

AGENDA  
Regular Meeting of the  
Appearance & Beautification Commission

March 15<sup>th</sup>, 2022  
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 February 15<sup>th</sup>, 2022
4. New Business
  - a. Project Selection (FY 2022-2023) - Update
  - b. Planters - Planting Material Selection Update
5. Old Business
  - a. Landscaping To-Do List
6. Other Business
7. Adjournment

**MINUTES**  
Regular Meeting of the  
Appearance & Beautification Commission

February 15, 2022  
Tuesday, 12:00 pm

Robert N. Page Municipal Building  
Aberdeen, North Carolina

The Aberdeen Appearance & Beautification Commission (ABC) met on February 15, 2022, at 12:00 pm for a regular meeting. The meeting was held in Town Hall. Members present were Chairperson Janet Peele, Teressa Beavers, Elease Goodwin, Chelsea Vandever and Dene Moon. Staff members in attendance were Planning Director Justin Westbrook, Planner Danielle Orloff, and Administrative Assistant Cathi Ericson.

1. Call to Order

Chairperson Peele called the meeting to order at 12:00 pm.

2. Approval of Agenda

A motion was made by Ms. Vandever, seconded by Ms. Goodwin, to approve the agenda as presented. Motion unanimously carried 5-0.

3. Approval of Minutes

A motion was made by Ms. Beavers, seconded by Ms. Goodwin, to approve the minutes of the regular Meeting of January 18, 2022 as presented. Motion unanimously carried 5-0.

4. New Business

a. Spring Planting - Order Update

The Spring plants have been ordered and the ABC packet includes images of the chosen material. The order will ship the week of May 2, 2022. The upright variety Titan vinca was selected and perennials have been added to the beds also. Chairperson Peele requested that the planting pattern be done in concentric circles, so that the flowers look like a mass.

b. Planters - Planting Material Selection

Seven mini crepe myrtles will be purchased for the refurbished Downtown planters. Chairperson Peele suggested the Board review the myrtle varieties so that a longer bloom time varietal can be chosen. She suggested that the color Dynamite Red be chosen to

match the myrtles on South Street. Planner Orloff will bring the available options to the March ABC meeting.

c. Project Subcommittee Selection – (FY 2022-2023)

Planner Orloff asked for volunteers to form the ABC Annual Project Subcommittee for the 2022 budget year. The subcommittee members are Ms. Beavers, Ms. Moon and Ms. Vandever. This subcommittee will meet and decide on project suggestions for the 2022 budget year. The ideas will then be shared with Planning Staff who will research and provide pricing details to the Board at a future ABC meeting.

5. Old Business

a. Landscaping To-Do List

Planner Orloff responded to the request for power washing the Downtown sidewalks, she stated that the Town is responsible for this task, but they are not adequately staffed to take care of this right now and Public Works would determine the necessity. She also stated that the state is responsible for weeding and mowing the NC DOT streets.

Ms. Beavers had inquired at the January meeting about some of the Christmas lights that had malfunctioned. Dasher's Designs installed the lights and a possibility of the malfunction could be a tripped breaker. Planner Orloff stated they will have a plan that is more proactive for any glitches or malfunctions in the coming year. She also noted that if any members noticed any malfunctioning lights, they can pass along the information so it can be addressed in a timely manner.

Chairperson Peele asked for Milorganite be added to the pansies. This can be purchased at Aberdeen Supply.

b. Other Business

Planner Orloff stated that the street banners will be changed out at the end of February. A cleanup project with the Lions Club has been coordinated with Public Works.

The camellia placement after their removal from the planters is still needing to be discussed.

Ms. Goodwin mentioned that the area across from First Bank is a first impression for visitors to the Downtown area. She would like to see that area improved. This could be a project for the 2022 budget year.

Director Westbrook stated that some ARP funds may possibly be used to update Poplar and Talbooth Streets with paving, and resurfacing the street and parking lot.

Director Westbrook provided an update for the Downtown mural project. The Galaxy Grocery Store owner wanted the parking signs to be reattached after the mural is painted, therefore no definitive agreement has been reached. The dumpster enclosure location was discussed. The railroad ties and ballast were re-laid on the tracks so the crossing was leveled this past week and the caboose will return to its original location after the track refurbishment. The parking lot striping on Sycamore Street will be done by the Public Works department sometime this week.

#### 6. Adjournment

A motion was made by Ms. Goodwin, seconded by Ms. Beavers, to adjourn the meeting.

Motion unanimously carried 5-0. Meeting adjourned at 1:10 pm.

