



**CITY OF SOUTHPORT
HISTORIC PRESERVATION COMMISSION
Special Meeting
Indian Trail Meeting Hall, 113 W. Moore St.**

July 19, 2023
1:00 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. July 5, 2023
- F. Public Comment**
- G. Old Business**
 - 1. Review of Guidelines
- H. New Business**
- I. Other Business**
- J. Announcements**
- K. Member's Information**
 - 1. Attendance Record
 - 2. Member's Table
- L. Adjourn**



**Historic Preservation Commission
Regular Meeting Minutes
Indian Trail Meeting Hall 113 W Moore St
July 5, 2023
4:00 p.m.**

Members Present: Charles Drew, Rick Pukenas, Josh Cline McGee, Joanne Wesson, Bonnie Bray, Jim McKee and Tal West

Members Absent: Alexis-Gore Graves and Bonner Herring

Staff Present: Travis Henley, Director of Development Services
Maureen Meehan, City Planner

Board of Aldermen: Robert Carroll

Liaison:

- A. Chairman Charles Drew called the meeting to order at 4:05 p.m.
- B. The Invocation was given by Chairman Drew.
- C. The Pledge of Allegiance was led by Chairman Drew.

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

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

- E. A Motion was made to approve the June 20, 2023, Special Meeting Minutes by Mr. McKee and was seconded by Mr. Pukenas. ***Unanimous vote; Motion carried.***

- F. **Public Comment:** None

- G. **Old Business: Review of Guidelines Continuation**

Landscaping

At the last meeting the Board tabled the review ending at the Landscaping Guidelines. Director Henley thanked the Chair of the Beautification Committee, Ms. Lynne Geiman for coming to discuss and provide tips on appropriate designs for landscape in the Historical District. Chapter 8.1.2 stated: *Preserve and maintain the individual components and historic features that contribute to Beaufort's historic character, including mature trees, ornamental trees, and hedge rows.* There was discussion on whether there were any hedge rows in Southport. There are hedge rows but not in the since of dividing the property lines. Mr. McKee said most visibly was the ornamental vines that cover the fences.

Reviewing the preserve and maintain section on the trees. Director Henley said that the Chair of the Forestry Committee Mr. Scott Len will be coming to discuss the appropriation for the maintenance care and removal of trees. Chair Drew asked if it would be better to just include the native species of trees to Southport or to include other types as well. City Planner Meehan stated that there is a tree table in the UDO and that could be referenced in the

guidelines for trees and landscapes because they are all native species on the chart. There was discussion on guideline: 8.1.3 *“form as a street tree”*. It was questioned what is a ‘street tree’. Director Henley explained that it is a tree that is planted in the ROW. To be in accordance of the Code of Ordinances this is no longer allowed. Mr. McGee asked if the tree survey and removal of trees applies to residential districts as well as developments. Director Henley said that it does apply to any tree to be removed in any district. Mr. McKee suggested removing the 8.1.3 and 8.1.4 guidelines and just keep 8.1.5. *All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.*

Director Henley stated that there will be several guidelines that will need to be interpreted, and reworded to compensate for the guidelines and standards that apply for Southport.

Mr. McGee stated that he would not like to see certain guidelines removed from this Chapter because it provides context to the relationship of the landscape to the building and the streetscape. Director Henley agreed and said that it is important to keep certain guidelines that will pertain to the character of Southport but to keep the language simple and well defined. Alderman Carroll questioned if in guideline 8.1.8: *the removal of mature plantings, ‘if possible’* could be removed. Mr. Pukenas said that in some situations in order to fit the house on the lot the tree(s) removal would be necessary. Alderman Carroll said that some developers would just want to remove the tree instead of working around it. Director Henley said the Commission will need to clearly define what is *‘if possible’*. There was also discussion on the new construction and additions and it was suggested to separate those into two categories in 8.1.8.

Chair Drew pointed out that the sidewalks and the street edge is on city property. Director Henley said the city is going thru a big discussion on city row’s currently so this guideline will have to be referred back when the Board of Aldermen have made their decision on those guidelines for the overall city. Planner Meehan said the small walkway from the front door of the house to the row should be potentially considered for landscape design.

Mr. McKee questioned plastic fences in section 8.1.10 for contemporary edging or border materials would be included. He said other types of materials described in this section may be considered inappropriate but are often used historically in the city. There was no consensus on whether to keep this guideline or to revise it and define the appropriateness.

Mr. McGee said that in 8.1.11 could be combined with 8.1.10 along with edging and border materials. That both of those guidelines could be revised and altered together.

