



CITY OF SOUTHPORT

Board of Aldermen

Regular Meeting

July 9, 2026 | 6:00 PM
223 E Bay St, Southport, NC 28461
Southport Community Building
Please turn off or silence all cell phones

Agenda

- A. Call to Order
- B. Invocation
- C. Pledge of Allegiance
- D. Special Presentation
- E. Public Comment
- F. Approval of Agenda

- G. **Ethics statement-** If any members know of any conflict of interest or the appearance of a conflict of interest concerning matters on the agenda, please so state at this time.
- H. **Approval of the Consent Agenda**
 - 1. FY27 EMS Franchise Agreement (Pgs.3-11)
 - 2. Annexation Petition Clerk Certification Resolution (Pgs.12-20)
 - 3. Bonnet's Creek Flood Reduction Design Contract (21-32)
 - 4. Aldermen Meeting Minutes October 6, 2025 (33-42)
 - 5. Resolution of support for the Culvert Replacement at Bonnet's Creek and E. Moore St. (Pgs.43-44)

- I. **Agenda**
 - 1. Southport Historic Preservation Appearance Commission (Pgs.45-120)
Mayor Pro Tem Mosteller
 - 2. Chickens In Residential Areas (Pgs.121-126)
Alderman Carroll
 - 3. Right Of Way Ordinance and Enforcement (Pg.127)
Alderman Carroll
 - 4. Development Concerns Near the Rivermist Community (Pg.128)
Mayor Pro Tem Mosteller
 - 5. Board of Adjustment Appointment (Pgs.129-140)
Alderman Spencer

- J. Committee Reports**
- K. Manager's Report**
- L. Mayor's Comments**
- M. Staff Reports (Pgs.141-146)**

- N. Board Comments**
- O. Adjourn**



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: July 9, 2026

DEPARTMENT: Fire/EMS

PRESENTED BY: City Manager Noah Saldo

ITEM/TOPIC: EMS Franchise Agreement

CITY MANAGER COMMENTS: The EMS franchise agreement between the City and Brunswick County allows the City to operate our EMS program. The franchise agreement is similar to our previous agreements with the County. The agreement allows us to continue with our EMS program over the next year. We will continue to discuss with the County any future potential changes to our EMS program should the Board wish to pursue other options.

STATE OF NORTH CAROLINA

COUNTY OF BRUNSWICK

FRANCHISE AND AGREEMENT

THIS FRANCHISE AND AGREEMENT is made and entered into this 1st day of July, 2026, by and between the **COUNTY OF BRUNSWICK**, a body politic and corporate of the State of North Carolina, hereinafter called "COUNTY," and the **CITY OF SOUTHPORT**, a municipality organized and existing pursuant to the laws of the State of North Carolina, hereinafter called "PROVIDER."

WITNESSETH

THAT WHEREAS, N.C.G.S. 153A authorizes counties to enter into contracts and to franchise ambulance services; and

WHEREAS, Brunswick County Code of Ordinances, Chapter 1-9, Public Health and Safety, Article II, Ambulances, hereinafter called the "Franchise Ordinance," regulates the operation and franchising of ambulance services within Brunswick County; and

WHEREAS, N.C.G.S. Chapter 160A authorizes municipal corporations to make contracts and to have and exercise all powers necessary and convenient to affect any or all of the purposes for which the corporation is organized; and

WHEREAS, the parties hereto seek to provide ambulance services and/or special rescue services;

NOW THEREFORE, for and in consideration of the mutual promises and agreements herein contained, and pursuant to the general power and authority of PROVIDER to furnish ambulance services, and the general power and authority of COUNTY to provide paramedic ambulance services for its inhabitants and general population, the parties hereto mutually contract and agree as follows:

1

GRANT OF FRANCHISE

COUNTY hereby grants to PROVIDER, the right, privilege and franchise to operate an ambulance service within the franchise area, subject to the faithful performance and observance of the conditions and reservations hereinafter set forth, inclusive of all provisions contained within the Franchise Ordinance.

2

TERM OF FRANCHISE; TERMINATION

COUNTY grants this franchise for a term commencing upon execution of this Franchise and Agreement and terminating at midnight on June 30, 2027. This grant of franchise shall be subject to suspension, revocation, or termination as set forth in the Franchise Ordinance. Either party may terminate the franchise upon sixty (60) days' prior written notice to the other party.

3
GENERAL DUTIES

- A. PROVIDER agrees to maintain State of North Carolina Ambulance Provider License.
- B. PROVIDER shall ensure that anyone providing services pursuant to this Agreement shall possess and maintain at all times during the term of the Agreement any certifications and/or licenses as may be required to perform the respective services. In addition to the foregoing, PROVIDER shall ensure that anyone providing services pursuant to this Agreement shall complete all required training in accordance with the Brunswick County Emergency Medical Services Educational Plan and shall promptly provide COUNTY with evidence of such completed training upon request.
- C. PROVIDER agrees to furnish and provide continuing ambulance service to all areas lying within its designated response territorial limits, upon proper notification by any resident, property owner, other person, or agency. The on-duty EMS supervisor for COUNTY EMS shall collaborate with PROVIDER's on-duty Shift Captain to provide the direction for the response and standby of all EMS resources within the designated standby locations. PROVIDER agrees to perform standbys at Base 4 or Base 5 upon request by the COUNTY if the need for standby assistance exists and subject to the Mutual Aid provision in Section 5(A) of this Agreement.
- D. PROVIDER, in providing said ambulance or rescue services, shall use its own means and methods, within standards recognized by federal, state and local authorities and agencies, which means and methods shall not be subject, except as herein below set forth, to further control, direction or supervision by COUNTY. PROVIDER hereby further agrees that medical control of its ambulance service shall be subject to the protocols and policies as established by the Brunswick County Medical Director and the Brunswick County EMS System Plan.
- E. All ambulance service equipment, special rescue equipment, and personnel necessary and proper for the performance of this Franchise and Agreement shall be provided by PROVIDER at its sole cost and expense, and all persons engaged by PROVIDER in ambulance transport services pursuant to the provisions of this Franchise and Agreement shall be subject to the exclusive control, direction and supervision, of PROVIDER. Except as noted herein below, COUNTY shall not have any right or power with respect to the employment, control, direction, supervision, suspension or discharge of any person who may engage in such ambulance services imposed by the provisions of this Franchise and Agreement upon PROVIDER in furnishing ambulance service to COUNTY for the benefit of its residents and general population. All personnel providing EMS services for the PROVIDER must be approved by the COUNTY EMS System Medical Director and meet the system requirements set forth by the Brunswick County EMS System.
- F. PROVIDER must complete one hundred percent (100%) quality assurance audits of all EMS responses. A monthly quality assurance report must be provided to COUNTY no later than the 5th of each month and reported quarterly at the Peer Review Meeting.
- G. PROVIDER providing primary 911 response will continue to utilize the reporting software by PROVIDER. PROVIDER agrees to provide COUNTY EMS officials access to PROVIDER's

reporting information upon request by COUNTY for quality assurance or complaint reviews, data collection, or other monitoring purposes, which response by PROVIDER to the request shall not be unreasonably withheld.

- H. PROVIDER shall notify COUNTY of PROVIDER'S standard hours of operation, if not twenty-four (24) hours per day. COUNTY must be notified at least seventy-two (72) hours in advance of any changes in PROVIDER'S hours of operation.
- I. PROVIDER shall attend at least 75% of the quarterly Peer Review Meetings held by COUNTY each calendar year.
- J. PROVIDER shall provide COUNTY with a quarterly report at least one (1) week prior to each quarterly Peer Review meeting. This report shall include quarterly data showing the number of ambulance calls and transports within Brunswick County during each month of the previous quarter.

4

COMMUNICATIONS

Procedures for communicating the need for ambulance services or special rescue services with PROVIDER shall be established and administered by the Brunswick County Central Communications Center.

5

MUTUAL AID

- A. Upon notification by an appropriate requesting agency (i.e., COUNTY or other Brunswick County Rescue Squad), PROVIDER, through its Emergency Medical Services department or Rescue Squad, upon establishment that an emergency or need for standby does in fact exist and that PROVIDER's aid is needed, the Chief or Director of Operations (hereafter also including any other officer or person delegated that authority by said Chief or Director of Operations) shall have the implicit authority to order such available equipment and personnel as may be required, to respond to assist the requesting agency. Procedures for communicating the need of ambulance service or special rescue services to PROVIDER shall be established by mutual agreement between the parties hereto and the same shall be properly publicized. After determining that the mutual aid request may be honored without impairing PROVIDER's capacity to provide service within its own jurisdiction, the Chief or his designee may take such steps as he/she deems appropriate to furnish the requested aid. The response of PROVIDER shall remain the sole discretion of the Chief or his designee, and PROVIDER shall not be compelled to dispatch any of its equipment or personnel; however, every effort should be made to furnish requested assistance if such dispatch would not impose a serious impairment to that PROVIDER's service plan.
- B. It shall be the responsibility of PROVIDER to assure that all personnel responding to the request for mutual aid are trained, responsible persons. The conduct and actions of said responding personnel shall remain the obligation and responsibility of PROVIDER. In addition, it shall be the responsibility of PROVIDER to assure that each piece of responding equipment is operational and capable of functioning properly for that type of equipment.

- C. PROVIDER shall assume all liability and responsibility for the death of or injury to any of its own personnel while responding to the request for mutual aid.
- D. PROVIDER shall assume all liability and responsibility for damage to, or caused by, its own equipment while en route to or from a mutual aid request.
- E. The agency requesting mutual aid shall have no liability nor responsibility for the personal property of PROVIDER personnel if said property is lost, stolen, damaged or destroyed while those personnel are performing their duties under the mutual aid response terms contained herein.
- F. PROVIDER shall assume no liability or responsibility for property damaged or destroyed at the actual scene of any mutual aid response due to the EMS and/or rescue operations, or other operations as may be required or ordered; all such liability and responsibility shall rest solely with the requesting agency and within whose boundaries the incident occurs.
- G. PROVIDER shall assume all costs of salaries, wages, bonuses or other compensation for its own personnel that respond to a mutual aid dispatch under the terms of this Franchise and Agreement, and PROVIDER shall also assume all costs involving the use of equipment and tools used specifically in response to the request for mutual assistance, and PROVIDER shall make no charge for such use to the agency requesting the mutual aid assistance. However, any supplies provided by PROVIDER from its own supply shall be paid for by the requesting agency, upon receipt of an itemized statement of costs for such supplies.
- H. The Chief Officer of the agency requesting assistance shall in all instances be in command of the emergency as to the aspects of strategy, tactics and overall direction of the operations. All orders or directions regarding the operations and personnel of PROVIDER, shall be relayed to PROVIDER's Chief Officer present at that incident and in command of PROVIDER.
- I. When PROVIDER personnel are sent to another district pursuant to this Franchise and Agreement, the jurisdiction, rights, authority, privileges and immunities, including coverage under Workers' Compensation laws and malpractice insurance, which said personnel have under PROVIDER, shall be extended to the areas outside the normal response territorial limits, when said personnel are acting within the scope of the authority conferred by this Franchise and Agreement.

6

TERM OF AGREEMENT

This Franchise and Agreement shall commence upon execution and shall extend for a term ending on June 30, 2027.

7

DIVESTMENT FROM COMPANIES THAT BOYCOTT ISRAEL

PROVIDER hereby certifies that it has not been designated by the North Carolina State Treasurer as a company engaged in the boycott of Israel pursuant to N.C.G.S. § 147-86.80 *et seq.*

8
DEBARMENT

PROVIDER hereby certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this Franchise and Agreement by any governmental department or agency. PROVIDER must notify COUNTY within thirty (30) days if debarred by any governmental entity during this Franchise and Agreement.

9
NON-DISCRIMINATION IN EMPLOYMENT

PROVIDER shall not discriminate against any employee or applicant for employment because of race, ethnicity, gender, gender identity, sexual orientation, age, religion, national origin, disability, color, ancestry, citizenship, genetic information, political affiliation or military/veteran status, or any other status protected by federal, state or local law or other unlawful form of discrimination. PROVIDER shall take affirmative action to ensure that applicants are employed and that employees are treated fairly during employment. In the event PROVIDER is determined by the final order of an appropriate agency or court of competent jurisdiction to be in violation of any non-discrimination provision of federal, state or local law or this provision, this Franchise and Agreement may be cancelled, terminated or suspended in whole or in part by COUNTY, and PROVIDER may be declared ineligible for further agreements with COUNTY.

10
COMPLIANCE WITH E-VERIFY PROGRAM

Pursuant to N.C.G.S. § 143-133.3, PROVIDER understands that it is a requirement of this Franchise and Agreement that PROVIDER and its subcontractors must comply with the provisions of Article 2 of Chapter 64 of the North Carolina General Statutes. In doing so, PROVIDER agrees that, unless it is exempt by law, it shall verify the work authorization of its employees utilizing the federal E-Verify program and standards as promulgated and operated by the United States Department of Homeland Security, and PROVIDER shall require its subcontractors to do the same. Upon request, PROVIDER agrees to provide COUNTY with an affidavit of compliance or exemption.

11
GOVERNING LAW AND VENUE

This Franchise and Agreement shall be governed by applicable federal law and by the laws of the State of North Carolina without regard for its choice of law provisions. All actions relating in any way to this Franchise and Agreement shall be brought in the General Court of Justice of the State of North Carolina in Brunswick County or in the Federal District Court for the Eastern District of North Carolina, Wilmington division.

DISPUTE RESOLUTION

Should a dispute arise as to the terms of this Franchise and Agreement, both parties agree that neither may initiate binding arbitration. The parties may agree to non-binding mediation of any dispute prior to the bringing of any suit or action.

GOVERNMENTAL IMMUNITY

To the extent applicable, neither party waives its governmental immunity by entering into this Franchise and Agreement and fully retains all immunities and defenses provided by law with regard to any action based on this Franchise and Agreement.

SIGNATURES

This Franchise and Agreement and any amendments or modifications thereto, may be executed in one or more counterparts, each of which shall be deemed an original and all of which shall be considered one and the same agreement. This Franchise and Agreement may also be executed electronically. By signing electronically, the parties indicate their intent to comply with the Electronic Commerce in Government Act (N.C.G.S § 66-58.1 et seq.) and the Uniform Electronic Transactions Act (N.C.G.S § 66-311 et seq.). Delivery of an executed counterpart of this Franchise and Agreement by either electronic means or by facsimile shall be as effective as a manually executed counterpart.

IN WITNESS WHEREOF, COUNTY has caused this Franchise and Agreement to be executed in its name by its Chairman of the Board of County Commissioners, attested to by the Clerk to the Board and the County Seal affixed hereto, all by authority duly given by the Board of Commissioners of the County of Brunswick, and PROVIDER has caused this Franchise and Agreement to be executed in its name by its proper officers and its Seal to be affixed hereto, all by authority duly given by its Board of Aldermen.

[REMAINDER OF PAGE LEFT INTENTIONALLY BLANK]

COUNTY OF BRUNSWICK

By: _____
Mike Forte, Chairman
Board of Commissioners

ATTEST:

Clerk to the Board /
Deputy Clerk to the Board

[SEAL]

STATE OF NORTH CAROLINA

COUNTY OF _____

I, a Notary Public of the County and State aforesaid, certify that _____ personally came before me this day and acknowledged that she is the Clerk to the Board of County Commissioners of Brunswick County, and that by authority duly given and as the act of Board of Commissioners, the foregoing instrument was signed in its name by its Chairman, sealed with its official seal and attested to by its Clerk herein above named.

WITNESS my hand and official seal, this _____ day of _____, 2026.

My Commission Expires: _____
Notary Public

(SEAL)

“This instrument has been preaudited in the manner required by the Local Government Budget and Fiscal Control Act.”

Aaron C. Smith, Finance Director
Brunswick County, NC

APPROVED AS TO FORM

Bryan W. Batton, County Attorney /
Ryan S. King, Asst. County Attorney
Brunswick County, NC

IN WITNESS WHEREOF, PROVIDER has caused this Franchise and Agreement to be executed

in its name by its Mayor, by authority duly given by the Board of Aldermen of the **CITY OF SOUTHPORT**.

CITY OF SOUTHPORT

By: _____
Dr. Joe Pat Hatem, Mayor

ATTEST:

_____, Clerk

[SEAL]

STATE OF NORTH CAROLINA
COUNTY OF BRUNSWICK

I, a Notary Public of the County and State aforesaid, certify that _____, personally known to me, personally appeared before me this day and acknowledged that she is the Clerk to the **CITY OF SOUTHPORT** Board of Aldermen, and that by authority duly given and as the act of the municipal body politic, the foregoing instrument was signed in its name by its Mayor, sealed with its municipal seal and attested by herself as its Clerk.

WITNESS my hand and official seal, this _____ day of _____, 2026.

Notary Public

My Commission Expires: _____

(SEAL)



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: July 9, 2026

DEPARTMENT: Board/Administration

PRESENTED BY: City Clerk Tori Deviney

ITEM/TOPIC: Petition for Annexation

CITY CLERK COMMENTS: The City has received a petition for annexation of 1501 North Howe St. PID#221MA03302. The first step in the statutorily required process is for the Board to adopt a resolution directing the City Clerk to investigate the petition and certify it to the Board. Following the investigation process we will then notice for a public hearing and the Board can then consider adopting an ordinance annexation the requested property.



RESOLUTION DIRECTING THE CITY CLERK TO INVESTIGATE A PETITION RECEIVED UNDER
G.S. 160A-31(c)

WHEREAS, a petition requesting annexation of the area described in said petition was received by the Board of Aldermen on July 9, 2026 for 1501 North Howe St. PID#221MA03302; and

WHEREAS, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the City Clerk before further annexation proceedings may take place; and

WHEREAS, the Board of Aldermen of the City of Southport deems it advisable to proceed in response to this request for annexation.

NOW, THEREFORE, BE IT RESOLVED by the Board of Aldermen of the City of Southport that:

1. The City Clerk is hereby directed to investigate the sufficiency of the above-described petition and to certify the results of the investigation to the Board of Aldermen.

Adopted this 9th day of July 2026.

Dr. Joseph P. Hatem, Mayor

Tori Deviney, City Clerk

Voluntary Annexation Application

Date: 6-29-26

Property
Owner

Applicant Name: River Road Funding LLC

Phone Number: 716-474-0016

Address: 4956-14 Long Beach Rd

Fax Number: —

PMB # 324

Southport, NC 28461

Applicant
Name

Property Owner: Lucinda Arnold

Phone Number: 716-474-0016

Address: 4956-14 Long Beach Rd

Fax Number: —

PMB # 324

Southport, NC 28461

Property Location (Physical Address): 1501 N. Howe St., Southport

Tax ID Number for Property: PID # 221 MA0.3302

Number of Acres: 1.44

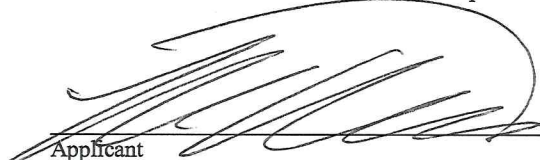
Does the property need to be rezoned? Yes

Current Zoning Classification: CO-CLD-C2 Commercial Low Density

Proposed Zoning Classification: HC - Highway Commercial

The Annexation Application will not be submitted to the City of Southport Board of Aldermen until the City Clerk has received a complete application. The following items **MUST** accompany the application in order for it to be considered complete. Please acknowledge inclusion of each item with a check in the appropriate box, sign, date, and submit to the City Clerk.

- ☒ \$150.00 Non-Refundable Fee
- ☒ Electronic Copy of Legal Metes and Bounds Description
- ☒ Map showing property to be annexed. Once approved by the Board, you must submit a Recordable Mylar with six (6) blue line copies for recordation that should state "Area Annexed by the City of Southport to include date of annexation."
- ☒ Complete list of ALL property owners



Applicant

6-29-26
Date



City Clerk

7/1/2026
Date

PETITION REQUESTING CONTIGUOUS ANNEXATION

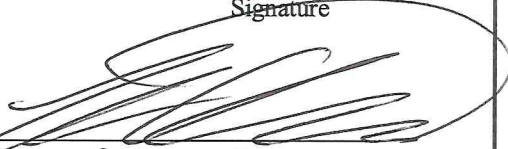
Date: 6-29-26

To the Board of Aldermen of the City of Southport, North Carolina:

1. We the undersigned owners of real property respectfully request that the area described in Paragraph 2 below be annexed to the City of Southport.
2. The area to be annexed is **contiguous** to the City of Southport and the boundaries of such territory are as follows:

(Description of Bounds Required)

3. We acknowledge that any zoning vested rights acquired pursuant to G.S. 160A-385.1 or 153A-344.1 must be declared and identified on this petition. We further acknowledge that failure to declare such rights on this petition shall result in a termination of vested rights previously acquired for the property. (If zoning vested rights are claimed, indicate below and attach proof.)

Name	Address	Do You Declare Vested rights? Indicate Yes or No	Signature
1. River Road Funding		☒ Yes	
2. 4956-14 Long Beach Rd., Pm B #324			
3. Southport, NC 28461			
4.			

[Home](#) [Business Registration](#) [Search](#) Limited Liability Company

Limited Liability Company

Actions

- [File an Annual Report/Amend Order a Document Online](#)
- [Print a Pre-Populated Annual Report form](#)
- [Add Entity to My Email Notification List](#)
- [Print an Amended a Annual Report form](#)
- [Online Filing](#)
- [View Filings](#)

Legal name: River Road Funding, LLC

Secretary of State Identification Number (SOSID): 1376080

Status: Current-Active

Citizenship: Domestic

Date formed: 4/29/2014

Registered agent: [Lucinda Arnold](#)

Mailing address

4956-14 Old Long Beach Road Pmb 324
Southport, NC 28461-9127

Principal Office address

4956-14 Old Long Beach Road Pmb 324
Southport, NC 28461-9127

Registered Office address

4956-14 Old Long Beach Road Pmb 324
Southport, NC 28461-9127

Registered Mailing address

4956-14 Old Long Beach Road Pmb 324
Southport, NC 28461-9127

Company officials

All LLCs are managed by their managers pursuant to N.C.G.S. 57D-3-20.

- **President**

[Lucinda Diane Arnold , Mrs.](#)

4956-14 Long Beach Road SE
Southport NC 28461

[Return to top](#)

Other Agencies

[NC Gov](#)

[State Board of Elections](#)

[North Carolina Birth Certificate Information](#)

[North Carolina State Bar](#)

[North Carolina Department of Commerce](#)

[North Carolina Department of Revenue](#)

[All North Carolina Government Organizations](#)

Links of Interest

[National Association of Secretaries of State](#)

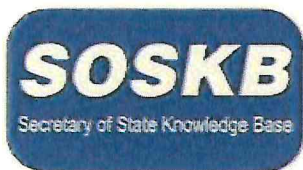
[Intellectual Property](#)

[NASAA - North American Securities
Administrators Association](#)

[North Carolina Consular Corps](#)

[Secretary of State Disclaimer & Privacy](#)

Hours of Operation Monday - Friday 8:00 am -
5:00 pm



**North Carolina Secretary of
State's Office**



Contact Us

[919-814-5400](#) [Support](#) [Division Directory](#)



Payment Receipt

City of Southport

Email:

LUCINDA ARNOLD
0

PIDN: CR1008
Name: LUCINDA ARNOLD
Muni Code:
MAP:
Location:

Receipt #: 1247
Check #: 1717
Date Paid: 06/30/2026
Date Effective: 06/30/2026
User: ktoohey@cityofsouthport.gov
Session: 1610

Payment Method

Check

Line Item Description	Rate Code	Date	Year	Payment
Planning & Zoning	PLAN	06/30/2026	2026	\$150.00

Amount Processed: \$150.00

Amount Received: \$150.00

Thank you for your payment!

City of Southport, NC

Voluntary Annexation of Brunswick County PID#221MA03302

1501 North Howe Street, Southport, NC 28461

Metes & Bounds Legal Description

All that Tract or Parcel of land situated in the Smithville Township, Brunswick County, North Carolina, and being all of Brunswick County PID#221MA03302, as shown on an annexation map of the property described below, and being more particularly described in North Carolina State Plane, Zone 3200 (2011 Adjusted) coordinates, bearings and ground distances in US Survey Feet, as follows:

Commencing at an Iron Rebar Found at the NW corner of PID#221MA032 and NE corner of PID#221MA03202, whose coordinates are N 69,540.472 E 2,295,210.562, the **POINT OF BEGINNING**; thence along the northern line of PID#221MA03202, S68°43'08"W 50.68 feet to an Iron Rebar Found at the SE corner of PID#221MA03303, which is within the Corporate Limits of the City of Southport, thence along the eastern line of PID#221MA03303, N21°34'09"W 171.05 feet to a Mag Mail Found in the parking lot pavement; thence continuing, N22°10'33"W 9.63 feet to a Mag Nail Found in the pavement and at the NW corner of the subject tract, PID#221MA03302; thence along the northern line of the subject tract, N68°23'55"E 343.52 feet to a Mag Nail Set in the pavement on the eastern Right of Way of North Howe Street / NC 211 , a variable width Right of Way; thence along the western Right of Way of North Howe Street / NC 211, S21°28'28"E 149.07 feet to a Mag Nail Set in pavement; thence S68°04'34"W 10.01 feet to a mag Nail Found in the pavement; thence continuing along the western Right of Way of North Howe Street / NC 211, S20°34'35"E 32.74 feet to an Iron Rebar & Cap Set at the SE corner of the subject tract; thence leaving the Right of Way and along the northern line of PID#221MA032 and the southern line of the subject tract, S68°33'54"W 282.11 feet to the **POINT OF BEGINNING**; containing ±61,923 square feet or ±1.422 acres, according to an annexation map signed and sealed by Owen Gidlow, PLS L-4356 and prepared by North Star Surveying, Inc. F-1558, dated 25 June 2026.



I, OWEN D. GIDLOW, AS A PROFESSIONAL LAND SURVEYOR IN THE STATE OF NORTH CAROLINA, DO HEREBY CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION COMPLETED ON 25 JUNE 2026 USING THE REFERENCES SHOWN HEREON; THAT THE BOUNDARIES NOT SURVEYED ARE INDICATED AS DASHED LINES, DRAWN FROM INFORMATION FOUND IN THE REFERENCES SHOWN HEREON; THAT THE RATIO OF PRECISION, AS CALCULATED, IS 1 : 10,000 +; THAT THIS MAP WAS PREPARED IN ACCORDANCE WITH NORTH CAROLINA GENERAL STATUTES 47-30, AS AMENDED. WITNESS MY ORIGINAL SIGNATURE & SEAL THIS 25TH DAY OF JUNE, A.D. 2026.



25 JUNE 2026
Owen J. Galt

I, OWEN D. GIDLOW, PROFESSIONAL LAND SURVEYOR No. L-4356, CERTIFY TO THE FOLLOWING:

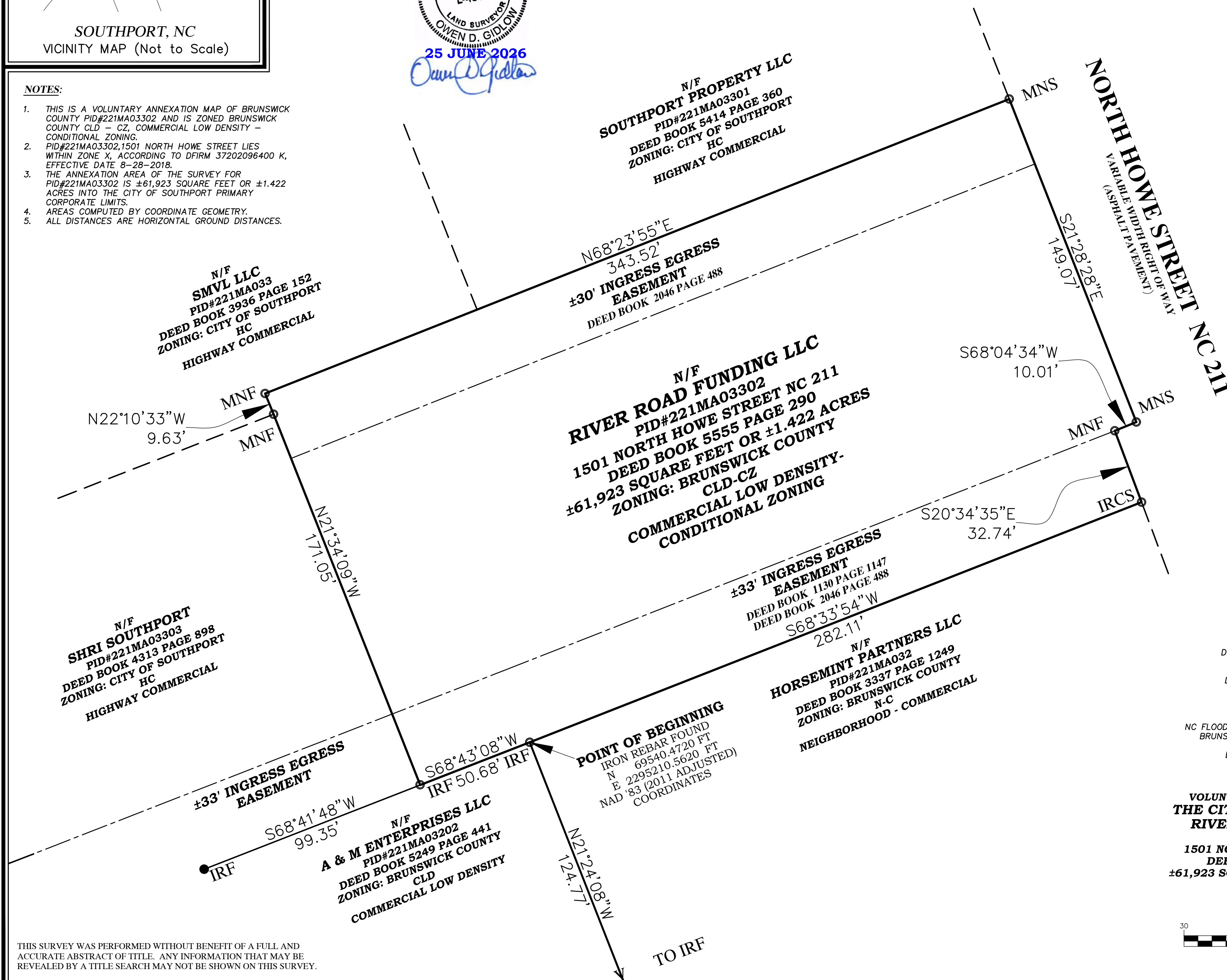
(G.S.47-30§(f)(11),c,1)

THAT THIS IS A SURVEY OF AN EXISTING PARCEL OR PARCELS
OF LAND AND DOES NOT CREATE A NEW STREET OR CHANGE
AN EXISTING STREET.

