



**CITY OF SOUTHPORT  
HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING  
Indian Trail Meeting Hall,  
113 W MOORE ST  
December 3, 2025  
4:00 p.m.  
Minutes**

**Present Members:** Chair Charles Drew, Vice Chair Bonnie Bray, Jim McKee, Katherine Hufham, Joanne Wesson, Josh Cline McGee

**Staff Present:** Maureen Meehan, Planning Services Director; Scott Baillargeon, Deputy City Clerk

**Absent:** Alexis Gore-Graves, Tal West, Bonner Herring,

**A. Call to Order**

Chair Drew called the meeting to order at 4:00 p.m.

**B. Invocation**

Chair Drew provided the invocation.

**C. Pledge of Allegiance**

Chair Drew led members in the Pledge.

**D. Approval of Agenda**

Chair Drew asked for a motion to approve the agenda.

**A motion was made by Mr. McKee, seconded by Ms. Wesson to accept the agenda.**

**The motion carries unanimously.**

**E. Approval of Minutes**

- a. July 28, 2025, Historic Preservation Commission Meeting Minutes

b. September 3, 2025, Historic Preservation Commission Meeting Minutes

c. August 22, 2025, Historic Preservation Commission Meeting Minutes

Chair Drew asked if there were any comments on the minutes, and if not, asked for a motion to approve the minutes listed.

**A motion was made by Ms. Bray and seconded by Mr. McGee to approve the minutes as listed.**

**The motion carries unanimously**

#### **F. Public Comment**

None.

#### **E. Old Business**

##### **1. Annual Meeting**

- Annual Report
- 2026 Regular Schedule Meeting Calendar

Planning Services Director Meehan spoke to the Annual Report and provided the Commission with updates; and shared the Regular Meeting Schedule for 2026, noting that the next several meetings would be held at the Fire Station EOC, and emphasized the need to approve and adopt the schedule so that it may be posted for public viewing.

Chair Drew asked if there were any questions or concerns regarding the Annual Report, or the Regular Meeting Schedule for 2026; there being none, he asked the Commission for a motion to approve the Annual Report.

**A motion was made by Mr. McGee and seconded by Ms. Bray to approve the Annual Report.**

**The motion carries unanimously**

Chair asked the Commission for a motion to approve and adopt the Regular Meeting Schedule for 2026.

**A motion was made by Mr. McGee and seconded by Ms. Wesson to adopt the Regular Meeting Schedule for 2026.**

**The motion carries unanimously**

## 2. Discussion of Board of Aldermen Inquiries on Proposed Local Historic District Standards

Chair Drew shared the previous meetings' recommendations and noted that from pgs. 12 – 67 of the Proposed Updates to the Local Design Standards now required a motion to adopt; and asked the Commission for a motion to adopt pages 12 – 67 of the Proposed Updates to the Local Design Standards.

Mr. McGee asked that the Commission review the document again to ensure that all the matters were addressed.

Chair Drew shared that he would summarize the changes for the Committee and address each proposed change or removal of verbiage.

Ms. Bray asked about Page 21, Section 10, Subsection ii.:

- “ii. Vistas of the Historic District should be maintained. These include Seascapes, Landscapes, and Streetscapes.”

And noted the addition of “when possible” was to be added.

Chair Drew shared that the accompanying note to the section read, keep “Vistas” and add “when possible”, at the end of the sentence:

- “ii. Vistas of the Historic District should be maintained. These include Seascapes, Landscapes, and Streetscapes *when possible*.”

And continued reading the list of recommended changes to the Commission; and noted that the verbiage used allows for more clarity.

Mr. McKee noted that the words highlighted in green were earmarked for removal.

Chair Drew confirmed that his assertion was correct; and continued to read the listed amendments to the list.

Ms. Bray asked about pg. 52, Section 1.6.2:

- Section 1.6.2: “Built-in features such as pavilions, gazebos, screened rooms, or other types of roofed structures such as boat sheds *are not appropriate*.”

And noted that they had spent time on the wording and shared that the phrasing of “are not appropriate” could be confusing; and stated that they had agreed to remove Section 1.6.2 in its entirety and keep Section 1.6.4 for overall clarity.

Mr. McKee asked the Commission to return to pg. 63, Section 2.4.5 regarding tinted glass and Section 2.4.5.; and noted the addition of mirrored glass be added as the Commission found that it would be inappropriate as well; and requested the change to reflect:

- 2.4.5 “~~Finted~~ *Mirrored glass is not appropriate in the historic district in any area visible from public view. Energy-saving or “Low-E” glass may be used only if it is not tinted.*”

Chair Drew continued addressing the changes listed throughout the document; and noted pg. 67, Section 2.6.7 and asked for any changes:

- 2.6.7 *“It is inappropriate to paint existing, unpainted historic foundations. A previously painted foundation should continue to be painted to avoid damaging the masonry. See Section 2.3 Standards for Masonry for maintenance recommendations for unpainted and painted masonry.”*

Ms. Bray noted that in her notes she had replacing “it is inappropriate” with “it may be inappropriate”.