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Cathi Ericson, Administrative Assistant  
Minutes were completed in  
Draft form on February 15, 2022

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Janet Peele, Chairperson  
Minutes were approved on  
March 15, 2022

## ABC Projects

2022-2023

Project Name	Synopsis			
Gateway Sign Landscaping	Consistent landscape plan for each location			
Sycamore Street Mural	NEW mural on leased wall, adjacent to Galaxy Grocery			
4th Banner Set	Banners to advertise Dog Fair and Blues & Brews in Spring months, to be added to existing banner rotation			
Gateway Signage Irrigation	Adding irrigation to all gateway signs			
Gateway Signage Lighting	Adding solar panel lighting to all gateway signs			
New Library Landscape Plan				
Municipal Building - Holly Tree	Shaping, lighting, etc.			
Landscape Buffer Thomas Tire	additional buffer for Thomas Tire			
additional banners ( #1,2,3)	Knight Street - 4 banners and hangers			
124 N Poplar New Landscape/Buffer				
Betterments	Hwy 1 crosswalks			



Town of Aberdeen  
*Planning & Inspections Department*

115 North Poplar Street  
Aberdeen, NC 28315  
910-944-7024

**Memorandum**

**TO:** Appearance & Beautification Commission

**FROM:** Planner – Danielle Orloff, CZO

**SUBJECT:** Landscaping To-Do List

**DATE:** 3-15-2022

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**Background:** At Staff's request, the Appearance & Beautification Commission (ABC) has adopted a To-Do list of landscaping tasks for Staff to investigate and complete. The list was first adopted at the September 2020 meeting, and since, Staff has tracked requests by the ABC and provided updates when applicable.

**Staff Recommendation:** Staff is providing an update to the ABC Landscape To-Do List and invites conversation from the members. No motion is needed at this time.

*Attachments: Landscape To-Do List (31522)*

## Landscaping To-Do List

2021

Task	Location	Requested	Due Date	Status
Met with Michelle (Master Gardener)	Town Hall	Email - Janet (4/26/21)	4/26/2021	COMPLETED
Met with Diane Innes (Master Gardener)	Town Hall		4/26/2021	COMPLETED
Install trim around landscape beds	South St		4/24/2021	COMPLETED
Remove dead shrub at Library	Library	June ABC	6/15/2021	COMPLETED
Dead tree at corner of Maple & Hwy 1	Maple & Hwy 1		6/15/2021	DOA
Weeds at Bethesda Road Gateway sign	Bethesda Road	Planning Dept	6/24/2021	COMPLETED
Leaking irrigation head at Gary's landscape Bed	Gary's Landscape Bed		6/24/2021	COMPLETED
Weeds throughout Downtown (gravel and brick areas)	Downtown		6/24/2021	COMPLETED
Vine coming out of tree at corner of Library	Library		6/24/2021	COMPLETED
Shrubs at Mayor's Park - trimming	Mayor's Park		6/24/2021	COMPLETED
2 roses on Sycamore St side - 1 has tree growing up in it REMOVE TREE	Depot	Email- Janet (7/1/2021)	7/5/2021	COMPLETED
Zinnias at flag pole at Library need to be dead headed	Library		7/5/2021	COMPLETED
Main Street landscape bed weeding	Main St		7/5/2021	COMPLETED
Check timers on irrigation at Town Hall	Town Hall		7/5/2021	DOA
trim shrubs around Library	Library	Planning Dept	7/1/2021	COMPLETED
Get quote to trim limbs of trees Over library to prevent gutter clogging	Library		7/1/2021	COMPLETED
move irrigation (2) heads over in Library to prevent water on sidewalks and breakage	Library		7/1/2021	COMPLETED
mow around Gateway signs	Throughout Town		7/1/2021	COMPLETED
Trim bushes at Depot	Depot		7/1/2021	COMPLETED
Refurbish Library landscape beds: soil, mulch, edging (rock), trim Holly Bush	Library		7/1/2021	IN PROGRESS
mow around municipal parking signs	Garrett Street		7/1/2021	COMPLETED
weed bushes at Depot	Depot	September ABC	9/21/2021	COMPLETED
Plant bulbs at Depot if Janet can get some donated by Garden Club	Depot		9/21/2021	DOA
Forrest Hills and side of Hwy 1 down to Parks and Rec area landscaping/mulch/grass	Forrest Hills & Hwy 1	Email - Janet (10/6/2021)	10/19/2021	DOA
Plant encore azaleas at Library	Library		10/19/2021	COMPLETED
Transplant perennials and prep landscape beds for fall plantings Downtown	Downtown		10/19/2021	COMPLETED
Till down Bed #13 (in front of Mason's) and put in border plantings	Downtown		10/19/2021	COMPLETED
Azaleas planted on N Sycamore	N Sycamore		10/29/2021	COMPLETED
Town Hall Landscape Project	Town Hall		10/28/2021	COMPLETED
Landscape Bed weeding - throughout Downtown	Downtown	January ABC	2/15/2022	IN PROGRESS
Sidewalk by First Bank on Highway side - who is responsible for cleanup	Downtown		2/15/2022	DOA
Poplar St sidewalk - who is responsible for cleanup	Poplar Street		2/15/2022	DOA
Christmas lights- who is responsible for what power and where it goes	Downtown		2/15/2022	COMPLETED
Limb cleanup throughout Downtown	Downtown		2/15/2022	IN PROGRESS