

Minutes
Special Called Meeting of the
Aberdeen Historic Preservation Commission

July 28, 2014
Monday, 5:00 p.m.

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Aberdeen Historic Preservation Commission met on Monday, July 28, 2014 at 5:00 p.m. for a Special Called Meeting. Members present were Ernestine Chapman, Jon Ring, Mike Lashley, Mollie Wilson, and Kam Hurst. Others in attendance were Planning Director Pamela Graham, Planner Jae Kim, and Eric Parbst.

1. Planning Director Graham called the meeting to order at 5:06 p.m.
2. Approval of Minutes
 - a. None.
3. New Business

All parties who would like to give evidence or testimony were sworn in before doing so.

- a. Consideration of Certificate of Appropriateness COA #10-76 for an addition of a smoker area for BBQ cooking in front of the business at 177 N Sycamore Street.

Planner Kim gave a brief introduction on COA #10-76. Eric Parbst, the owner/applicant of the BBQ business will be utilizing the commercial kitchen space at 177 N Sycamore Street. He proposes to add a smoker area for BBQ cooking in front of Galaxy's Grocery Store.

Mike Lashley asked the applicant if the panels at the bottom of the smoking area for the BBQ will be the same as the rest of the building. Mr. Parbst stated that it would be the same, the corrugated metal that matches the existing exterior of the building.

Jon Ring asked about the screening and Mr. Parbst stated that the top section of the area will be open with screening and that he plans on painting the aluminum trim of the screening the same color as the bars of the enclosure. Mr. Ring asked if it would strictly be a work area and the applicant stated that according to County Health code, the outside area is classified as a supplemental cooking room. Only employees are allowed in such areas and off limits to public access.

Mollie Wilson asked about the mobility of the cooker and the applicant stated that it could be removed from the screened area for catering purposes.

Mr. Parbst stated that there is a 6" chimney on the cooker and he would be building and attaching a custom made extension pipe so that smoke would not linger in the cooking area. The extension pipe would be built and installed after the cooker is situated inside the screened cooking area. In addition, he would have a hand wash sink inside of the screened cooking area per instructions from the Moore County Health Department.

Mr. Parbst asked about signage and what was allowed. Director Graham stated that it was a two-step process when a business is located within the Historic District. She stated the HPC would first look at the signage proposal and look at its compatibility with the building. It would entail looking at the materials proposed for the signage and the dimensional requirements. After receiving HPC approval with a COA, a sign permit would be required for approval by departmental staff.

Motion 1 made by Mollie Wilson, seconded by Jon Ring, that the applicant's proposal is not incongruous with the historic aspects of the Aberdeen Historic District with respect to the following criteria:

- Setback and placement
- Materials to be used (texture and patterns, color of authorized)
- Architectural detailing
- Fenestration proportions, shapes, position, location, and pattern
- General form and proportions of buildings and structures
- Structural condition and soundness.

Motion unanimously carried.

4. Other Business

a. Discussion of approval process for business signage.

Director Graham stated she was approached by members of the Board of Commissioners (BOC) about streamlining the approval process for business signage in the Historic District.

Director Graham is finding ways to incorporate this request in the new updated guidelines. She is looking into what other communities do in their

processes. During her research, she found that some communities have a rather lengthy list of items that are approved by staff. This process removes any possibly delays for the businesses to open or manufacturing of their signage. She stated that these options will be placed before the BOC to see if this is what they had intended.

Kam Hurst asked if there was paperwork and directions given when someone wants to open up a business in Aberdeen. Director Graham stated that there was a fairly laid out process that is tied to the business license that first starts with a zoning permit. The zoning permit looks to see if that use is allowed in the district the business is going in. In addition, the process involves building and fire inspections.

- b. Discussion of next steps in presentation of revised guidelines for HPC for the Board of Commissioners for approval.

Director Graham stated the consultant is taking the comments from her and reworking them into the guidelines before presenting to BOC.

Director Graham stated that when she gets the last revisions, all members of the HPC will receive them either in printed or digital copy. Kam Hurst asked if the HPC would be allowed to help write the cover letter and Director Graham said yes.

- c. HPC appointments.

Director Graham stated that there will be an opening on the HPC with Mike Lashley leaving his post. She asked if there are any recommendations or ideas for people for the HPC from the current members.

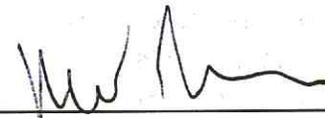
Jon Ring asked if there any current applicants. Director Graham stated that Richard Gergle has shown some interest and there are other names out there that have been floated around, but she has been unable to contact them yet. Director Graham stated that she would get names recommended by HPC members before the BOC in August to get some appointments made. She stated that there might not be enough applicants to fill all the open posts between the HPC, Planning Board, and Appearance and Beautification Commission.

- 5. Adjourn

A motion was made by Mollie Wilson to adjourn the meeting, seconded by Mike Lashley. Motion unanimously carried.



Jae Kim, Planner
Minutes were completed in
Draft form on 11/21/14



Mollie Wilson, Vice Chairperson
Minutes were approved
on 11/24/14