The Commission agreed they shared the same note from the previous meeting regarding the change to the language.

Chair Drew asked the Commission to provide a motion to approve the recommendations and asked for any further discussion.

**A motion was made by Ms. Bray and seconded by Mr. McKee to approve the recommendations from the November 5, 2025, Historic Preservation Commission Regular Meeting involving pages 12-67 of the Draft Board of Aldermen Inquiries on Proposed Local Historic District Standards.**

**The motion carries unanimously.**

Chair Drew addressed pg. 70, Section 2.9.2, and asked for any Commission comments, there being none he moved on to pg. 74; and read Section 3.1.2:

- To **remove**: “A new addition should never be taller or wider than the original structure. Observe the principle of “additive massing” where the original structure remains dominant, and the additions are...” and **replace** with “Generally, observe the principle of “additive massing” where the original structure remains dominant, and the additions are in adjoining and smaller masses; however, exceptions may be considered. Applicants shall demonstrate to the HPC that an addition with different height, scale, size and massing from the existing structure is congruous with the Historic District.”

And asked Staff to provide the Commission with a clean copy of all the changes to be reviewed later; and discussed the remaining pages and asked the Commission for additional comments.

Chair Drew finished reading the amended language and asked the Commission for a motion to approve the changes to the draft.

**A motion was made by Mr. McGee and seconded by Ms. Hufham to approve the Board of Aldermen’s comments as noted from pages 67-86 as shown in the Draft Board of Aldermen Inquiries on Proposed Local Historic District Standards.**

**The motion carries unanimously.**

Ms. Wesson asked about the process once it is forwarded to the Board of Aldermen for consideration.

Chair Drew noted that Staff would first provide a draft to the Commission for final review, then a final copy would be presented to the Board of Aldermen for consideration.

Planning Services Director Meehan asked the Commission for feedback concerning their preferred layout of the changes regarding the text as there was concern about the colors used previously.

Mr. McKee suggested showing the language that was to be removed in red lettering instead of green highlight.

Ms. Bray suggested using strikethrough instead of a highlighted color.

Mr. McGee asked for both strikethrough and red lettering to show what is removed and changed.

The Board agreed to the changes in lettering.

Chair Drew addressed the questions submitted from the Public concerning the Yacht Basin as being considered part of the Historic District; and shared that the two motions should address the questions; and noted the packet on page 30 showing how data was diversified regarding material and that the data study spot-checked locations for consistency.

Planning Services Director Meehan affirmed that the architectural styles used were all found to be consistent.

Chair Drew noted the inventory review was public and if there were any incorrections that needed address they could still be made apparent and addressed; and noted that a resident could submit the request to the Commission for review.

Ms. Bray noted the additional Staff costs to do a full comprehensive study could be exorbitant; and suggested doing a random selection of structures throughout the proposed Historic District to identify materials used.

Chair Drew addressed the inclusivity and equity portions outlined on pg. 30; and noted that they had looked at it and referenced properties; and shared the current concentrations of the Historic District.

Mr. McKee shared that he had received many comments from the public on the exclusion of the Yacht Basin.

Chair Drew noted that they went by the consultants' recommendations concerning the Yacht Basin as most of the structures there were not considered historic in nature; and noted that they could return to discuss the Yacht Basin after the Board of Aldermen reviewed the proposed Standards.

Ms. Hufham noted the Yacht Basin was not related to Southport originally and shared its history.

Discussion ensued among the Committee concerning the history of the Yacht Basin.

There being no further Old Business to discuss, Chair Drew asked Staff for any New Business.

**G. New Business**

None

**H. Other Business**

None

**I. Announcements**

Chair Drew shared that Southport Winterfest would begin on Friday, December 5, 2025, and invited folks to attend; and noted that the ice-skating rink, set up at the tennis courts at the Community Building, would also be open to the public soon; and thanked City Staff for their efforts to assist the Historical Preservation Commission.

**J. Adjourn**

Chair Drew asked for a motion to adjourn.

**A motion was made by Mr. McGee and seconded by Ms. Bray to adjourn.**

**The motion carries unanimously**

The Historic Preservation Committee adjourned at 5:15 p.m.



A handwritten signature in blue ink, appearing to read 'Charles Drew', is written over a horizontal line.

Charles Drew  
Chair

X



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Scott Baillargeon

Deputy City Clerk