THIS SURVEY WAS PERFORMED USING GEOMETRIC COORDINATES BASED UPON THE NORTH AMERICAN DATUM OF 1983 (NAD '83) (2011 ADJUSTMENT) NORTH CAROLINA ZONE 3200 (LAMBERT PROJECTION) COORDINATE SYSTEM AND THE NORTH AMERICAN VERTICAL DATUM OF 1988 (NAVD '88) WITH CORRECTED COORDINATES AND ELEVATIONS, IN US SURVEY FEET, RECEIVED THROUGH THE NORTH CAROLINA "CORS" GPS DATA NETWORK USING SURVEY GRADE GPS RECEIVERS.

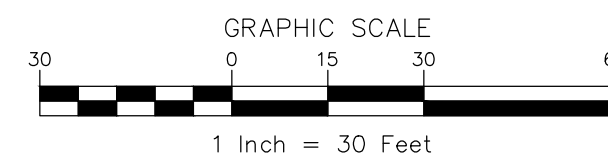
**NAD '83 (2011 ADJUSTMENT) COORDINATES
NAVD '88 ELEVATIONS
IN US SURVEY FEET**

1. THIS IS A VOLUNTARY ANNEXATION MAP OF BRUNSWICK COUNTY PID#221MA03302 AND IS ZONED BRUNSWICK COUNTY CLD - CZ, COMMERCIAL LOW DENSITY - CONDITIONAL ZONING.
2. PID#221MA03302, 1501 NORTH HOWE STREET LIES WITHIN ZONE X, ACCORDING TO DFIRM 37202096400 K, EFFECTIVE DATE 8-28-2018.
3. THE ANNEXATION AREA OF THE SURVEY FOR PID#221MA03302 IS ±61,923 SQUARE FEET OR ±1.422 ACRES INTO THE CITY OF SOUTHPORT PRIMARY CORPORATE LIMITS.
4. AREAS COMPUTED BY COORDINATE GEOMETRY.
5. ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES.



DEED BOOK 5555 PAGE 290
DEED BOOK 3936 PAGE 152
DEED BOOK 4313 PAGE 898
DEED BOOK 5249 PAGE 441
DEED BOOK 3337 PAGE 1249
MAP CABINET 22 PAGE 75
MAP CABINET 36 PAGE 107
BRUNSWICK COUNTY U.D.O.
CITY OF SOUTHPORT ZONING
NC FLOOD RISK INFORMATION SYSTEM FRIS.GOV
BRUNSWICK COUNTY REGISTER OF DEEDS
BRUNSWICK COUNTY GIS
EXISTING PHYSICAL EVIDENCE

**VOLUNTARY ANNEXATION MAP FOR:
THE CITY OF SOUTHPORT, NC &
RIVER ROAD FUNDING LLC
PID#221MA03302
1501 NORTH HOWE STREET NC 211
DEED BOOK 5555 PAGE 290
±61,923 SQUARE FEET OR ±1.422 ACRES**



NORTH STAR SURVEYING, INC. (F-1558)
OWEN GIDLOW, PLS L-4356
15 TOPSAIL COURT
CAROLINA SHORES, NORTH CAROLINA 28467
OFFICE: 910-579-7811
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VOLUNTARY ANNEXATION MAP & BOUNDARY SURVEY
PID # 221MA03302
 1501 N HOWE STREET NC 211, SOUTHPORT, NC
 BRUNSWICK COUNTY, NC
SURVEY FOR RIVER ROAD FUNDING, LLC

[illegible]



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 7/9/2026

DEPARTMENT: Public Works

PRESENTED BY: Tom Zilinek, City Engineer

ITEM SPONSORED BY: Public Works Department

ITEM/TOPIC: Bonnet's Creek Flood Reduction Design

COST: \$558,000.00

JUSTIFICATION: This is a contract award to Ardurra for the Bonnet's Creek Flood Reduction Design in the amount of \$558,000.00. The City submitted a Letter of Intent (LOI) for a grant with the FEMA Hazard Mitigation Grant Program (HMGP). We received notice that we were selected to submit a full application. The first phase of the application was submitted in December 2025. The next phase of the application requires fully designed plans. This contract will get the required plans completed. The design costs will be reimbursable from the grant.

IMPACT IF NOT APPROVED: The City will not be able to complete the HMGP grant application and will miss out on \$5 to \$6 million in grant funds

DEPARTMENT HEAD COMMENTS: Award of this contract will enable the City to complete the formal application for the FEMA HMGP grant that we previously submitted an LOI for. This contract will provide for the design of a 90% set of plans for the application. There will be another contract required once the application is approved for the 100% design plans. The reason for this is to address comments from FEMA during their review process. The second contract will also include the permitting and any required easements that may be needed. The permitting and easements are being included in the second contract in case FEMA's comments require changes to the design plans. The estimated cost for the second contract is \$220,000. Lastly a third contract will be needed for the bid and construction phase. This is estimated to be \$615,000. The second contract will not need to be awarded until after the application is approved. The third contract will not need to be awarded until the 100% plans are completed and the project is ready for bid. All three contracts will be reimbursable under the grant.

CITY MANAGER COMMENTS: This is the next step in the process to be considered for this important stormwater grant. We have budgeted funds to account for the cost associated with this design work. If we are awarded the grant we will be reimbursed for these design cost.

ATTACHMENTS: Proposal from Ardurra for Bonnet's Creek Flood Reduction Design

REQUESTED ACTION: Award contract to Ardurra for Bonnet's Creek Flood Reduction Design in the amount of \$558,000.00

ATTACHMENT A

Professional Design Service Scope

BONNETTS CREEK FLOOD REDUCTION DESIGN

The Consulting Engineer, hereafter referred to as CONSULTANT, shall perform all services for the City of Southport, hereafter referred to as OWNER, in accordance with the latest editions of the:

- City of Southport Standard Detail Drawings
- NCDOT Standard Specifications for Roads and Structures
- City of Southport Public Works Policies, Procedures, Standards and Specifications
- NCDEQ Erosion and Sediment Control Planning and Design Manual
- Other applicable City, State or Federal standards

Project Description:

The overall objective is to bring improve the level of service for stormwater drainage for the Bonnett's Creek Phase 1 drainage improvements as described in the 2024 City of Southport Capital Improvement Plan. The project is generally located along N. Fodale Ave, Cape Harbor Drive, E. 8th Street, and Herring Drive discharging to Bonnetts Creek near E. Brown Street. The proposed improvements will redirect drainage from the hospital along N. Fodale Avenue and will reroute runoff to the right-of-way to the extent possible. Phase 1 of this project will include development of the project through 90% plans to support the HMGP funding application.

1 PROJECT ADMINISTRATION

The CONSULTANT shall manage the project in a manner that is responsive to the needs and schedule of the OWNER and assure the quality of the product. The following project management efforts shall be conducted in coordination with the OWNER:

1.1 Project Schedule

The CONSULTANT shall prepare and submit a project schedule for review and approval by the OWNER's Project Manager. The schedule shall be broken down by work tasks and milestone events. This schedule shall be used as a project control system for the CONSULTANT and as a basis for status reporting.

1.2 Monthly Meetings

The CONSULTANT shall conduct monthly meetings with the OWNER and subconsultants to update progress and bring critical issues to the OWNER's attention for timely action and decision; establish meeting dates, times and attendees with the OWNER; notify attendees;

prepare and distribute agenda and information in advance of the meeting; and conduct the meeting and prepare/distribute meeting minutes following the meeting. The CONSULTANT shall attend three (3) meetings in Southport and four (4) meetings virtually. Two WK Dickson staff will attend the meetings.

1.3 Progress Reports

The CONSULTANT shall prepare and submit a progress report to update the project schedule, list milestones achieved, provide current status of each major task, support and document schedule changes, update project costs and justify any changes to the schedule or proposed budgets. Progress reports shall be provided at the end of each month and shall accompany each invoice.

1.4 Quality Assurance/Quality Control (QA/QC)

The CONSULTANT shall coordinate and conduct QA/QC including reviews at key stages of the project, independent project quality control reviews to assess conformance to project scope, data collection, methodologies, model output, budget, schedule, and prepare QA/QC documentation.

1.5 Project Deliverables

Final project deliverables shall be certified (signed, sealed and dated) by a professional engineer and/or surveyor registered in the state of North Carolina. The CONSULTANT shall participate in project closeout and ensure it is completed on a timely basis.

2 UTILITY COORDINATION

The Utility Coordination efforts during the Design Phase shall at a minimum identify, address, and/or resolve utility conflicts and required utility easements associated with the construction of the recommended drainage improvements. This task also includes the design of public utilities relocations, the development of construction plans and supporting documents if required, along with the coordination of private utilities.

2.1 Brunswick County Public Utilities

The following tasks shall be performed with the review and approval of the OWNER's Project Manager.

2.1.1 Water & Sewer Design

The CONSULTANT shall coordinate with the OWNER and Brunswick County to include water and sewer design as needed for conflict resolution in the project area. Water and Sewer Design shall include the following tasks:

- Design 1,000 linear feet of waterline relocation to resolve conflicts with proposed stormwater system. Replace water meters and services as necessary.
- Design waterline and sanitary sewer sequencing to maintain service to customers including temporary service as appropriate. Include connections to existing system in sequencing.
- Design 1,000 linear feet of sanitary sewer relocation to resolve conflicts with proposed stormwater system. Replace sanitary sewer lateral connections as necessary.

2.1.2 Water & Sewer Permitting

Water & Sewer permitting is excluded as changes in water or sewer capacity are not anticipated. Water system hydraulic modeling analysis to confirm fire-flow and adequate system pressures are excluded.

2.2 Private Utility Coordination

The CONSULTANT shall attempt to identify all private utilities, agencies, and railroad companies whose facilities (both existing and proposed) may be affected by the Project. The recommended storm drainage improvements and public utility relocations shall be designed with the goal of minimizing conflicts with all services. All utility conflicts shall be resolved in a timely manner prior to the completion of the construction plans. Private utility coordination shall include, but is not limited, to the following tasks:

- 2.2.1** The CONSULTANT shall attend a minimum of two (2) field meetings with the utilities: one meeting after the 70% Submittal and the 90% Submittal.
- 2.2.2** The CONSULTANT shall request existing utility data/maps from the utility owners that define the location or description of existing utilities, easements of record, within the Project limits.
- 2.2.3** The CONSULTANT shall consider the needs of the utilities during the design of the improvements.
- 2.2.4** The CONSULTANT shall work to resolve any conflicts (both private and public) identified. These resolutions shall be included in the design and/or shown on the construction plans, right-of-way plats, and easements exhibits.

3 GEOTECHNICAL INVESTIGATIONS & SUBSURFACE UTILITY ENGINEERING

Subsurface utility engineering (SUE) shall be performed as required to identify depth and location of existing utilities.

The CONSULTANT shall coordinate SUE needs with the OWNER and incorporate survey from the SUE into the design plans. SUE services may consist of "Quality Level A" services, vacuum excavations or soft digs, or "Quality Level D" horizontal subsurface utility location data.

Quality Level D subsurface utility location will be completed for the survey limits provided in Exhibit 1.

A maximum of fifteen (15) level A locates will be completed with specific locations identified during the 70% design phase. Prior OWNER approval shall be required for Level A locates. Level A locates shall be priced on a per each basis.

Geotechnical investigations included four (4) soil borings at an average depth of fifteen (15) feet. The results of the investigation will be evaluated by a geotechnical engineer and an engineering report will be prepared. The report will include the following information:

- Description of the proposed construction and regional geology;
- Descriptions of the field exploration and laboratory testing programs, including preparation of a site location plan, boring location plan, and summary of laboratory test results;

- Descriptions of the site subsurface conditions including the preparation of typed boring logs and subsurface profiles;
- Descriptions of groundwater conditions encountered and recommendations for management of groundwater during construction;
- Earthwork construction recommendations including evaluation of site soils for use as structural backfill, and soil compaction requirements for backfill;
- General recommendations for temporary shoring; and
- Recommendations for quality control and materials testing.

4 DRAINAGE/H&H MODEL EVALUATION

4.1 Hydrologic and Hydraulic (H&H) Modeling

The CONSULTANT shall update the Hydrologic and Hydraulic model developed during the HMGP application per the final design improvements.

4.2 Existing and Proposed Improvements Analysis

The CONSULTANT shall update the water surface profiles for the 2-, 10-, 25-, and 100-year design events with and without proposed improvements for existing conditions as part of the modeling efforts with a focus on compliance with City design standards. Potential structure flooding shall be assessed based on available topographic data and survey data.

The proposed improvements shall meet City design standard for street spread and capacity unless otherwise approved by OWNER staff.

Downstream impacts will be assessed for the selected alternative to the confluence with Bonnetts Creek immediately downstream of E. Brown Street.

4.3 Preliminary Benefit-Cost Analysis (BCA)

Based on the selected alternative updated in task 4.2, the CONSULTANT shall update the preliminary benefit-cost analysis that was completed for the HMGP application per final design improvements and RFI's from FEMA.

4.4 H&H Model Technical Memorandum

The CONSULTANT shall develop and provide the OWNER with a Technical Memorandum that documents the H&H model development process and summarizes the conclusions and recommendations of the H&H evaluation including the BCA results.

5 CONSTRUCTION PLANS AND CONTRACT DOCUMENTS

The CONSULTANT shall submit design drawings at the 35%, 70%, and 90% completion stages for the proposed drainage improvements. Design plans shall include approximately 4,500 linear feet of storm drainage improvements within the project limits. Waterline and sanitary sewer line relocation are excluded except for the conflict resolution areas identified and designed in Task 3. Approximately 40 total sheets are anticipated to be required for the plan set including 12 plan and profile sheets. The final construction plans and contract documents shall include, but not be limited to, the following:

5.1 Design Plans

Design plans shall include but may not be limited to the following:

- Existing conditions, including roadway, planimetric features, structures, vegetation and utilities, as determined by field survey;
- Existing deed title lines; existing and proposed right-of-way lines; existing easements as provided by the OWNER; and proposed storm drainage easements, proposed temporary construction easements, and permanent conservation easements. Fee simple, right-of-way and/or easements shall be sufficient to encompass all improvements, including landscaping;
- Location (plan and profile) of proposed storm drainage features (channels, culverts, pipes, manholes, drop inlets, etc.);
- Location (plan and profile) of identified existing utilities and proposed utilities and shall indicate proposed underground and overhead utilities to be reconstructed and/or relocated as part of the Project.
- Location of construction work areas and indication of which existing features may be impacted by construction (fences, trees, sheds, etc.) indicating the party responsible for removal and/or re-establishment;
- Typical cross sections of open channels showing armoring or stabilization techniques;
- Recommendation of construction materials to be used;
- For each property, the City tax code designation, the deed book and page number, parcel number, and street address as well as names of property owners per tax records;
- Erosion control plans;

The CONSULTANT shall prepare plans on 24" x 36" plan and profile sheets at a scale of 1"=20' horizontal and 1"=5' vertical or as directed by the OWNER. The CONSULTANT shall furnish 1 full sized set of prints, 1 half sized set of prints and one digital version in pdf to the OWNER's Project Manager for review and approval at each stage of completion. The OWNER's Project Manager shall return to the CONSULTANT all pertinent comments summarized on a single plan set or in an itemized Word document. The CONSULTANT shall revise the plans as required by the OWNER's Project Manager in conformance with the review comments. The CONSULTANT shall use City standard details to the extent possible. NCDOT standard details shall be used if there is not an appropriate City standard.

5.1.1 35% Submittal

The conceptual design report has been completed under previous task orders. This task shall include development of a Conceptual Design Drawing Set including:

Conceptual Design Drawings Set

- Cover Sheet with overall location plan;
- Legend;
- General Notes;
- Easement limits and affected parcel information;
- Plan and Profile sheets of proposed improvements that show water bodies, wetlands, parcel lines, structures, graveyards, railroads, etc.;

- NCDOT encroachments;
- Utility Plan;
- Water & sewer relocation design; and
- Custom structures

5.1.2 70% Submittal

Conceptual drawings shall be further developed into a materially complete plan set. Plans shall be submitted for review by the OWNER. The submission shall include those items listed in the 35% Submittal above and the following:

- Easement limits;
- Preliminary Erosion Control Plans;
- Preliminary Traffic Control Plans; and
- Draft specifications for anticipated Project Special Provisions.

5.1.3 90% Submittal

70% drawings shall be further developed into a materially complete plan set. Plans shall be submitted for review by the OWNER. The submission shall include those items listed in the 70% Submittal above and the following:

- Easement Plats;
- Erosion Control Plans;
- Traffic Control Plans; and
- Specifications for anticipated Project Special Provisions.

5.2 Erosion Control Plan

The CONSULTANT shall design and specify erosion control measures that minimize erosion and prevent off-site sedimentation during construction of the Project. The design shall be in accordance with the requirements of the NCDEQ Erosion and Sediment Control Planning Design Manual. The CONSULTANT shall show erosion control measures and details on the plans starting with the 70% submittal.

5.3 Construction Traffic Control Plan

The CONSULTANT shall furnish a traffic control plan starting with the 70% submittal that shall indicate the CONSULTANT's proposed phasing of construction for the Project including any utility construction and/or relocation. The CONSULTANT shall prepare the construction traffic control plans in conformance with the following:

- Manual of Uniform Traffic Control Devices for Streets and Highways (MUTCD), current as of the date Final Traffic Control plans are begun as prepared by the National Advisory Committee on Uniform Traffic Control Devices, including subsequent revisions;
- The 1985 edition of the "North Carolina Supplement to the MUTCD, Part VI; NCDOT;
- "The State Policy and Procedure for Traffic Control Through Construction Work Zones"; and
- The 2002 edition of the "Highway Design Branch Roadway Design Standards", with all subsequent revisions.

5.4 Cost Estimate

The CONSULTANT shall develop an Opinion of Probable Cost for each design submittal including quantity take-offs. Cost opinions shall be provided in both Excel and PDF format.

5.5 Contract Document Preparation

The CONSULTANT shall prepare the contract document project manual to include front-end documents, measurement and payment, and technical specifications.

6 PERMITTING

Final determination of permitting requirements and application preparation shall begin following the 70% milestone submittal. Permits included in this Scope of Services are summarized below:

6.1 Environmental Historic Preservation (EHP)

The CONSULTANT shall conduct an EHP inquiry to secure necessary permits in compliance with the National Environmental Policy Act (NEPA) requirements, National Historic Preservation Act (NHPA) and all other applicable federal, state and local environmental regulations.

6.2 Erosion & Sediment Control

The CONSULTANT shall prepare submittals and approvals required for NCDEQ erosion control permits and NCG01 NPDES permits for construction activities. Erosion Control permit submittals shall be prepared and submitted upon completion of the 90% design drawings. The CONSULTANT shall respond to permitting agency comments and incorporate comments into design documents if feasible.

6.3 401/404 Supporting Effort

The CONSULTANT shall prepare submittals and approvals required by Federal, State and City permitting agencies and coordinate the reviews for permits and approvals. Anticipated stormwater permits for this project include US Army Corps of Engineers 404 permit and 401 water quality certification. The CONSULTANT shall provide the OWNER with a GIS concept plan of the recommended alternative for upfront coordination with the NCDEQ and the Army Corps of Engineers with respect to the 401/404 permit submittal.

The CONSULTANT will submit permit applications to the appropriate agencies upon completion of the 90% plans. An individual 404 permit and environmental mitigation are also excluded from this scope.

6.4 FEMA Permitting

The CONSULTANT will complete a No-Rise Submittal for the outfall replacement, which is located in the 100-yr Floodplain and the E. Brown Street culvert. The CONSULTANT will develop this No-Rise Submittal based upon the most recent guidance issued by the North Carolina Department of Public Safety National Flood Insurance Program (NC NFIP). The most recent guidance is referenced from "NC NFIP Guidance Document #1: NC NFIP Review of No-Rise Submittals" dated 6/15/2016. The CONSULTANT assumes that, per the most recent guidance document, a hydraulic analysis will be performed to verify that the culvert replacement will meet the requirements of a No-Rise. The CONSULTANT will compile necessary submittal documents including the following:

- Project Narrative Letter identifying No-Rise conditions,
- Topographic Work Map,
- North Carolina Professional Sealed No-Rise Certification, and
- DFIRM Panel showing culvert replacement location.

This scope does not include:

- Additional maps beyond the topographic work map,
- Property survey or Preliminary or Recorded Plats,
- CLOMR or LOMR efforts.

6.5 CAMA Minor Permit

The CONSULTANT shall coordinate with CAMA to verify the limits of CAMA jurisdiction following the delineation task and prior to the permit application task. The CONSULTANT shall submit components of the CAMA Minor Permit to the OWNER, including the associated GIS figures and the completed permit form, for the OWNER's review and approval. Then, the CONSULTANT shall submit this Minor Permit application to CAMA and secure CAMA approval of the plans prior to completing the final construction documents. This process includes all required property owner notifications.

6.6 Water Distribution System and Sewer Collection System

Water and sewer permitting is excluded. If capacity is increased in water and/or sewer system, permitting may be required.

7 REAL ESTATE REQUIREMENTS

7.1 Property Map

Right-of-Way (temporary and permanent)

The CONSULTANT shall provide a plan view drawing which shows all property lines, rights-of-way, and temporary and permanent easements. All street rights-of-way and easement widths shall be clearly labeled.

7.2 Easements

The CONSULTANT shall provide design plans which include designation of all easements needed for inspection and emergency maintenance of stormwater management facilities. Easement limits and affected parcel information (including table of properties with land & structure value information) shall be developed and provided for OWNER review at the 70% design stage. At a minimum, easements shall be compliant with City of Southport Standards and have the following characteristics:

- a. Minimum 20-foot permanent maintenance access easement from a public or private right-of-way to all stormwater management facilities;

- b. Minimum 10-foot permanent drainage easement around the perimeter of all stormwater management facilities. Any fences constructed around such facilities shall be outside of the 10-foot permanent drainage easement;
- c. Minimum 20-foot easement for closed pipe systems; and
- d. Adequate access to all parts of the public drainage system and structures.

7.3 Easement Plats

The CONSULTANT shall prepare a maximum of thirty (30) easement plats including metes and bounds descriptions for each permanent drainage easement. Plats shall meet the City's Planning Department, Alamance County and State of North Carolina requirements for preparing and recording easement plats. Applicable review and recording fees shall be paid by the OWNER. The OWNER shall provide the CONSULTANT with a standard form of agreement from the City Real Estate Division to be used in preparing easement documents. Required easements shall be identified upon completion and OWNER review of the 70% plans.

8 FUNDING SUPPORT

The CONSULTANT shall provide ongoing support for the funding application submitted to the North Carolina Department of Public Safety (NCDPS) and required follow up funding applications to FEMA for HMGP funding. Services shall include submittal of the funding application, response to RFI's and ongoing support through funding award.

9 EXPENSES

The fee for expenses is an estimate. Expenses shall include permit fees, reproduction costs, general correspondence, postage and courier fees, travel, meals and lodging; and other miscellaneous expenses.

10 ADDITIONAL SERVICES

This task is to be used to provide any additional services requested by the OWNER that were not covered in the basic scope of services outlined above. No services shall be provided under this task without prior written approval from the OWNER's Project Manager and all services provided shall be provided for a lump sum fee to be negotiated based on the services to be rendered.

ATTACHMENT B

BASIS OF COMPENSATION

1. Basic Services. The OWNER shall pay the CONSULTANT for services set forth in Attachment A, Scope of Services Tasks 1-9, Lump Sum Fees as follows:

Task 1 (Project Administration): \$50,000

Task 2 (Utility Coordination): \$61,000

Task 3 (Geotechnical Investigation & Subsurface Utility Engineering): \$49,000

Task 4 (Drainage/H&H Model Evaluation & BCA): \$32,000

Task 5 (Construction Plans and Contract Documents): \$189,000

Task 6 (Permitting): \$75,000

Task 7 (Real Estate Requirements): \$57,000

Task 8 (Funding Support): \$40,000

Task 9 (Expenses): \$5,000

Total Basic Services: \$558,000

2. Additional Services. The OWNER shall pay the CONSULTANT for services set forth in Attachment A, Scope of Services Task 10, Hourly Not to Exceed (HNTE) Fees in accordance with the CONSULTANT's standard rates.
3. Premium Rate Adjustment. Should the OWNER request an accelerated schedule requiring CONSULTANT to work overtime hours, then a 1.25 premium rate adjustment shall be applied to current hourly rates or lump sum fees, as applicable. Accelerated schedule and premium rate adjustment shall be approved as part of compensation at time of contract execution or by written amendment.

City of Southport NC
Bonnetts Creek Flood Reduction Design

ARDURRA 2026 RATE SCHEDULE

<u>LABOR</u>	<u>2026</u>
Principal	\$304.00 /hr.
Practice Director	\$304.00 /hr.
Senior Consultant	\$273.00 /hr.
Group Leader	\$278.00 /hr.
Senior Project Manager	\$268.00 /hr.
Senior Electrical Engineer	\$273.00 /hr.
Project Manager	\$241.00 /hr.
Engineering Manager	\$241.00 /hr.
Associate Project Manager	\$226.00 /hr.
Senior Project Engineer	\$241.00 /hr.
Project Engineer	\$194.00 /hr.
Electrical Engineer	\$210.00 /hr.
Engineering Associate II	\$152.00 /hr.
Engineering Associate I	\$136.00 /hr.
Senior Project Controller	\$173.00 /hr.
Project Controller	\$157.00 /hr.
Senior Scientist	\$178.00 /hr.
Scientist	\$157.00 /hr.
Senior Planner	\$220.00 /hr.
Planner	\$163.00 /hr.
Senior Engineering Designer	\$173.00 /hr.
Engineering Designer 2	\$157.00 /hr.
Engineering Designer 1	\$126.00 /hr.
Senior GIS Analyst	\$184.00 /hr.
GIS Analyst	\$157.00 /hr.
GIS Technician	\$136.00 /hr.
Senior Construction Observer	\$163.00 /hr.
Construction Observer	\$136.00 /hr.
Senior Funding Support Specialist	\$152.00 /hr.
Funding Support Specialist	\$142.00 /hr.
Senior Project Administrator	\$136.00 /hr.
Project Administrator	\$105.00 /hr.

EXPENSES

Reproductions	Cost
Mileage	IRS Rate
Telephone, Postage	Cost
Travel (Meals/Lodging)	Cost
Subconsultants	Cost + 10%
Special Owner Requested Computer Software (1)	Cost + 10%

Note: The above rates are effective January 1, 2026. We reserve the right to revise to reflect inflationary increases.



CITY OF SOUTHPORT

**BOARD OF ALDERMEN – REGULAR MEETING COMMUNITY BUILDING 223 E BAY ST,
SOUTHPORT NC 28461**

October 6, 2025 | 9:00 AM

Present Members: Mayor Rich Alt, Rebecca Kelley, Marc Spencer, Lowe Davis, Robert Carroll, Karen Mosteller

Staff Present: City Manager Noah Saldo, Deputy Clerk Tori Deviney, Public Information Officer ChyAnn Ketchum, Police Chief Coring

Others Present:

A. Call to Order

Mayor Alt called the meeting to order at 9:00 am.

B. Invocation

The invocation was delivered by Alderman Reverend Davis.

C. Pledge of Allegiance

Mayor Alt led everyone in the Pledge of Allegiance.

The Ethics Statement was read into the record. No conflicts of interest were declared. The Mayor noted that should a conflict arise during the meeting, members were asked to raise their hand so it could be addressed at that time.

D. Public Comment

Larry Ashley - 637 Wild Rose Way

Mr. Ashley opened by acknowledging the tragic events of the prior weekend and expressing gratitude for the community's response, praising the leadership of the Board, police, fire, and emergency medical services. He then turned to the agenda item concerning the Old City Hall/Courthouse architectural services contract, noting that the design cost was approaching \$900,000 and that construction costs would likely reach into the millions, potentially borne solely by Southport taxpayers. He dismissed campaign-trail statements suggesting the building would not be used as a government facility as untrue and politically motivated. Ashley acknowledged that the board's decision had been made approximately one year prior and urged the community to move on. He expressed support for the project but asked the Board to consider creating a Courthouse Design Building Committee that would include members of the police department, Board of Aldermen, Planning Board, and the public—particularly those with a historical interest in the building—to ensure the design process was not conducted in a vacuum. He cited the city's ordinance requiring the Planning Board to review public structures and referenced the comprehensive plan process as a successful model for broad community input.

Bonnie Bray - 515 Quartermaster Dr.

Ms. Bray addressed the Board regarding the wisdom of approving the \$866,000 architectural services contract. She provided historical context on the building, pushing back against campaign-trail narratives she characterized as false—specifically, claims that nonprofit groups Up Your Arts and the Center for the Arts had intended to take the building from taxpayers or cause excessive spending. She noted the first MOU for use of the building was signed in November 2019, that a Moseley Architects study had not recommended converting the building to a police station, and that a February 2025 estimate placed construction costs alone at \$4,900,000. She expressed concern that the building would only serve the police department for approximately seven years given the department's projected growth, and argued that the city was in no financial position to commit to this expenditure. She referenced the recent budget season during which the city had faced a \$1,400,000 deficit and questioned whether drawing down the fund balance for this purpose was fiscally responsible. She urged the Board to table the item pending a public hearing, and called for the police department to be given a purpose-built facility designed to last more than seven years.

E. Approval of Agenda

Prior to approval of the agenda, Alderman Mosteller moved to remove Item F.1 (Old City Hall/Courthouse) from the agenda, citing a desire for greater transparency and the view that a budget amendment of nearly \$900,000 ought to be presented at a Thursday evening meeting before a broader public audience. She clarified that he supported both the staff's work and the selection of HDR as the architectural firm, but wanted the Board to first understand the full financing picture before starting the clock on the contract. She specifically noted the

contract's 21-month timeline, the clause triggering additional service billing after 24 months, and the likelihood that the full project commitment would reach \$5–6 million. She asked that loan financing options be presented alongside the item.

