



**CITY OF SOUTHPORT
HISTORIC PRESERVATION COMMISSION**

Regular Meeting

Indian Trail Meeting Hall: 113 W. Moore Street

July 5, 2023

4:00 PM

Agenda

Please turn off all cell phones

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

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

- A. Call to Order**
- B. Invocation**
- C. Pledge of Allegiance**
- D. Approval of Agenda**
- E. Approval of Minutes**
 - 1. June 20, 2023
- F. Public Comment**
- G. Old Business**
 - 1. Continuing Review of Guidelines
- H. New Business**
- I. Other Business**
- J. Announcements**
- K. Member's Information**
 - 1. Member's Roster
 - 2. Attendance Record
- L. Adjourn**



**Historic Preservation Commission
Special Meeting Minutes
Fire Substation 111 E. Nash St.
June 20, 2023
4:00 p.m.**

Members Present: Charles Drew, Rick Pukenas, Bonner Herring, Bonnie Bray, and Tal West

Members Absent: Joanne Wesson, Jim McKee, Alexis-Gore Graves, and Josh McGee.

Staff Present: Travis Henley, Director of Development Services
Maureen Meehan, City Planner
Tanya Shannon, Deputy Clerk

Board of Aldermen: Robert Carroll

Liaison:

- A. Chairman Charles Drew called the meeting to order at 1:05 p.m.
- B. The Invocation was given by Chairman Charles Drew.
- C. The Pledge of Allegiance was led by Chairman Drew.

A Motion was made by Mr. Herring to vote Ms. Bray and Mr. West into voting positions and seconded by Mr. Pukenas. ***Unanimous Vote; Motion Carried.***

- D. Mr. Pukenas Motioned to approve the Agenda and was seconded by Mr. West. ***Unanimous vote; Motion carried.***

- E. A Motion was made to approve the June 7, 2023, Meeting Minutes by Mr. Pukenas and was seconded by Mr. Herring. ***Unanimous vote; Motion carried.***

F. Public Comment:

- Ms. Pat Kirkman said that she would like to make a suggestion and a proposal. She would like to see a Plaque that recognizes The City of Southport as being designated on the National Historic Registry since 1980. She is proposing that monies that have been appropriated in the budget for the Historic Commission be used to purchase a plaque and recommended putting it on the back of the Susie Carson monument at Fort Johnston.
- Planning Board Chairman Sue Hodgins addressed the Board and explained that the Planning Board will begin review on the Signage and Lighting standards and guidelines in the UDO for possible updates and revisions. She said that since this will be an extensive review, she would like the HPC to be involved in the process. She said that the goal for both boards is to protect and preserve the historic character of Southport. She asked that when the Historic Commission begins establishing the guidelines for signage and lighting to consider collaborating with the Planning Board so that these guidelines and standards can be unified.

Mr. West questioned if the signs in Southport were ground mounted. Planner Meehan stated some parts of the City have ground mounted signs. Mr. West said in his opinion that ground mounted signs look better. Ms. Hodgins said that this would be something that the Boards could review to determine the standards for the appropriate zoning district.

G. Old Business: Review of Design Guidelines

Additions to Historic Buildings

Development Services Director Henley continued with review of Beaufort's design guidelines. He went over the guidelines at 7.8.1. *Where possible, locate new additions at the side or rear so that they have a minimal impact on the façade and other primary elevation of the affected building or adjacent properties.* Henley said that "where possible" will be up to the discretion of the Board.

Director Henley said that guideline 7.8.2 will likely be controversial. He explained that constructing a new addition cannot be bigger to the existing structure. Mr. West suggested adding a disclaimer so that you "don't lose your sense of place". He explained that if there is a historical structure that wants to add on and it doesn't fit in with the character then it has lost it's since of place.

Mr. West referenced back to the last meeting where he was unable to attend and the aluminum façade store fronts. He questioned what this discussion was about. Planner Meehan said that there was discussion on the store front façade and it was recommended that shiny aluminum or other types of colored aluminum should be prohibited.