Director Henley recommended adding language more defined than “tool sheds” such as accessory structures in 8.1.13. Also, there was discussion on pools seen from public view and how to include that in corner lots that have pools that can be seen from public. Director Henley suggested language that says should be screened from public view. But it was pointed out that this would only pertain to the installation of new pools.

8.1.14 Director Henley said that this should be revised to be in character with surrounding area with the limit of 4’ in height and 8’ feet on the sides and rear. Alderman Carroll recommended as long as it is 4’ in the front regarding the pools with layers of landscape that could be added for screening.

Ms. Lynn Geiman commented that Mr. Len will be able to speak more about the tree landscape, but she noted that the term screened is very broad for landscaping. For example, she stated that in her neighborhood a large structure is being built and they stated that it would be screened. However, she said that these shrubs are very small and may take years to grow or may not even last. She recommended the term “screening” be defined with terms or even species that will screen throughout the year such as jasmine and other things that spread. Mr. McGee suggested that adding in language that provides recommendations for appropriate species that work best for screening. Mr. Henley said it would be a challenge to

moderate all hedge heights to ensure that those requirements are being met. Mr. McGee said that the fence height is already in the UDO and to just add a cross reference to landscaping to that section.

Protecting Historic Vistas

In reviewing Chapter 5 Beaufort had a list of viewscapes that are integral to the historic character. Director Henley pointed out several locations that have these viewscapes in Southport. Mr. Henley said that although there is a maximum height limit in the CBD the vistas play a significant role in with the views of the Historic District. If a structure is demolished it should be in consideration for new construction to be appropriate for limiting the view from the land and the water and Vistas. There was discussion on what areas are vulnerable to the obstruction of the waterfront. Mr. McGee pointed out Howe and Moore St. Mr. Henley noted the end of N. Atlantic Ave. and the end of Rhett St. How to protect this vulnerable locations will need to be evaluated to find a solution for the prevention of obstruction. Chair Drew said that he did not know if the two lots on Bay St. between the pilot tower and the pump station were buildable, but if they were there could be potential issues with the viewscapes.

Docks, piers, and Boardwalks

It was the consensus of the Board to incorporate Beaufort's guidelines to reflect the same for Southport.

8.7.1. Use a design that is simple, functional, and utilitarian. Traditional docks were built of post and-lintel construction, using wood pilings, cross-members, and decking. Avoid the use of railings or other non-historic features that extend above the deck floor line, unless required by law for safety reasons. Avoid lighting fixtures that are too prominent or that are not utilitarian and functional in appearance.

8.7.2. Built in features such as pavilions, gazebos, screened rooms or other types of roofed structures such as boat sheds are not appropriate.

Archaeology

Mr. McKee noted that in this review this section states: *"If the presence of archaeological resources is anticipated or such resources are uncovered in the course of building activity, contact Town staff immediately"*. He said that would most likely never happen. He said he could point out some areas in Southport like the bulkheads that were removed. He said by the time he got there to view it the damage was already done. There was discussion about burial sites and regulatory options. Mr. McKee said only City property can enforce protection as well as the County, but there are no regulations for protections on private property.

Relocation of Buildings into or out of the Beaufort Historic District

The Board was in agreement that all historic structures should be encouraged to be moved instead of structure. It was the consensus of the Board to use these guidelines. If relocation is warranted, every effort should be made to move the building intact as a single unit. Careful planning should be undertaken to relocate the structure to a lot that has similar characteristics to the original site. Vacant lots in Historic District are the preferred location for newly moved historic resources. The HPC will use its New Construction guidelines when reviewing requests to move structures to lots within the historic district.

H. **New Business:** None

I. **Other Business:** Mr. Henley said he would take the feedback from the Board and incorporate it into the draft language. There will be continuation of review at the next meeting.

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

J. **Announcements:**

Chairman Drew reminded everyone that the regular Historic Preservation Commission would be on July 19th at 1:00 pm

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

Adjournment: 6:00 p.m.

Chairman, Charles Drew

Deputy Clerk, Tanya Shannon

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	P						1
Rick Pukenas Vice-Chair	P	A	P	A	P	P	P	P	P	P	P						2
Alexis Gore Graves	A	P	P	P	P	A	P	P	P	A	A						4
Jim McKee	P	P	P	P	P	P	A	A	P	A	P						3
Josh Cline McGee	P	P	P	P	P	P	P	P	P	A	P						1
Bonner Herring	P	P	P	A	P	P	A	P	P	P	A						3
Joanne Wesson	A	P	P	P	P	P	P	P	A	A	P						3
Bonnie Bray	P	P	P	P	P	P	P	P	P	P	P						
Lewis 'Tal' West	P	P	P	P	P	A	P	P	A	P	P						2

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	