Alderman Davis seconded the motion, agreeing the expenditure warranted further deliberation and a larger audience. She proposed, if not Thursday, that the item be held to the November meeting so that more citizens could hear a presentation from City Engineer Tom Zilinek on how the costs were structured.

Mayor Alt expressed some skepticism at the motion, noting that Mr. Zilinek was present and ready to give his presentation, and that the purpose of Monday meetings is precisely to hear such presentations ahead of a potential Thursday vote. City Manager Saldo offered context that the Local Government Commission (LGC) requires architectural drawings before it will entertain loan applications or provide hard financing numbers, meaning the design phase must proceed regardless of financing decisions. He indicated his office had already been in contact with LGC attorneys and financial advisers and could offer general estimates of loan structure—roughly \$780,000 per year in combined principal and interest for the first four fiscal years, dropping to \$400,000–\$605,000 annually thereafter.

Mayor Alt further noted that state legislators had communicated their continued commitment to providing appropriations for the project, but that the stalled North Carolina legislative budget had prevented those funds from being formally earmarked. He recommended the Board hear from City Engineer Zilinek before making any decision.

Alderman Spencer and Alderman Kelley both expressed a preference to hear the presentation without voting that day. Alderman Kelley noted the original purpose of Monday meetings had been agenda review prior to Thursday votes, and that allowing the presentation to proceed would give the media an opportunity to inform the public before Thursday's meeting. Alderman Mosteller, satisfied with this approach, withdrew her motion.

A motion to approve the agenda as presented was then made and seconded.

A motion to approve the agenda as presented was made by Alderman Carroll and seconded Alderman Kelley. The motion carried unanimously.

F. Agenda

1. Old City Hall/Courthouse

City Engineer Tom Zilinek provided an overview of the process to date. He explained that following the Board's direction to designate the Old City Hall/Courthouse as a police station, staff issued a Request for Qualifications and received approximately ten responses. The field was narrowed to three firms for interviews and a building walk-through, though only two—HDR and Moseley—chose to participate. The Board then directed staff to negotiate with HDR, per North Carolina's quality-based selection requirements, which prohibit price-based selection of architectural and engineering services.

HDR's initial proposal came in significantly higher than the current figure—approximately \$1,300,000—and through negotiations, staff reduced it to \$866,111. City Engineer Zilinek noted that architectural and engineering fees typically represent 10–15% of total construction cost, and that the current construction cost estimate ranges between \$5,000,000 and \$8,000,000, making the negotiated fee consistent with expectations. He broke down that approximately \$350,000 of the fee covers design and construction documents, while roughly \$210,000 covers construction administration, with the remainder covering ancillary services. He emphasized that having a completed set of plans is a prerequisite for any loan, bond, or grant funding, drawing a parallel to the stormwater mapping project which required a 60% design set before grant eligibility.

City Engineer Zilinek also noted that the scope of services includes research and application for up to two grants, with full administration through closeout, and that HDR has an in-house grant specialist with a documented track record—including securing several million dollars in grants for the Cape Fear Bridge project. He noted the contract before the Board is labeled as a draft AIA contract and remains open to negotiation prior to approval.

Board members raised several questions. Alderman Mosteller asked about the distinction between "finishes" included in the scope and "furniture, fixtures, and equipment" that were excluded; City Engineer Zilinek clarified that finishes refer to paint, molding, and similar elements, while the approximately \$75,000 furniture and fixture design line item had been deliberately removed to reduce cost, as the police department could select furnishings through a catalog. He confirmed that this exclusion does not affect the spatial design. Alderman Mosteller also asked whether the telecommunications and AV design included meeting-chamber technology; City Engineer Zilinek confirmed it does, noting the plan includes a dedicated clerk's control station with built-in cameras, and that wiring would be routed through structural elements to preserve the building's historic aesthetic. Alderman Davis asked about HDR's grant track record; City Engineer Zilinek affirmed his confidence in them.

Alderman Kelley raised the point that state funding, while unavailable this

budget cycle, may still materialize in a future legislative session, and that having design documents in hand would strengthen the city's case with state legislators. City Manager Saldo noted that the \$900,000 budget amendment would move funds from the general fund balance to a capital fund, where they would continue to earn interest, and that the full amount would not be expended at once but drawn down as HDR invoices for completed work phases.

Alderman Mosteller asked whether it would be possible to contractually phase the engagement—approving the design portion first and reserving the option on construction administration—so as not to commit the full timeline prematurely. City Manager Saldo indicated this was technically feasible, as HDR would not move to bidding and construction administration phases until design documents were complete and funding was secured.

Following the presentation, the Board agreed that no vote would be taken at this meeting, and that the item would be placed on the Thursday, October 9 agenda for potential action.

A motion to add the Old City Hall/Courthouse architectural services contract to the Thursday, October 9 agenda for public comment and a potential vote was made by Alderman Kelley and seconded by Alderman Lai. The motion carried unanimously.

2. Public Hearing- Osprey Landing Phase 4 Annexation (City Clerk Tori Deviney Pgs.

City Clerk Tori Deviney presented annexation petition ANX 25-01, submitted by Bill Clark Homes of Wilmington, LLC, the owner and developer of Osprey Landing subdivision, requesting voluntary annexation of Phase 4 under NCGS 160A-31.

The subject parcel (Brunswick County Parcel 221000028) comprises approximately 433,785 square feet (9.96 acres), is currently zoned as a Planned Unit Development (PUD), and is contiguous with the existing Southport corporate limits, satisfying statutory requirements. A certificate of sufficiency was prepared confirming compliance with NCGS 160A-31, and the annexation plat was certified by a licensed surveyor per NCGS 47-30. The plat includes 43 proposed lots. Utilities will be served by Brunswick County's utility system. Roads within the development will remain private. Staff noted the annexation is consistent with the city's growth patterns and service capabilities, and that it will contribute to the city's ad valorem tax base as homes are built and occupied.

Mayor Alt asked a clarifying question about whether the private roads would

remain so permanently; City Clerk Deviney confirmed that to her knowledge, they would. The Mayor indicated he would follow up separately on the matter.

Mayor Alt opened the public hearing.

No members of the public appeared to speak on the annexation petition.

The Mayor closed the public hearing.

Alderman Carroll noted the Board's prior practice of not voting on the same day as a public hearing, which Alderman Davis confirmed. Alderman Davis stated that while she has opposed various aspects of the Osprey Landing development over the years, she recognized that annexation at least returns a financial benefit to the city and indicated her readiness to support it.

A motion to approve Annexation Ordinance ANX 25-01 for Osprey Landing Phase 4 as presented was made by Alderman Spencer and seconded by Alderman Lai. The motion carried unanimously.

G. Manager's Report

City Manager Saldo addressed the Board regarding the tragic shooting incident that occurred at the American Fish Company on the waterfront the prior Saturday. He expressed condolences to the victims and their families and offered particular thanks to the city's police, fire, and EMS first responders who were first on scene, as well as to regional partners—especially the Oak Island Police Department, which assisted in apprehending the suspect. He also recognized civilians at the American Fish Company who, without wearing a uniform, stepped forward to assist victims. The City Manager expressed hope that the community's response to the tragedy would continue to bring residents together, and asked the Board and public to continue uplifting the families and first responders as they recover.

H. Mayor's Comments

Mayor Alt echoed City Manager Saldo's remarks and commented on the community events that followed the shooting. He estimated that approximately 1,000 people attended a Sunday night prayer vigil, with others unable to enter due to capacity, and noted a similarly well-attended remembrance gathering on Monday. He praised the critical incident support team deployed by the city, noting they were present near the American Fish Company for several days and engaged community members with sensitivity and professionalism. Mayor Alt also

addressed concerns raised by some about businesses reopening quickly after the tragedy, stating his view that returning to daily life is an important part of community recovery, while acknowledging that additional mental health resources remain available for those who continue to struggle.

I. Board Comments

Alderman Mosteller expressed heartfelt sympathy for the victims and their families, and for all those in the community affected by the trauma. She proposed that the Board consider passing a resolution to be sent to state legislators and the Governor calling for honest, meaningful conversations about expanded mental health resources—particularly for veterans and others in crisis. She asked that people check on their neighbors and reach out for help if struggling.

Alderman Davis shared that prayers for Southport had already been incorporated into Sunday services at two churches—one local, and one a Zoom congregation in St. Thomas, U.S. Virgin Islands—remarking that "what we can't see can still lift us up." She then addressed persistent public criticism regarding the Board's decision-making process on the Old City Hall. She provided a detailed chronological account of the Board's engagements with representatives of the Center for the Arts, clarifying that the Board met with the group's spokesman, Mark Bates, on at least four public occasions between late 2023 and spring 2024. She noted that an initial request for a private meeting was declined as legally impermissible, and that staff had provided a sample lease template. She recounted that a key non-negotiable emerged from those discussions—that the arts group could not make the arrangement work without exclusive use of the upstairs of the building—and that an alternative scheduling proposal offered by Alderman Carroll was taken under advisement but never responded to. Following the absence of further communication, the Board voted to reserve the building for city use only. Alderman Davis stated the characterization that the Board acted without engaging the arts group was "categorically untrue" and encouraged citizens to review the recorded meetings.

Alderman Carroll thanked the Board, city staff, and first responders for their actions and community presence during and after the shooting. He called on the community broadly to stop undermining decisions already made by the Board, noting that while disagreement is healthy, continued opposition after a decision has been reached is harmful to staff and to forward progress. He asked that the incoming board and community work together more constructively going forward.

Alderman Kelley echoed Alderman Carroll's remarks, noting that the Board frequently disagrees at the table but reaches decisions that all members then have a responsibility to support. She added praise for the multi-jurisdictional response to the shooting, including officers from New Hanover County who stopped traffic to expedite ambulances without being asked. She announced that

on October 18th, a full-day community healing event—"A Day of Healing and Hope"—will be held at the Yacht Basin, featuring seven bands, food from local restaurants, a basket raffle, and a wine pull, with all proceeds going to the victims. She expressed appreciation for the business owners who are leading the effort to restore normalcy to the waterfront.

Alderman Spencer spoke from prepared remarks, describing the shooting as a defining moment for Southport that would test the community's character. He called for meaningful action, including the passage of red flag laws in North Carolina allowing authorities to remove firearms from individuals in mental health crisis, and the promotion of halfway houses and rehabilitation services locally. He reflected on the failure of systems that had received multiple warnings about the individual responsible, and called on the city to build stronger social infrastructure to care for its most vulnerable residents. He concluded: "Southport will rise again—not through fear, but through compassion, vigilance, and unity."

Alderman Lay thanked Chief Drew, Chief Coring, and all responding personnel. He noted that the rapid on-site response made possible by having local first responders stationed within minutes of the waterfront had proven its value in an unmistakable way. He spoke to the broader mental health crisis in the state, noting that two of his relatives who are psychiatrists working with veterans are overwhelmed, and lamenting the closure of North Carolina's historic psychiatric facilities—Dix Hill in Raleigh and Cherry Hospital in Goldsboro—which he attributed to a policy shift toward mainstreaming that he argued left too many people without necessary intervention.

Mayor Alt asked Alderman Mosteller to follow up with the City Manager on drafting the proposed resolution regarding mental health resources for future consideration.

J. Closed Session NCGS 143-318.11

1. Motion to go into closed session pursuant to NCGS 143-318.11 (3) To consult with an attorney employed or retained by the public body in order to preserve the attorney-client privilege between the attorney and the public body, which privilege is hereby acknowledged.

Prior to the motion, Alderman Davis provided public context for the closed session topic, explaining that the Board had recently received public comment from two citizens regarding contested alleyways in the historic district—one a property owner on North Atlantic Street who stated he could not construct a garage due to the alleyway having been claimed as private property, and another, the owner of a sourdough bakery on North Howe Street, who submitted a letter describing an incident involving a delivery truck and an alleyway running between Owens Street and 8th Street.

Alderman Davis explained that the documents at issue involve a Declaration of Withdrawal filed by former Mayor Hatem and his wife claiming a portion of the alleyway at 109 East Owen Street, and that the Board wished to consult legal counsel to fully understand the situation.

Alderman Carroll offered a clarification, noting that the document in question was a declaration of withdrawal, not a deed as Alderman Davis had characterized it, and further noted that neither city staff nor the city attorney had contacted Mr. and Mrs. Hatem prior to retaining outside counsel to review the matter.

A motion to go into closed session was made by Alderman Kelley and seconded by Alderman Spencer. The motion passed unanimously.

The Board entered closed session at 10:36 am.

A motion to come out of closed session was made by Alderman Kelley and seconded by Alderman Spencer. The motion passed unanimously.

The Board came out of closed session at 11:55 am.

Alderman Davis made a motion based on the legal advice received.

A motion to direct the city attorney to file a notice of withdrawal letter regarding the Declaration of Withdrawal filed for 109 East Owen Street, in order to ensure the city retains ownership of the alley, was made by Alderman Davis and seconded by Alderman Lai. The motion carried unanimously.

K. Adjourn

A motion to adjourn was made by Alderman Kelley and seconded by Alderman Lai. The motion passed unanimously.

The meeting adjourned at 11:58 am.

Attest:

Dr. Joseph P Hatem, Mayor

Tori Deviney, City Clerk



CITY OF SOUTHPORT BOARD OF ALDERMEN

RESOLUTION OF SUPPORT FOR THE CULVERT REPLACEMENT AT THE LOCATION OF BONNET'S CREEK AND E. MOORE STREET IN THE CITY OF SOUTHPORT.

WHEREAS, the North Carolina Department of Transportation is requesting a resolution of support to utilize contingency funding for the improvement of the culvert replacement at the location of Bonnet's Creek and E. Moore Street; and

WHEREAS, the proposed improvement will create longer service life and improved flood protection;

WHEREAS, the City of Southport has considered the above described request and is in support of roadway improvements at the location of Bonnet's Creek and E. Moore Street; and

WHEREAS, the cost estimate exceeds \$250,000, the Chief Operating Officer for the North Carolina Department of Transportation requires the inclusion of a Resolution of Support from the City of Southport for approval of the fund request; and

NOW, THEREFORE, BE IT RESOLVED, by the City of Southport Board of Aldermen, that it expresses its support for the above-described project recommended by the North Carolina Department of Transportation and requests that the project proceed once the necessary funding has been established.

ADOPTED this 9th day of July, 2026.

X

Joseph Hatem, MD,MPH
Mayor

X

Tori Deviney
City Clerk

TIP No. **TBD**
Route Moore St

Prel.

County:

Brunswick

From
Type of Work Culvert Replacement
Typical Section 2 lane, MUP

CONSTR. COST
\$1,500,431

Prepared By:
Requested By: NCDOT - Division 3
Priced By:

Date

9/23/2025

Line Item	Des	Sec No.	Description	Quantity	Unit	Price	Amount
			Moblization	1	LS	\$ 15,000.00	\$ 15,000.00
			Construction Surveying	1	LS	\$ 7,500.00	\$ 7,500.00
			Clearing and Grubbing	0.00	Acre	\$ 135.00	\$ -
			Excavation	200	CY	\$ 75.00	\$ 15,000.00
			Existing Pavement Removal	95	SY	\$ 15.00	\$ 1,425.00
			Alum Box Culvert 16-8 x 7-2	1.00	EA	\$ 500,000.00	\$ 500,000.00
			Rip Rap, Class B	25	TON	\$ 200.00	\$ 5,000.00
			Geotextile For Drainage	300	SY	\$ 50.00	\$ 15,000.00
			Foundation Conditioning Material, Minor Structures	30	TON	\$ 70.00	\$ 2,100.00
			Fine Grading	2,500	SY	\$ 10.00	\$ 25,000.00
			B25.0C	75	TON	\$ 160.00	\$ 12,000.00
			I19.0C	35	TON	\$ 170.00	\$ 5,950.00
			S9.5C	15	TON	\$ 200.00	\$ 3,000.00
							\$ -
			Utility Relocation				\$ -
			UC UBO Water, Sewer, Power, Comms	1	LS	\$ 250,000.00	\$ 250,000.00
			Erosion Control (0.6 AC)	1.00	LS	\$ 15,000.00	\$ 15,000.00
							\$ -
			3 Bar Alum Rail	350	LF	\$ 650.00	\$ 227,500.00
			Traffic Attenuator	2	EA	\$ 75,000.00	\$ 150,000.00
			Signing	1	LS	\$ 9,500.00	\$ 9,500.00
			Traffic Control	1.00	LS	\$ 22,500.00	\$ 22,500.00
			Thermo and Markers	1.00	LS	\$ 12,000.00	\$ 12,000.00
							\$ -
							\$ -
							\$ -
							\$ -
			Miscellaneous (5% Strs&Util)				\$ -
			Miscellaneous (30% Functional)				\$ -

Contract Cost	\$ 1,293,475.00
E. & C. 16%	\$ 206,956.00
Construction Cost	\$ 1,500,431.00



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: 07/09/2026

DEPARTMENT: Development Services

PRESENTED BY: Maureen Meehan, Planning Services Director and Karen Mosteller, Mayor Pro Tem

ITEM SPONSORED BY: Planning Services

ITEM/TOPIC: Creation of a Historic Preservation Appearance Commission

COST: N/A

BUDGET LINE ITEM: N/A

JUSTIFICATION: After a duly advertised second public hearing on June 2, 2026, the Board of Aldermen tabled the decision for a local historic district overlay. This decision came after citizen opposition and a request from citizens for the creation of an advisory board rather than a quasi-judicial governing board. Upon review and consultation with the City Attorney, the proposed historic preservation appearance commission is the advisory option available per Chapter 160D of the State statutes. The proposed historic preservation appearance commission will be located in Chapter 2, Article IV, Division 3 of the City Code of Ordinances.

IMPACT IF NOT APPROVED: There will be no education or consultations regarding historic character at the time of development or redevelopment of properties within the proposed study area, which can lead to the loss of historic features, sites, and cultural landmarks.

DEPARTMENT HEAD COMMENTS: Preservation of historic resources is a theme frequently mentioned when residents are asked about their priorities for the city. Residents and visitors alike mention the charm and beauty of the town when discussing why they live in or visit Southport. Having a framework in place for education and advisory guidance for future development will help prevent the loss of Southport's historical character. Citizens have requested the consideration of an advisory commission as an alternative to a formal historic preservation commission.

ATTACHMENTS: Summary of the Historic Preservation Appearance Commission Draft Ordinance, Draft Ordinance Language, Draft Historic Study Area Map, Summary of the Historic Preservation Advisory Guidelines, Draft Historic Preservation Advisory Guidelines, Historic Preservation Appearance Commission Alignment with the 2050 Comprehensive Plan, Why the Comprehensive Plan Matters, Pertinent Sections of Chapter 160D of the General Statutes

REQUESTED ACTION: Creation of a Historic Preservation Appearance Commission through adoption of the proposed Historic Preservation Appearance Commission ordinance, historic study area, and historic preservation advisory guidelines.

PROPOSED MOTION: Motion to adopt the historic preservation appearance commission ordinance, the proposed historic study area, and historic preservation advisory guidelines.

Summary of the Southport Historic Preservation Appearance Commission Ordinance Draft

- **Establishes a Historic Preservation Appearance Commission**
 - Creates the **Southport Historic Preservation Appearance Commission** pursuant to **N.C. Gen. Stat. §§ 160D-304 and 160D-960 through 160D-963**.
 - Provides a statutory framework for preservation education, appearance guidance, community design, and voluntary stewardship.
- **Advisory role only**
 - The Commission serves in an **advisory capacity only**.
 - It does **not** approve, deny, condition, or delay any zoning permit, building permit, demolition permit, relocation permit, or development approval.
 - Its comments and recommendations are **nonbinding**.
- **No local historic district is created**
 - The ordinance does **not** create a local historic district, local landmark, zoning overlay district, or Certificate of Appropriateness process.
 - No Certificate of Appropriateness is required under this advisory ordinance.
- **Purpose of the Commission**
 - Support the protection, understanding, and continued vitality of Southport's historic character.
 - Provide education, inventory work, preservation planning, public outreach, visual-quality guidance, and nonbinding consultation.
 - Assist property owners, applicants, city staff, appointed boards, and the Board of Aldermen with preservation-related information.
- **Historic study area**
 - Establishes a **historic study area** for preservation study, public education, planning, and advisory consultation.
 - The study area is used for advisory and educational purposes only.
- **One-time informational consultation**
 - Requires one informational consultation for certain projects within the historic study area, including:
 - New principal construction;
 - Demolition of a principal building or structure;
 - Relocation of a principal building or structure;
 - Substantial exterior alterations requiring a zoning or building permit.
 - The purpose is to provide early, nonbinding guidance before major changes occur.
- **Consultation does not delay permits**
 - Permit review may proceed while consultation is being scheduled or completed.
 - If the Commission cannot conduct the consultation within the stated time period of fifteen (15) business days, the Planning Director or designee shall

conduct the informational consultation with the applicant and after review deem the consultation requirement satisfied.

- The consultation process cannot be used to suspend, delay, or withhold administrative permit review.
- **Applicant protections**
 - Applicants are not required to prepare additional professional drawings, architectural renderings, revised plans, engineering plans, or design alternatives solely for advisory consultation.
 - Participation may occur in person or electronically.
- **Commission powers and duties**
 - Conduct or assist with inventories of historic, architectural, cultural, landscape, streetscape, and community resources.
 - Provide public education on preservation, compatible infill, adaptive reuse, maintenance, disaster preparedness, and community character.
 - Advise the Board of Aldermen and city staff on preservation-related goals, studies, plans, incentives, guidelines, and policies.
 - Provide written nonbinding comments on projects subject to advisory consultation.
 - Encourage voluntary adherence to adopted plans, preservation goals, and advisory guidelines.
- **No enforcement authority**
 - The Commission cannot issue notices of violation, stop work orders, permit conditions, Certificates of Appropriateness, administrative determinations, or binding interpretations.
 - Enforcement of zoning, building, floodplain, stormwater, tree protection, nuisance, right-of-way, or other city regulations remains with the city officials or boards otherwise authorized by law.
- **Overall intent**
 - The ordinance creates a balanced advisory process that supports Southport's historic character and encourages early communication.
 - It gives the City a preservation and appearance advisory tool without creating a regulatory historic district process.

This is draft ordinance to establish the body as the **Southport Historic Preservation Appearance Commission** under the Appearance Commission statutes, while keeping the advisory-only guardrails and retaining **G.S. 160D-403(h)** for the one-time informational consultation process. The Appearance Commission statute allows a local government to create an appearance commission, and G.S. 160D-960 lists the planning, design, visual-quality, public-education, and voluntary-adherence powers that may be conferred by ordinance. ([North Carolina General Assembly](#)) G.S. 160D-403(h) separately allows required notice or informational meetings as part of administrative review. ([North Carolina General Assembly](#))

Draft - Potential Replacement Ordinance Language

DIVISION 3. HISTORIC PRESERVATION APPEARANCE COMMISSION

Sec. 2-192. Creation and appointment.

The Southport Historic Preservation Appearance Commission is hereby established pursuant to N.C. Gen. Stat. §§ 160D-304 and 160D-960 through 160D-963. The Commission shall serve in an advisory capacity only and shall not approve, deny, condition, or delay any permit or development approval.

The Southport Historic Preservation Appearance Commission, hereafter referred to as the “Commission,” shall consist of seven voting members and two alternate members appointed by the Board of Aldermen. A minimum of five (5) members must be property owners within the ‘historic study area’. Members shall serve terms of three years, except that initial terms may be staggered to promote continuity.

All members shall be residents within the City’s area of planning and development regulation jurisdiction at the time of appointment, as required by applicable law. Where possible, appointments shall be made to maintain a majority of members who have demonstrated special training, experience, education, or interest in a design, planning, preservation, or related field, including architecture, landscape design, horticulture, city planning, historic preservation, architectural history, history, archaeology, construction, real estate, or a related discipline.

The Mayor may appoint one or more aldermen to serve as liaison between the Commission and the Board of Aldermen. A liaison shall not be a voting member of the Commission. At least one member of the City’s planning staff shall be assigned to serve as staff administrator for the Commission.

The Commission is not established as a Historic Preservation Commission for purposes of issuing Certificates of Appropriateness. The Commission shall not exercise the powers of a Historic Preservation Commission.

Sec. 2-193. Purpose.

The purpose of the Southport Historic Preservation Appearance Commission is to support the protection, understanding, and continued vitality of the City's historic character through education, inventory, public outreach, preservation planning, visual-quality guidance, and nonbinding advisory consultation.

The Commission is intended to provide early information and guidance to property owners, applicants, residents, city staff, appointed boards, and the Board of Aldermen concerning historic resources, neighborhood character, streetscape patterns, and adopted city goals related to historic preservation and community appearance.

The Commission's role is advisory. Nothing in this division shall be construed to create a local historic district, designate a local historic landmark, establish a Certificate of Appropriateness process, regulate building-design elements, or authorize the Commission to approve, deny, condition, or delay any zoning permit, building permit, demolition permit, relocation permit, or other development approval.

Sec. 2-194. Rules of procedure.

The Commission shall adopt rules of procedure necessary for the conduct of its affairs and consistent with this division and applicable state law. The rules of procedure shall provide for at least the following:

- (a) Selection of Commission officers, including chair and vice chair;
- (b) Time and place of regular meetings and procedures for calling special meetings;
- (c) Keeping of minutes and Commission records;
- (d) Conduct of voting;
- (e) Conflicts of interest;
- (f) Attendance;
- (g) Procedures for advisory consultations with applicants;
- (h) Procedures for preparing nonbinding advisory comments;

- (i) Procedures for public education, outreach, and voluntary preservation guidance; and
- (j) Procedures for annual reporting to the Board of Aldermen.

The Commission shall meet at least quarterly. All meetings of the Commission shall be conducted in accordance with the North Carolina Open Meetings Law, to the extent required by law.

The Commission shall annually present to the Board of Aldermen a written report of its activities, findings, recommendations, public education efforts, expenditures, and budget needs.

Sec. 2-195. Powers and duties.

The Commission is authorized to undertake actions reasonably necessary to discharge its advisory duties, consistent with N.C. Gen. Stat. §§ 160D-960 through 160D-963 and this division. The Board of Aldermen confers upon the Commission the following advisory powers and duties:

- (a) To organize itself and conduct its business in accordance with this division and its adopted rules of procedure;
- (b) To make careful study of the visual, historic, architectural, cultural, landscape, streetscape, and community character of the City, especially within the historic study area;
- (c) To conduct or assist with inventories of properties, structures, sites, areas, objects, streetscapes, landscapes, views, and other resources of historical, architectural, archaeological, cultural, visual, or community interest;
- (d) To prepare or recommend plans, studies, reports, guidelines, policies, or educational materials intended to enhance, preserve, or improve the historic character and visual quality of the City;
- (e) To advise the Board of Aldermen regarding preservation-related goals, appearance-related goals, policies, studies, plans, incentives, and ordinances;
- (f) To recommend that the Board of Aldermen consider further study of individual properties, sites, structures, objects, streetscapes, views, or areas that may have historic, architectural, archaeological, cultural, landscape, or community significance;

- (g) To conduct educational programs related to historic preservation, historic architecture, community history, adaptive reuse, compatible infill, maintenance of historic materials, disaster preparedness, neighborhood character, and preservation incentives;
- (h) To publish or otherwise inform the public about matters related to historic preservation, community appearance, neighborhood character, and the Commission's advisory role;
- (i) To advise property owners, applicants, residents, public agencies, civic groups, and nonprofit organizations about appropriate preservation practices and voluntary approaches to maintaining historic character;
- (j) To cooperate with city departments, public agencies, nonprofit organizations, civic groups, property owners, and interested citizens in furtherance of preservation education, planning, visual-quality goals, and voluntary stewardship;
- (k) To prepare and recommend preservation-related or appearance-related elements for inclusion in the City's comprehensive plan, land use plan, small area plans, strategic plans, capital improvement plans, or other adopted city plans;
- (l) To review and provide nonbinding advisory comments on projects subject to the informational consultation requirement in this division;
- (m) To review and provide written recommendations on public buildings, public facilities, public spaces, public infrastructure, streetscape improvements, and other public projects when requested by the Board of Aldermen, City Manager, Planning Director, or other appropriate city official;
- (n) To recommend amendments to this division or other measures related to the protection, study, education, appearance, and voluntary preservation of historic resources;
- (o) To seek voluntary adherence to the standards, policies, plans, and advisory guidelines recommended by the Commission and adopted or accepted by the Board of Aldermen;
- (p) To conduct public meetings, workshops, educational sessions, and outreach efforts related to preservation and community appearance;
- (q) To recommend appropriate arrangements for staff or technical services to support the Commission's work; and
- (r) To receive and expend funds, grants, gifts, contributions, or appropriations for purposes within the scope of its authority, subject to applicable law and City fiscal procedures.

The Commission may appoint advisory bodies, working groups, or committees as appropriate to assist with education, outreach, inventory, research, or other advisory tasks, provided that such bodies shall not exercise any permitting or approval authority.

The Commission shall not approve, deny, condition, or delay any permit or development approval. The Commission's comments, recommendations, guidelines, studies, and consultations shall be non-binding and advisory only.

Sec. 2-196. Historic study area.

For purposes of this division, the term "historic study area" means an area within the City identified by the Board of Aldermen for preservation study, public education, visual-quality guidance, planning, and advisory consultation due to the presence of historic, architectural, archaeological, cultural, landscape, visual, or community character.

The boundaries of the historic study area shall be shown on a map adopted by the Board of Aldermen and maintained by the City Clerk and Planning Department.

Designation of a historic study area under this section shall not constitute designation of a local historic district, local historic landmark, zoning overlay district, or other regulatory district. The historic study area shall be used only for advisory, educational, planning, appearance, and informational consultation purposes.

Sec. 2-197. Informational consultation required within historic study area.

Pursuant to N.C. Gen. Stat. § 160D-403(h), prior to issuance of a zoning permit or building permit for new construction, demolition, relocation, or substantial exterior alteration within the historic study area, the applicant shall participate in one informational consultation with the Southport Historic Preservation Appearance Commission.

The purpose of the consultation is advisory only. The Commission may provide nonbinding comments regarding the proposed project's compatibility with the City's adopted plans, historic preservation goals, community appearance goals, and the historic character of the study area.

No approval, denial, delay, or condition of permit issuance shall be based on the Commission's recommendation.

