

AGENDA
Regular Meeting of the
Historic Preservation Commission

February 21st, 2022
Monday, 4:30 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 January 17th, 2022
4. New Business
 - a. Training – HPO Summer 2021 Training: Sustainability for Historic Buildings
5. Other Business
6. Adjournment

MINUTES
Regular Meeting of the
Historic Preservation Commission

January 18, 2022
Monday, 4:30 pm

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Historic Preservation Commission (HPC) met on Monday, January 18, 2022 at 4:30 pm for a regular meeting. The meeting was held in Town Hall. Members present were Chairperson Mollie Wilson, Dell Crumpton, Lauren Norman, Harriet Sloan, and Ernestine Chapman. Staff members in attendance were Planning Director Justin Westbrook, Permit Technician Maria Carpenter, and Administrative Assistant Cathi Ericson.

1. Chairperson Mollie Wilson called the meeting to order at 4:35 pm.
2. Approval of Agenda

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

3. Approval of Minutes

- a. Regular Meeting of June 21st, 2021

A motion was made by Ms. Norman, seconded by Ms. Sloan, to approve the minutes from the June 21st, 2021 meeting as presented. Motion unanimously carried 5-0.

4. Other Business

- a. 2022 Meeting Schedule

Permit Technician Carpenter presented the 2022 schedule for Historic Preservation Commission meetings.

- January 18, 2022
- February 21, 2022
- March 21, 2022
- April 18, 2022
- May 16, 2022
- June 20, 2022
- August 15, 2022
- September 19, 2022
- October 17, 2022
- November 21, 2022
- December 19, 2022

A motion was made by Ms. Crumpton, seconded by Ms. Chapman, to approve the meeting schedule for 2022 as presented. Motion unanimously carried 5-0.

b. Elections

A motion was made by Ms. Crumpton, seconded by Ms. Chapman, to nominate current Chairperson, Mollie Wilson. Motion unanimously carried 5-0.

A motion was made by Ms. Wilson, seconded by Ms. Chapman, to nominate Ms. Crumpton as Vice Chair. Motion unanimously carried 5-0.

Ms. Carpenter presented the data for COA permits processed and completed in 2021. Chairperson Wilson requested a monthly report of the COAs to be distributed to Board members and Ms. Carpenter stated that could be done.

Director Westbrook explained the regulations for nonresidential property fence permits in the Historic Preservation District. The property being questioned was the Main Street Park, some members voiced their concern for the material type chosen for the fence. Director Westbrook stated that the Parks and Recreation Director made the decision for the fence material.

Chairperson Wilson asked if the HPC Board could review the subject and edit the current standards for nonresidential fences in the Historic District. Director Westbrook stated he would begin research on the standard and have a direction available for the next meeting as well as contacting the Town Attorney for additional information.

Ms. Carpenter distributed and discussed a flow chart designed by Director Westbrook that outlined the case types for legislative or quasi-judicial processes. The quasi-Judicial decisions follow a different set of requirements for public hearings and Ms. Carpenter explained the evidence process to be considered in the decision-making process.

Historic Preservation Commission members are required to participate in an Annual Training event. Two members of the board must complete and report on historic district training annually. More information for the available training sessions will be available at a future date. Railroad closings of the Downtown area were mentioned.

Ms. Carpenter shared the information for the upcoming Bike and Pedestrian meeting, the event is open to the public on 6:30 pm February 10, 2022. Ms. Carpenter invited the board to attend if they were interested.

5. Adjournment

A motion was made by Ms. Chapman seconded by, Ms. Crumpton to adjourn the meeting. Motion unanimously carried 5-0. The meeting adjourned at 5:50 pm.

Cathi Ericson, Administrative Assistant
Minutes were completed in draft form on
January 18, 2022

Mollie Wilson, Chairperson
Minutes were approved
February 21, 2022

DRAFT



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

MEMORANDUM

TO: Historic Preservation Commission

FROM: Maria Carpenter, Permit Technician

SUBJECT: 2022 CLG Training – HPO Summer 2021 Training #3: Sustainability for Historic Buildings

DATE: 2-21-2022

Background: The Historic Preservation Commission (HPC) is required to complete three (3) training sessions per year in order to maintain our Certified Local Government (CLG) commission. Staff will provide training sessions during the year with one occurring in February, a second in August, with a third to be decided.

This training session is the HPO Summer 2021 Training #3 – Sustainability for Historic Buildings.