

AGENDA
Regular Meeting of the
Historic Preservation Commission

January 18th, 2021
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 June 21st, 2021
4. Other Business
 - a. 2022 Meeting Schedule
 - b. Elections
5. Adjournment

MINUTES
Regular Meeting of the
Historic Preservation Commission

June 21st, 2021
Monday, 4:30 pm

Robert N. Page Municipal Building
Aberdeen, North Carolina

The Historic Preservation Commission (HPC) met on Monday, June 21, 2021 at 4:30 pm for a regular meeting. The meeting was held in Town Hall. Members present were Chairperson Mollie Wilson, Dell Crumpton, Harriet Sloan, Thomas Blue, and Lauren Norman. Staff members in attendance were Planning Director Justin Westbrook, Planner Christian Haas, and Administrative Assistant Cathi Ericson.

1. Call to Order

Chairperson Wilson called the meeting to order at 4:35 pm.

2. Approval of Agenda

A motion was made by Ms. Sloan, seconded by Ms. Norman, to approve the agenda as presented.

Motion unanimously carried 5-0.

3. Approval of Minutes

a. Regular Meeting of May 17th, 2021

A motion was made by Ms. Sloan, seconded by Ms. Norman to approve the minutes from the May 17th, 2021 meeting as presented. Motion unanimously carried 5-0.

4. New Business

a. Tiffany Score, (COA-21-03) (111 Knight Street)

A request by Tiffany Score to construct a fence on a commercial property, located at 111 Knight Street.

Planner Haas presented the request to the Historical Preservation Commission as a requirement by the Town. Ms. Score applied for a fence permit to install a 6 ft fence for the commercial property she is developing. The intent of the permit is a dog training business and the UDO requires the fence as a safety precaution. The property is a historic structure. A plot plan was displayed as well as an example of the fence material, which will be wood.

The UDO states the HPC shall review and approve the structure to meet the design guidelines, since it is in the Historic District.

Staff review and analysis for the permit stated that the fence will be located in the rear of the building.

Applicant Tiffany Score was sworn in. She addressed the Board and answered questions. Chairperson Wilson thanked her for changing the material from vinyl to wood to keep with design standards. Ms. Crumpton stated the life is extended if painted to protect the wood. Ms. Score stated she will stain the fence after it is installed to mitigate deterioration from landscaping and moisture.

A motion was made by Ms. Crumpton, seconded by Ms. Norman, for approval of COA-021-03. The motion unanimously carried 5-0.

5. Other Business

Required Training, NC State Historic Preservation Office.

A discussion on the requirement that states The North Carolina State Historic Preservation Office (NCSHOP) requires at least two (2) members of the Historic Preservation Commission (HPC) attend at least one (1) qualified training per year and compose a brief summary of the training(s) attended. The quasi-judicial training that was held at the April 19th Board Meeting counts for this requirement. When the training is completed, a synopsis must be submitted to the Staff for this State requirement. Staff wishes to make training a priority for their members as it would be beneficial for the Board Members. Director Westbrook stated that the training sessions could be held at Town Hall for months when the Board is not having meetings. Also presented were the Secretary of the Interior's STANDARDS FOR REHABILITATION which are ten basic principles created to help preserve the distinctive character of an historic building and it's site, while allowing for reasonable change to meet user needs.

The Town has received a grant in the amount of \$45,000 for the NCDOT Bicycle and Pedestrian Plan project. NCDOT will provide a plan and requested members volunteer for the project steering committee. Director Westbrook requested that 2 HPC board members volunteer for the NCDOT Bicycle and Pedestrian Plan steering committee. Mr. Blue mentioned that he has worked on several greenways and boardwalk projects. He said accessibility is essential to the success of the Downtown. The goal is to have the paths and greenways connected to other communities as a regional project. Mr. Blue and Ms. Wilson confirmed that they would volunteer for the committee.

6. Adjournment

A motion was made by Ms. Crumpton, seconded by Ms. Sloan, to adjourn the meeting. Motion unanimously carried 5-0. The meeting adjourned at 5:20 pm.

Cathi Ericson, Administrative Assistant
Minutes were completed in
Draft form on June 21, 2021

Mollie Wilson Chairperson
Minutes were approved on
January 18, 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, CZO – Permit Technician

SUBJECT: 2022 Meeting Schedule

DATE: 1-18-2022

Background: In the past several years, the Historic Preservation Commission (HPC) typically met on the third Monday of every month (Except July) at 4:30 pm, 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 Historic Preservation Commission (HPC) meeting schedule for 2022 for approval:

- ~~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