For purposes of this section:

- (a) “New construction” means construction of a new principal building or structure requiring a zoning permit or building permit.
- (b) “Demolition” means removal or destruction of a principal building or structure requiring a demolition permit.
- (c) “Relocation” means moving a principal building or structure onto, off of, or within a lot.
- (d) “Substantial exterior alteration” means an exterior alteration requiring a zoning permit or building permit that materially changes the exterior appearance, such as, massing, roof form, porch configuration, exterior wall configuration, or principal street-facing elevation of a building or structure.

The following shall not require consultation under this section:

- (a) Ordinary maintenance or repair;
- (b) Like-kind replacement that does not materially change design, material, or appearance;
- (c) Interior work;
- (d) Emergency work necessary to protect public health or safety;
- (e) Temporary stabilization necessary to prevent damage, collapse, or unsafe conditions;
- (f) Work not requiring a zoning permit or building permit;
- (g) Minor accessory structures, unless otherwise determined by the Planning Director or designee to have a substantial visual effect on the historic study area; and
- (h) Any work for which consultation would be prohibited by state or federal law.

Sec. 2-198. Consultation procedure.

- (a) Timing of consultation.

The informational consultation shall occur as early as practical in the development review process. An applicant may request consultation before submitting a formal zoning, building, demolition, relocation, or other permit application.

- (b) Information to be provided.

To request consultation, the applicant shall provide city staff with the following basic project information:

1. The property address;
2. The owner's name and contact information;
3. The applicant's name and contact information, if different from the owner;
4. A general description of the proposed work; and
5. Any plans, drawings, photographs, sketches, site plans, elevations, or other materials already prepared and voluntarily provided by the applicant.

No applicant shall be required to prepare additional professional drawings, architectural renderings, revised plans, design alternatives, engineering plans, or other supplemental materials solely for purposes of the advisory consultation.

(c) Scheduling.

City staff shall schedule the consultation for the next regularly scheduled Commission meeting. If needed to avoid unreasonable delays, city staff may schedule the consultation for a special meeting of the Commission.

The Commission shall make reasonable efforts to conduct the consultation in a manner that does not delay administrative permit review.

(d) Concurrent permit review.

Permit review may proceed while the consultation is being scheduled or completed. The consultation requirement shall not be used to suspend, delay, or withhold administrative review of a permit application.

(e) Deemed satisfied.

If the Commission is unable to conduct the informational consultation within fifteen (15) business days after the applicant submits the basic project information required by this section, the Planning Director or designee shall conduct the informational consultation with the applicant and after review deem the consultation requirement satisfied.

(f) Participation.

The consultation requirement may be satisfied by the property owner, the applicant, or the applicant's authorized representative. Participation may occur in person or electronically.

(g) Advisory comments.

After the consultation, the Commission may provide written advisory comments to the applicant and city staff. Any comments shall be nonbinding and advisory only and shall not constitute findings of fact, permit conditions, design requirements, or grounds for permit denial.

The Commission's advisory comments should be concise, practical, and tied to adopted city plans, historic preservation goals, community appearance goals, and advisory guidelines.

Sec. 2-199. Effect on permits and approvals.

The City may verify that the informational consultation required by this division has occurred or has been deemed satisfied before issuing an applicable zoning or building permit within the historic study area.

Permit review may proceed concurrently with the scheduling or completion of the informational consultation. Once the consultation has occurred or has been deemed satisfied, the permit shall be reviewed and issued or denied based solely on the City's applicable ordinances, codes, and objective permit standards, or other applicable laws.

The Commission's comments shall not be binding on the applicant, city staff, the inspections department, the planning department, the Board of Aldermen, or any other city board or official.

No Certificate of Appropriateness shall be required under this division for property located within the historic study area unless the property is also subject to a separate local historic district, local landmark designation, or other lawful historic preservation regulation.

Nothing in this division shall be construed to require an applicant to revise plans, alter building design elements, use particular materials, preserve a structure, delay demolition, relocate a structure, or obtain Commission approval.

Sec. 2-200. Advisory guidelines.

The Board of Aldermen may adopt, accept, or authorize advisory preservation and appearance guidelines to assist the Commission, property owners, applicants, residents, city staff, and public officials.

Any such guidelines shall be advisory only. Advisory guidelines may be used for education, planning, public outreach, voluntary stewardship, and nonbinding consultation.

Advisory guidelines shall not be used as permit approval criteria, permit denial criteria, mandatory design standards, or enforceable conditions.

Sec. 2-201. Site visits and property access.

The Commission may conduct site visits or visual observations from public rights-of-way or public property as part of its advisory work, provided the Commission or its members does so without violating North Carolina's open meeting laws.

The Commission may not enter onto private property except with the consent of the property owner or other person lawfully authorized to grant access. Any site visit shall be advisory only and shall not constitute an inspection, enforcement action, permit review, or approval.

Sec. 2-202. Conflict with other laws.

If any provision of this division conflicts with state law, federal law, the North Carolina State Building Code, or any other applicable legal requirement, the applicable law shall control.

Sec. 2-203. No enforcement authority.

The Commission shall have no enforcement authority under this division. The Commission shall not issue notices of violation, stop work orders, permit conditions, certificates of appropriateness, administrative determinations, or binding interpretations.

Any enforcement of zoning, building, minimum housing, nuisance, demolition, floodplain, stormwater, right-of-way, tree protection, or other applicable city regulations shall remain with the city officials, departments, boards, or agencies as authorized by the City's ordinances or otherwise authorized by law.

Secs. 2-204—2-209. Reserved.

Historic Study Area Map (Draft)

The following maps identify the boundaries of the proposed Historic Study Area named in the Historic Preservation Appearance Commission Ordinance Draft. The designated study area is used for advisory and educational purposes only.

East of Howe Street



7-1-2026

West of Howe Street



7-1-2026

Summary of the Southport Historic Preservation Advisory Guidelines

- **Purpose of the Guidelines**
 - Provide practical, accessible preservation guidance for property owners, applicants, residents, builders, designers, contractors, city staff, appointed boards, and elected officials.
 - Support informed decision-making, early communication, preservation education, and voluntary stewardship.
 - Encourage preservation, repair, adaptive reuse, compatible new construction, and respect for Southport's historic character.
- **Advisory only**
 - The Guidelines are educational and nonbinding.
 - They do not create a local historic district, local landmark, Certificate of Appropriateness process, or mandatory design-review program.
 - The Commission's comments do not approve, deny, condition, or delay any permit or development approval.
- **Historic study area**
 - The Guidelines apply as an advisory tool within the identified historic study area.
 - The historic study area is used for preservation study, public education, planning, and informational consultation.
 - Identification of the study area does not create a regulatory district.
- **Advisory consultation process**
 - One informational consultation may be required by ordinance for certain projects, including new principal construction, demolition, relocation, or substantial exterior alteration within the historic study area.
 - Consultation is intended to occur early, before major project decisions are finalized.
 - Permit review may proceed while consultation is being scheduled or completed.
 - Applicants are not required to prepare additional professional drawings, renderings, revised plans, or design alternatives solely for advisory consultation.
- **Role of the Commission**
 - Provide nonbinding preservation and appearance guidance.
 - Discuss historic resource considerations, adopted plan goals, streetscape compatibility, and voluntary design options.
 - Prepare concise advisory comments when appropriate.
 - Support public education, outreach, historic resource inventory, preservation planning, and voluntary stewardship.
- **Southport's historic character**
 - The Guidelines recognize Southport's waterfront setting, tree-lined streets, public spaces, cemeteries, vistas, traditional development patterns, and varied architectural history.
 - Southport's character is not defined by one architectural style, but by the collective relationship of buildings, landscapes, streetscapes, views, and community features.

- Compatibility is encouraged rather than imitation; new work should fit comfortably within its setting without creating a false sense of history.
- **Site and setting guidance**
 - Encourages preservation of mature trees, heritage trees, open spaces, historic landscapes, walkways, fences, walls, lighting, signage, cemeteries, and archaeological resources.
 - Encourages parking, driveways, utilities, and modern site features to be located and screened in ways that reduce visual impact.
 - Supports protection of public views, waterfront vistas, streetscape rhythm, and traditional site patterns.
- **Building feature guidance**
 - Provides advisory recommendations for roofs, siding, trim, masonry, windows, doors, shutters, porches, entrances, foundations, storefronts, and substitute materials.
 - Emphasizes repair before replacement, preservation of historic materials, compatible substitute materials when needed, and careful treatment of character-defining features.
 - Encourages maintenance and thoughtful upgrades that preserve the appearance and integrity of historic buildings.
- **Additions and new construction**
 - Encourages additions to be compatible with the original building in height, scale, massing, roof form, materials, and relationship to the site.
 - Encourages new residential and commercial construction to respect established patterns of orientation, setbacks, spacing, lot coverage, window rhythm, roof shape, materials, and streetscape character.
 - Allows for contemporary design when it is compatible with the surrounding historic context.
- **Relocation, demolition, and adaptive reuse**
 - Encourages relocation and demolition to be considered carefully and generally only after preservation alternatives have been explored.
 - Encourages documentation, salvage, adaptive reuse, stabilization, and consideration of replacement building compatibility.
 - Reinforces that demolition guidance is advisory.
- **Disaster preparedness and flood adaptation**
 - Provides guidance for improving resilience while preserving historic character.
 - Addresses temporary protective measures, site drainage, dry and wet floodproofing, building elevation, foundations, vents, porches, roofs, chimneys, windows, doors, shutters, utilities, and commercial buildings.
 - Encourages professional consultation for structural, floodplain, and building-code considerations.
- **Appendices**
 - Includes an advisory consultation checklist, new construction compatibility checklist, sample advisory comment format, and language conversion guide.
 - Reinforces the use of advisory language such as “encouraged,” “recommended,” and “generally discouraged” rather than regulatory language such as “required,” “approved,” or “denied.”

- **Overall intent**

- The Guidelines are intended to help Southport preserve the historic character that makes the city unique.
- The process works best when applicants consult early, the Commission provides focused and constructive comments, and preservation is approached as a shared community value.

City of Southport

Historic Preservation Appearance Commission

Southport Historic Preservation Advisory Guidelines 2026

Draft: April 28, 2026 | Advisory Revision: July 1, 2026

Prepared as a print-ready advisory revision of the Southport Local Historic District Design Standards draft.

Drafting Note and Advisory Disclaimer

This document is an advisory guideline format for use by the Southport Historic Preservation Appearance Commission, established pursuant to N.C. Gen. Stat. §§ 160D-304 and 160D-960 through 160D-963. It is intended to preserve the educational, planning, inventory, visual-quality, and compatibility goals of the original draft while removing Certificate of Appropriateness approval language, quasi-judicial decision language, minor and major COA review categories, mandatory compliance language, and enforcement language that would apply only in a separately authorized local historic district, local landmark, or other lawful regulatory process.

The Commission's role under this advisory model is to provide preservation education, historic resource information, planning support, appearance-related guidance, and nonbinding consultation. These Guidelines do not create a local historic district, designate a local landmark, establish a Certificate of Appropriateness process, regulate building design elements, or authorize the Commission to approve, deny, condition, or delay any permit or development approval.

Acknowledgments

The Southport Historic Preservation Advisory Guidelines are based on the work of the City of Southport, the Southport Historic Preservation Commission, City Development Services staff, preservation consultants, and the citizens who participated in public meetings and provided comments regarding Southport's historic character.

This advisory revision is intended to support the City's preservation planning, education, public outreach, and voluntary stewardship efforts.

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Part 1

Purpose, Administration, and Advisory Process

1. Purpose and Intent

Southport’s historic buildings, waterfront, tree-lined streets, public spaces, cemeteries, vistas, and traditional development patterns are central to the city’s identity and quality of life. These resources reflect the city’s cultural, architectural, maritime, military, and community history and contribute to Southport’s character, economy, and sense of place.

The purpose of these Historic Preservation Advisory Guidelines is to provide practical, accessible preservation guidance to property owners, applicants, residents, tenants, builders, designers, contractors, city staff, elected officials, and appointed boards. The Guidelines are intended to support informed decision-making and early communication, not to create a binding approval process.

- Provide educational guidance for maintenance, rehabilitation, additions, new construction, relocation, and demolition involving historic or older properties.
- Encourage early consultation before significant design, engineering, permitting, or construction costs are incurred.
- Support compatibility with Southport’s adopted plans, historic preservation goals, historic development patterns, and traditional building character.
- Encourage preservation, repair, adaptive reuse, and compatible new construction.
- Assist the Board of Aldermen, city staff, and other boards and committees by providing preservation-related information and nonbinding comments.

2. How to Use These Guidelines

Users are encouraged to read these Guidelines in their entirety, but they may also reference individual sections that relate to a particular project or question. The document is organized to provide background information, advisory process guidance, and technical preservation recommendations.

The terms “encouraged,” “recommended,” “preferred,” “best practice,” and “generally discouraged” are used throughout this document to identify advisory preservation guidance.

Section	Use
Purpose and Process	Explains the advisory-only role of the Commission and how consultation works.
History and Character	Summarizes the historic and architectural context that informs preservation guidance.
Site and Setting	Provides guidance for trees, vistas, fences, walls, lighting, parking, signs, cemeteries, and archaeology.
Building Features	Provides guidance for roofs, siding, masonry, windows, doors, porches, foundations, storefronts, utilities, and materials.
Additions and New Construction	Provides compatibility guidance for additions, infill, commercial work, decks, and accessory features.
Relocation, Demolition, and Disaster Adaptation	Provides guidance for preservation alternatives, documentation, flood adaptation, and emergency planning.

Appendices	Provides checklists and sample formats for advisory consultation and Commission comments.
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3. Historic Preservation Appearance Commission Goals

- Preserve and promote Southport’s historic character through education, planning, and voluntary stewardship.
- Encourage early and meaningful consultation with property owners and applicants.
- Maintain and expand knowledge of Southport’s historic, architectural, archaeological, cultural, landscape, and community resources.
- Support compatible change with the nonbinding nature of the advisory process.
- Support public participation and transparency through open meetings, outreach, and clear communication.
- Advise the Board of Aldermen and city staff regarding preservation planning, surveys, education, incentives, and possible future policy options.

4. Duties and Responsibilities of the Commission

The Southport Historic Preservation Appearance Commission serves in an advisory capacity. Its responsibilities are intended to support preservation planning, public education, documentation, community appearance guidance, and early consultation.

1. Maintain or assist with an inventory of historic, architectural, archaeological, cultural, landscape, and community resources.
2. Advise the Board of Aldermen on preservation-related goals, plans, studies, policies, incentives, and educational programs.
3. Recommend further study of properties, sites, structures, areas, objects, or districts that may have historic, architectural, archaeological, or cultural significance.
4. Provide public education concerning preservation, rehabilitation, maintenance, adaptive reuse, compatible infill, disaster preparedness, and the benefits of historic preservation.
5. Cooperate with city departments, civic organizations, property owners, residents, nonprofit organizations, and public agencies in support of preservation planning and education.
6. Provide nonbinding advisory comments to applicants concerning projects within the identified historic study area.
7. Encourage preservation solutions that retain historic materials, building forms, streetscapes, landscapes, trees, vistas, and other character-defining features where feasible.
8. Prepare an annual report to the Board of Aldermen summarizing the Commission’s activities, findings, recommendations, and public outreach efforts.

The Commission shall serve in an advisory capacity only and shall not approve, deny, condition, or delay any permit or development approval. Commission comments are advisory only and shall not be used as the basis for permit denial or permit conditions.

5. Historic Study Area and Informational Consultation

For purposes of these Guidelines, the historic study area is the area identified by the Board of Aldermen for preservation study, public education, and advisory consultation because of the presence of historic, architectural, cultural, landscape, or community character.

Identification of a historic study area does not create a local historic district, local landmark, zoning overlay district, or other regulatory district.

Prior to issuance of a zoning permit or building permit for new construction, demolition, relocation, or substantial exterior alteration within the identified historic study area, the applicant shall participate in one informational consultation with the Southport Historic Preservation Appearance Commission when required by ordinance. The purpose of the consultation is advisory only and shall have no binding effect. The Commission may provide nonbinding comments regarding the proposed project's compatibility with the City's adopted plans, historic preservation goals, community appearance goals, and the historic character of the study area.

No approval, denial, delay, or condition of permit issuance shall be based on the Commission's recommendation.

Project Type	Consultation Status	Notes
New principal building	Required by ordinance	One informational consultation before zoning or building permit issuance.
Demolition of principal building or structure	Required by ordinance	Discussion should include documentation and alternatives to demolition where feasible.
Relocation of principal building or structure	Required by ordinance	Discussion should include historic context, route, site planning, and stabilization.
Substantial exterior alteration requiring permit	Required by ordinance	Applies to work materially changing exterior appearance, massing, roof form, porch configuration, exterior wall configuration, or principal street-facing elevation.
Addition or accessory structure visible from public right-of-way	Encouraged	Consultation may help address massing, scale, siting, and materials.
Ordinary maintenance, interior work, like-kind repair, or emergency temporary stabilization	Generally not needed	Other permits or codes may still apply.

6. Advisory Consultation Process

1. Early contact is encouraged. Property owners and applicants should contact Planning Services early to determine whether advisory consultation is required or encouraged.
2. The applicant provides basic project information, including the property address, owner and applicant contact information, a general description of the proposed work, and any available plans, sketches, photographs, or supporting materials the applicant wishes to share.
3. The applicant is not required to prepare additional professional drawings, architectural renderings, revised plans, or design alternatives solely for advisory consultation.
4. City staff schedules the consultation for the next regularly scheduled Commission meeting. If needed to avoid unreasonable delays, city staff may schedule the consultation for a special meeting by the Commission.
5. If the Commission is unable to conduct the informational consultation within fifteen (15) business days after the applicant submits the basic project information required by this section, the Planning Director or designee shall conduct the informational consultation with the applicant and after review deem the consultation requirement satisfied.
6. Consultation may occur in person or electronically.

7. Permit review may proceed concurrently with scheduling or completion of the advisory consultation. The consultation should not be used to delay administrative permit review.
8. During the consultation, the applicant may describe the proposed project. The Commission may ask questions, identify historic resource considerations, discuss adopted plan goals, and offer voluntary preservation or design suggestions.
9. The Commission may provide written nonbinding comments to the applicant and City staff. Comments should be concise, practical, and tied to adopted plans, preservation goals, and these Guidelines.
10. Once consultation has occurred or has been deemed satisfied, the permit shall be reviewed and issued or denied based solely on the City's applicable ordinances, codes, and objective permit standards, or other applicable laws.
11. City staff may maintain a simple record showing that consultation occurred or was deemed satisfied.

7. Key Terminology

Term	Definition
Advisory Comment	A nonbinding comment provided by the Commission to an applicant, city staff, or the Board of Aldermen. Advisory comments may identify preservation considerations, adopted plan goals, or voluntary design approaches, but they do not approve, deny, condition, or delay any permit.
Advisory Consultation	An informational meeting between an applicant and the Commission for the purpose of discussing a proposed project and providing nonbinding preservation guidance.
Advisory Guidelines	Educational and nonbinding preservation guidance intended to assist property owners, applicants, city staff, and public officials.
Certificate of Appropriateness	A regulatory approval used in a lawfully designated local historic district or for a designated local historic landmark. A COA is not required under these Advisory Guidelines unless separately required by a lawful preservation regulation.
Compatible	Able to exist together without substantial visual conflict. Compatibility may consider scale, massing, rhythm, setbacks, materials, roof form, porch form, orientation, landscape features, and streetscape patterns.
Historic Study Area	An area identified for preservation study, public education, and advisory consultation. Identification of a study area does not create a regulatory district.
Nonbinding	Advisory only. A nonbinding comment or recommendation does not require an applicant to revise plans and does not authorize permit approval, denial, delay, or conditions.
Preservation Best Practice	A recommended approach based on widely accepted preservation principles, including retention of historic materials, repair before replacement, compatible new work, and respect for historic development patterns.
Substantial Exterior Alteration	An exterior alteration requiring a zoning permit or building permit that materially changes the exterior appearance, massing, roof form, porch configuration, exterior wall configuration, or principal street-facing elevation of a building or structure.

Part 2

Southport History, Architecture, and Character

8. Southport's Historic Context

Southport's history is shaped by its location at the mouth of the Cape Fear River, its relationship to Fort Johnston, its maritime economy, its military and quarantine history, its role as a county seat and summer destination, and its evolution from Smithville into Southport. Early settlement clustered near the waterfront, with development patterns influenced by the river, military activity, fishing, piloting, shipping, tourism, and later transportation improvements.

The city's historic character is not defined by one architectural style alone. It is the cumulative result of modest cottages, larger waterfront houses, churches, civic buildings, commercial storefronts, cemeteries, public squares, tree-lined streets, waterfront views, and the scale and rhythm of older neighborhoods. Preserving this character requires attention to buildings, landscapes, streetscapes, views, and development patterns.

9. Special Character of Southport

Southport's historic character is strongly tied to its setting. The relationship between buildings and the Cape Fear River, the presence of mature trees, the rhythm of porches and front yards, the relatively modest scale of many older buildings, and the continuity of streets and public spaces all contribute to the city's identity.

The most compatible preservation approach is usually one that preserves original or historic materials where feasible, maintains the scale and rhythm of the streetscape, respects the relationship between buildings and the public realm, and allows new work to be clearly contemporary while still fitting comfortably within Southport's historic context.

10. Historic Vistas and Community Features

Southport's historic vistas and community features include views to and from the waterfront, tree-lined streets, water views at street ends, Franklin Square Park, the Old Burying Ground, the Howe and Moore Street corridors, the Yacht Basin, Brunswick Street Marsh, Garrison Lawn, Indian Trail Tree, Keziah Memorial Park, Battery Island, and the quarantine platform.

Property owners and applicants are encouraged to consider how proposed work may affect these vistas and community features. Even when a project affects only one property, its relationship to a street, view corridor, park, cemetery, or waterfront setting may influence how compatible it appears within the broader historic study area.

11. Building Types and Architectural Patterns

Southport contains a range of building types, including small cottages, larger two-story houses, waterfront residences, churches, civic buildings, commercial storefronts, accessory buildings, and later infill. Common character-defining patterns include porches facing the street, raised foundations, vertically proportioned

windows, simple roof forms, traditional siding and trim, modest ornamentation, and building orientation toward the public street or waterfront.

New work does not need to copy historic architecture. In fact, false historicism can weaken the authenticity of a historic setting. The preferred advisory approach is compatibility rather than imitation: new construction and additions should consider established patterns of height, massing, roof form, porch form, setbacks, window rhythm, materials, and streetscape relationship while remaining distinguishable as new work.

Part 3

Site and Setting Advisory Guidelines

12. Site Features and Plantings

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Site features and plantings help define the character of individual properties and the broader streetscape. The following guidelines are intended to help property owners and applicants consider how site features and landscaping contribute to the appearance and character of the historic study area. Mature trees, front yards, walkways, planting beds, and open spaces can be as important to the historic setting as the building itself. Both natural and manmade features should be preserved to maintain Southport's unique character. Private property owners are encouraged to replace trees when they are removed from their property to help preserve the tree canopy.

- **Historic landscapes and open spaces**
Property owners are encouraged to identify, preserve, and maintain historic public and private landscapes that contribute to Southport's character. These may include open spaces, streetscapes, front yards, side yards, rear yards, gardens, and traditional planting patterns.
- **Trees and plantings**
Mature trees, heritage trees, ornamental trees, hedgerows, and established plantings are important parts of Southport's historic setting. When possible, these features should be preserved and maintained as part of any site improvement, addition, or new construction project.
- **Relationship of buildings to open space**
New construction and additions should respect the traditional relationship between buildings and open space. Applicants are encouraged to consider the size, mass, and proportion of the building in relation to the lot, nearby buildings, yards, and the overall streetscape.
- **Siting to protect mature plantings**
New buildings, additions, driveways, walkways, and accessory features should be located, when possible, to avoid unnecessary removal of mature trees, established landscaping, and other significant site features.
- **Walkways**
New walkways should be simple in design and compatible with the character of the property and streetscape. A walkway width of four feet or less is generally more compatible with Southport's traditional residential setting. Walkways should not extend into or across the public right-of-way unless permitted by the City. Any work or encroachment within the public right-of-way may require a separate right-of-way permit.
- **Historic sidewalks and paving materials**
Historic sidewalks, brick walks, stone paving, and other traditional paving materials should be preserved and maintained when possible. New sidewalks and walkways are encouraged to use materials, detailing, and finishes that are compatible with nearby historic paving patterns.
- **Utilities and equipment**
Where substantial utility construction occurs, underground placement of utility lines is encouraged when feasible. Above-ground utility boxes, meters, mechanical equipment, and similar fixtures should

be placed in inconspicuous locations when possible and screened with landscaping, fencing, or other compatible site features.

- **Modern yard features**

Tool sheds, swimming pools, mechanical equipment, trash storage, and other modern yard features should be located to the side or rear of the property when possible. Screening with fencing, plantings, or existing site features is encouraged, especially where these features may be visible from a public street, sidewalk, waterfront, or other public view.

- **Screening parking areas**

Parking areas should be designed to reduce their visual impact on the streetscape. A combination of fencing, low walls, shrubs, trees, and other plantings is encouraged to screen parking lots and soften views from public streets and neighboring properties.

NOTE: The City's Tree Impact Permit process applies to the removal of trees. Property owners are encouraged to contact City planning staff early in the project planning process to determine whether a Tree Impact Permit is required and what standards or procedures apply.

13. Fences and Walls

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

There are a variety of fences and walls in Southport's Historic Study Area. Fences and walls were used to delineate property boundaries and/or alleviate topographical changes. The material selection often relates to the architectural style and time period of the building. The regularity of low front yard fences and walls make them significant site features within the area. Their height, material, transparency, and placement influence how open or closed a property feels. Traditional fence materials include wood, cast iron, wrought iron, stone, brick, or concrete.

- **Historic fence and wall materials**

Historic fence and wall materials should be identified, retained, preserved, and maintained when possible. If replacement is necessary, new materials are encouraged to match the historic material in composition, size, shape, pattern, texture, and overall appearance.

- **New fences**

New fences should be compatible with the associated building, site, and streetscape. Applicants are encouraged to consider height, proportion, scale, texture, material, spacing, transparency, and design. Along front property lines and visible side property lines, traditional materials and simple designs are generally more compatible with Southport's historic character.

- **Retaining walls**

Historic retaining walls should be preserved and maintained when possible. New low retaining walls are generally most appropriate where there is a clear change in grade. Low walls of approximately two feet or less are encouraged to reduce visual impact. Brick, stone, or concrete block covered with a true sand-finish stucco are generally compatible materials for traditional retaining walls.

- **False historical details**

Adding false historical details or non-original architectural embellishments to existing fences is generally discouraged. New work should be compatible with the property without creating a false sense of history.

- **Screening parking areas**

A combination of fencing, low walls, shrubs, trees, and other plantings is encouraged to screen parking areas and soften views from public streets, sidewalks, neighboring properties, and other public spaces.

- **Contemporary or utilitarian fence materials**

Contemporary or utilitarian fence materials are generally less compatible where visible from a public street, sidewalk, waterfront, or other public view. Materials such as plastic, vinyl, chain link, wire fencing, and similar modern materials are generally discouraged in highly visible locations. These materials may be more appropriate in rear yards or other areas that are not visible from public view, where otherwise allowed by City regulations.

NOTE: The City's Zoning Permit process applies to the construction/installation of fences and walls. Property owners are encouraged to contact City planning staff early in the project planning process to determine whether a Zoning Permit is required and what standards or procedures apply.

14. Exterior Lighting

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Electricity arrived in Southport in early 20th century. Today, lighting is used to illuminate streets, walkways, porches, signs, and buildings. Porch and building lights should reflect the style, scale, size, and detail the special character of the building. Lighting should be functional without overwhelming the building, site, or neighboring properties. When selecting new light fixtures consider the scale and style of the house and yard.

- **Exterior Lighting**

Exterior lighting should support safety, visibility, and wayfinding while remaining compatible with the building, site, and streetscape. Simple, unobtrusive fixtures are generally most appropriate for historic and traditional settings.

- **Fixture design**

Where original or historic light fixtures exist, property owners are encouraged to preserve and maintain them when possible. Where new fixtures are needed, simple and unobtrusive designs that complement the building, site, and surrounding streetscape are generally preferred.

- **Light color and brightness**

Lighting sources that produce a warm color similar to traditional incandescent lighting are encouraged. Bright, harsh, or cool-toned lighting is not compatible with Southport's historic character.

- **Placement of fixtures**

Light fixtures should be located to avoid obscuring, damaging, or distracting from character-defining architectural elements, historic materials, landscape features, or important site features.

NOTE: Refer to Chapter 4 Article V. Exterior Lighting Sec.4-151 in the Southport Code of Ordinances regarding overall city regulations.

15. Driveways and Off-Street Parking

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Many homes in the historic study area were built before modern automobile use and do not have driveways. As a result, on-street parking has traditionally been part of the area's development pattern.

The addition of new driveways and off-street parking areas, or the modification of existing ones, should be carefully considered. Property owners are encouraged to evaluate siting, spacing, configuration, width, paving materials, tree impacts, and visibility from the street to ensure that parking improvements remain compatible with nearby historic properties and the surrounding streetscape.

- **Driveways and Off-Street Parking**

Driveways, parking areas, and paved surfaces can have a significant effect on the appearance of a historic streetscape. In Southport, many older homes were built before modern automobile use, so parking should be designed carefully to avoid overwhelming the building, yard, or street.

- **Location and visibility**

New parking lots, driveways, and off-street parking areas should be located as unobtrusively as possible. Interior side-yard and rear-yard locations are generally preferred where feasible. Large expanses of concrete or asphalt with little or no landscaping, screening, or visual relief are generally less compatible with Southport's historic character.

- **Site plan information**

For new parking lots or off-street parking areas, applicants are encouraged to provide a scaled site plan showing the proposed layout, access points, paving materials, lighting, landscaping, screening, and relationship to nearby buildings, sidewalks, trees, and public rights-of-way.

- **Protection of trees and landscape features**

Parking and driveway improvements should be designed, where possible, to avoid removal of mature trees, heritage trees, established plantings, and other landscape features that contribute to the character of the site and streetscape.

- **Incorporating heritage trees**

Where heritage trees or significant mature trees are present, property owners are encouraged to incorporate them into the parking layout rather than remove them. Parking areas should allow adequate space to protect tree roots, trunks, and canopy health.

- **Paving materials**

Paving materials should be compatible with the character of the property and surrounding block.

