planting Plans
 - b. Banner Designs
 - c. Holiday Decorations
5. Old Business
 - a. Depot/Museum Landscaping – Status Update
 - b. American Flag Display Dates - Update
6. Other Business
7. Adjournment

MINUTES
Regular Meeting of the
Appearance & Beautification Commission

August 18th, 2020
Tuesday, 12:00 pm

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Appearance & Beautification Committee (ABC) met on Tuesday, August 18, 2020 at 12:00 pm for a regular meeting. The meeting was held in Town Hall. Members present were Chairperson Janet Peele, Dene Moon, Elease Goodwin, and Amanda Robbins. Members not in attendance were Dale Streicker, Teressa Beavers, and Eldiweiss Lockey. Staff members in attendance were Planning Director Justin Westbrook, Planner Christian Haas, and Administrative Assistant Maria Carpenter.

1. Call to Order

Chairperson Peele called the meeting to order at 12:01 pm.

2. Approval of Agenda

A motion was made by Ms. Moon, seconded by Ms. Goodwin, to approve the agenda as presented. Motion carried unanimously 4-0.

3. Approval of Minutes

a. Regular Meeting of February 18, 2020

A motion was made by Ms. Goodwin, seconded by Ms. Moon, to approve the minutes from the February meeting as presented. Motion carried unanimously 4-0.

4. New Business

a. Budget Adoption for FY20-21

Director Westbrook presented the final budget for Fiscal Year 19-20 and the draft budget for Fiscal Year 20-21.

Director Westbrook stated the Board was awarded the same amount for FY20-21 as last year and discussed some items that money is budgeted for, as well as some staff recommendations.

Chairperson Peele stated the Board may want to move some money and make plans now for plantings at the Depot. Director Westbrook suggested making the Depot Project #3.

A motion was made by Ms. Goodwin, seconded by Ms. Moon, to approve the draft budget as presented, with Project #3 being the Depot Landscaping. Motion unanimously carried 4-0.

b. Fall Planting Plans

Chairperson Peele stated the beds planted were not what had been designed, many beds had plants that failed, the petunias are blue wave and were supposed to be purple wave, and the mondo grass is $\frac{3}{4}$ dead, but doesn't look to be from lack of water, perhaps fertilizer or weed killer, or to much sun.

Ms. Goodwin asked about new banners. Director Westbrook stated the new holiday banners will be put up mid-November. Ms. Goodwin suggested matching the flower colors to the banners. Chairperson Peele suggested some different possibilities for flowers and colors, and stated she will make an order for planting around October 5, 6, and 7. It was decided to go with pink combinations.

c. Updates on Priorities for FY19-20

Director Westbrook stated the town sign has had some issues with the installation of the new letters and lighting, but is being working on, and

when finished Staff should be able to manipulate the colors in different ways.

Director Westbrook stated the new banners are up, and unfortunately Staff was unable to salvage any of the old banners, as they were in very poor condition. Director Westbrook stated the new banners will be changed out during the year so they should last longer.

Director Westbrook stated Staff ordered 4 of the Holly Clusters last year and 5 this year.

d. Priorities for FY20-21

i. Holiday Decorations

Director Westbrook stated Staff is looking at outlining the downtown buildings with white holiday lights.

Chairperson Peele asked about the Bethesda sign and stated her and Senior Planner Blake had looked at it and came up with a landscape plan for it. Director Westbrook stated Public Works needs to build a retaining wall by the sign, and once done Staff can do the plantings.

e. New Banner Designs

Director Westbrook stated Staff contracted with an organization to design a banner unique to Aberdeen. Director Westbrook stated Staff has received 2 design examples and is waiting on a third.

f. American Flag – Display Dates

Director Westbrook stated the Town bought flags to put out on holidays such as Memorial Day, Labor Day, and Flag Day, and would like to have them out on Fridays and keep up all weekend. Ms. Goodwin suggested

checking on when Pinehurst has their flags out, since it would be nice to have them all up at the same time.

g. Upcoming Downtown Events

Director Westbrook stated there are not any upcoming events at the moment, the Dog Fair was postponed, and then canceled due to COVID-19. Director Westbrook stated Staff had the idea of holding a German style Christmas market, which would involve closing Talbooth Rd for shops and vendors to set up stands, and incorporate things like carolers, hot cider, bell ringers, and food trucks. Director Westbrook stated no other towns have anything like this, so it would be unique to Aberdeen.

Director Westbrook stated Planner Haas ordered the first round of historic plaques.