Decks on Historic Buildings

City Planner Meehan went over the guidelines in Chapter 7 for decks. As stated, decks or patios should be built so that they do not damage any significant historic architectural features and can be removed in the future with minimal damage. Guideline 7.9.5 that stated, *'decks may not be constructed on the roof of any historic structure in the historic district'*. Planner Meehan questioned if that would also include a new structure in the historic district. Director Henley said that he would be curious how Beaufort uses this guideline and could contact them to see.

Landscaping

Landscape elements, streetscapes, trees, yards, and fences play a crucial role in defining the charm and character of Beaufort's historic district. Ms. Meehan read the guidelines beginning in Chapter 8. Ms. Bray asked about the ROW's and where the discussion was on addressing concerns for landscape and trees that are planted in the ROW. Mr. Henley said in the district the lots are zoned R-10 and they are mostly non-conforming and they are not required to provide any onsite parking for residential. He said one thing the Board is looking at is whether the City is going to allow improvements and parking in the ROW. However, he said these spaces cannot be completely reserved for the owners because it is public property. He said another discussion is whether to grandfather in the existing encroachments. There was a lot of discussion on the use of the right-of ways and understanding and how it can or cannot be used. If there is existing trees planted in the ROW and utilities need repair or for other City needs the property owner would be responsible for replacing that landscape. Mr. Henley said if the City had more curbs, it would protect more of the ROW. Mr. Henley said that there will be issues with the landscaping. It was the consensus of the Board to table the discussion on landscaping until consulting with some of the Committees such as the Forestry, Beautification, Garden Club or maybe Ms. Patsy Walker that Mr. Herring recommended.

Fences and Walls

Mr. Henley gave an overview. In Beaufort it states All applications for a COA for the construction of fences and walls must include the following to be considered: 1) A detailed survey plat or site plan showing the location of the proposed fence. 2) A scaled elevation drawing of the proposed fence or a photograph showing another fence which will be used as the exact model for the proposed fence. Chairman Drew asked what are Southport's fence regulations. Mr. Henley said four feet in the front and six feet on the sides and rear.

Outside Utilities

As stated in the guidelines by Mr. Henley :Utility work in the public right of way may require a COA. All new utility poles and lines, transformers, and signal equipment must be approved by the HPC and will be evaluated on the basis of location, design, color, scale, and compatibility with the surrounding streetscape, and the overall visual impact on the district or landmark.

Exterior Lighting

Director Henley said the process has just begun on updating and revising the Lighting Ordinance in the UDO with the Planning Board. Mr. Henley went over the guidelines. He said that guideline 8.4.5: *All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties.* will be conflicting with Southport's current UDO.

Off-Street Parking

Planner Meehan went over the guidelines for off-street parking. It was discussed that on guideline 8.5.7 that stated that the use of certain paving material were used for parking areas and driveways would be different materials that were/are used in Southport. Ms. Meehan said there will be some guidelines that will be revised to meet the standards and guidelines for the historic character of Southport. There will need to be more discussion on this.

Signage

8.6.2: Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Ms. Meehan noted that it should be considered that the Board may want to require smaller signage than what the Beaufort zoning may allow. She said that public traffic, directional, and information signs are under the purview of the Commission. These signs should be consolidated and placed on uniform poles to reduce visual clutter. Standard locations for such signage should also be designed to mitigate impact. Chairman Drew commented that there pole street signs were used at one time, and there are a few left. There was discussion on incorporating those back into the Historic District. It was noted DOT and Emergency Services would need to collaborate with signage.

8.6.9. The use of a sandwich board, back-to-back sign or V-board in the Historic District of Beaufort conflicts with the Southport UDO guidelines. Mr. Henley asked if the Board would like to use Beaufort's guidelines or stay with the City's UDO guidelines? The consensus of the Board was to follow in accordance with the Southport UDO.

Chairman Drew question this guideline 8.6.6. Use of internally illuminated or flashing signs (including illumination of vending machines) is prohibited. He said that there is a vending machine on Nash Street near the Public Restrooms that is lighted. Mr. Henley said that this is allowable because it is on a non-conforming lot. However, vending machines are not allowed in the CBD.