- **Limiting impervious surface**

Property owners are encouraged to limit the amount of impervious surface where possible. Narrow driveways, shared drives, ribbon driveways, permeable materials, and landscaped medians can help reduce visual impact, preserve open yard space, and support stormwater management.

- **Screening parking areas**

Parking lots and larger off-street parking areas should be screened from public streets, sidewalks, neighboring properties, and public open spaces where feasible. A combination of fences, low walls, shrubs, trees, and other plantings is encouraged to soften views of parked vehicles and paved surfaces.

NOTE: The City's Zoning Permit process applies to the construction/installation of driveways and off-street parking areas. Property owners are encouraged to contact City planning staff early in the project planning process to determine whether a Zoning Permit is required and what standards or procedures apply.

16. Signage

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Southport's historic study area is a blend of residential and commercial buildings. Signs are an important part of Southport's commercial and civic streetscapes. Well-designed signs can help identify businesses and public places while respecting the scale, materials, and architectural character of the building and surrounding area.

- **Sign materials**

Traditional sign materials, such as wood and metal, are generally encouraged. Substitute materials that have the appearance of painted wood or traditional sign materials may also be compatible.

- **Sign placement and scale**

Signs should be placed so they do not visually overwhelm the building, site, or streetscape. Sign placement should avoid covering, damaging, or distracting from character-defining architectural details such as cornices, transoms, storefront framing, windows, trim, columns, or decorative masonry. Applicants are encouraged to consider whether the maximum signage allowed by the Southport Unified Development Ordinance is appropriate for the specific building, site, and streetscape. In some cases, smaller or simpler signage may be more compatible with the historic character of the area.

- **Commercial sign locations**

On traditional commercial buildings, signs are generally most compatible when located in the signboard or frieze area above the display windows. This placement helps define the transition between the storefront and the upper façade and is consistent with traditional commercial building design.

- **Graphics and lettering**

Simple, clear graphics and lettering styles are encouraged. Lettering should be easy to read and scaled appropriately for the building and pedestrian-oriented streetscape. Overly complex fonts, excessive graphics, and visual clutter are generally discouraged.

- **Public signage**

Public signs should be coordinated where possible to reduce visual clutter. Consolidating signs on uniform poles or shared sign structures can help maintain a cleaner and more organized streetscape.

- **Window signs**

Window signs mounted inside the glass may be regulated under the Southport Unified Development Ordinance or other applicable standards. They are generally not part of the advisory consultation process unless the property owner requests design guidance.

NOTE: The City of Southport sign ordinance provides detailed guidance regarding appropriate signage. The City's Zoning Permit process applies to the construction/installation of signs. Property owners are encouraged to contact City Planning Staff early in the project planning process to determine whether a Zoning Permit is required and what standards or procedures apply.

17. Cemeteries and Archaeology

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Cemeteries and archaeological resources are important parts of Southport's cultural landscape. They may contain information about community history that is not visible in buildings alone.

- Protect burial markers, walls, fences, paths, trees, and landscape features associated with cemeteries.
- Avoid ground-disturbing activities in areas with known or suspected archaeological sensitivity until appropriate consultation has occurred.
- Document features before repair, relocation, or site work.
- Use qualified professionals for archaeological assessment or cemetery conservation when needed.

Part 4

Building Features Advisory Guidelines

18. Roofs

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Roof form, pitch, and materials are among the distinguishing characteristics of different styles of architecture. Roofs can be flat, pitched, hipped, curved, or a combination of these forms. Roof forms, pitches, and materials vary in the Southport Historic Study Area due to the extended period of development that occurred in Southport. Architectural styles are often distinguished by roof types. Roofs are among the most visible features of many historic buildings.

- **Historic roof features**
Historic roof features should be identified, protected, preserved, and maintained when possible. These features may include ornamental eaves, cornices, rake boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, railings, and other decorative or functional roof elements. New roof features should be compatible with the building and surrounding streetscape. Damaging, concealing, or removing significant roof features is generally discouraged.
- **Historic roofing materials**
Historic roofing materials and details, such as slate, standing seam metal, tile, patterned shingles, and decorative roof elements, should be preserved, maintained, and repaired when possible.
- **New roofing materials**
New roofing materials should be compatible with the existing or historic roofing material in shape, size, texture, color, finish, and overall appearance. Asphalt shingles, fiberglass-asphalt shingles, and metal roofs may be compatible depending on the building, roof form, and surrounding context. Distinctive historic roofing patterns, such as patterned shingles or slate, should be retained or replicated when possible.
- **Contemporary roof features**
Contemporary or non-historic roof features, such as skylights, roof-mounted vents, antennas, solar collectors, and similar equipment, should be located on secondary roof slopes or less visible areas when feasible. These features should be installed in a manner that does not damage, destroy, or visually overwhelm significant roof features.
New dormers may be appropriate when their size, placement, roof form, materials, and details are compatible with the building and do not overwhelm the original roofline.
- **Gutters and drainage systems**
New gutters should be installed in a manner that avoids damaging or obscuring architectural features. Historic concealed or built-in gutter systems should be preserved when possible. Exposed gutters should be simple and compatible with the building. Half-round gutters may be appropriate for certain period restoration projects. Copper gutters may remain natural; other gutter materials are generally more compatible when painted or finished to blend with the building.
- **Roof vents**
Ridge vents, where needed, should be low-profile and should not diminish the original roof design or damage character-defining architectural details. Gable vents, roof-mounted vents, and similar features

should be placed in locations that are not highly visible from public view when possible. Where visibility cannot be avoided, vents should be designed and installed to respect the architectural character of the building.

- **False historical appearance**

Roof changes should avoid creating a false sense of history. Adding conjectural roof features that are not supported by historical, physical, or photographic evidence is generally discouraged.

- **Roof pitch and form**

The original or existing roof pitch and roof form are important character-defining features. Altering the roof pitch or introducing a new roof form may significantly change the appearance of a building, especially on primary or highly visible elevations.

- **Substitute materials**

Affordability may determine the use of substitute roofing materials. Materials that do not match the scale, texture, profile, finish, or appearance of the historic feature may be less compatible and should be considered carefully.

- **Additional stories**

Adding an additional story can significantly alter a building's historic appearance, scale, roof form, and relationship to surrounding buildings. When an additional story is proposed, its height, massing, roof form, materials, and visibility should be compatible with the original building and the surrounding historic context.

19. Exterior Wood Siding, Trim, and Ornamentation

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Southport's historic buildings are sheathed with a variety of materials that contribute to the special character of the historic study area. The majority of the architecture in the district is wood-frame construction with wood siding, with few masonry construction most which are located in or near downtown. Exterior wood elements includes siding, trim, shingles, door and window surrounds, columns, cornices, pediments, brackets, columns, balustrades, and other architectural moldings or decorative ornamentation. These features are often the character defining features of the building.

- **Historic wood features**

Original wood siding, trim, ornamentation, and decorative elements should be identified, preserved, and maintained when possible. These features may include clapboards, shingles, corner boards, cornices, brackets, pilasters, door and window surrounds, pediments, medallions, dentil molding, modillion molding, and other character-defining trim.

- **Repair before replacement**

Existing wood elements should be repaired rather than replaced when feasible. Preservation techniques such as patching, splicing, consolidation, and epoxy repair can often extend the life of historic wood materials and help retain the building's original character.

- **Replacement of deteriorated wood**

Historic wood elements should be replaced when they are too deteriorated to repair. When replacement is necessary, the new wood or substitute material should match the original as closely as possible in shape, profile, texture, dimension, and detailing.

- **Surface preparation and cleaning**

Wood surfaces should be prepared for painting or repair using the gentlest effective method. Low-pressure washing should be used carefully and only after testing to confirm that it will not damage

historic materials. Harsh methods such as sandblasting and high-pressure water blasting are generally discouraged because they can permanently damage historic wood surfaces.

- **Siding patterns and profiles**

Original siding patterns, profiles, exposure widths, and textures should be preserved when possible. Replacing clapboard siding with shingle siding, or replacing siding with a different width, profile, or texture, may significantly change the character of the building.

- **Decorative trim and architectural details**

Character-defining trim and decorative details should not be concealed, removed, or altered in a way that compromises the architectural integrity of the building. When repair or replacement is needed, the original design, profile, and detailing should be retained or carefully replicated where feasible.

- **Vinyl and aluminum siding**

Vinyl and aluminum siding are generally less compatible with historic buildings because they can conceal original materials, flatten wall surfaces, alter shadow lines, and obscure architectural details. When replacement with original wood siding is not practical, substitute siding should be considered when it reflects the original appearance of the building and closely matches the original profile, texture, scale, and shadow lines.

- **Fiber cement siding**

Fiber cement siding is a widely used substitute material and is compatible for new construction, additions and siding replacement. When used, it should be selected and installed to reflect traditional siding profiles, exposure widths, textures, trim details, and shadow lines.

- **False historical appearance**

Avoid creating a false sense of history by adding salvaged trim from another building or using stock trim that does not match the original. Where original trim is missing, replication based on documentation is generally preferred over conjectural details.

- **Insulation and building upgrades**

Insulation and energy-efficiency improvements should be installed in a manner that avoids damaging or disturbing historic siding, trim, and wall materials. Blown-in insulation should be approached carefully to avoid moisture problems, siding damage, or changes to the exterior appearance of the building.

- **Substitute materials**

Substitute materials should be used carefully and should be compatible with the building's historic character. When substitute materials are considered, they should convey the visual appearance of the original material and be compatible in scale, profile, texture, finish, and installation detail.

20. Masonry

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Masonry materials were historically used for aesthetic purposes and because of their durability. The most dominant material in Southport's downtown is masonry. It is also used for foundations, chimneys, and retaining walls. Historic masonry materials include brick, stone, slate, and concrete block. Like all building components, masonry requires routine maintenance to ensure its longevity. Improper cleaning, repointing, sealing, or painting can cause long-term damage.

- **Historic masonry features**

Historic brick, stone, stucco, chimneys, foundations, walls, and retaining walls should be identified, retained, preserved, and maintained when possible. Masonry elements that help define the character of a building, site, or streetscape should be protected as part of any repair or improvement project.

- **Repair before replacement**

Historic masonry should be repaired and restored rather than replaced when feasible. Vegetation, vines, and other growth should be removed carefully from masonry surfaces to help prevent moisture damage, mortar deterioration, and structural problems.

- **Cleaning masonry**

Historic masonry should be cleaned only when necessary and by using the gentlest effective method. Low-pressure water washing and mild detergents formulated for the specific masonry material are generally preferred. Chemical cleaners designed for historic masonry may be considered when water and mild detergent are not effective.

- **Abrasive cleaning methods**

Sandblasting, high-pressure water blasting, and other abrasive cleaning methods are generally discouraged because they can damage historic masonry surfaces, remove protective outer layers, accelerate deterioration, and permanently alter the appearance of brick, stone, or stucco.

- **Water-repellent sealers**

Water-repellent sealers should be used carefully. In many cases, sealers can trap moisture within historic masonry and contribute to deterioration, staining, spalling, or discoloration. Breathable repair methods and proper drainage are generally preferred.

- **Repointing mortar joints**

When repointing is needed, new mortar should be compatible with the historic mortar in composition, strength, color, texture, joint width, joint profile, and surface tooling. Historic bond patterns should be maintained. Modern hard mortars can damage older, softer brick and are generally not appropriate for historic masonry repair.

- **Removing deteriorated mortar**

Deteriorated mortar should be removed carefully, preferably by hand tools and under the direction of a skilled mason experienced with historic masonry. Power tools and saws can damage historic brick and stone if used improperly and should be avoided unless specifically appropriate for the material and conditions.

- **Replacement brick or stone**

When damaged brick or stone must be replaced, replacement units should match the original as closely as possible in size, shape, color, texture, hardness, finish, and overall appearance. Replacement should generally be limited to the damaged or deteriorated areas.

- **Painting masonry**

Painting masonry that was not historically painted is usually discouraged because paint can change the appearance of historic masonry and may trap moisture, leading to long-term deterioration. Previously painted masonry may be maintained, but removal of paint should be approached carefully to avoid damaging the historic surface.

When painting masonry that has been previously painted, use acrylic latex paints for best durability. Pre 1930 bricks may be negatively affected by paint, where post 1930 bricks have a different composition and are more appropriate for painting.

21. Windows, Doors, and Shutters

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Windows, doors, and shutters in the Southport Historic Study Area consist of a variety of architectural styles. They are character-defining features and influence the architectural character of the building through their pattern, material, shape, size, fenestration, and style. Historic windows and doors are often repairable and contribute significantly to character. Shutters may or may not be operable; operable shutters provide additional protection for historic glazing.

- **Historic windows and doors**

Historic windows and doors should be identified, retained, preserved, and maintained when possible. Important related features may include frames, sash, shutters, hardware, old glass, sills, trim, moldings, transoms, sidelights, and other character-defining details.

- **Repair before replacement**

Historic windows and doors should be repaired rather than replaced when feasible. Accepted preservation methods, such as patching, splicing, epoxy repair, reglazing, weatherstripping, and selective replacement of deteriorated parts, can often extend the life of historic windows and doors while preserving the building's character.

- **Replacement windows and doors**

It is understood that energy efficient windows and doors may be used. However, when replacement is necessary, new windows and doors should match the appearance of historic units as closely as possible in size, material, profile, configuration, operation, trim, muntin pattern, glass area, and detailing. Where only part of a window or door is deteriorated, applicants are encouraged to replace only the damaged element, such as a sash, sill, rail, stile, or door panel, rather than the entire frame or unit.

- **Existing openings**

Replacement windows and doors should fill the original opening. Installing smaller units or altering the size and proportions of historic openings can change the character of the building and is generally discouraged.

- **Glass**

Mirrored glass is generally less compatible with historic buildings. Clear glass or glass with a traditional appearance is generally preferred.

- **Window configuration and grilles**

New or replacement windows should reflect the original overall size, opening area, sash configuration, muntin pattern, and grille design when known. Snap-in grilles or grilles between panes of glass are generally less compatible because they do not replicate the depth, shadow lines, or appearance of traditional divided-light windows.

- **Shutters**

Original or historic shutters should be preserved and repaired when possible. New shutters may be appropriate when there is evidence that the building historically had shutters or when the shutters are compatible with the building's style and character. Shutters should be sized and proportioned so they would fit the window opening if closed. Traditional shutter hardware, such as hinges, pintles, and holdbacks, is encouraged where appropriate. Shutters may be operable or fixed, but they should appear functional and should not be simply nailed or screwed flat onto the building surface. Synthetic or substitute shutter materials may be compatible when they closely duplicate the appearance, thickness, texture, and finish of painted wood.

- **New window and door openings**

New window and door openings should be located and designed carefully so they do not damage historic materials, remove character-defining features, or substantially alter the historic appearance of

the building. New openings should be sized, proportioned, detailed, and placed in a manner compatible with the existing structure.

- **Awnings**

Metal awnings over historic windows and doors are generally discouraged, particularly where they obscure architectural details or dominate the façade. Where awnings are used, they should be installed so they do not damage historic materials, conceal important architectural features, or overwhelm the window, door, storefront, or building façade.

22. Porches and Entrances

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Porches, entrances, and doorways are often among the most visible and important features of historic buildings. They help define architectural style, scale, rhythm, craftsmanship, and the relationship between the building and the street. Property owners are encouraged to preserve historic porch and entrance features whenever feasible.

- **Historic porches and entrances**

Historic porches, entrances, and doorways should be identified, retained, preserved, and maintained when possible. Important related features may include railings, posts, columns, ceilings, steps, lattice, flooring, piers, ornamental trim, doors, transoms, sidelights, and other character-defining elements.

- **Repair before replacement**

Historic porch and entrance elements should be repaired rather than replaced when feasible. Preservation techniques such as patching, epoxy repair, reinforcing, and splicing in new wood can often preserve historic material while addressing deterioration. When replacement is necessary, new elements should match the original as closely as possible in size, shape, pattern, texture, material, and detailing.

- **Porch materials**

Appropriate materials should be used for the repair and restoration of historic porches. Naturally rot-resistant wood or properly treated wood can provide durability for exposed elements such as railings, steps, flooring, and floor framing. Pressure-treated wood may be appropriate when painted or finished within a reasonable period of time. Substitute materials may be considered when they closely duplicate the appearance, texture, proportions, and architectural detail of the historic material.

- **Porch enclosure**

Original or historic front porches are important character-defining features and should generally remain open. Enclosing or substantially altering a front porch can change the historic relationship between the building and the streetscape and is generally discouraged.

- Porch enclosure may be more appropriate at rear elevations or other areas not visible from public view, provided the work is designed and constructed to preserve the historic character and important features of the porch.

- **Non-historic porch coverings**

Covering porch elements with non-historic materials such as vinyl or metal siding is generally discouraged. Permanently attaching plastic sheeting or similar materials to “winterize” a screened porch can damage historic materials and alter the character of the porch. Temporary, reversible, and minimally visible seasonal treatments are generally more compatible.

Porch details and ornamentation

New porch details and ornamentation should be compatible with the style, period, scale, and detailing

of the building. Features such as metal columns, wrought iron posts, oversized columns with elaborate capitals, and metal or plastic balustrades may be less compatible with many historic Southport buildings. Adding decorative features that create a false sense of history, such as adding Victorian ornament to a plain early twentieth-century porch without evidence, is generally discouraged. Where a historic porch is too deteriorated to repair, replacement should convey the same general visual appearance, scale, location, proportions, roof form, materials, and relationship to the building whenever feasible.

- **Reconstructing missing porches or porch details**

Missing porches or porch details should be reconstructed based on accurate documentation when available. Documentation may include physical evidence on the building, historic photographs, drawings, or compatible details from buildings of the same period and general style. Where documentation is limited, new porch design should be simple, compatible, and avoid conjectural ornament.

- **New porches, entrances, and balconies**

Adding new porches, entrances, or balconies to primary elevations or other highly visible areas should be considered carefully, especially where no such feature existed historically. New features should be compatible with the building's height, scale, size, massing, materials, roof form, and architectural character, and should not overwhelm or obscure character-defining features.

- **Porch gates**

Permanent gates on porches or at the foot of porch steps can create a visual barrier between the building and the streetscape. Where gates are needed for safety, pets, or accessibility, simple, compatible, and reversible designs are generally preferred.

- **Accessibility improvements**

Ramps, lifts, handrails, and other accessibility improvements should be designed to provide access while minimizing impacts to historic materials and character-defining features. When feasible, accessibility modifications should be reversible.

23. Foundations

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Foundations are important character-defining features of many historic buildings. Pier spacing, materials, vents, lattice, grilles, height, and relationship to the ground all contribute to the appearance of a building and the surrounding streetscape. Foundation repairs, alterations, and related utility improvements should be designed carefully to preserve historic character where feasible.

- **Historic foundation features**

Original and historic foundations should be identified, retained, preserved, and maintained when possible. Important related features may include pier size, pier spacing, vents, grilles, lattice, foundation materials, ballast stones, brickwork, mortar joints, and other significant details.

- **Repair before replacement**

Historic foundation materials should be repaired and preserved rather than replaced when feasible. For repairs or rebuilding, new brick, mortar, ballast stones, and other materials should match the historic materials as closely as possible in size, color, texture, composition, finish, and overall appearance.

- **Limited replacement**

When only a portion of a historic foundation is deteriorated beyond repair, only the damaged portion

should be replaced where feasible. Replacement materials and finishes should match the original as closely as possible.

- **Vents and access doors**

New vents or access doors should be placed carefully to minimize visual impact. Vents are generally most compatible when centered between foundation piers and finished in dark or inconspicuous colors, such as black iron or dark plastic, rather than bright unfinished metal. Access doors and other new openings should be located in less visible areas when feasible.

- **Foundation infill**

Where infill is proposed between existing brick piers, a recessed curtain wall is generally preferred so the original piers remain visually distinct. A recess of approximately one to two inches from the outer face of the piers can help preserve the appearance of a traditional pier foundation. Concrete block may be compatible when covered with brick veneer or true sand-finished stucco. Foundations beneath porches should remain open where feasible to promote air circulation and reduce the risk of rot or deterioration. Wood lattice or grilles may be used where enclosure is needed.

- **Lattice and grilles**

Wood grilles or lattice may be appropriate for foundation infill when compatible with the period, style, and character of the building. Lightweight stock lattice is generally less compatible in highly visible locations. Lattice and grilles should be simple, durable, and proportioned to the building.

- **Painting foundations**

Painting previously unpainted historic foundations is generally discouraged because it can change the appearance of the foundation and may contribute to moisture-related problems. Previously painted foundations should be maintained. Removing paint from a previously painted historic foundation should be approached carefully to avoid damaging the historic material.

- **Covering foundations**

Foundation treatments should preserve or reveal the original character of the foundation whenever feasible.

- **Raising foundations**

Raising a building's foundation can significantly alter the building's historic appearance, scale, porch relationship, and connection to the site. Foundation raising should be considered carefully and is generally most appropriate when needed for documented structural, flood protection, or code-related reasons. Design solutions should minimize visual impact and preserve historic materials and character-defining features where feasible.

- **Utilities and mechanical equipment**

New utilities and mechanical equipment, including package units, furnaces, heat pumps, air-conditioning units, meters, and related equipment, should be located to the rear or other less visible areas when feasible. Placement at the front of a structure or site is generally less compatible with historic character. Screening with plantings, fencing, or other compatible site features is encouraged where equipment may be visible from public view.

24. Storefronts

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Commercial storefronts and building façades help define the character, scale, and activity of Southport's historic commercial areas. Display windows, entrances, transoms, bulkheads, cornices, parapets,

brickwork, signs, and awnings all contribute to the appearance of the streetscape. Property owners are encouraged to preserve historic storefront features whenever feasible and to make changes in a manner that respects the building's original design.

- **Historic storefronts and façades**

Historic commercial storefronts and building façades should be identified, retained, preserved, and maintained when possible. Important features may include display windows, entrance configurations, doors, transoms, bulkheads, upper-story windows, cornices, parapets, brickwork, decorative trim, and other character-defining elements.

- **Replacement of storefront features**

Historic storefront features should be replaced only when they are too deteriorated to repair. When replacement is necessary, new materials and elements should match the original as closely as possible in design, dimension, profile, texture, finish, and overall appearance. Identical replacement materials are generally preferred, but compatible substitute materials may be considered where they convey the appearance of the original.

Reconstructing missing or altered storefronts

When reconstructing missing or altered storefront features, new façade details should be compatible with the building and with nearby historic commercial buildings of the same period and style. Where appropriate, applicants are encouraged to consider returning altered façades to their original window sizes, proportions, entrance configurations, and storefront patterns. Rehabilitation should be based on sound historical, physical, or photographic evidence when available. Historically false features, such as conjectural “colonial” details, carriage lamps, eagles, bay windows, broken-arched pediments, or other decorative elements not supported by the building's history, are generally discouraged.

- **Rear façades**

Rear façades should be preserved and improved where feasible, especially where public access, customer entrances, or parking access is provided from the rear. Utility lines, pipes, meters, mechanical units, and similar equipment should be consolidated, screened, or located as inconspicuously as possible to improve the appearance of rear façades.

- **Roof forms and visible rooftop features**

Original roof forms and roof features should be retained when possible. Additional stories, penthouses, roof decks, skylights, mechanical equipment, and other rooftop features should be located and designed carefully so they do not overwhelm the building, alter its historic roof form, or become highly visible from sidewalks, public rights-of-way, or public rear access areas. Visible rooftop additions may be more compatible when there is a clear historic precedent or when the design is carefully integrated with the building.

- **Limited repair and replacement**

Repair or limited replacement is generally preferred over wholesale replacement. New work should be compatible with the existing building and surrounding historic context in size, scale, material, proportion, rhythm, and detailing.

- **Later storefront alterations**

Where late twentieth-century or early twenty-first-century replacement storefronts have altered the character of a historic commercial building, property owners are encouraged to consider restoring the storefront to a more historically compatible configuration. Reconstruction should be based on historic photographs, physical evidence, or compatible examples from buildings of the same period and style. New storefront designs should reflect the proportions, profiles, materials, finishes, and overall character of traditional storefronts from the building's era.

- **Full storefront replacement**

If an entire storefront, building surface, detail, or element must be replaced because of deterioration, the replacement should match the original as closely as possible in size, shape, design, profile, scale,

texture, material, and finish. Replacement should be based on documentation when available and should preserve the building's historic character.

- **Awnings**

Fabric or canvas awnings may be appropriate where historically compatible with the building and streetscape. Awnings should be installed so they do not obscure windows, doors, transoms, cornices, decorative trim, or other character-defining features. Awning design should be based on traditional profiles, styles, and shapes appropriate to the building.

25. Substitute Materials

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Southport's coastal environment includes humidity, rainfall, hurricanes, and other storm events that can affect historic buildings over time. Wood, masonry, and metal are essential to creating weather-tight buildings, but excessive moisture can cause deterioration if it is not properly managed. Property owners are encouraged to direct water away from buildings through properly functioning gutters, downspouts, downspout extensions, grading, or underground drainage systems where appropriate.

Protective coatings, including paint, should be maintained to help prevent deterioration of historic materials. Peeling, cracking, or failed coatings can allow moisture to enter wood, metal, or masonry surfaces and may lead to conditions that eventually require repair or replacement.

When replacement of historic materials is necessary, replacement in kind is generally preferred. However, substitute materials may be appropriate when the new material closely matches the existing material in width, texture, profile, scale, finish, and overall appearance. Substitute materials should also be selected with durability, moisture resistance, and long-term maintenance in mind.

Substitute materials should be used carefully. Materials with different physical or visual properties can significantly alter a building's appearance and may contribute to future damage or deterioration if they are i

- **2.10.1 Historic materials**

Historic materials that contribute to the overall character of a building should be identified, retained, preserved, and maintained when possible. These materials may include wood, metal, masonry, glass, roofing, siding, trim, ornamentation, and other character-defining features.

- **Routine maintenance and cleaning**

Historic materials, surfaces, and related features should be protected through routine maintenance and accepted preservation methods. Cleaning should be done with the gentlest effective method to avoid damaging historic surfaces, finishes, profiles, or details.

- **Repair methods**

Historic materials and details should be repaired using accepted preservation methods where feasible. Appropriate repair techniques may include patching, splicing, consolidating, reinforcing, repainting, repointing, or replacing only the deteriorated portion of a feature.

- **Limited replacement**

When historic materials must be replaced due to deterioration, replacement should be limited to the deteriorated surface, feature, or detail where feasible. Replacement materials should match the original as closely as possible in size, shape, design, scale, profile, texture, finish, and overall appearance.

- **Substitute materials**

Substitute materials should be considered carefully and are generally most appropriate when one or more of the following conditions exist:

1. the historic material is no longer reasonably available;
2. skilled craftspeople capable of working with the historic material are not reasonably available;
3. the historic material has inherent flaws or repeated performance problems;
4. modern building codes require a change in material;
5. rapid or repeated deterioration is reasonably expected; or
6. the substitute material will improve durability while closely replicating the appearance of the original material.

When substitute materials are used, they should replicate the original material as closely as possible in size, shape, design, scale, profile, texture, finish, and overall appearance.

- **Sound historic materials**

Sound historic materials should not be replaced simply to create a newer, smoother, more uniform, or more modern appearance. Normal aging, minor imperfections, weathering, and layers of paint are part of the history of a building and should not, by themselves, be reasons for replacement.

Part 5

Additions, New Construction, and Accessory Features

26. Residential Additions

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Additions, outbuildings, and accessory structures should be designed to respect the historic character of the original building, site, and surrounding streetscape. New construction should be compatible without creating a false sense of history, and the original building should remain visually recognizable and dominant whenever feasible.

- **Location of additions**
New additions should be located to the side or rear of the existing building where possible to minimize visual impact on the primary façade and other important elevations. On corner lots, waterfront properties, and other highly visible sites, applicants are encouraged to consider views from all public rights-of-way, public access areas, and public open spaces.
- **Height, scale, size, and massing**
The height, scale, size, and massing of an addition should be compatible with the existing structure and should not visually overpower it. In general, additions should follow the principle of “additive massing,” where the original structure remains the dominant form and additions appear as smaller, adjoining masses. Recognizing the importance of adaptive reuse, different height, scale, size, or massing may be appropriate when the design is compatible with the original building and surrounding historic context.
- **Compatibility of design**
Additions should be compatible with the existing building in materials, style, roof form, massing, proportions, door and window spacing, details, surface texture, and location. Contemporary adaptations may be appropriate when they are clearly distinguishable as additions, reflect their own period of construction, and remain compatible with the historic building.
- **Windows in additions**
Windows in additions should be compatible with the historic building in size, proportion, pattern, trim, profile, and overall appearance. Substitute window materials may be appropriate when they meet the general guidance for windows and doors and maintain a compatible appearance.
- **Rooflines**
Rooflines of new additions should be compatible with the original building in form, pitch, orientation, and eave height. The roof of an addition should not obscure the original building’s character-defining roof forms and features.
- **Foundations**
Foundations for additions should be compatible with the existing foundation in height, materials, detailing, spacing, and overall appearance.
- **Exterior materials**
Exterior materials for additions should be compatible with the original building and surrounding historic context. Vinyl and aluminum siding are generally less compatible because they can flatten wall surfaces, obscure shadow lines, and alter the appearance of traditional materials. Fiber cement siding may be

compatible for additions when it reflects traditional siding profiles, exposure widths, textures, trim details, and shadow lines.

- **Use of new materials**

New materials should be used in ways that reflect traditional construction methods and detailing. Materials should appear to be applied in a manner consistent with historically used building materials, including appropriate profiles, trim, corners, transitions, and installation details.

- **Outbuildings and accessory structures**

Outbuildings and accessory structures should generally be located in side or rear yards. Their placement should avoid obscuring the principal building's prominent architectural features, important views, mature trees, or significant site features.

- **Trees and mature plantings**

Additions, outbuildings, and accessory structures should be sited to avoid the removal of heritage trees, mature trees, and established plantings whenever feasible. Applicants are encouraged to design around significant landscape features that contribute to the character of the property and streetscape.

27. New Residential Construction

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Southport's architectural history does not represent a single era or period of development. The city has evolved over more than 200 years, and new residential construction can be successful when it reflects that continued architectural evolution while respecting the historic character of the surrounding area.

New residential construction should demonstrate an understanding of the special character of the historic study area. When thoughtfully sited and designed, new construction can enhance the streetscape, fill gaps in the historic street front, and contribute to the long-term vitality of the neighborhood.