5. Old Business

a. Depot/Museum Landscaping & Fence Painting – Status Update

Director Westbrook stated Public Works will replace/repair fence. Chairperson Peele stated she would get drawings and ideas for landscaping ideas for the Depot. Director Westbrook recommended having a landscape architect do the plan. Chairperson Peele stated she would try to have something by the next meeting.

b. Downtown Street Lamps – Status Update

Director Westbrook stated the lights have been approved and paid for and are expected to be installed sometime mid-September.

c. South Street Project – Status Update

Director Westbrook stated the project was completed but the design with slope was not desirable, so the Town is working with the contractors on reducing the slope and adding a ramp mid-sidewalk. Ms. Goodwin asked if there will be trees in the landscape areas. Director Westbrook stated Staff recommends some kind of shade tree, preferably one that will change colors in the fall, won't damage the work done, and that a tall person can walk under.

6. Other Business

a. Lunch Discussion

Director Westbrook stated due to the need to finish meetings in a timely manner, Staff recommends moving the meeting time or eliminating lunch. Chairperson Peele suggested that people bring their own lunch if they needed to eat while on their lunch hour. It was decided that the meetings would start promptly at noon, and all are welcome to bring their own lunch.

7. Adjournment

A motion was made by Ms. Goodwin, seconded by Ms. Moon, to adjourn the meeting. Meeting adjourned at 1:33 pm.

Maria Carpenter, Admin. Assistant
Minutes were completed in draft form
on August 18, 2020

Janet Peele, Chair
Minutes were approved on
September 15, 2020



Town of Aberdeen
Planning & Inspections Department
115 North Poplar Street
Aberdeen, NC 28315
910-944-7024

MEMORANDUM

TO: Appearance and Beautification Commission

FROM: Planning & Inspections Director

SUBJECT: Aberdeen Banners

DATE: 9-15-2020

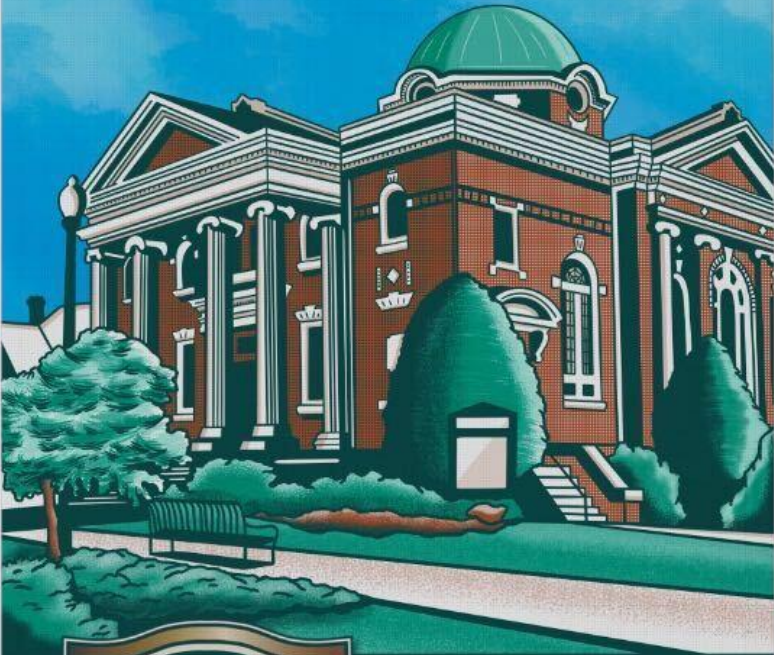
Background: To bolster our current lineup of banners for downtown light poles, Staff has contracted with a designer to provide three options for a banner to be used throughout the year. These banners will be used in off-months from the Patriotic banners (Memorial Day – September 11th) and the Holiday banners (mid-November – January 31st).

Staff Recommendation: Staff requests the Commission to discuss the three (3) provided examples from the designer and provide feedback and direction to Staff to move forward.

*Enclosures: Page Methodist Church Banner
Page Memorial Library Banner
Caboose Banner*

