



CITY OF SOUTHPORT
Historic Preservation Commission
Fire Department Substation, 111 E. Nash Street
July 24, 2024
4:00 P.M.

AGENDA

Please turn off all cell phones

The Historic Preservation Commission's regular monthly meeting 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. Oath of Office for reappointed Member Bonner Herring**
- E. Approval of Agenda**
- F. Approval of Minutes**
 - 1. June 19, 2024
- G. Public Comment**
- H. Old Business**
 - 1. None
- I. New Business**
 - 1. Review Table for Minor COA and Major COA Approvals
 - 2. Training: How to conduct hearings for various COA's
- J. Other Business**
- K. Announcements**
- L. Member's Information**
 - 1. Attendance Record
 - 2. Member's Roster
- M. Adjourn**



City of Southport
Historic Preservation Commission Minutes
June 19, 2024
Indian Trail Meeting Hall, 113 W. Moore St.

Member's Present: Chair Charles Drew, Vice-Chair Rick Pukenas, Jim McKee, Bonnie Bray, Joanne Wesson, and Alexis-Gore Graves.

Members Absent: Josh Cline McGee, Tal West and Bonner Herring

Staff Present: City Planner Mo Meehan, Historic Preservation Planner Penny Tysinger, and Deputy Clerk Tanya Shannon.

Aldermen Liaison: Robert Carroll (absent)

- A. Chair Drew called the meeting to order at 4:00 p.m.
- B. Ms. Alexis Graves-Gore gave the Invocation.
- C. The Pledge of Allegiance was led by Chair Drew.
- D. Administering the Oath of Office to Ms. Joanne Wesson as a reappointed member by Deputy Clerk Shannon.
- E. Mr. Pukenas motioned to approve the agenda and seconded by Mr. McKee. ***Unanimous Vote; Motion Carried.***
- F. Motion to approve the May 1, 2024, Meeting Minutes by Mr. McKee and seconded by Mr. Pukenas. ***Unanimous Vote; Motion Carried.***
- G. **Public Comment:** None
- H. **Old Business:**

1) Update on Housing Inventory

Ms. Meehan provided a brief update and mentioned that some members are still working on submitting inventory. She then introduced Rachell Mann and Andrea Radford, the Commission's Historic Planning Consultants. Ms. Meehan stated that they have been surveying the historic districts and will present a detailed report once they have completed their work.

2) Presentation and Discussion on Proposed Design Standards & Revised District Boundary.

Ms. Radford provided a prototype of a book that will closely resemble the Southport Historic Preservation Commission's book once it is completed. The book will contain policies, procedures, standards, a detailed schedule, the designation process, and visuals. Additionally, Ms. Radford will include the history of Southport, along with definitions and architectural terms.

Ms. Radford mentioned that the document will contain a flow chart depicting the process for obtaining a Certificate of Appropriateness (COA), along with references, standards, penalties, and incentives for preserving and registering historical sites. This will serve as a helpful tool and guide for the staff.

The Commission reviewed the proposed local district boundary map and agreed with the removal of the properties zoned BD around the Marina including Marina View and also Taylor Field.

Ms. Wesson inquired about including the John C. Smith Cemetery. Ms. Meehan explained that it's outside the district but is designated as a landmark and would have its own set of standards. Jim questioned whether landmarks could be classified as designated, to which Ms. Meehan replied that the determination should be for landmarks. Chair Drew asked if it was in a special district, emphasizing that it must be appropriately included by the State, and suggested contacting the Cemetery Committee. Ms. Radford recommended contacting the state while emphasizing the importance of consulting the neighboring houses to seek their approval for adding a landmark designation for cemeteries.