Applicants are encouraged to pay careful attention to building orientation, setbacks, spacing, lot coverage, height, scale, massing, roof shape, materials, window and door patterns, and the relationship of the new building to surrounding residential buildings.

Design considerations for new residential construction

Applicants are encouraged to consider the following questions:

1. Is the building orientation consistent with nearby historic residential buildings?
2. Is the proposed lot coverage compatible with adjacent buildings and the surrounding block?
3. Are the front, side, and rear setbacks compatible with the established pattern of the block?
4. Does the spacing between buildings reflect the traditional rhythm of the streetscape?
5. Are the windows and doors on the primary and visible side elevations compatible with nearby buildings?
6. Does the height, scale, massing, proportion, and roof shape respect the surrounding residential context?

- **Height, scale, massing, and roof shape**

New residential buildings should be compatible with surrounding residential buildings in height, scale,

massing, proportion, and roof shape. New buildings should be designed so they do not disrupt the established rhythm of the streetscape.

- **Overall design compatibility**

New residential buildings should be compatible with the scale, pattern, detail, finish, materials, and composition of historic buildings in the surrounding area. Compatibility does not require copying a historic style, but new construction should respect the character-defining patterns of the block and neighborhood.

- **Windows, doors, and façade rhythm**

The configuration, placement, size, materials, and proportions of windows and doors should be compatible with nearby historic buildings. Window and door openings that vary significantly from the established patterns on the block may disrupt the visual harmony of the streetscape and should be considered carefully.

- **Siding and trim materials**

Siding and trim materials should be compatible with materials traditionally used on the immediate block and within Southport's historic residential areas. Wood siding, wood shingles, brick, and other traditional materials may be appropriate depending on the building design and surrounding context.

- **Traditional use of materials**

Materials should be used in ways that reflect traditional construction methods and detailing. New materials should be applied with appropriate profiles, trim, corners, transitions, shadow lines, and installation details so they convey the appearance of historically used building materials.

- **Modern materials**

Vinyl and aluminum siding are generally less compatible with historic residential settings because they can flatten wall surfaces, obscure shadow lines, and alter the appearance of traditional materials. Fiber cement siding may be compatible when installed in a traditional manner with exposure widths, profiles, textures, trim details, and shadow lines similar to wood siding. Modern materials should be selected and installed carefully so that new residential buildings remain compatible with the historic buildings that define Southport's character.

- **Replacement buildings**

When a contributing building has been demolished or moved from a site, the replacement building should be compatible with the former building and surrounding context in height, scale, massing, orientation, and location where feasible. A different design may be appropriate when it is compatible with nearby historic buildings and the established development pattern of the block.

- **Setbacks**

New residential buildings should generally maintain front, side, and rear yard setbacks that are compatible with historic buildings on the same block or side of the street. Consistent setbacks help preserve the visual rhythm and character of the streetscape.

- **Building separation and lot coverage**

New construction should respect the traditional pattern of building separation and lot coverage found on the block where feasible. The amount of building coverage, open yard space, and distance between buildings should be considered as part of the overall site design.

- **Heritage trees**

Heritage trees, mature trees, and established plantings should be retained and protected during construction whenever feasible. New buildings, driveways, utilities, and grading should be planned to avoid unnecessary impacts to significant landscape features.

- **Waterfront views and vistas**

For new construction on Southport's waterfront, applicants are encouraged to consider historic views, vistas, and public access perspectives. New buildings should be sited and designed to minimize negative impacts on important waterfront views where feasible.

- **Date identification**

A date brick or other exterior date identification marker is encouraged for new construction to assist future generations in understanding when buildings were constructed.

28. Commercial Additions

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Southport's historic commercial areas include a variety of building types and scales, including one- and two-story commercial buildings, small commercial structures with modest footprints, residential buildings converted to commercial use, and larger one- and two-story buildings along North Howe Street, West Moore Street, and other commercial corridors.

Change is inevitable as buildings and neighborhoods evolve. Commercial buildings may need to be updated, expanded, or adapted for new uses. When an addition is constructed, some change to the building and its relationship to the surrounding area is expected. The goal is to guide those changes so that additions remain compatible with the original building, nearby historic buildings, and the surrounding streetscape.

Locating an addition to the rear is often the most effective way to minimize its visual impact from the street. In some cases, a larger addition may be designed to read as a separate but compatible building. When that occurs, the guidance for new commercial construction should also be considered.

- **Location of commercial additions**

New commercial additions should generally be located along the rear façade of the existing building where feasible to reduce visual impact on the primary façade and streetscape.

- **Compatibility of design**

Commercial additions should be compatible with the existing building in massing, scale, height, form, size, materials, proportion, fenestration, and roof form. The addition should respect the character of the original building without creating a false sense of history.

- **Visibility from the street**

Rear additions should be placed and designed to minimize visibility from public streets, sidewalks, rights-of-way, and public access areas where feasible. Recessing the addition behind the side walls of the historic building can help preserve the visual prominence of the original structure.

- **Protection of historic materials and features**

Additions should be constructed with the least possible impact on the historic building. Applicants are encouraged to avoid unnecessary removal of historic materials, alteration of significant openings, or concealment of character-defining features.

- **Substitute exterior materials**

Substitute exterior materials may be appropriate for commercial additions when the exposure width, profile, texture, trim details, and shadow lines reflect the character of the original building.

- **Simplified details**

Simplified details that reflect the character of the historic building are generally appropriate for additions. New details should be compatible with the original building.

- **Site features and setting**

Landscape features, mature plantings, street vistas, waterfront views, topography, pedestrian access, parking areas, and service areas should be considered when siting and designing commercial additions.

- **Heritage trees and mature plantings**

Commercial additions should be sited to avoid the removal of heritage trees, mature trees, and established plantings whenever feasible. Significant trees and plantings should be protected during construction where possible.

29. New Commercial Construction

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Southport's historic commercial areas include a variety of building types, sizes, heights, scales, massing, proportions, window and door patterns, and roof shapes. Along North Howe Street, West Moore Street, and other commercial corridors, buildings reflect different periods of development, transportation patterns, business needs, and the evolving lifestyle of Southport's residents.

New commercial construction should be compatible with nearby commercial buildings in scale, height, form, massing, proportion, fenestration, materials, and roof shape. In Southport's commercial core, buildings often share side walls and front the sidewalk. Along North Howe Street and other areas, commercial buildings may include a mix of attached buildings, freestanding buildings, and former residential buildings adapted for commercial use.

Respecting the established urban form, rhythm, and pedestrian character of the commercial area is more important than replicating a specific architectural style. New commercial construction should reinforce the scale and rhythm of door and window openings along the streetscape and should help fill gaps in a way that strengthens the overall character of the commercial district.

- **Setback, spacing, and orientation**

New commercial buildings should be sited to maintain the same or similar setback, spacing, and orientation as surrounding historic commercial properties where feasible. The placement of the building should support the established character of the site, block, and surrounding streetscape.

- **Commercial and institutional setbacks**

Commercial and institutional buildings may have different setback patterns. Traditional commercial buildings often front the edge of the sidewalk, while institutional buildings may be set back on a lawn, plaza, or civic open space. New construction should reflect the setback pattern most appropriate to the building type and surrounding context.

- **Views, vistas, and corner lots**

New commercial buildings should be located and designed to avoid unnecessary impacts on significant views and vistas. On waterfront properties, corner lots, and other highly visible sites, applicants are encouraged to consider views from all public rights-of-way, sidewalks, public access areas, and public open spaces.

- **Height, scale, massing, and roof shape**

New commercial buildings should be compatible with surrounding commercial buildings in height, scale, massing, proportion, fenestration, and roof shape. The design should respect nearby historic buildings and the established rhythm of the streetscape.

- **Windows, doors, and façade composition**

The configuration, placement, size, materials, and overall proportion of windows and doors should be compatible with surrounding historic commercial buildings. Ground-level openings should reinforce the pedestrian rhythm of the street and maintain visual interest along the sidewalk.

- **Building materials**

Building materials should be compatible with surrounding historic commercial buildings in integrity, longevity, scale, pattern, detail, texture, finish, and composition. Materials should be selected and installed in a manner that supports the character of the commercial streetscape.

- **Pedestrian experience**

New commercial buildings should be designed to support the pedestrian experience of the commercial

district. A prominent ground-level entrance on the primary façade and ground-level display windows are generally encouraged. Wide expanses of blank wall along public sidewalks are generally less compatible with Southport's traditional commercial character.

- **Heritage trees and mature plantings**

Heritage trees, mature trees, and established plantings should be retained and protected during construction whenever feasible. New buildings, parking areas, utilities, and grading should be planned to avoid unnecessary impacts to significant landscape features.

- **Date identification**

A date brick or other exterior date identification marker is encouraged for new commercial construction to assist future generations in understanding when buildings were constructed.

Part 6

Relocation, Demolition, and Adaptive Reuse

30. Building Relocation

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Southport's historic study area is a collection of buildings, sites, and streetscapes that together help tell the story of the city's early built environment. A historic building's significance is shaped not only by the building itself, but also by its location, setting, orientation, relationship to nearby buildings, and connection to the surrounding streetscape.

Relocating a historic building can affect the integrity of the building and the character of the surrounding area. Relocation can also be complicated, expensive, and risky to the structure. For these reasons, relocation of historic buildings should generally be considered only after other preservation alternatives have been carefully evaluated.

When relocation is necessary, the building should remain within the historic study area and as close to its original location as feasible. The new location should allow the building to remain compatible with surrounding buildings and the overall streetscape.

Careful planning is important when relocating a historic building. Property owners are encouraged to contact City planning staff, the State Historic Preservation Office, Preservation North Carolina, and other qualified preservation professionals early in the process. A qualified mover with experience relocating historic buildings should be selected, and steps should be taken to minimize damage to the structure. Coordination with the City of Southport, utility providers, and other agencies may be needed to plan the route and logistics of the move. Whenever feasible, historic buildings should be moved as a single unit rather than sectioned or disassembled.

- **Relocation as an alternative to demolition**

Relocation should generally be considered only when preservation on the original site is not feasible and when relocation offers a reasonable alternative to demolition. If a historic building is relocated and a replacement building is proposed for the original site, the replacement should be compatible with the surrounding historic context in height, scale, massing, orientation, setback, and location.

- **Documentation before relocation**

Before relocation, the original site and building should be thoroughly documented with photographs, drawings, site plans, and written descriptions. Documentation should include the building's original location, orientation, foundation, setting, landscape features, and relationship to nearby buildings and streets.

- **Qualified movers**

Property owners are encouraged to hire reputable movers with demonstrated experience relocating historic buildings. The moving plan should identify methods for protecting historic materials, structural elements, porches, chimneys, foundations, trim, and other character-defining features.

- **Moving the building as a single unit**

Whenever feasible, historic buildings should be moved as a single unit rather than partially or completely

disassembled. Moving a building in sections can increase the risk of damage and loss of historic materials.

- **Preferred relocation site**

A relocation site within the historic study area is generally preferred. Keeping the building within its historic context can help preserve its relationship to Southport's overall historic character.

- **Placement on the new site**

When a building is moved within the historic study area, it should be placed on the new site in a manner that relates to adjacent buildings and the surrounding streetscape. The orientation of the principal façade, front setback, side setbacks, spacing, and lot coverage should be compatible with surrounding buildings.

- **Foundation design**

The new foundation should be compatible with the original foundation in height, design, materials, and appearance where feasible. The foundation should support the historic character of the building and maintain a similar relationship between the building and the ground.

- **Site features and trees**

Existing heritage trees, mature trees, significant plantings, and other site features on the relocation site should be retained and protected whenever feasible. These features can help create an established setting for the relocated building and support compatibility with the surrounding streetscape.

- **Permits and coordination**

Building relocation may require coordination with City planning staff, building inspections, utility providers, transportation officials, and other agencies. Property owners should contact the City early in the planning process to determine what permits, approvals, or logistical coordination may be required.

31. Demolition and Alternatives to Demolition

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Demolition can have a significant and lasting effect on the integrity of a historic area. Each historic building represents a part of Southport's built history, and once demolished, that building and its relationship to the surrounding streetscape cannot be replaced.

For this reason, demolition of historic buildings should generally be considered only as a last resort after reasonable preservation alternatives have been explored. Property owners are encouraged to consider repair, stabilization, rehabilitation, adaptive reuse, sale to a preservation-minded buyer, relocation, or other alternatives before pursuing demolition.

Structural stabilization and weatherization are encouraged while alternatives are being evaluated. Temporary repairs, roof protection, drainage improvements, securing openings, and other measures can help prevent further deterioration while a long-term plan is considered.

When demolition is proposed, applicants are encouraged to consider the following questions:

1. What does the building or site contribute to the historic character of the area?
2. What is the condition of the building?
3. Can the building be repaired, stabilized, or adapted for another use?
4. Could the property be sold to someone willing to preserve or reuse the building?
5. Could the building be relocated?

6. What is proposed for the site after demolition?
7. Will the replacement building or future site use be compatible with the surrounding context?

- **Demolition as a last resort**

Demolition should generally be considered only after preservation alternatives have been carefully evaluated. If a historic building is demolished and a replacement building is proposed, the replacement should be compatible with the surrounding historic context in height, scale, massing, orientation, setback, location, and relationship to the streetscape.

- **Documentation before demolition**

Before demolition, the historic resource should be documented with photographs, written descriptions, and, where appropriate, drawings or measured documentation. Documentation should include principal elevations, architectural features, significant exterior and interior details, site features, and the building's relationship to nearby streets and structures. This documentation can provide a permanent record of the building for future reference.

- **Salvage and reuse**

Architectural features and building materials should be salvaged for reuse, study, or donation where feasible. Salvageable items may include doors, windows, mantels, hardware, trim, flooring, brick, stone, porch elements, decorative details, and other character-defining materials. Property owners are encouraged to contact preservation organizations, museums, architectural salvage businesses, or nonprofit groups before demolition occurs.

- **Archaeological resources and neighboring properties**

Ground-disturbing activities should be minimized during demolition where feasible to avoid unnecessary damage to potential archaeological resources. Demolition activity should also be planned to avoid damage to neighboring historic properties, mature trees, sidewalks, streets, and other site features.

- **Heritage trees and site features**

Heritage trees, mature trees, established plantings, and significant site features should be retained and protected whenever feasible. Tree protection, erosion control, and site stabilization should be considered before demolition begins.

- **Site condition after demolition**

After demolition, the site should be cleared of building debris and left in a safe, stable, and well-maintained condition. Temporary ground cover, grading, fencing, erosion control, or landscaping may be appropriate to protect the site and maintain the appearance of the surrounding area.

- **Permits and coordination**

Demolition may require separate permits, inspections, utility coordination, environmental review, or other approvals. Property owners should contact City planning staff and building inspections early in the process to determine what requirements apply.

Part 7

Disaster Preparedness and Flood Adaptation

32. Disaster Preparedness and Prevention

Advisory note

This section is advisory only. It may guide voluntary preservation choices and Commission discussion, but it does not create permit approval, denial, delay, or conditions unless otherwise authorized by law.

Southport's location on the Cape Fear River and near the Atlantic Ocean makes the city vulnerable to high winds, flooding, storm surge, tidal flooding, hurricanes, tropical storms, and heavy rainfall events. A proactive approach to disaster preparedness can help protect life, property, historic buildings, infrastructure, and the local economy while also supporting faster recovery after storm events.

Historic buildings and sites can often be made more resilient without losing the character-defining features that make them important. Resiliency improvements should be planned carefully so that protective measures strengthen the building, reduce risk, and preserve historic materials, features, site relationships, and streetscape character whenever feasible.

Property owners are encouraged to consult City planning staff, building officials, floodplain administrators, structural engineers, architects, contractors, and preservation professionals early in the planning process. Disaster preparedness work may also need to comply with floodplain regulations, building codes, utility requirements, and other applicable laws.

Additional resources that may be useful include the Resilience Design Standards and the National Park Service guidance on flood adaptation for historic buildings.

- **Temporary Protective Measures**
Temporary protective measures can help reduce damage from wind, flooding, and storm surge while avoiding permanent changes to historic buildings.
- **Historic materials and vulnerabilities**
Historic materials, features, spaces, sites, and settings should be identified and preserved when planning temporary protective measures. Property owners are encouraged to assess both the existing resilience of the building and its known vulnerabilities.
- **Temporary barriers and systems**
Temporary barriers, wrapping systems, flood panels, shields, or other protective systems should be selected based on the anticipated hazard, available warning time, labor, equipment, and the ability to install and remove the system without damaging historic materials.
- **Structural capacity**
Where temporary flood barriers or wrapping systems are proposed, especially on masonry buildings or masonry openings, property owners are encouraged to consult a structural engineer to determine whether the building can withstand flood forces or whether reinforcement may be needed.

General Disaster Preparedness

- **Preserve historic character**
Historic materials, features, spaces, site features, and landscape elements should be identified, retained, and preserved when planning disaster preparedness improvements.

- **Maintain important building features**

Wood, masonry, metal, foundations, roofs, doors, windows, porches, storefronts, walkways, driveways, fences, walls, lighting, signage, and outbuildings should be protected and maintained as part of a broader resiliency plan.

- **Repair before replacement**

Historic materials and features should be repaired rather than removed or replaced when feasible. Repair and maintenance can often improve resiliency while preserving the historic character of the building.

- **Limited replacement and resilient materials**

When historic materials are deteriorated beyond repair, replacement should generally be limited to the damaged portion and should match the original as closely as possible in material, size, shape, design, profile, scale, color, texture, and finish. Where materials are located below the Base Flood Elevation and are not resilient to flood damage, compatible damage-resistant substitute materials may be considered if they closely replicate the appearance of the original.

- **Existing protective features**

Existing features such as shutters, gutters, downspouts, foundation vents, site grading, and topography should be used where possible to help reduce wind and water damage.

- **Professional review**

Property owners are encouraged to consult a structural engineer, architect, contractor, or other qualified professional before installing permanent or temporary flood adaptation measures. Protective measures should be designed so that the building can withstand the intervention and any displaced loads from wind or water.

- **Minimal impact**

Temporary and permanent protective measures should be installed in a manner that avoids damage to historic materials, architectural details, and character-defining features.

Site Adaptations and Parking

Site design can play an important role in reducing stormwater impacts and protecting historic buildings.

- **Historic site features**

Historic site features, materials, open spaces, landscape patterns, walkways, driveways, walls, fences, and plantings should be identified, maintained, repaired, and preserved when feasible.

- **Site relationships**

The historic relationship between the building, site, topography, landscape, and streetscape should be retained where possible.

- **Drainage away from buildings**

Surface water should be directed away from building foundations, porches, crawl spaces, and significant landscape features.

- **Foundation drainage**

Where topography permits, drainage systems around foundations and footings may be appropriate to reduce the risk of undermining foundations and to improve site drainage.

- **Permeable surfaces**

Hardscape should be limited where feasible. New driveways, parking areas, walkways, and patios should be designed to maintain permeable landscape areas and reduce stormwater runoff.

- **Stormwater management features**

Cisterns, bioswales, rain gardens, permeable pavers, rain collection systems, and similar features may be appropriate when they reduce runoff and do not damage or obscure historic site features, materials, or spatial relationships.

Dry Floodproofing

Dry floodproofing is intended to keep water out of a building. It should be considered carefully because it can affect historic materials and can place additional pressure on walls and foundations.

- **Historic exterior materials**
Historic exterior materials and features, including walls and foundations below the Regulatory Flood Protection Elevation, should be identified, maintained, repaired, and preserved when feasible.
- **Compatibility with historic integrity**
Dry floodproofing techniques should be considered only when they do not diminish the historic integrity of the building or accelerate deterioration of historic materials and finishes.
- **Appropriate building types**
Dry floodproofing may be more appropriate for masonry buildings or frame buildings where the Regulatory Flood Protection Elevation is below the top of the masonry foundation.
- **Structural review**
A structural engineer should be consulted to determine whether walls or foundations require reinforcement to withstand lateral flood forces. Any reinforcement should be located as inconspicuously as possible and installed with minimal damage to historic materials.
- **Anchoring**
Where needed, structures should be anchored to foundations to reduce the risk of movement or collapse during flooding or high-wind events.
- **Sealable vents**
Foundation vents that can be sealed in anticipation of flooding may be considered where appropriate and where they do not damage historic foundation materials.
- **Waterproofing coatings and membranes**
Waterproofing coatings or membranes should be used cautiously. They are generally more appropriate on previously painted masonry than on unpainted masonry or wood surfaces. Coatings that trap moisture can damage historic materials and may alter character-defining texture, color, and appearance.
- **Location of coatings**
Waterproofing coatings or membranes should generally be limited to areas where they are needed for flood protection and should not be applied in a way that changes the appearance of historic materials above the flood protection elevation.

Wet Floodproofing

Wet floodproofing allows water to enter and exit certain parts of a building in a controlled way to reduce structural pressure and damage.

- **Historic materials below flood elevation**
Historic materials and features below the Base Flood Elevation should be identified, maintained, repaired, and preserved where feasible.
- **Appropriate use**
Wet floodproofing may be appropriate where the Base Flood Elevation falls below finished spaces with historic materials or where lower spaces can be abandoned long enough to dry out after a storm event.
- **Structural reinforcement**
A structural engineer should be consulted to determine whether foundations or walls require reinforcement. Reinforcement should be installed in inconspicuous locations and with minimal damage to historic materials.

- **Anchoring**

Buildings should be properly anchored to foundations where needed to reduce the risk of movement, collapse, or structural failure.

Elevating Buildings

Elevating a historic building above the estimated flood risk level may be possible, but it can be challenging, expensive, and visually significant. Elevation changes should be carefully evaluated because they may affect the building's proportions, foundation, porches, stairs, relationship to grade, and relationship to neighboring properties and the streetscape.

- **Historic materials affected by elevation**

Historic materials and features that may be affected by elevation should be identified, documented, preserved, and repaired when feasible.

- **When elevation may be appropriate**

Elevating a frame building may be appropriate where the Base Flood Elevation extends above the top of the masonry foundation and other flood adaptation options are not sufficient.

- **Professional evaluation**

A structural engineer, architect, contractor, or house mover should evaluate whether the building is structurally stable enough to be elevated and whether reinforcement is needed. Reinforcement should be located in crawl spaces, wall cavities, or other inconspicuous areas where feasible.

- **Documentation before work**

Before elevation work begins, the building should be documented with photographs and, where appropriate, drawings. Documentation should focus especially on materials or features that may be altered, removed, or lost.

- **Relationship to grade**

When possible, the relationship between the finished floor elevation and adjacent grade should be maintained or visually softened. Techniques may include gradual grading, fill under or around the foundation, low retaining walls, foundation plantings, low fences, or other site features that reduce the visual impact of additional height.

- **Relationship to site and streetscape**

Elevation projects should maintain the visual relationship between the building, site features, landscape elements, heritage trees, fences, walls, neighboring buildings, and the overall streetscape.

- **Building proportions**

The overall proportions of the building should be considered carefully. Elevation should not substantially alter character-defining forms or features. Buildings with a strong horizontal expression may be especially sensitive to changes in foundation height.

- **Porches and additions**

Porches and additions should be elevated or adapted in a way that maintains their relationship to the main building and preserves the building's overall composition.

- **Limiting height increases**

Where feasible, elevation should be limited to the minimum height necessary for flood protection and code compliance.

- **Raised basements**

Buildings with raised basements may require alternative flood adaptation strategies, such as wet floodproofing at the basement level, rather than full elevation.

- **Parking below elevated buildings**

Elevating a building solely to create parking beneath the structure is generally less compatible with historic character and should be avoided.

Foundations and Foundation Vents

Foundations, piers, vents, and crawl spaces are important both to building resiliency and historic appearance. Foundation work should consider building size, configuration, topography, landscaping, height, massing, proportion, construction type, setbacks, adjacent properties, code requirements, and flood risk.

- **Historic foundation materials**
Historic foundation materials and features, including piers, masonry, vents, lattice, grilles, and related details, should be identified, maintained, repaired, and preserved when feasible.
- **New or modified foundations**
New or modified foundations should be compatible with the original foundation in masonry color, size, texture, bond pattern, joint width, joint profile, pier placement, pier width, spacing, and other visual qualities. Salvaged historic materials should be reused where feasible, especially on primary elevations.
- **Concealing structural reinforcement**
Where non-historic materials such as concrete block or cast-in-place concrete are needed for reinforcement, they should be concealed or veneered so they are not visually prominent on the building exterior.
- **Pier placement and proportions**
New or modified piers should generally reflect the width, number, placement, and alignment of historic piers, even where modern structural systems require fewer supports. Foundation piers should align with porch columns, porch piers, and the exterior plane of the building where feasible.
- **Foundation infill**
Traditional infill materials such as brick, wood louvers, or lattice may be appropriate when recessed between piers and designed to allow ventilation and water flow. Infill should be simple, compatible, and darker in color where appropriate to reduce visibility. Plastic, metal, or other highly visible non-traditional infill materials are generally less compatible.
- **Flood vents**
Flood vents should be located where they have minimal visual impact and result in limited material loss. Secondary or rear elevations are generally preferred. Where vents are visible, they should be compatible in design, traditional in placement, and painted or finished to blend with the foundation.
- **Mid-twentieth-century buildings**
New foundations for mid-twentieth-century buildings originally constructed slab-on-grade should be compatible with foundations from the same period, such as brick or concrete.
- **Reducing visual height**
Where foundation height is increased, the visual impact may be reduced by extending siding or skirt boards slightly below the top of the foundation, using foundation plantings, adding low fencing or retaining walls, or using other compatible site features.

Porches and Entrances

Porches and entrances are prominent features of many Southport buildings and are often exposed to wind, rain, and flooding. Resiliency improvements should preserve the porch's historic relationship to the building and streetscape.

- **Historic porch features**
Historic porch, portico, balcony, entrance, stair, railing, column, post, and related features should be identified, maintained, repaired, and preserved where feasible.
- **Hurricane connectors and reinforcement**
Hurricane connectors, bracing, and other reinforcement may be appropriate when needed to secure porches, balconies, porticos, and projecting features. These elements should be placed in

inconspicuous locations where possible and painted or finished to blend with adjacent materials if visible.

- **Anchoring columns and posts**

Columns and posts should be securely anchored. Where needed, post bases may be used to raise wood posts or columns slightly above the finished floor to allow water movement and reduce deterioration.

- **Handrails and guardrails**

New handrails or guardrails may be needed when porch or stair height increases. They should be compatible with the building in design, material, scale, and color. Where possible, grading or site design may reduce the need for additional railing.

- **Stairs and access**

Original stair location, width, and detailing should be retained where feasible. Where longer stair runs are required, landings, changes in direction, or compatible site design may help reduce the visual impact.

- **Accessibility**

Ramps, lifts, or elevators may be appropriate to provide access to elevated porches or entrances. Accessibility improvements should follow the guidance for accessibility and life safety and should be designed to minimize visual and material impacts.

Roofs and Chimneys

Roofs and chimneys are among the most important protective and character-defining features of historic buildings. A well-maintained roof is the first line of defense against water intrusion, and chimneys can be vulnerable to wind, moisture, mortar failure, and collapse.

- **Historic roof and chimney features**

Historic roof and chimney materials and features should be identified, maintained, repaired, and preserved when feasible.

- **Roof maintenance and storm resistance**

Roofing materials, fasteners, flashing, caulking, gutters, and downspouts should be inspected and maintained regularly. Loose or missing roofing units should be secured or replaced with compatible materials.

- **Standing-seam metal roofs**

Where standing-seam metal roofing is installed or repaired, additional fasteners or cleats may be considered at vulnerable roof edges, eaves, and rakes to improve wind resistance. Protective coatings may be appropriate where they help prevent corrosion without altering historic character.

- **Roof reinforcement**

A structural engineer may be consulted when there are concerns about a roof's ability to withstand hurricane-force winds. Additional bracing, tie-downs, or hurricane fasteners should be located in attics or other inconspicuous areas where feasible.

- **Chimneys**

Historic chimneys should be inspected, maintained, repointed, and repaired when feasible. Chimney caps, flashing, and anchors should be secure and designed to resist wind and water intrusion.

- **Chimneys on elevated buildings**

When a building is elevated, chimneys should be evaluated to determine whether they can be safely elevated or extended. New chimney bases or replacement chimneys should match the historic chimney as closely as possible in size, configuration, masonry, mortar, color, texture, bond pattern, and overall appearance.

- **Flashing**

Metal flashing should be installed carefully so it protects the building without compromising historic materials or visually overwhelming chimneys, parapets, or roof features.

Windows, Doors, and Shutters

Windows, doors, and shutters help define the character of historic buildings and are also vulnerable to wind, rain, flooding, and airborne debris. Maintenance, weatherstripping, caulking, and protective systems can improve resiliency while preserving historic character.

- **Historic windows, doors, shutters, and hardware**
Historic windows, doors, shutters, and associated hardware should be identified, maintained, repaired, and preserved when feasible.
- **Working condition**
Windows, doors, shutters, locks, fasteners, tiebacks, and related hardware should be kept in good working condition so openings can be secured before storm events.
- **Operable shutters**
Operable shutters may provide effective protection from high winds and debris when they are compatible with the architectural style of the building and properly sized to fit the window or door opening. Non-historic fixed shutters may be replaced with operable shutters where compatible.
- **Substitute shutter materials**
Wood shutters are traditional, but damage-resistant substitute materials may be appropriate when they match the size, shape, design, profile, scale, color, texture, and appearance of traditional wood shutters.
- **Storm windows and doors**
Narrow-profile storm windows and doors may improve energy efficiency and protect against water and wind infiltration. Storm windows should not obscure or damage historic sash, frames, trim, or openings. Dividers should align with meeting rails where feasible.
- **Temporary storm panels and fasteners**
Clips, fasteners, brass cups, or similar systems may be installed to allow temporary panels or hurricane shields to be attached quickly before a storm. These systems should minimize repeated nailing or screwing into historic materials. Fasteners should be rust-resistant, limited in number, set in sealant where appropriate, and located as inconspicuously as possible. Fasteners in masonry should be placed in mortar joints rather than masonry units.
- **Temporary panel placement**
Temporary panels should generally fit within the opening rather than over the face of adjacent wall surfaces where feasible. Panels should be installed only when needed for storm protection and removed after the threat has passed.
- **Impact-resistant glass and films**
Laminated impact-resistant glass or wind-resistant films may be considered for new windows, replacement glazing, or commercial storefronts when they do not significantly alter the appearance of the glass or historic opening.
- **Permanent shutter systems**
Permanently installed track systems, panels, roll-up shutters, or accordion shutters are generally less compatible with historic residential buildings. They may be more appropriate for commercial buildings when tracks and hardware can be fully concealed.