ABERDEEN

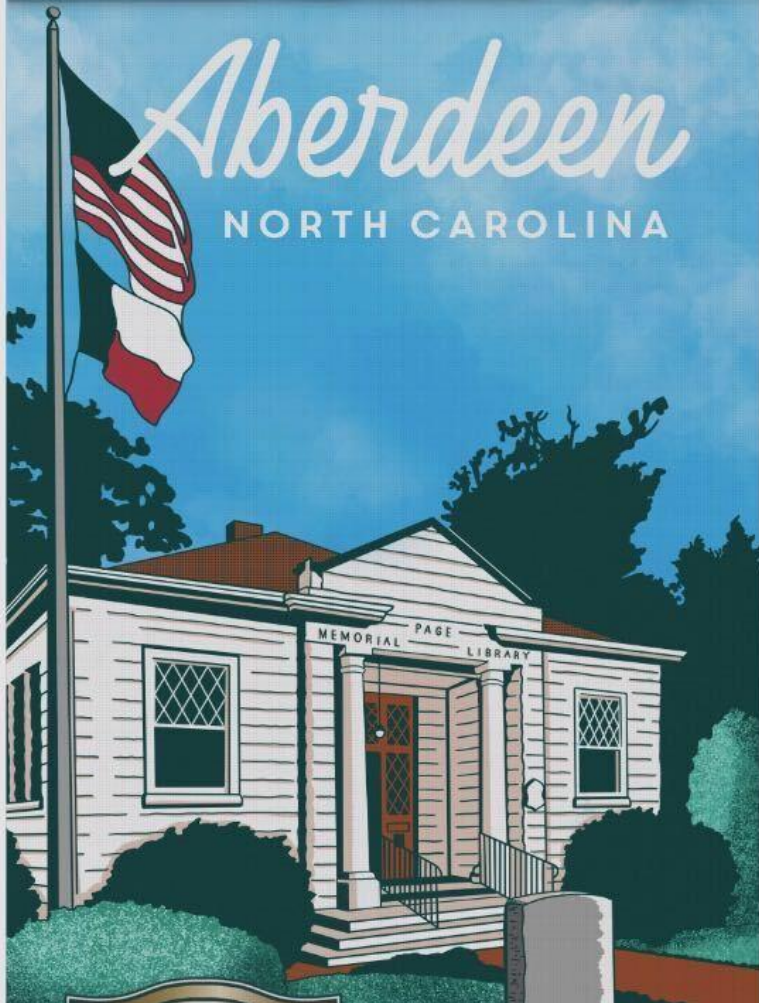
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Planning & Inspections Department
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MEMORANDUM

TO: Appearance and Beautification Commission

FROM: Planning & Inspections Director

SUBJECT: Flag Display Dates

DATE: 9-15-2020

Background: At the request of the Commission, Staff explored the dates of when the American flags should be displayed. At Staff's discretion, the American flags were purchased in sets of two (2) for each of the seven (7) gateway signs. The Commission directed Staff to reach out to the Village of Pinehurst, however we've been unsuccessful in that. The Commission also directed Staff to check with Congress, as there are dates posted. Staff was unable to find a governmental site that dealt with appropriate days to display the flag.

Staff did find the US uniform code for flags and compiled a list of those dates by US statute. Staff also added in two (2) other dates we feel are equally important.

As discussed previously, Staff is unable to fulfill the obligation of displaying the flags during all these dates and is only able to display these flags eight (8) times a year.

Staff Recommendation: Staff requests the Commission to discuss the options attached and provide direction to Staff regarding displaying the flags at our gateway signs for eight (8) holidays per year.

Enclosures: Potential List of Dates

Holiday	2020 Date	2021 Date	Reoccurrence
Title 4 United States Code : § 6 (d) Time and Occasions for Display			
New Year's Day	1/1/2020	1/1/2021	
Inauguration Day	N/A	1/20/2021	Every 4 years
Martin Luther King Jr.'s Birthday	1/20/2020	1/18/2021	3rd Monday in January
Washington's Birthday	2/17/2020	2/15/2021	3rd Monday in February
Easter Sunday	4/12/2020	4/4/2021	
Mother's Day	5/10/2020	5/9/2021	2nd Sunday in May
Armed Forces Day	5/16/2020	5/15/2021	3rd Saturday in May
Memorial Day	5/25/2020	5/31/2021	Last Monday in May
Flag Day	6/14/2020	6/14/2021	
Father's Day	6/21/2020	6/20/2021	3rd Sunday in June
Independence Day	7/4/2020	7/4/2021	
Korean War Veterans Armistice Day	7/27/2020	7/27/2021	
Labor Day	9/7/2020	9/6/2021	1st Monday in September
Constitution Day	9/17/2020	9/17/2021	
Columbus Day	10/12/2020	10/11/2021	2nd Monday in October
Navy Day	10/27/2020	10/27/2021	
Veterans Day	11/11/2020	11/11/2021	
Thanksgiving Day	11/26/2020	11/25/2021	4th Thursday in November
Christmas Day	12/25/2020	12/25/2021	
Other Dates of Importance			
September 11th	9/11/2020	9/11/2021	
Election Days	11/3/2020	11/2/2021	2nd Tuesday in November
Pearl Harbor Remembrance Day	12/7/2020	12/7/2020	