



**CITY OF SOUTHPORT
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING AGENDA**

Indian Trail Meeting Hall: 113 W. Moore Street

February 7, 2024

4:00 PM

Agenda

Please turn off all cell phones

Meetings are open to the public. Face masks and social distancing may be used at the discretion of each individual. Changes to this policy may occur, as needed to help prevent the spread of the Coronavirus.

The regular monthly meeting of the Historic Preservation Commission will be held at 4:00 p.m. on the first Wednesday of each month. All members are asked to attend.

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Approval of Agenda**
- E. Approval of Minutes**
 - 1. January 3, 2024
- F. Public Comment**
- G. Old Business**
 - 1. None
- H. New Business**
 - 1. None
- I. Other Business**
 - 1. Historic Design Standards Joint Meeting with the Planning Board
 - 2. Adoption Procedure for Historic District Boundary
- J. Announcements**
- K. Adjourn**
- L. Member's Information**
 - 1. Attendance Record & Member's Table



**City of Southport
Historic Preservation Commission
Minutes January 3, 2024
Indian Trail Meeting Hall, 113 W. Moore St.**

Member's Present: Charles Drew, Alexis-Gore Graves (remote), Josh Cline McGee, Jim McKee, Bonnie Bray, Rick Pukenas, Tal West, Bonner Herring and Joanne Wesson.

Member's Absent: None

Staff Present: City Planner Mo Meehan and Deputy Clerk Tanya Shannon

Aldermen Liaison: Robert Carroll

- A. Chairman Drew called the meeting to order at 4:04 p.m.
- B. Ms. Alexis-Gore Graves gave the Invocation.
- C. Chairman Drew led the Pledge of Allegiance.
- D. Motion to approve the Agenda by Mr. McKee and seconded by Mr. Pukenas. ***Unanimous Vote; Motion Carried.***
- E. Motion to approve the November 13, 2023, Special Meeting Minutes and December 6, 2023, Regular Meeting Minutes by Mr. Pukenas and seconded by Mr. McKee. ***Unanimous Vote; Motion Carried.***
- F. **Public Comment:** Ms. Pat Kirkman expressed her appreciation to the Board for their hard work in developing guidelines and standards in the last year. However, she also emphasized the need for more attention towards the preservation and restoration of the old city buildings, particularly the old city courthouse.

G. Old Business: None

H. New Business: NC SHPO Comments and Review

City Planner Meehan went over the comments received back from the State Historic Preservation Office. The review was completed by Jeff Adolphsen, Senior Restoration Specialist, Julie Smith, National Register and Survey Specialist, and Kristi Brantley, Local Government/CLG Coordinator. These are some of the comments that were made.

- *We recommend you consider copying the format (or something similar) used in Aberdeen's Standards. Namely, Standard 1 should state, "Identify and retain" a specific material or feature. Standard #2 should state that it is necessary to "maintain" a specific material or feature. Standard #3 should state to "repair" a specific material or feature, and Standard #4 should state to only replace a deteriorated material or feature when it is too deteriorated to be repaired.*
- *The Standards we have reviewed typically have a materials section and a features section. We recommend including both. Thus, if an applicant wants to replace historic wood windows, the HPC members can call out in the Wood Standards and Windows Standards how the application does not meet the Standards.*
- *Our office does not recommend regulating paint colors. Paint colors are not permanent and regulation of them often causes controversy.*

- *Including Floor Area Ratio (FAR) may be a good way to control density. We recommend initially referencing the "historic district" as the "Southport Local Historic District."*
- *We recommend you include the specific day HPC was established.*

Ms. Meehan reported that the State Historic Preservation Office (SHPO) was impressed with the standards set by the Southport Commission, recognizing the significant time and effort invested in the project. Although the Board examined the standards of other coastal communities, they ultimately chose to create their own standards for Southport.

Mr. Herring expressed his disagreement with the first paragraph of the comments. He believes it is impossible to determine the age of the house material just by looking at it. For instance, you cannot tell if a house is made of 1-year-old hardy plank or 100-year-old vinyl from a distance. Visual perception alone is not an accurate way to estimate. The board discussed the matter and agreed with Mr. Herring that the first paragraph's comments were irrelevant to Southport's standards.

Ms. Bray proposed including language in the second part of the Introduction and the Administration of the Southport Historic District section. The proposed language would first state the goal to identify and retain, then maintain the next best alternative, and thirdly, repair. Ms. Meehan agreed to add a second section to include this language. It was the consensus of the Board to remove all paint standards altogether. Mr. McGee questioned if the standards for the roof color would remain. Ms. Meehan stated that the standards would remain for roof colors, and she read that standard and asked if the Board would like to make any changes. The Board agreed to keep it as is.

SHPO commented on using the Floor Area Ratio to control density. However, Ms. Meehan pointed out that Southport's standards focus more on form and mass than density. Zoning and the UDO would be used to address density instead. It was mentioned that most of the Historic District is already platted and will not be subdivided anymore.