Chairman Drew stated that signage will be a big conversation. He said people may be concerned on how this will effect their businesses.

H. New Business: None

I. Other Business: Mr. Henley said there will be a continuation of the review on the guidelines and working on the feedback that was given. He said that meeting twice a month will be put on pause until the new Historic Planner is hired.

A Motion was made by Mr. Pukenas to return Mr. West and Ms. Bray back to their alternate positions and seconded by Mr. Herring. ***Unanimous Vote; Motion Carried.***

J. Announcements:

Chairman Drew reminded everyone that the regular Historic Preservation Commission would be on July 5th at 4:00 p.m.

There was no further business. A Motion was made by Mr. Pukenas to adjourn the meeting and seconded by Mr. Herring. ***Unanimous vote; Motion carried.***

Adjournment: 3:04 p.m.

Chairman, Charles Drew

Deputy Clerk, Tanya Shannon

HISTORIC PRESERVATION COMMISSION SPRING 2023

MEMBER	Address	Phone Number	Appointment	Expiration
Charles Drew, Chair cdrew@cityofsouthport.com	112 Park Ave	(910) 477-2365	Oct 2022	2024
Rick Pukenas, Vice-Chair rick.pukenas@southportnc.org	119 N. Lord St	(910) 750-1951	Oct 2022	2024
Bonnie Bray, Alternate bonnie.bray@southportnc.org	515 Quarter Master Dr	(301) 741-6698	Oct 2022	2025
Josh Cline McGee joshcline.mcgee@southportnc.org	195 Gentle Breeze Ct	(704) 614-2956	Oct 2022	2025
Alexis Gore Graves alexis.goregraves@southportnc.org	510 N. Lord St	(256) 653-1854	Oct 2022	2024
Bonner Herring bonner.herring@southportnc.org	112 W. Bay St	(772) 263-1417	Oct 2022	2023
Jim McKee Jim.mckee@southportnc.org	114 S. Davis St	(910) 470-0529	Oct 2022	2025
Joanne Wesson joanne.wesson@southportnc.org	107 River Watch Ln	(910) 264-4009	Oct 2022	2023
Lewis "Tal" West, Alternate tal.west@southportnc.org	6159 River Sound Cir	(704) 575-6048	Oct 2022	2025
Travis Henley thenley@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7900 Ext 1008	Staff Development Services Director	
Maureen Meehan (Mo) mmeehan@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7900 Ext 1043	Staff City Planner	
Tanya Shannon tshannon@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7929	Staff Deputy City Clerk	
Dorothy Dutton (Dorrie) ddutton@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	(910) 457-7900 Ext 1010	Staff Assistant City Manager/City Clerk	
Kiley Barefoot kbarefoot@cityofsouthport.com	1029 N. Howe St. Southport, NC 28461	457-7925 (910) 368-5710C	Staff Building Inspector	
Robert Carroll rcarroll@cityofsouthport.com	307 E. Nash St	(910) 465-2717	Board of Aldermen Liaison	

HISTORIC PRESERVATION COMMISSION 2022-2023 ATTENDANCE RECORD

MEETING DATE	Dec. 2022	Jan.	Jan 23 Special	Feb.	Mar.	Apr.	May	May 23 Special	June	June 20 Special	July	Aug	Sept	Oct	Nov	Dec	
<u>NAME</u>																	Total Absences
Charles Drew Chair	P	P	P	A	P	P	P	P	P	P							1
Rick Pukenas Vice-Chair	P	A	P	A	P	P	P	P	P	P							2
Alexis Gore Graves	A	P	P	P	P	A	P	P	P	A							3
Jim McKee	P	P	P	P	P	P	A	A	P	A							3
Josh Cline McGee	P	P	P	P	P	P	P	P	P	A							1
Bonner Herring	P	P	P	A	P	P	A	P	P	P							2
Joanne Wesson	A	P	P	P	P	P	P	P	A	A							3
Bonnie Bray	P	P	P	P	P	P	P	P	P	P							
Lewis 'Tal' West	P	P	P	P	P	A	P	P	A	P							2