

**AGENDA**  
Regular Meeting of the  
Downtown Aberdeen Advisory Board

January 25<sup>th</sup>, 2022  
Tuesday, 9:00 am

Robert N. Page Municipal Building  
Aberdeen, North Carolina

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes
  - a. Regular Meeting of November 23<sup>rd</sup>, 2021
4. New Business
  - a. Future Projects (FY 2022-2023)
5. Other Business
  - a. 2022 Meeting Schedule
  - b. Elections
6. Adjournment

DRAFT

**MINUTES**  
Regular Meeting of the  
Downtown Aberdeen Advisory Board

November 23, 2021  
Tuesday, 9:00 am

Robert N. Page Municipal Building  
Aberdeen, North Carolina

The Downtown Aberdeen Advisory Board (DAAB) met on Tuesday, November 23, 2021 at 9:00 am for a regular meeting. The meeting was held in Town Hall. Members present were Chairperson Kasey Zumwalt, Nicola Squires, Heather McKeithen and Angela McKew. Staff members in attendance were Planning Director Justin Westbrook, Planner Christian Haas, and Administrative Assistant Cathi Ericson.

1. Call to Order

Chairperson Zumwalt called the meeting to order at 9:01 am.

2. Approval of Agenda

A motion was made by Ms. McKeithen, seconded by Ms. Squires, to approve the agenda. Motion unanimously carried 4-0.

3. Approval of Minutes

A motion was made by Ms. McKew, seconded by Ms. Squires, to approve the minutes. Motion unanimously carried 4-0.

4. Old Business

a. Town of Aberdeen, Dumpster Enclosure on N. Sycamore St.

Review of a proposal and dumpster design to install a decorative dumpster enclosure on the east side of N. Sycamore Street to support the growing needs of new businesses in Downtown Aberdeen.

Planner Haas provided information on the quotes received and displayed a visual of the plan. He gave examples of various cinder block structures to possibly include a mural. Planner Haas asked for input on different options since the location of the dumpster is visible to Downtown visitors.

Chairperson Zumwalt approved of the mural idea. Ms. McKew stated she would like the combination of mural and plantings and perhaps a trellis. Ms. McKeithen stated that they would have to consider the type of plants that would be appropriate for the location. The \$25,000 standard brick enclosure option could start the construction in February. Planner Haas stated that they will have a second quote soon. The concept

will require a final vote when the design has been decided. The commercial bids for construction are higher and it has been difficult to find companies to provide bids.

#### 5. Other Business

Director Westbrook stated that murals cannot be sponsored, meaning it must be content neutral, not directly related to the commercial aspect of the building which would be considered signage or a trademark. The mural designs would be considered on a case-by-case basis.

Ms. McKeithen stated she noticed that on South Street the Town installed a mirror to provide a safe entrance to the intersection. She said it was a great improvement and was appreciated.

Director Westbrook stated that Public Works had taken the initiative for this installation.

Director Westbrook updated the Board on several of the completed projects and updates for streets and parking, such as the Knight Street direction change, Main Street parking time limit and the Talbooth Road improvements. Also, a

Planner Haas presented the initiative that Commissioner Bowles had suggested at the Board of Commissioners to have a quarterly roundtable forum meeting with BOC members and the Town business owners to be developed by March 2022.

#### 6. Adjournment

A motion was made by Ms. McKew, seconded by Ms. McKeithen, to adjourn the meeting. Motion unanimously carried 4-0.

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Cathi Ericson, Administrative Assistant  
Minutes were completed in  
Draft form on November 23, 2021

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Kasey Zumwalt, Chairperson  
Minutes were approved on  
January 25, 2022



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

**STAFF REPORT**

**TO:** Downtown Aberdeen Advisory Board

**FROM:** Maria Carpenter, CZO – Permit Technician

**SUBJECT:** Future Projects (FY 2022-2023)

**DATE:** 1-25-2022

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**Background:** Staff is requesting the Downtown Aberdeen Advisory Board (DAAB) members compile a list of potential projects DAAB could present for funding for the upcoming 2022-2023 Fiscal Year. Staff is requesting the DAAB members (and Alternates) bring their ideas to the February 22, 2022 meeting for discussion. Staff will take all the potential projects submitted, research and examine those projects, and compile a recommended list to present to the DAAB. This will help Staff determine the allocation of money in the budget for projects Downtown. Staff will present the list to the DAAB at the June 2022 meeting for final selection of the projects to be completed based on the approved budget for the next fiscal year.

**Staff Recommendation:** Staff is requesting that each member of the Downtown Aberdeen Advisory Board (DAAB) submit project ideas. These submitted ideas will be researched and brought back to DAAB for selection at the June meeting. Staff recommends a deadline of February 22, 2022, the next DAAB meeting, so Staff may have time to research all items presented and have them considered for the 2022-2023 fiscal year.



Town of Aberdeen  
*Planning & Inspections Department*

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**MEMORANDUM**

**TO:** Downtown Aberdeen Advisory Board

**FROM:** Maria Carpenter, CZO – Permit Technician

**SUBJECT:** 2022 Meeting Schedule

**DATE:** 1-25-2022

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**Background:** For the past several years, the Downtown Aberdeen Advisory Board (DAAB) typically met on the fourth Tuesday of every month (except July) at 9 am, in the John Curtis McInnis boardroom located at Town Hall.

**Update:** To keep in line with previous practices, Staff has listed the dates for the Downtown Aberdeen Advisory Board (DAAB) meeting schedule for 2022 for approval:

- ~~January 25, 2022~~
- February 22, 2022
- March 22, 2022
- April 26, 2022
- May 24, 2022
- June 28, 2022
- August 23, 2022
- September 27, 2022
- October 25, 2022
- November 22, 2022
- December 20, 2022