Utilities and Mechanical Systems

Utilities and mechanical systems are often vulnerable to flood damage because they may be located at grade, in crawl spaces, or on lower exterior walls. Protecting these systems can support faster recovery after storm events and help prevent moisture and mold problems after flooding.

- **Elevating utilities**
Utility equipment and components, including compressors, air handlers, ductwork, generators, elevator

equipment, electrical panels, outlets, water heaters, and communication equipment, should be located above the Regulatory Flood Protection Elevation where feasible.

- **Location and screening**

Elevated utilities and mechanical systems should generally be located on secondary or rear elevations where feasible. Screening with vegetation, fencing, low walls, lattice, or other compatible site features is encouraged to reduce visibility.

- **Anchoring and access**

Relocated utilities, tanks, generators, and related systems should be securely anchored to resist wind and flood forces. Equipment should retain necessary ventilation, clearance, and service access.

- **Interior relocation**

Where mechanical systems can be moved indoors, they should be placed in areas least susceptible to flooding. Any exterior alterations needed for relocated systems should be located on rear or less visible elevations where feasible.

Commercial Buildings

Commercial buildings often have large storefront windows, display areas, bulkheads, doors, and service areas that may be vulnerable to wind, rain, and flooding. Resiliency improvements should protect the building while preserving the storefront's historic character and pedestrian relationship to the street.

- **Historic storefront features**

Historic storefront materials and features, including display windows, doors, transoms, bulkheads, trim, masonry, storefront framing, and hardware, should be identified, maintained, repaired, and preserved where feasible.

- **Storefront protection**

Temporary panels, hurricane shields, wind-resistant films, and impact-resistant laminated glass may be considered when they do not significantly alter the appearance of the storefront or damage historic materials.

- **Fasteners for temporary protection**

Pre-installed clips, fasteners, or receiving cups may be appropriate when they allow temporary storm panels to be installed quickly and reduce repeated damage to historic wood, masonry, or trim. Fasteners should be rust-resistant, minimally visible, and located in mortar joints when attached to masonry.

- **Bulkheads**

Where storefront bulkheads have already been altered with replacement materials or finishes, water-resistant finishes or materials may be considered to improve flood resilience. Replacement materials should replicate historic materials and finishes in scale, pattern, texture, and appearance.

- **Interior and exterior finishes**

Water-resistant interior or exterior materials may be appropriate where historic materials have already been lost and where replacement materials closely replicate historic materials and finishes in scale, pattern, texture, and overall appearance.

- **Concealed commercial shutter systems**

Permanently installed track systems, panels, roll-up shutters, or accordion shutters may be considered for commercial buildings only when the tracks and hardware can be fully concealed and the system does not detract from the historic storefront or streetscape.

Appendices

Checklists, Comment Format, and Language Conversion

Appendix A - Advisory Consultation Checklist

Applicants may use this checklist to prepare for an advisory consultation. The checklist is intended to keep the conversation focused, practical, and useful.

Item	Provided / Discussed
Property address and parcel identification	
Applicant and owner contact information	
Short description of proposed work	
Photographs of existing building, site, and streetscape	
Available plans, sketches, elevations, or site plan	
Known permit needs or constraints	
Questions for the Commission	
Historic resource information known to applicant or staff	
Voluntary design or preservation options discussed	
Record that consultation occurred or was deemed satisfied	

Appendix B - New Construction Compatibility Checklist

This checklist is a voluntary tool for applicants considering new construction in the historic study area.

Compatibility Topic	Questions to Consider
Siting and Orientation	Does the building face the street or waterfront in a manner consistent with nearby traditional buildings?
Setbacks	Are front, side, and rear setbacks compatible with the established streetscape pattern?
Height and Scale	Is the building height compatible with nearby historic buildings and the width of the street?
Massing	Is the building volume broken into forms that fit the rhythm of the area?
Roof Form	Does the roof form relate to traditional roof shapes without copying a historic building inaccurately?
Porches and Entrances	Do porches, stairs, and entries support the public-facing character of the street?
Windows and Doors	Are openings proportioned and arranged in a way compatible with historic patterns?
Materials	Are materials durable and visually compatible in texture, scale, and finish?
Parking and Driveways	Are vehicles and paved areas located to reduce dominance from the street?
Trees and Landscape	Are mature trees, significant plantings, and open spaces preserved where feasible?

Appendix C - Sample Advisory Comment Format

The Commission may use the following format to provide concise, nonbinding comments after consultation.

Section	Sample Language
Project Summary	The applicant presented a proposal for [brief description] at [address] within the identified historic study area.
Advisory Context	The Commission discussed the project in relation to Southport's adopted plans, historic preservation goals, and the advisory guidance in this document.
Positive Elements	The Commission noted that the proposal appears to support compatibility through [examples].
Advisory Considerations	The Commission offered the following nonbinding considerations for the applicant's voluntary review: [examples].
Permit Effect	These comments are advisory only and do not constitute approval, denial, delay, or conditions of any permit or development approval.

Appendix D - Conversion of Regulatory Language to Advisory Language

When revising or discussing the Guidelines, the following conversions should be used to maintain the advisory nature of the document.

Regulatory Wording to Avoid	Advisory Wording to Use
shall / must / required	is encouraged / is recommended / should be considered
prohibited / not permitted	generally discouraged as a preservation best practice
approved / denied / conditioned	discussed / reviewed / nonbinding comments provided
Design Standards	Advisory Guidelines
Certificate of Appropriateness / COA	Advisory consultation
Minor Works / Major Works	consultation required, consultation encouraged, or generally no consultation needed
findings of fact / conclusions of law	advisory observations and voluntary considerations
incongruous	less compatible with the historic character of the study area
compliance	consistency with preservation best practices
enforcement	education, consultation, and voluntary stewardship

Closing Statement

These Advisory Guidelines are intended to help Southport preserve the character that makes the city distinctive while providing property owners with clear, practical, and respectful guidance. The advisory process works best when applicants consult early, when the Commission provides focused and constructive comments, and when preservation is approached as a shared community value.

Historic Study Area Map (Draft)

The following maps identify the boundaries of the proposed Historic Study Area named in the Historic Preservation Appearance Commission Ordinance Draft. The designated study area is used for advisory and educational purposes only.

East of Howe Street



7-1-2026

West of Howe Street



7-1-2026

Southport Historic Preservation Appearance Commission in Alignment with the 2050 Southport Comprehensive Plan

The creation of the Southport Historic Preservation Appearance Commission and the adoption of advisory preservation guidelines are consistent with, and directly supported by, the City of Southport 2050 Comprehensive CAMA Plan adopted on October 9, 2025.

The Comprehensive Plan identifies Southport as a historic coastal community whose character is shaped by its waterfront, tree-lined streets, historic neighborhoods, public spaces, traditional development patterns, and historic downtown. The Plan's vision emphasizes preservation of the natural environment and protection of the character of the built environment.

The Plan specifically establishes a historic preservation goal to:

- **Preserve, protect, and continue to celebrate the City's historic resources and character.**

The proposed Historic Preservation Appearance Commission and advisory guidelines help to advance this goal by creating a practical, nonbinding process for preservation education, early consultation, historic resource awareness, and compatibility guidance.

The Comprehensive Plan also supports the following preservation-related actions:

- Supporting local preservation and recognition of the City's history and culture;
- Communicating Southport's story through art, community activities, education, wayfinding, and signage;
- Supporting preservation of historic structures, sites, and monuments for their economic benefits;
- Encouraging renovation and active uses for historic buildings and sites;
- Continuing to improve the resiliency of historic properties;
- Supporting future grant opportunities;
- Updating historic resource surveys and supporting educational programs.

The proposed advisory approach is also consistent with the Plan's land use and character recommendations. The Plan calls for development that is compatible with Southport's unique characteristics, including historic areas, heritage trees, and walkable neighborhoods. It also encourages development patterns that honor Southport's character, respect the natural environment, and limit building size and height based on context.

The advisory guidelines provide a tool to help property owners, applicants, city staff, appointed boards, and elected officials understand these adopted plan goals before major changes occur. The guidelines address site features, trees, streetscapes, roofs, siding, masonry, windows, doors, porches, foundations, storefronts, additions, new construction, demolition, relocation, disaster preparedness, and flood adaptation.

Importantly, the proposed ordinance and guidelines do not go as far as the Comprehensive Plan's stated support for a local historic district and regulatory design standards. Instead, they create an alternative advisory framework that supports the same preservation goals.

The Historic Preservation Appearance Commission would:

- Provide education and nonbinding preservation guidance;
- Support early communication with applicants;
- Encourage compatible design and adaptive reuse;
- Help document and recognize historic resources;
- Promote Southport's historic character as an economic and cultural asset;
- Support voluntary stewardship of historic buildings, sites, streetscapes, and landscapes.

The Commission would **not** approve, deny, condition, or delay permits. The advisory guidelines would **not** create a local historic district, Certificate of Appropriateness process, or mandatory design-review program.

For these reasons, the creation of the Southport Historic Preservation Appearance Commission and the adoption of advisory preservation guidelines are consistent with the 2050 Comprehensive CAMA Plan and represent a plan-supported step toward protecting Southport's historic character.

Southport's Future:

Why the 2050 Comprehensive CAMA Plan Matters

- **The 2050 Comprehensive CAMA Plan is Southport's long-term roadmap**
 - Guides decisions about land use, growth, housing, infrastructure, transportation, historic preservation, resiliency, public access, water quality, economic development, and community character.
 - Helps the Board of Aldermen, Planning Board, city staff, advisory boards, residents, and applicants make decisions based on adopted community goals.
 - Provides the policy foundation for future ordinance updates, capital improvements, public investments, grant opportunities, and coordination with Brunswick County and state agencies.
- **The Plan reflects a community conversation**
 - The plan asks: **Where are we now? Where do we want to be? What do we value enough to protect?**
 - It was developed through an extensive public process beginning in late 2023 and continuing through adoption in 2025.
 - The process included:
 - Steering Committee meetings;
 - City staff and departmental input;
 - Planning Board involvement;
 - Board of Aldermen review;
 - Stakeholder meetings;
 - Public meetings;
 - Walking tours;
 - Listening sessions;
 - A community survey;
 - Online engagement;
 - Public hearing and adoption process.
 - Hundreds of Southport residents and community members participated and helped shape the final plan.
- **The Plan responds to real pressures facing Southport**
 - Southport and the surrounding region are experiencing significant growth pressure.
 - The plan recognizes concerns about infrastructure capacity, environmental impacts, flooding, stormwater, transportation, housing, public services, tourism, and loss of local character.
 - It provides a framework for managing growth instead of simply reacting to it.
- **Three core values throughout the Plan** are recurring themes reflected in the Plan's vision, goals, major recommendations, Future Land Use Map, and implementation priorities.

Protect Southport's historic character

- The plan identifies Southport as a historic coastal village.
- It calls for preserving, protecting, and continuing to celebrate the City's historic resources and character.
- It supports local preservation, recognition of the City's history and culture, preservation of historic structures and sites, and continued support for a vibrant historic downtown.

- This value supports the creation of a Historic Preservation Appearance Commission and advisory preservation guidelines.

Preserve the natural environment and waterfront

- The plan emphasizes protection of the Cape Fear River, waterfront views, wetlands, estuarine waters, public trust waters, tree canopy, parks, and open spaces.
- It supports public access and vistas along the waterfront and encourages residents and visitors to continue enjoying Southport's coastal setting.
- It also calls for maintaining and improving water quality, protecting environmentally sensitive areas, and improving resiliency.

Manage growth in a way that fits Southport

- The plan calls for development that is compatible with Southport's unique characteristics, including historic areas, heritage trees, and walkable neighborhoods.
- It encourages development patterns that honor Southport's character and respect the natural environment.
- It supports limiting building size and height based on character and context, improving walkability, and ensuring public infrastructure and services are appropriately scaled.

• Why the Plan matters now

- The plan gives Southport an adopted policy basis for future decisions.
- It helps the City evaluate whether proposed projects, ordinances, budgets, and infrastructure investments are consistent with the community's long-term vision.
- It reminds decision-makers that Southport's future should be shaped by preservation, resiliency, public access, managed growth, and protection of the character that makes the city unique.

• Bottom line

- The 2050 Comprehensive CAMA Plan is not just a planning document. It is the community's adopted vision for Southport's future.
- It reflects broad public participation and gives the City a clear responsibility to protect historic character, preserve natural resources, and manage growth thoughtfully.

Part 5. Community Appearance Commissions.

§ 160D-960. Powers and duties of commission.

A community appearance commission shall make careful study of the visual problems and needs of the local government within its planning and development regulation jurisdiction and shall make any plans and carry out any programs that will, in accordance with the provisions of this Part, enhance and improve the visual quality and aesthetic characteristics of the local government. To this end, the governing board may confer upon the appearance commission the following powers and duties:

- (1) To initiate, promote, and assist in the implementation of programs of general community beautification in the local government.
- (2) To coordinate the activities of individuals, agencies, and organizations, public and private, whose plans, activities, and programs bear upon the appearance of the local government.
- (3) To provide leadership and guidance in matters of area or community design and appearance to individuals, to public and private organizations, and to agencies.
- (4) To make studies of the visual characteristics and problems of the local government, including surveys and inventories of an appropriate nature, and to recommend standards and policies of design for the entire area, any portion or neighborhood thereof, or any project to be undertaken.
- (5) To prepare both general and specific plans for the improved appearance of the local government. These plans may include the entire area or any part thereof and may include private as well as public property. The plans shall set forth desirable standards and goals for the aesthetic enhancement of the local government or any part thereof within its area of planning and development regulation jurisdiction, including public ways and areas, open spaces, and public and private buildings and projects.
- (6) To participate, in any way deemed appropriate by the governing board of the local government and specified in the ordinance establishing the commission, in the implementation of its plans. To this end, the governing board may include in the ordinance the following powers:
 - a. To request from the proper officials of any public agency or body, including agencies of the State and its political subdivisions, its plans for public buildings, facilities, or projects to be located within the local government's planning and development regulation jurisdiction.
 - b. To review these plans and to make recommendations regarding their aesthetic suitability to the appropriate agency or to the planning or governing board. All plans shall be reviewed by the commission in a prompt and expeditious manner, and all recommendations of the commission with regard to any public project shall be made in writing. Copies of the recommendations shall be transmitted promptly to the planning or governing board and to the appropriate agency.
 - c. To formulate and recommend to the appropriate planning or governing board the adoption or amendment of ordinances, including zoning regulations, subdivision regulations, and other local development regulations, that will, in the opinion of the commission, serve to enhance the appearance of the city or county and surrounding areas.
 - d. To direct the attention of local government officials to needed enforcement of any ordinance that may in any way affect the appearance of the city or county.
 - e. To seek voluntary adherence to the standards and policies of its plans.
 - f. To enter, in the performance of its official duties and at reasonable times, upon private lands and make examinations or surveys.
 - g. To promote public interest in and an understanding of its recommendations, studies, and plans, and, to that end, prepare, publish, and distribute to the public such studies and reports that will, in the opinion of the commission, advance the cause of improved appearance.
 - h. To conduct public meetings and hearings, giving reasonable notice to the public thereof. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

§ 160D-961. Staff services; advisory council.

The commission may recommend to the governing board suitable arrangements for the procurement or provision of staff or technical services for the commission, and the governing board may appropriate such amount as it deems necessary to carry out the purposes for which it was created. The commission may establish an advisory council or other committees. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

§ 160D-962. Annual report.

The commission shall, no later than April 15 of each year, submit to the governing board a written report of its activities, a statement of its expenditures to date for the current fiscal year, and its requested budget for the next fiscal year. All accounts and funds of the commission shall be administered substantially in accordance with the requirements of the Municipal Fiscal Control Act or the County Fiscal Control Act. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

§ 160D-963. Receipt and expenditure of funds.

The commission may receive contributions from private agencies, foundations, organizations, individuals, the State or federal government, or any other source, in addition to any sums appropriated for its use by the governing board. It may accept and disburse these funds for any purpose within the scope of its authority as herein specified. All sums appropriated by the local government to further the work and purposes of the commission are deemed to be for a public purpose. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

§ 160D-303. Historic preservation commission.

(a) **Composition.** – Before it may designate one or more landmarks or historic districts pursuant to Part 4 of Article 9 of this Chapter, the governing board shall establish a historic preservation commission. The governing board shall determine the number of the members of the commission, which shall be at least three, and the length of their terms, which shall be no greater than four years. A majority of the members of the commission shall have demonstrated special interest, experience, or education in history, architecture, archaeology, or related fields. All the members shall reside within the planning and development regulation jurisdiction of the local government as established pursuant to this Chapter. The commission may appoint advisory bodies and committees as appropriate. Members of the commission may be reimbursed for actual expenses incidental to the performance of their duties within the limits of any funds available to the commission but shall serve without pay unless otherwise provided in the ordinance establishing the commission.

(b) **Alternative Forms.** – In lieu of establishing a historic preservation commission, a local government may designate as its historic preservation commission (i) a separate historic districts commission or a separate historic landmarks commission established pursuant to this Chapter to deal only with historic districts or landmarks respectively, (ii) a planning board established pursuant to this Chapter, or (iii) a community appearance commission established pursuant to this Chapter. In order for a commission or board other than the historic preservation commission to be designated, at least three of its members shall have demonstrated special interest, experience, or education in history, architecture, or related fields. At the discretion of a local government, the ordinance may also provide that the preservation commission may exercise within a historic district any or all of the powers of a planning board or a community appearance commission.

(c) **Joint Commissions.** – Local governments may establish or designate a joint preservation commission. If a joint commission is established or designated, it shall have the same composition as specified by this section, and the local governments involved shall determine the residence requirements of members of the joint preservation commission.

(d) **Duties.** – The historic preservation commission shall have the duties specified in G.S. 160D-942. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

§ 160D-403. Administrative development approvals and determinations.

(a) Development Approvals. – To the extent consistent with the scope of regulatory authority granted by this Chapter, no person shall commence or proceed with development without first securing any required development approval from the local government with jurisdiction over the site of the development. A development approval shall be in writing and may contain a provision requiring the development to comply with all applicable State and local laws. A local government may issue development approvals in print or electronic form. Any development approval issued exclusively in electronic form shall be protected from further editing once issued. Applications for development approvals may be made by the landowner, a lessee or person holding an option or contract to purchase or lease land, or an authorized agent of the landowner. An easement holder may also apply for development approval for such development as is authorized by the easement.

(b) Determinations and Notice of Determinations. – A development regulation enacted under the authority of this Chapter may designate the staff member or members charged with making determinations under the development regulation.

The officer making the determination shall give written notice to the owner of the property that is the subject of the determination and to the party who sought the determination, if different from the owner. The written notice shall be delivered by personal delivery, email, or first-class mail. The notice shall be delivered to the last address listed for the owner of the affected property on the county tax abstract and to the address provided in the application or request for a determination if the party seeking the determination is different from the owner.

It is conclusively presumed that all persons with standing to appeal have constructive notice of the determination from the date a sign providing notice that a determination has been made is prominently posted on the property that is the subject of the determination, so long as the sign remains on the property for at least 10 days. A posted sign shall contain the words "Zoning Decision" or "Subdivision Decision" or similar language for other determinations in letters at least six inches high and shall identify the means to contact a local government staff member for information about the determination. Posting of signs is not the only form of constructive notice. Any sign posting is the responsibility of the landowner, applicant, or person that sought the determination. Verification of the posting shall be provided to the staff member responsible for the determination. Absent an ordinance provision to the contrary, posting of signs is not required.

(c) Duration of Development Approval. – Unless a different period is specified by this Chapter or other specific applicable law, including for a development agreement, a development approval issued pursuant to this Chapter expires one year after the date of issuance if the work authorized by the development approval has not been substantially commenced. Local development regulations may provide for development approvals of shorter duration for temporary land uses, special events, temporary signs, and similar development. Local development regulations may also provide for development approvals of longer duration for specified types of development approvals. Nothing in this subsection limits any vested rights secured under G.S. 160D-108 or G.S. 160D-108.1.

(d) Changes. – After a development approval has been issued, no deviations from the terms of the application or the development approval shall be made until written approval of proposed changes or deviations has been obtained. A local government may define by ordinance minor modifications to development approvals that can be exempted or administratively approved. The local government shall follow the same development review and approval process required for issuance of the development approval in the review and approval of any major modification of that approval.

(e) Inspections. – Administrative staff may inspect work undertaken pursuant to a development approval to assure that the work is being done in accordance with applicable State and local laws and the terms of the approval. In exercising this power, staff may enter any

premises within the jurisdiction of the local government at all reasonable hours for the purposes of inspection or other enforcement action, upon presentation of proper credentials, so long as the appropriate consent has been given for inspection of areas not open to the public or an appropriate inspection warrant has been secured. Administrative staff are prohibited from requiring unrestricted written consent from a permit applicant to enter any premises or areas not open to the public as a condition to accepting an application for, or the issuance of, development approvals.

(f) **Revocation of Development Approvals.** – In addition to initiation of enforcement actions under G.S. 160D-404, development approvals may be revoked by the local government issuing the development approval by notifying the holder in writing stating the reason for the revocation. The local government shall follow the same development review and approval process required for issuance of the development approval, including any required notice or hearing, in the review and approval of any revocation of that approval. Development approvals shall be revoked for any substantial departure from the approved application, plans, or specifications; for refusal or failure to comply with the requirements of any applicable local development regulation or any State law delegated to the local government for enforcement purposes in lieu of the State; or for false statements or misrepresentations made in securing the approval. Any development approval mistakenly issued in violation of an applicable State or local law may also be revoked. The revocation of a development approval by a staff member may be appealed pursuant to G.S. 160D-405. If an appeal is filed regarding a development regulation adopted by a local government pursuant to this Chapter, the provisions of G.S. 160D-405(f) regarding stays apply.

(g) **Certificate of Occupancy.** – A local government may, upon completion of work or activity undertaken pursuant to a development approval, make final inspections and issue a certificate of compliance or occupancy if staff finds that the completed work complies with all applicable State and local laws and with the terms of the approval. No building, structure, or use of land that is subject to a building permit required by Article 11 of this Chapter shall be occupied or used until a certificate of occupancy or temporary certificate pursuant to G.S. 160D-1116 has been issued.

(h) **Optional Communication Requirements.** – A regulation adopted pursuant to this Chapter may require notice or informational meetings, or both, as part of the administrative decision-making process. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 9, 51(a), (b), (d); 2021-88, s. 1(b); 2024-49, s. 1.6(a).)



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: July 9, 2026

DEPARTMENT: Board

PRESENTED BY: Alderman Carroll

ITEM/TOPIC: Chickens In Residential Areas

CITY MANAGER COMMENTS: Alderman Carroll would like to have a discussion on the potential of changing City Ordinances to allow property owners to keep chickens in residential areas. Attached is our current City ordinances as well as an example of potential changes based on the Wilmington chicken ordinance.

Sec. 3-14. Keeping certain animals in the city.

- (a) Wild or exotic animals. It is unlawful to keep, harbor, breed, sell or trade any wild or exotic animal within the city limits for any purpose, except as may be licensed by the North Carolina State Wildlife Resources Commission under its regulations pertaining to wildlife rehabilitators. Wild animals within the city temporarily as part of a bona fide circus shall be exempt. Any such animal shall be confined within a secure building or species appropriate enclosure or under restraint. Wild animals specifically do not include animals of a species customarily used in the state as ordinary household pets.
- (b) **Noisy fowl.** It shall be unlawful for any person to keep or maintain on any premises or lot within the city any wild bird or fowl that by loud and habitual crowing, quacking or honking or in any other manner constitutes a public nuisance. Failure to abate such nuisance within two (2) days after written notice to do so from the animal protection services officer shall be unlawful.
- (c) The restrictions in subsections (a) and (b) shall not apply to animals that are at the office of a licensed veterinarian for the purpose of obtaining medical treatment. Animals must be in secure enclosures or under restraint while being transported and while receiving treatment.
- (d) Fighting animals. It shall unlawful to own or harbor any animal for the purpose of fighting or training for fighting.
- (e) Animals for which there is no anti-rabies vaccine. It shall be unlawful to keep animals which are susceptible to rabies and for which there is no anti-rabies vaccine available.

(Ord. of 3-14-19)

Sec. 3-17. Keeping of livestock.

It shall be unlawful for any person to keep any cow, **chicken**, peacock, sheep, hog, pig, swine (to include pot-bellied pigs), goat, horse, mule or other livestock within the corporate limits of the city.

(Ord. of 3-14-19)

Sec. 6-2. Poultry, livestock and wild animals.

No person may keep within the city any poultry, livestock or wild animal except in accordance with a permit issued pursuant to this section.

- (a) *Definitions.* For the purposes of this section, the following words shall have the indicated meaning, in addition to their meanings in normal usage:
 - (1) *Poultry* means live chickens, doves, ducks, geese, grouse, guinea fowl, partridges, pea fowl, pheasants, pigeons, quail, swans, or turkeys other than chicks or poults.
 - (2) *Livestock* means cattle, sheep, goats, swine, horses and mules.
 - (3) Reserved.
 - (4) *Lot* means a parcel of land of at least sufficient size to meet minimum zoning requirements for use, coverage, and area, and to provide such yards and other open spaces as herein required.
 - (5) *Wild animal* means an animal that (i) typically is found in a non-domesticated state and that, because of its size or vicious propensity or because it is poisonous or for any other substantial reason, poses a potential danger to persons, other animals or property, or (ii) is classified as a wild animal by the North Carolina Wildlife Resources Commission (WRC) so that any person wishing to possess the same is required by state law to obtain a permit from WRC.
- (b) *Permits for poultry.*
 - (1) It shall be unlawful for the owner or keeper of poultry to permit such an animal to be or run at large within the city.
 - (2) No person may keep within the city any poultry except in accordance with a permit issued pursuant to this section.
 - (3) It shall be unlawful to keep roosters, geese, ducks, doves, grouse, guinea fowl, partridges, pea fowl, pheasants, quail, swans, or turkeys within the city.
 - (4) No permit shall be issued to keep or maintain poultry in the city unless the poultry will be on a lot of land maintained as follows:
 - a. Poultry shall only be permitted in single family residential zoning districts;
 - b. The lot shall consist of at least fifteen thousand (15,000) square feet under single ownership or control;
 - c. Such poultry must be contained in a secure fenced enclosure at all times;
 - d. The enclosure shall have a minimum of ten (10) square feet of area for each poultry;
 - e. No enclosure shall be erected or maintained within the front or side yard (as defined by the zoning ordinance), within ten (10) feet of any property line or within twenty-five (25) feet of another residence;
 - f. The enclosure shall be kept clean, sanitary and free from accumulations of excrement and objectionable odor; and
 - g. No more than five (5) female chickens shall be kept or maintained by a property owner. There will be no discounting for chicks.
- (c) *Permits for wild animals and livestock.*

-
- (1) It shall be unlawful for the owner or keeper of wild animals and livestock to permit such an animal to be or run at large within the city.
 - (2) No person may keep within the city any wild animal or livestock except in accordance with a permit issued pursuant to this section.
 - (3) No permit may be issued for any wild animal unless the owner thereof has also obtained a permit from the North Carolina Wildlife Resources Commission authorizing him to keep such an animal.
 - (4) No permit may be issued for any livestock unless the applicant for the permit demonstrates that the livestock will be kept on a tract of land that satisfies each of the following conditions:
 - a. The tract shall consist of at least forty thousand (40,000) square feet of land under single ownership or control;
 - b. There shall be at least twenty thousand (20,000) square feet of land per animal; and
 - c. No barn or building that houses the animal shall be erected or maintained within twenty-five (25) feet of any property line.
 - (5) Notwithstanding the provisions of this subsection, a permit may be issued without compliance with these conditions for the stabling of horses utilized in the operation of a vehicle for hire.
 - (6) The code enforcement officer shall not issue the permit required by this section if he finds that:
 - a. The animal for which the permit is requested poses a substantial danger of harm to any person, animal or property; or
 - b. The animal for which the permit is requested is likely to or does interfere seriously with the use and enjoyment of neighboring properties because of concerns including, but not limited to offensive noise or odor; or
 - c. The animal for which the license is requested otherwise constitutes a threat to the public or safety.
 - (7) Subject to the provisions of G.S. § 106-701, the requirements of this section apply to wild animals and livestock that are present within the city on the effective date of this chapter as well as those brought within the city thereafter. However, owners of wild animals or livestock that are within the city on the effective date of this chapter shall not be deemed in violation of this section until they have been notified in writing of its requirements, have been given thirty (30) days to apply for the required permits, and have either failed to apply during that time, or after application, have been denied a permit and have failed to remove the animals within thirty (30) days after the denial of the permit.
- (e) When a permit is denied for any reason, the applicant shall be given a written explanation of the reason for denial.
 - (f) A violation of any provision of this section is hereby declared to be dangerous and prejudicial to the public health or safety and to constitute a public nuisance. Such nuisances shall be abated as set forth in article II of chapter 10 of the Wilmington City Code.
 - (g) Nothing in this section shall preclude the keeping of service or therapy animals within the city, provided that proper documentation has been provided by a health care professional.
 - (h) All persons applying for a permit pursuant to this section shall notify all adjacent property owners that they are applying for a permit to keep poultry, homing pigeons, livestock or wild animals within the city. Such notice shall be accomplished by first class mail sent to each adjacent property owner at the mailing address listed for each property by the New Hanover County Tax Office.

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- (i) A permit issued in accordance with this section may be revoked by the code enforcement officer for any reason that would have justified denial of the permit as set forth in this section. If a permit is revoked, the applicant shall be given a written explanation of the reasons for the revocation. Upon the determination of a violation, the owner shall have thirty (30) days in which to bring the property or condition into compliance with this section or to remove the animals from the premises.
 - (j) Any person who is denied a permit or has a permit revoked shall have the right to appeal the decision to the city manager or his designee. Appeal shall be made by giving written notice to the city manager within thirty (30) days of the date of the denial or revocation. The city manager or his designee shall conduct a hearing to determine if the permit should be denied or revoked.
 - (k) Any person who obtains a permit in accordance with this section shall comply with any and all applicable federal, state and local standards, regulations, laws, statutes and ordinances including, but not be limited to any registration requirements of the North Carolina Department of Agriculture and Consumer Services.