Ms. Radford gave the following review:

- ❖ The COA review should include parks, public spaces, benches, signs, fencing, and low-level lighting.
- ❖ The handbook should also cover disaster preparedness and prevention.
- ❖ Contacting the SHPO is essential to avoid being labeled as a non-contributing lot.
- ❖ Ms. Radford provided the COA descriptions.
- ❖ Demotion cannot be denied, but purchasing the property with available funds and having a revolving fund would be an option.
- ❖ The Historic Planner, Penny Tysinger, will handle minor reviews, while the entire Commission will be involved in major reviews.
- ❖ The quasi-judicial process prohibits ex-parte communications, but if they occur, they must be disclosed at the hearing.
- ❖ Any Conflicts of Interest must be announced.
- ❖ In the order of an evidentiary hearing, everyone must be sworn in.
- ❖ Staff is not allowed to answer questions after the hearing is closed.
- ❖ The Staff report goes out with the agenda.
- ❖ Ms. Radford mentioned that a recommendation can be made to the Commission by Staff but it is not mandatory.

Chair Drew stated that it will be a valuable asset once the Standards, Procedures, Process, and Boundaries are completed in Southport's Historic Preservation Commission Guidelines book.

I. New Business: None

J. Other Business:

Invite John Smith Cemetery Representatives to attend the next meeting. The board's consensus was to reschedule the July 3rd meeting for July 24th at the Fire Substation at 4:00 p.m.

K. Announcements:

Ms. Bray invited everyone to the BOA meeting on June 24th at 9:00 a.m. The meeting will take place in the Community Building, and the Old City Court House plans will be discussed.

There was no further business or discussion. Chair Drew requested a motion to adjourn. The motion was made by Mr. Pukenas and seconded by Mr. McKee. ***Unanimous Vote; Motion Carried.***

Chair, Charles Drew

Deputy Clerk, Tanya Shannon

HISTORIC PRESERVATION COMMISSION 2024 ATTENDANCE RECORD

MEETING DATE	Jan 03	Feb 07	March 06	April	May	June	July	Aug.	Sept.	Oct.	Nov.	Dec.	
<u>NAME</u>													Total
Charles Drew Chair	P	P	A	P	P	P							1
Rick Pukenas Vice-Chair	P	A	A	P	P	P							2
Alexis Gore Graves	P	A	P	A	P	P							2
Jim McKee	P	P	P	P	P	P							
Josh Cline McGee	P	P	A	P	P	A							2
Bonner Herring	P	A	P	A	P	A							3
Joanne Wesson	P	P	P	P	P	P							
Bonnie Bray	P	P	P	P	P	P							
Lewis 'Tal' West	P	A	P	P	P	A							2

HISTORIC PRESERVATION COMMISSION MEMBER'S ROSTER

MEMBER	Address	Phone Number	Appointment	Expiration
Charles Drew, Chair cdrew@cityofsouthport.com	112 Park Ave	(910) 477-2365	Oct 2022	June 2025
Rick Pukenas, Vice-Chair rick.pukenas@southportnc.org	119 N. Lord St	(910) 750-1951	Oct 2022	June 2025
Bonnie Bray, Alternate bonnie.bray@southportnc.org	515 Quarter Master Dr	(301) 741-6698	Oct 2022	June 2026
Josh Cline McGee joshcline.mcgee@southportnc.org	195 Gentle Breeze Ct	(704) 614-2956	Oct 2022	June 2026
Alexis Gore Graves alexis.goregraves@southportnc.org	510 N. Lord St	(256) 653-1854	Oct 2022	June 2025
Bonner Herring bonner.herring@southportnc.org	112 W. Bay St	(772) 263-1417	June 2024	June 2027
Jim McKee Jim.mckee@southportnc.org	114 S. Davis St	(910) 470-0529	Oct 2022	June 2026
Joanne Wesson joanne.wesson@southportnc.org	107 River Watch Ln	(910) 264-4009	June 2024	June 2027
Lewis "Tal" West, Alternate tal.west@southportnc.org	6159 River Sound Cir	(704) 575-6048	Oct 2022	June 2026
Penny Tysinger ptysinger@cityofsouthport.com	1029 N. Howe Street, Southport, NC 28461	(910) 457-7925	Staff HPC Planner (PT)	
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	
Robert Carroll rcarroll@cityofsouthport.com	307 E. Nash St	(910) 465-2717	Board of Aldermen Liaison	