Another comment was to include "Southport Local Historic District," and Ms. Meehan suggested that this should be updated. She proposed that the date the Commission was established (September 8, 2022) be included. In conclusion, Ms. Meehan recommended adding a reference to some General Statutes, which she will do. Additionally, she will update the information on receiving tax credits.

It was suggested that the Board add a recommendation for a technical review, which could be performed or assisted by the State Historic Preservation Office (SHPO) if deemed necessary. The Board agreed to add this recommendation on a case-by-case basis rather than for every application. Additionally, it was decided that the final addition to the recommendation would be to clarify that the Commission is a Quasi-Judicial Board, along with its corresponding explanations and duties.

I. Other Business

1. Joint Meeting Date with Planning Board discussion. The Commission discussed possibly having a joint meeting with the Planning Board. There was the question of whether this meeting should be held at the next regular Planning Board meeting or whether a special meeting should be scheduled. After some discussion, the Commission agreed that the joint meeting would be held on January 18th at the Planning Board's regular meeting.
2. Comprehensive Plan Steering Committee. The Board of Aldermen requested that a member from each board be appointed to the Steering Committee for the revision and update of the Comprehensive Plan. Mr. Jim McKee was selected by drawing lots.

3. Chairman Drew gave an update on the request made by Friends of Franklin Park to provide some direction. He mentioned that the Board of Aldermen would be taking this direction. Furthermore, Chair Drew emphasized the importance of maintaining the city buildings and improving their appearance. In response to Ms. Kirkman's comments, he requested Alderman Carroll to discuss the request for cleaning up around the old City Courthouse with the City Manager. Chair Drew stated that a new roof had been installed approximately five years ago when Mr. McGee inquired about the roof's age.
- J. Announcements: The Historic Preservation Commission's next meeting will be on February 7, 2024, at 4:00 pm at the Indian Trail Meeting Hall.

There were no further questions or comments, so Chair Drew called for a motion to adjourn. Moved to adjourn by Mr. Pukenas and second by Mr. McKee. ***Unanimous Vote; Motion Carried.***

Adjourn- 4:40 pm.

Chairman Charles Drew

Deputy Clerk Tanya Shannon

HISTORIC PRESERVATION COMMISSION 2024-2025 ATTENDANCE RECORD

MEETING DATE	Jan 03	Feb 07	March	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.						
<u>NAME</u>																		Total
Charles Drew Chair	P																	
Rick Pukenas Vice-Chair	P																	
Alexis Gore Graves	P																	
Jim McKee	P																	
Josh Cline McGee	P																	
Bonner Herring	P																	
Joanne Wesson	P																	
Bonnie Bray	P																	
Lewis 'Tal' West	P																	

HISTORIC PRESERVATION COMMISSION

MEMBER	Address	Phone Number	Appointment	Expiration
Charles Drew cdrew@cityofsouthport.com	112 Park Ave	(910) 477-2365	Oct. 2022	2024
Rick Pukenas, Vice-Chair rick.pukenas@southportnc.org	119 N. Lord St	(910) 750-1951	Oct 2022	2024
Bonnie Bray, Alternate bonnie.bray@southportnc.org	515 Quarter Master Dr	(301) 741-6698	Oct. 2022	2025
Josh Cline McGee joshcline.mcgee@southportnc.org	195 Gentle Breeze Ct	(704) 614-2956	Oct. 2022	2025
Alexis Gore-Graves alexis.graves@cityofsouthportnc.org	510 N. Lord St	(256) 653-1854	Oct. 2022	2024
Bonner Herring bonner.herring@southportnc.org	112 W. Bay St	(772) 263-1417	Oct. 2022	2023
Jim McKee jim.mckee@cityofsouthportnc.org	114 S. Davis St	(910) 470-0529	Oct. 2022	2025
Joanne Wesson joanne.wesson@southportnc.org	107 River Watch Ln	(910) 264-4009	Oct. 2022	2023
Lewis "Tal" West, Alternate tal.west@southportnc.org	6159 River Sound Cir	(704) 575-6048	Oct. 2022	2025
Maureen Meehan (Mo) mmeehan@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7900 Ext 1043	Staff City Planner	
Tanya Shannon tshannon@cityofsouthport.com	1029 N. Howe St. Southport. NC 28461	(910) 457-7929	Staff Deputy City Clerk	
Dorothy Dutton (Dorrie) ddutton@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7900 Ext 1010	Staff Assistant City Manager/City Clerk	
Kiley Barefoot kbarefoot@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	457-7925 (910) 368-5710C	Staff Building Inspector	
Robert Carroll rcarroll@cityofsouthport.com	307 E. Nash St Southport, NC 28461	(910) 465-2717	Board of Aldermen Liaison	