

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

May 17<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 April 19<sup>th</sup>, 2022
4. New Business
  - a. Fall Planting Subcommittee - Selection
5. Old Business
  - a. Landscaping To-Do List
6. Other Business
7. Adjournment

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

April 19, 2022  
Tuesday, 12:00 pm

Robert N. Page Municipal Building  
Aberdeen, North Carolina

The Aberdeen Appearance & Beautification Committee (ABC) met on Tuesday, April 19<sup>th</sup>, 2022 at 12:00 pm for a regular meeting. The meeting was held in Town Hall. Members present were Chairperson Janet Peele, Teresa Beavers, Elease Goodwin, Chelsea Vandever and Dene Moon. Staff members in attendance were Planning Director Justin Westbrook, Planner Danielle Orloff, Permit Technician Maria Carpenter 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 Ms. Beavers, seconded by Ms. Goodwin, to approve the agenda as presented.

Motion unanimously carried 5-0.

3. Approval of Minutes

a. Regular Meeting of March 15<sup>th</sup>, 2022

A motion was made by Ms. Vandever, seconded by Ms. Goodwin, to approve the minutes from the March 15<sup>th</sup>, 2022 meeting with the wording change from Watermelon Pink Camellia to Watermelon Pink Crepe Myrtle. Motion unanimously carried 5-0.

4. New Business

a. Budget Update (FY 2021-2022) – Update

Planner Orloff presented the budget update showing monies spent to date for FY 2021-2022.

Chairperson Peele asked that since the budget for spring plantings was less this year, could they add plantings to the Gary's bed by Main Street. Planner Orloff stated the Spring order had been placed and that the Landscape Bed #5 was not on the planting list. All of the different landscape material from throughout the Downtown landscape beds had been transplanted to this bed, which helped unify all of the Downtown beds and have one wildflower bed with variety. It was noted that Landscape bed #5 was not listed on the projects list for FY 2022-2023. All of the monies allocated within the ABC FY 2021-2022 budget would be spent before the end of the fiscal year on approved projects.

## 5. Old Business

### a. Landscaping To-Do List

Chairperson Peele asked Planner Orloff about procedure to check trees that may require removal. She stated that a tree on Maple Avenue and one on the 200 block of Pinehurst Street appeared to be dead. Planner Orloff stated that items like this could be addressed on a regular basis if the Town had an arborist available, and that code letters could be sent to the property owners by our Code Enforcement Officer if required. Chairperson Peele asked if the new landscape planner would be able to do the arborist work. Planner Orloff mentioned that she was not sure if the new Landscape Planner had that specific certification and would find out if he could attend the classes to obtain that certification if needed. The issue of the Town and Country mulch flooding at the last meeting was discussed determining that NCDOT is responsible for the cleanup.

## 6. Other Business

Planner Orloff stated that the new Landscape Planner, Michael Gleason, will start in May. He will attend the May 17, 2022, ABC meeting. James Brinkman will assist with his transition. Mr. Brinkman will transition to another department. All communication on the To-Do list should continue to come to Planner Orloff.

Planner Orloff is still obtaining quotes for the ten (10) FY 2022-2023 projects that the ABC had previously selected and ranked, and that information will be presented in the August 2022 meeting.

Ms. Beavers asked about the Thomas Tire landscape, she noticed weeds and erosion at the site. Planner Orloff stated that she will speak to Code Enforcement about any violations after they conduct a site visit.

The final Dynamite Red Crepe Myrtle from Trim Time will be planted in the bed in front of the church, completing the installation of the Main Street tree replacements. The Mini Crepe Myrtles in the planter boxes will be completed by the end of April as well. This will coincide with the Spring planting order installation throughout Downtown. Chairperson Peele questioned the use of Roundup on the sidewalk before the Dog Fair. Planner Orloff stated that it was done several weeks prior to the fair and it was only spot treatment.

Currently there are three Yuletide Camellias and three Ginkgo Trees at Chairperson Peele's residence, the Board could choose to add them to the embarkment by the railroad tracks where the azaleas had been added last year. The Board opted to conduct an on-site visit to the location, after their meeting, to determine if that would be optimal for the plants.

7. Adjournment

A motion was made by Ms. Beavers, seconded by Ms. Vandever, to adjourn the meeting. Motion unanimously carried 5-0. Meeting adjourned at 1:10PM.

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Cathi Ericson, Administrative Assistant  
Minutes were completed in  
Draft form on April 19, 2022

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Janet Peele, Chairperson  
Minutes were approved on  
May 17, 2022



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:** Fall Planting Subcommittee - Selection

**DATE:** 5-17-2022

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**Background:** Staff will provide the Fall planting list once received from our preferred greenhouse, King's Greenhouse, to the Appearance & Beautification Commission (ABC) for selection process. The ABC will select a Planting Subcommittee to research and select the planting list for the Fall season. The Planting Subcommittee recommendation will be voted on for approval by the ABC and then submitted to Staff for acceptance and subsequent order placement. The provided selection list is comprehensive and works in conjunction with the Landscape Compendium to set a precedent for future plantings around the Downtown area.

**Staff Recommendation:** Staff is requesting that the ABC select from its membership three (3) members to serve on this subcommittee. The ABC will task the Planting Subcommittee with selecting the materials to plant from the list that will be provided by King's Greenhouse for Fall selection, in coordination with the Landscape Compendium and other beds as directed by the ABC.

Staff recommends the ABC give the Planting Subcommittee a deadline of August 1, 2022, so they may present to the full ABC their recommendation at the August 16<sup>th</sup> meeting. The ABC can discuss what choices the Planting Subcommittee has chosen and will vote on approval. This is to ensure the Fall order can be submitted in a timely manner.



Town of Aberdeen  
*Planning & Inspections Department*

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**MEMORANDUM**

**TO:** Appearance & Beautification Commission  
**FROM:** Planner – Danielle Orloff, CZO  
**SUBJECT:** Landscaping To-Do List  
**DATE:** 5-17-2022

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**Background:** At Staffs 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 action is requested at this time.

*Attachments: Landscape To-Do List – 2022 (051722)*

## Landscaping To-Do List

2022

Task	Location	Requested	Due Date	Status
Landscape Bed weeding - throughout Downtown	Downtown	January ABC	2/15/2022	IN PROGRESS
Landscape Bed weeding - throughout Downtown	Downtown	March ABC	4/19/2022	IN PROGRESS
Have arborist determine status of tree on Maple for possible Code Enforcement action	Maple St			COMPLETED
Bark from Crepe Myrtles in street by Sears Shopping Center	Town & Country Shopping Center			DOA
Install Spring Planting Order	Downtown	April ABC	5/17/2022	COMPLETED
Arborist inspection of dead tree on Maple Ave. /Code Enforcement letter	Maple Ave			COMPLETED