(Ord. No. O-2016-24, § 1, 4-19-16)

Editor's note(s)—Ord. No. O-2016-24, § 1, adopted April 19, 2016, amended § 6-2 in its entirety, in effect repealing and replacing said section to read as herein set out. The former § 6-2 pertained to domestic fowl and derived from Code 1962, § 5-4; Ord. No. O-2001-69, § 1, 10-23-01.

Charter reference(s)—Authority of city to regulate, restrain and prohibit the running at large of animals, § 1.4(20).

State law reference(s)—Cruelty to animals, G.S. § 14-360 et seq.; protection of animals, G.S. Ch. 19A; municipal powers as to animals, G.S. §§ 160A-182, 160A-186 et seq.; animal taxes, G.S. § 160A-212; animal shelters, G.S. § 160A-493.

6.95-27.6. Requirements for coops; slaughter of chickens; waste.

The following regulations and conditions for the keeping and housing of chickens shall be complied with:

- A. The coop and attached enclosed run shall be a sound structure and predator-proof.
- B. The coop and attached enclosed run shall be appropriate size for the number of chickens and shall consist of a minimum of three-square feet per chicken.
- C. The coop shall be dry and well ventilated with windows to admit sunlight and shall not be heated.
- D. The housing of chickens must be the primary purpose of the structure.
- E. The coop and attached enclosed run must be kept clean and the utilization of a tarp as a portion of the roof is not permitted.
- F. Clean water must be provided, and food must be kept in a tightly sealed rodent and predator-proof container.
- G. The yard in the area where the coop is located shall be clean, free from odors and dust abatement techniques must be utilized.
- H. There shall be no slaughter of chickens in the Borough of Magnolia.
- I. Waste shall be handled properly to prevent offensive odors or disposed in an environmentally friendly manner.
- J. The coop and attached enclosed run must meet all of the size limitations of an accessory building as may be otherwise provided for in the Code of the Borough of Magnolia.

(Ord. No. 2017-03, 2-16-2017; Ord. No. 2019-6, 7-18-2019)



BOARD OF ALDERMEN AGENDA ITEM SUMMARY

DATE: July 9, 2026

DEPARTMENT: Board

PRESENTED BY: Alderman Carroll

ITEM/TOPIC: Right Of Way

CITY MANAGER COMMENTS: Alderman Carroll would like to have a discussion on the current right of way ordinance and enforcement, and any potential changes the Board would like to pursue.



BOARD OF ALDERMEN

AGENDA ITEM SUMMARY

DATE: July 9, 2026

DEPARTMENT: Board

PRESENTED BY: Mayor Pro Tem Mosteller

ITEM/TOPIC: Rivermist Development Concerns

CITY MANAGER COMMENTS: Mayor Pro Tem Mosteller has heard from concerned residents of the Rivermist community related to new developments that are in the County's development process. Mayor Pro Tem Mosteller would like to discuss these concerns and review any potential help we can offer Rivermist.

Board & Committee Appointment Recommendations

Board of Aldermen Meeting

Date: June 11, 2026

Appointment Recommendations

ABC Board

Interviewed by: Chair William Davis, Vice Chair Zach Zuehlke, Alderman Paul Gross

Vacancy/Seat Term Expiration Recommended Applicant Alternate/Other Applicants

Seat 1 June 30, 2029

Seat 2 June 30, 2029

Seat 3 June 30, 2027

Seat 5 June 30, 2027

Interview Panel Recommendation:

Seat 1 – Jim Poppe

Seat 2 – Adam Steadman

Seat 3 – David Geary

Seat 5 – Angela Wadsworth (2-1) Gabe Azzato (1-2)

Forestry Committee

Interviewed by: Mayor Joseph P Hatem, Vice Chair Fred Fiss, Alderman Robert Carroll

Vacancy/Seat Term Expiration Recommended Applicant Alternate/Other Applicants

Seat 1 June 30, 2027

Seat 7 June 30, 2028

Interview Panel Recommendation:

Seat 1 - Michael Proctor

Seat 7 – Scott Len

Planning Board

Interviewed by: Mayor Joseph P Hatem, Mayor pro-tem Karen Mosteller, Alderman Rebecca Kelley

Vacancy/Seat Term Expiration Recommended Applicant Alternate/Other Applicants

Seat 4 June 30, 2029

Seat 5 June 30, 2029

Interview Panel Recommendation:

Seat 4 - TBD

Seat 5 - TBD

Board of Adjustment

Interviewed by: Chair Pete Haislip, Vice Chair Jason Robbins, Alderman Marc Spencer

Vacancy/Seat Term Expiration Recommended Applicant Alternate/Other Applicants

Seat 3 June 30, 2029

Seat 4 June 30, 2029

Seat 5 June 30, 2029

Seat 6 June 30, 2029

Interview Panel Recommendation:

Seat 3 – Chris Eckert

Seat 4 – No Consensus

Seat 5 – No Consensus

Seat 6 – Tuck Masker

Historic Preservation Commission

Interviewed by: Chair Charles Drew, Vice Chair Bonnie Bray, Alderman Lowe Davis

Vacancy/Seat Term Expiration Recommended Applicant Alternate/Other Applicants

Seat 6 June 30, 2029

Vacancy/Seat Term Expiration Recommended Applicant Alternate/Other Applicants

Seat 7 June 30, 2029

Seat 8-ALT June 30, 2029

Seat 9-ALT June 30, 2029

Interview Panel Recommendation:

Seat 6 – Jim Mckee

Seat 7 – Katherine Hufham

Seat 7 – ALT - Debbie Barnes

Seat 8 – ALT – Sue Hodgins

Cemetery Committee

Interviewed by: Chair Tish Hatem, Mayor Pro-tem Karen Mosteller, Liaison Marc Spencer

Vacancy/Seat Term Expiration Recommended Applicant Alternate/Other Applicants

Seat 1 June 30, 2029

Interview Panel Recommendation:

Seat 1 - Larry Ashley



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name JERRY EDWARD RIVENBARK

Appointment(s) for which you are applying:

- | | | |
|---|---|---|
| ☐ ABC Board | ☒ Cemetery Committee | ☐ Parks and Recreation Committee |
| ☐ Beautification Committee | ☒ Forestry Committee | ☒ Planning Board |
| ☒ Board of Adjustment | ☐ Historical Preservation Commission | ☒ Business Advisory Committee |

Do you have a preference? Board of Adjustments

Physical Address: 1379 E. MOORE ST, SOUTHPORT, NC 28461

Mailing Address: 1379 E. MOORE ST, SOUTHPORT, NC 28461

Resident of Southport ☒ Yes ☐ No For How Many Years? 43

State and County of Legal Residence: NC/BRUNSWICK

Main Phone Number 910-231-1854 Secondary Number 910-363-4979

Email Address: jerryrivenbark1979@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education K-12

Current/Present Employer Rivenbark Contracting, Inc.

Past/Most Recent Employer SAME

Current Civic/community Participation Southport Cares Creator, Shop with a Cop, 4th of July.

Reasons you are qualified for this appointment (optional) Lifelong resident of Southport.

Construction & business background. Christian values. Common sense.

Major tax contributor to the City.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature  Date 04/30/2026

Please Return to: City Clerk Tori Deviney
tdeviney@cityofsouthport.com: 1029 N. Howe Street, Southport, NC 28461

Revised Oct 2025



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Chris Eckert

Appointment(s) for which you are applying:

- | | | |
|---|---|---|
| ☐ ABC Board | ☐ Cemetery Committee | ☐ Parks and Recreation Committee |
| ☐ Beautification Committee | ☐ Forestry Committee | ☐ Planning Board |
| ☒ Board of Adjustment | ☐ Historical Preservation Commission | ☐ Business Advisory Committee |

Do you have a preference? Board of Adjustment

Physical Address: 116 E 13th St. Southport NC 28461

Mailing Address: Same as above

Resident of Southport ☒ Yes ☐ No For How Many Years? 10+ years

State and County of Legal Residence: Brunswick County, NC

Main Phone Number 910 234 8815 Secondary Number N/A

Email Address: eckertjchris@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education UNC - Chapel Hill: Economics / ECU - MBA

Current/Present Employer Franklin Street Partners / self employed

Past/Most Recent Employer _____

Current Civic/community Participation Current member of Board of Adjustments

Reasons you are qualified for this appointment (optional) I understand how the BOA operates logistically and functionally. I am a young professional with a family that has the desire to protect Southport today and for my children's future. I have participated in local government (Southport) and see its importance of protecting the stakeholders.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature

Date 4/22/26

Please Return to: City Clerk Tori Deviney

tdeviney@cityofsouthport.gov; 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name LOTEN 'TUCK' MASKER, JR.

Appointment(s) for which you are applying:

- | | | |
|---|---|---|
| ☐ ABC Board | ☐ Cemetery Committee | ☐ Parks and Recreation Committee |
| ☐ Beautification Committee | ☐ Forestry Committee | ☐ Planning Board |
| ☒ Board of Adjustment | ☐ Historical Preservation Commission | ☐ Business Advisory Committee |

Do you have a preference? _____

Physical Address: 610 MCKENZIE CIRCLE SOUTHPORT, NC 28461

Mailing Address: < SAME >

Resident of Southport ☒ Yes ☐ No For How Many Years? 6

State and County of Legal Residence: < ABOVE >

Main Phone Number (703) 608-1647 Secondary Number < NONE >

Email Address: tuckmaskers@aol.com

You may submit a resume along with your application detailing the following section if you choose.

Education BSCE, UNI, 1980; MBA, VPI, 2001

Current/Present Employer SOLE-PROPRIETOR, MAGNES CONSULTING LLC

Past/Most Recent Employer _____

Current Civic/community Participation MEMBER, BOARD OF ZONING ADJUSTMENT

Reasons you are ^{seeking re-}qualified for this appointment (optional) Board 'continuity' (2 senior members departing); Board composition (important to have technical background on the Board); Board 'transition' (Board members currently haven't worked together that long).

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Loten T. Masker Date 4/9/26

Please Return to: City Clerk Tori Deviney

tdeviney@cityofsouthport.gov; 1029 N. Howe Street, Southport, NC 28461



APPLICATION FOR APPOINTMENT TO BOARDS AND COMMITTEES

The undersigned is interested in community service and provides this information for use by the Board of Aldermen in considering their qualifications for appointment to the following boards or committees:

Name Sue M Hodgkin

Appointment(s) for which you are applying:

- | | | |
|---|--|---|
| ☐ ABC Board | ☐ Cemetery Committee | ☐ Parks and Recreation Committee |
| ☐ Beautification Committee | ☐ Forestry Committee | ☐ Planning Board |
| ☒ Board of Adjustment | ☒ Historical Preservation Commission | ☐ Business Advisory Committee |

Do you have a preference? _____

Physical Address: 608 Cottage Point Way, Southport

Mailing Address: 608 Cottage Point Way, Southport NC 28461

Resident of Southport ☒ Yes ☐ No For How Many Years? 13 yrs

State and County of Legal Residence: NC, Brunswick

Main Phone Number 910-477-1808 Secondary Number _____

Email Address: beachsue@gmail.com

You may submit a resume along with your application detailing the following section if you choose.

Education Garner Sr High School 1974

Current/Present Employer PT - NC State Board of Opticians

Past/Most Recent Employer Various State Agencies

Current Civic/community Participation Attend City meetings; SPT Garden Club

Reasons you are qualified for this appointment (optional) See attached.

Do you anticipate any conflicts of interest if appointed? ☐ Yes ☒ No

Signature Sue M Hodgkin Date 4/30/2026

Please Return to: City Clerk Tori Deviney

tdeviney@cityofsouthport.gov: 1029 N. Howe Street, Southport, NC 28461

ADDENDUM to City Board/Commission Application -- Sue M Hodgin

Reasons you are qualified for this appointment

My experience in administration of State Statute, Admin Rule and now, City Ordinance and the City's UDO give me an expanded perspective on administrative oversight and has had what could be termed a positive effect on the City's boards/commissions view their roles in for long-term, strategic results. Having a history with interpretation of and being involved with communication of legislative activities is also a plus for the City, as well as having a history of interaction with multiple municipalities and support groups for projects' successes.

SUE M HODGIN

OBJECTIVE

Provide well-rounded regulatory, administrative and management services; promotion of services for public or community entities

SKILLS & ABILITIES

Extensive history of progressively responsible positions in State Government administrative offices
Analysis, development & management of administrative processes
Negotiation for & coordination of legislative activities

EXPERIENCE

EXECUTIVE DIRECTOR, NC STATE BOARD OF OPTICIANS

September 2002 – June 2013 (full-time); February 2014 – Present (part-time)

Manage Board finances according to Office of State Budget/Management & State Controller's regulations. Identify cost-saving measures, including negotiation of management & personnel contracts

Administer applications and annual renewal process for 1100+ licensees & 600+ trainees & businesses, interpreting & maintaining compliance with NC General Statutes and administrative rules

Present Board compliance-, regulatory- and legislative-information- at state education and administrative seminars

Interact with licensees, consumers & other interested parties via telephone, email & personal visits; compose correspondence, & revise Board forms & notices

Coordinate committee and Board events – plan & manage logistics with outside vendors, compile agenda & compose meeting minutes

Update website – upload database/search info, compose & post news items & site subject information

Oversee database systems for reporting of licensee, trainee & business information

Review submissions, recommend Board's approval or rejection of continuing education opportunities

Provide regular updates to Board members, legal counsel, Governor's Office & various agencies/entities regarding all aspects of Board business

Serve as liaison between Board & NC General Assembly

Manage licensure exam via national entity – review applications, working with Applications Committee and relays eligibility status of applicants to exam admin entity

Conduct investigations relating to disciplinary matters before the Board, including working with the Disciplinary Committee & legal counsel; draft disciplinary decisions & correspondence

MANAGEMENT SERVICES CONSULTANT, ALLEN PINNIX & NICHOLS

July 2013 – January 2014

Provided administrative guidance and services including financial processes, correspondence composition, statistical reporting & legislative monitoring to nine licensing boards represented by law firm

OPERATIONS OFFICER, FIRST FLIGHT CENTENNIAL COMMISSION

August 2000 – September 2002

Financial management (QuickBooks) for celebration to commemorate 100-year anniversary of Wright Brothers' powered flight on NC's Outer Banks

Coordinated funding & manpower resources of Federal, State, County & municipal entities

Interacted with area businesses & governmental agencies for optimum business exposure during nationally & internationally-recognized event

Solicited & negotiated contributions from agencies & businesses

HUMAN RESOURCES ASSISTANT, NC DEPT OF THE SECRETARY OF STATE

January 2000 – August 2000

Reviewed/verified information on submitted employment applications

Primary contact for employee benefit programs

Assisted HR Director in position description composition and Manager best-practice info

Conducted new-employee orientation sessions, composed employee packet materials

EDUCATION

NC SCHOOL OF GOVERNMENT SEMINARS ON PLANNING AND ZONING

CFO UPDATES BY STATE BUDGET & TREASURER'S OFFICES

OPTICIANS' ASSOCIATION OF AMERICA (OAA) 'STATE OF THE PROFESSION' SEMINARS, AND ANNUAL LEADERSHIP CONFERENCES

VARIOUS BUSINESS MANAGEMENT AND INTERNATIONAL BUSINESS COURSES

Attended/audited courses while residing in areas with prestigious universities and nationally-recognized schools of business

GARNER SENIOR HIGH SCHOOL – JUNE 1974

Leadership positions in Student Council, school publications & dramatic activities

COMMUNICATION

2002 – Present

Create initial PowerPoint presentation, & continued revisions to *NC Opticianry Law* course, personally presented at continuing education seminars. Participates in full audience conversations, Q&As during presentations

Provide annual presentation to opticianry degree graduates at Durham Technical Community College, giving state-of-the-profession & instructions for graduates' next steps to licensure

Attend legislative committee meetings responding to questions regarding Board initiatives, interacting with legislators re: profession's needs and concerns

Networks with national opticianry board directors at semiannual meetings, for discussions of profession's path and regulatory advances/deterrents

2010 Co-presented education course at (national) Contact Lens Society of America annual education conference (costumed presentation – a 'chicken suit')

LEADERSHIP

2024 Completed *Leadership Brunswick Course*, and received the National Academy of Opticianry's National Recognition for leadership in the optical profession

2023 - Present Volunteer weekly at Southport's Ft Johnson Visitor Center, giving suggestions, directions and 'impromptu history lessons' to visitors. 2023 House Captain for Southport Historical Society's Christmas Homes Tour

2022 - 2025 Appointed to 3-yr term on Southport Planning Board, then elected its Chair in 2022, reelected to Chair's seat in January 2025 but denied reappointment in June 2025. Background research on applications for UDO applicability. Facilitate Board meetings, communicating with Members 'at the table' and with the public during application presentations and Public Comment. Provide comment to media outlets.

As PB Chair, coordinated subcommittee work to evaluate initial submission of Indigo Phase II development. Subcommittees' and Planning Board's efforts furnished research and rationale to ready the Board of Aldermen for denial of the development's plan.

Served on Southport 2050 Committee (City's Comprehensive Plan), prioritizing planning/improvement goals for the City in conjunction with City objectives and the UDO

Served on Southport Multimodal Project Acceleration Plan (PAP) Steering Committee, seeking public input for improvements to make the City more pedestrian-, biking-, and LSV- friendly

2019-Present Southport Civic Functions: Member of Southport Garden Club, assuming leadership roles in Club committees: chairing Winterfest activities for Club in 2025 and 2024. Yard of the Month chair 2022 to present; and member of Garrison, and Planter Box committees; Club Vice-Chair 2025-2027. Other civic memberships have included Friends of the Maritime Museum, and Southport Woman's Club

2014-2018 Served as Vice-President, then President of the Cottage Point community HOA

2011 Nominated for Public Member on Commission on Opticianry Accreditation (COA) – body that oversees accreditation of nationwide schools of opticianry

2000 Recipient of *Governor's Award for Excellence*, for work on committee to establish State Employees' Appreciation Week & celebratory activities

1993 Officer in Beaufort Woman's Club, active in BWC coordination with Beaufort Historical Society for Homes and Gardens Tours, and Town celebrations

1986 Served on planning committee and inaugural Board of Directors for Graveyard of the Atlantic Museum in Hatteras

REFERENCES

NOEL ALLEN

Legal Counsel, NC State Board of Opticians
919-349-5300

LAUREN HAWLEY, CPA

Independent CPA/Auditor for NC State Board of Opticians
919-639-4825

WILLIAM R. "BILL" PITTMAN

NC Superior Court Judge
Friend, Former Legal Counsel - NC State Board of Opticians
919-271-7861

JENNIFER HAWKINS

Friend, Independent Business Owner
919-612-9030

ROY PENDER

Friend, Former Southport Planning Board Member,
and Former Board Member of Friends of OKI Lighthouse
910-477-6057



Protecting Quality of Life

Alliance Code
Enforcement LLC

June Monthly Report
City of Southport

Updated
July 1, 2026

ADDRESS	VIOLATION	STATUS
416 E Bay St	ZV	OPEN
724 N Lord St	MH/JP	ORDINANCE
806 Clarendon Ave	MH/JV/JP	ORDINANCE
803 Clarendon Ave	JV	OPEN
813 Clarendon Ave	MH	ORDINANCE
801 N Caswell Ave	MH	OPEN
306 W 9 th St	MH/OL	ORDINANCE
926 Hankinsville Rd	MH/JP/OL	ORDINANCE
913 Hankinsville Rd	MH	ORDINANCE
301 W 11 th St	MH	HOLD
712 Clarendon Ave	JV	OPEN
409 N Lord St	MH	OPEN
410 N Lord St	MH	ORDINANCE
305 Yaupon Dr Ext	JP/OL	OPEN
503 Clarendon Ave	JP	OPEN
401 N Fodale Ave	OL	OPEN
605 Clarendon Ave	MH/JP	ORDINANCE
315 W 8 th St	JV/JP	OPEN
825 N Caswell Ave	OL/JP/MH	ORDINANCE
829 N Caswell Ave	MH/OL	ORDINANCE
228 W 9 th St	JP	OPEN
609 W 11 th St	ZV	HOLD
514 W 11 th St	JV/JP	OPEN
PID 237DF01412 W 9 TH ST	OL	CLOSED
1012 N Caswell Ave	JP	OPEN
210 N Fodale Ave	JP	OPEN
210 E Brown St	JV	OPEN
807 N Howe St	JV	OPEN
1211 N Caswell Ave Apt 3C	MH	OPEN
1211 N Caswell Ave Apt 6C	MH	OPEN
PID 237EC036 Clarendon Ave	OL/JV	OPEN
718 Clarendon Ave	OL/JP	OPEN



Protecting Quality of Life

Alliance Code
Enforcement LLC

June Monthly Report
City of Southport

Updated
July 1, 2026

520 N Caswell Ave	OL	OPEN
115 E Owens St	OL	OPEN
620 N Caswell Ave	OL	OPEN
PID 237EC026 N Caswell Ave	OL	CLOSED
206 Frink Dr	OL	OPEN
507 N Caswell Ave	JV	OPEN
215 W 11 th St	JP	OPEN
803 Clarendon Ave	MH/JP	OPEN
PID 237DF01408 Hankinsville Rd	OL	CLOSED
609 N Caswell Ave	OL	OPEN
PID 222PA00101 E Leonard St	OL	CLOSED
116 E Owens St	MH	OPEN
PID 238HB00101 Herring Dr	OL	CLOSED
306 N Fodale Ave	OL	OPEN
315 Clarendon Ave	OL/JP/MH	OPEN
730 N Lord St	OL	OPEN
PID 237LA01901 Clarendon Ave	OL/MH/JP	OPEN
914 Hankinsville Rd	JP	OPEN
802 Clarendon Ave	MH	OPEN
705 Cape Harbor Rd	JV/JP	OPEN
314 E Moore St	MH/JP/OL	OPEN
914 Hankinsville Rd	JP	OPEN
700 E Leonard St	OL	OPEN
715 Dale Ave	JP	ABATED
PID 237EA02202 N Lord St	JV	OPEN
202 W 8 th St	OL	OPEN
203 W 9 th St	OL	ABATED
829 N Lord St	OL	ABATED
615 N Caswell Ave	OL	OPEN
PID 237EB041 Clarendon Ave	ZV	OPEN
1023 N Caswell Ave	MH	OPEN
314 N Rhett St	OL	OPEN
402 N Lord St	OL	OPEN



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608 Burrington Rd	OL	OPEN
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MONTHLY HIGHLIGHTS

- During the month of June, we focused on previously opened cases in an effort to bring properties into compliance and opened an additional 3 Cases. After contacting property owners, we successfully ABATED and CLOSED 3 cases. We have opened and addressed a total of 541 Cases to date.
- **203 W 9th St.** – Case was opened in reference to an Overgrown Lot due to grass and weeds exceeding the maximum limit allowed per the City Ordinances. After contacting the property owner the overgrowth was cut, this Case is Abated and Closed.
- **829 N Lord St.** – Case was opened in reference to an Overgrown Lot due to grass and weeds exceeding the maximum limit allowed per the City Ordinances. After contacting the property owner the overgrowth was cut, this Case is Abated and Closed.
- **715 Dale Ave.** – Case was opened in reference to Nuisance/Junk Pile located near the road. After contacting the property owner, the Nuisance was removed. Case is Abated and Closed.
- Multiple Hearings have been scheduled for July 16th



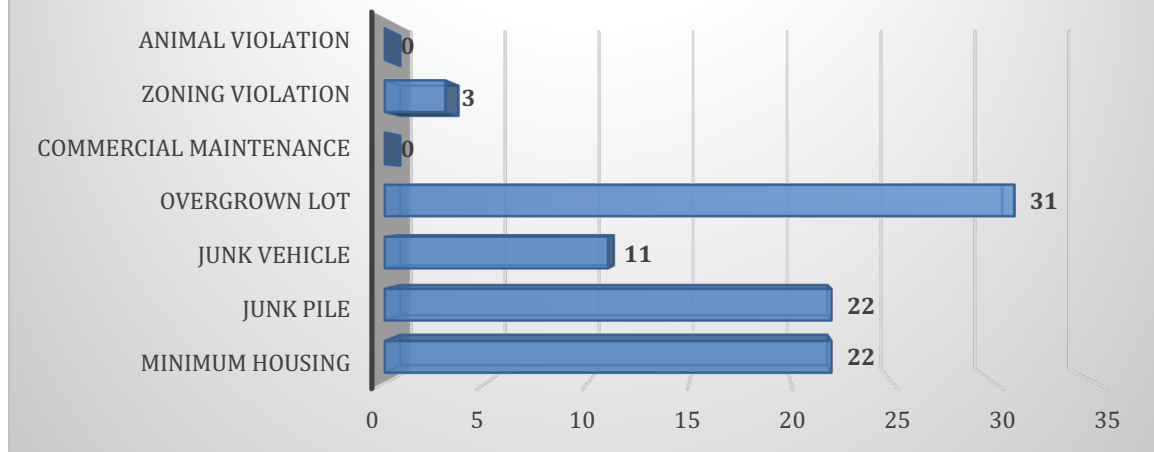
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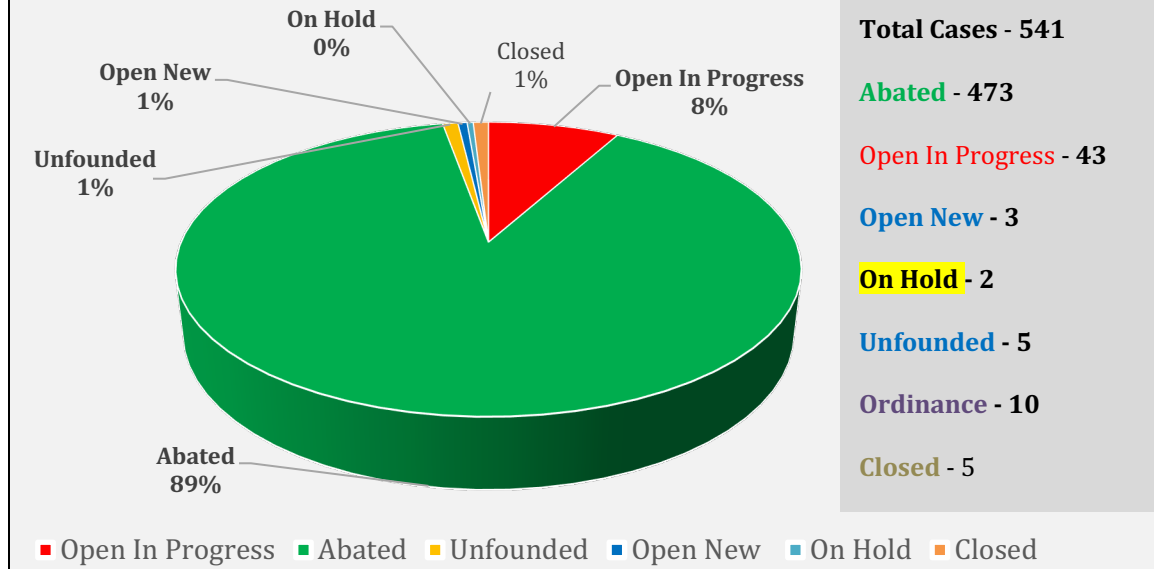
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Violations by the Numbers



Case Status To Date





Planning Services Update – July 2026

Planning Board: Regular meetings of the Planning Board are every 3rd Thursday at 6 p.m. at the Indian Trail Meeting Hall

- The Planning Board reviewed a zoning map amendment from R-20 to HC on property located at 140 Sandy Lane. The Planning Board recommended approval for consideration by the Board of Aldermen. The public hearing for this map amendment is scheduled for the August 13 Board of Aldermen Meeting.
- The Planning Board approved a major site plan application for a multi-family housing proposal by the Brunswick Housing Partnership. The project includes 7 townhome units on 11th Street adjacent to their existing transitional housing facility.
- The July 16, 2026, meeting of the Planning Board will include the selection of the chair and vice-chair, a zoning map amendment for a property being considered for annexation, and consideration of a zoning text amendment to incorporate land use standards for data centers.

Board of Adjustment: Regular meetings of the Board of Adjustment are every 4th Tuesday at 4:30 p.m. at the Indian Trail Meeting Hall.

- The June 23, 2026, meeting was canceled since there were no cases for this meeting.
- The next meeting of the Board of Adjustment is July 28 and will include the swearing-in of new members and consideration of the chair and vice-chair, an accessory dwelling unit, and an administrative appeal.

Historic Preservation Commission: Regular meetings of the Historic Preservation Commission are every 1st Wednesday at 4:00 p.m. at the Indian Trail Meeting Hall. **The June and July meetings of the HPC have been canceled.**

Other Projects/Updates:

- Staff are working with the Forestry Committee on an update to Section 3.18 Tree Protection and Landscape Preservation of the UDO. This update will provide clear guidance on the tree removal process and mitigation requirements for all types of development and uses throughout the city.
- The Multimodal Acceleration Plan has been distributed to the NCDOT IMD staff for review and comment. Staff are concurrently reviewing the final draft plan for comments. Upon completion, the plan includes project details for prioritized pedestrian and bicycle improvements, including cost estimates and funding opportunities. The list of prioritized projects helps communities be more competitive for grant funding. A multimodal grant from NCDOT funds the plan.

- The NC Resilient Coastal Communities Program (RCCP) Phase 1 & 2 community action team meeting will hold a second meeting in late July/early August.

Information about the project is located on the city's website, which also includes a link to a short online survey for citizens and visitors. The survey is open until July 17. The input will identify local concerns and important places to protect. The link to the site is included below.

https://www.cityofsouthport.gov/departments/development_services/southport_resilience_planning_project.php

A formal public input session will be scheduled in the late summer and will be advertised and announced regularly to ensure as much input as possible from the citizens of the city. This project is fully funded by a grant from the RCCP and the Division of Coastal Management, through the General Assembly, and the National Fish & Wildlife Foundation.

- Staff attended the Rural Technical Coordination Committee (RTCC) meeting on Wednesday, June 3. The P.8 Prioritization for the State Transportation Improvement Program has started. The project lists are being rolled out and will be available in the next week for the RTCC review for point assignment and recommendation to the Regional Transportation Advisory Committee (RTAC). There is a workshop scheduled for Tuesday, July 7 for the planning partners in each of the RPO's counties to start the local input point assignment process. Further information about the project submittals can be found at the following link. [HERE](#)
- Planning Staff continue development of an online permit process through OpenGov for all planning applications. This will provide a structured workflow as projects move through the application process.