CITY OF SOUTHPORT

Historic Preservation Commission

SPECIAL MEETING

Fire Substation 111. E. Nash Street
September 18, 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

1. Discussion and Review on the Draft Standards
2. Discussion of a Public Forum and Set Date

E. Approval of Minutes

1. August 16, 2023 Special Meeting

F. Public Comment

G. Old Business

1. Discussion and Review on the Draft Standards

H. New Business

1. Discussion of a Public Forum and Set Date

I. Other Business

J. Announcements

K. Member's Information

1. Attendance Record
2. Member's Roster

L. Adjourn

Historic Preservation Commission
Meeting Minutes
Indian Trail Meeting Hall
August 16, 2023
4:00 P.M.

Members Present:	Charles Drew, Joanne Wesson, Josh Cline McGee, Alexis-Gore Graves, Bonner Herring, Bonnie Bray, and Tal West
Members Absent:	Jim McKee and Rick Pukenas
Staff Present:	Travis Henley, Director of Development Services Maureen Meehan, City Planner Tanya Shannon, Deputy Clerk
Alderman Liaison:	Alderman Carroll

A. Chairman Charles Drew called the meeting to order at 4:04 p.m.

B. The Invocation was given by Chairman Drew

C. The Pledge of Allegiance was led by Chairman Drew.

Mr. McGee made a Motion to appoint Ms. Bray as a voting member in the absence of a member seconded by Mr. Herring. ***Unanimous Vote; Motion Carried***.

D. Ms. Graves made a Motion to approve the Agenda, seconded by Ms. Wesson. ***Unanimous vote; Motion carried.***

E. Mr. McGee Motioned to approve the August 2, 2023 Meeting Minutes, seconded by Mr. Herring. ***Unanimous vote; Motion carried.***

F. **Public Comment:** Mr. Pete Haislip, 309 E. Bay St., looks forward to more communication with the public and engagement to visualize the direction the Board is going with the standards for the historic district. After the final completion of the draft standards and guidelines, Chairman Drew said that the next phase will be reviewed by The Planning Board for more input and engagement from the public. Mr. Haislip feels it would be prudent to allow the public to view a map of the district and provide transparency to what is being proposed before sending it to the Planning Board. Mr. Herring agreed and said he would like to get more feedback from the people and promote the preservation. He said the intent is to encourage people who live in the district to protect and preserve the history without dictatorship. Director Henley recommended scheduling a joint meeting with the Planning Board to review the draft and have presentations and maps to view for the public. Mr. Haslip would like to see many public meetings before any final approval.

Ms. Pat Kirman agreed that there should be more public meetings with the Historic Preservation Commission before sending it to the Planning Board. She is concerned that decisions are being made before input from the public. She worries that people will assume that requesting reform will be more of a burden than a benefit.

G. **Old Business: Continuation of Draft Standards Review.** Director Henley went over the final update on the draft of standards. He explained that language, including the Administration duties and

responsibilities, has been added since the last review. He said there would be a lot of hard decisions and most likely more cases to review than the Board of Adjustments. Mr. Henley said that Staff can decide on minor work, but major work will have to be reviewed by the Commission for approval. Mr. Henley explained the differences between minor and major work.

Mr. McGee asked for the reference in the draft for the one-year validation for review and approval of an application for a Certificate of Appropriateness. Ms. Meehan referenced under the Application Process on page 8 #9. Which States; *Most COA applications are reviewed and decided upon the day of the meeting. The HPC must issue or deny a COA within one hundred and eighty (180) days after a completed application has been filed, except when the time limit has been extended by mutual agreement between the applicant and the HPC or when more time is needed to obtain comments from other federal, state or local agencies involved in the permitting, funding, or approval of the proposed project.*

Page 8 #12 *Once issued, a COA is valid for six (6) months and may be renewed for an additional six months at the written request of the applicant. If work has not begun after 12 months, the applicant must re-apply for a new COA. An approved COA may also be transferred to a new property owner if that owner certifies in writing that he has reviewed the approved application and agrees to comply with all the terms and conditions of the COA.*

There was a discussion of the period of time for the process of receiving the COA. Ms. Bray questioned the time period the COA was approved and the extension and renewal process. She asked if the extension request could be made at 6 months, why can't they just reapply at 6 months?

Mr. Henley said that it would take some time to get the COAs approved, as well as building permits. Allow for an extension might be reasonable to allow more time to work instead of going through the whole process again after six months. Ms. Meehan said she would work on drafting language that may be suitable for the renewal process.

Chairman Drew has concerns about the applicant being able to request an "informal meeting" with staff and a few commissioners to help them become familiar with the guidelines that may be arranged by city staff. He said that as a quasi-judicial process, there may be a conflict of interest in discussing a potential case before a hearing. Ms. Bray recommended just including staff in the pre-application review before it comes to the Commissioner. It was the consensus to have the Historic Planner and other staff review before coming to the Commission.

Mr. Henley suggested removing the $25.00 application fee unless it is for new construction. He said there is no fee for tree permits because it encourages more people to comply. The Commission agreed, and Mr. Hemley said the Aldermen would have to approve that recommendation.

Ms. Bray asked if the COA could coexist when the building permit is approved for when the clock begins for renovation or construction. Ms. Meehan said that would be difficult to tie together because it depends on the frame time of when the building permit was issued and when the construction would actually begin.

Ms. Meehan reviewed the highlights of recommended changes in the language after feedback from the Commission. Mr. Henley said the draft is nearly ready to be sent to the Planning Board for an extensive review and input from the public. Mr. Haislip reiterated that it would be very beneficial to have a public meeting to present the standards and guidelines along with the district map so that people can understand what the ordinance will entail.

Chairman Drew recommended a public meeting to update everyone on the progress and showcase the information, provide a timeline, and the drafted standards and district maps. Engage with general

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questions and comments. The Commission agreed and felt it was important to encourage citizens to be interested and informed. Ms. Meehan said that she would look into setting up a public information forum and setting up a location, dates, and times and report back to the Commission.

I. Other Business: None

J. Announcements:

Director Henley said that he was sorry that he would not be able to see the process follow through as he was leaving his position. He was on a positive mission to protect and preserve the historic Southport. He thanked everyone for their support and said it has been a pleasure. Chairman Drew and the Commission thanked Mr. Henley for all his work.

There was no further business or comments. Mr. McGee made a Motion to adjourn and was seconded by Ms. Bray. ***Unanimous Vote; Motion Carried.***

Adjourn 5:27 pm

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Chairman, Charles Drew Deputy Clerk, Tanya Shannon

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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	Aug 16 Special	Sept	Oct	Nov	Dec	
NAME																		**Total Absences**
Charles Drew Chair	**P**	**P**	**P**	**A**	**P**	**P**	**P**	**P**	**P**	**P**	**A**	**P**	**P**					2
Rick Pukenas Vice-Chair	**P**	**A**	**P**	**A**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**A**					3
Alexis Gore Graves	**A**	**P**	**P**	**P**	**P**	**A**	**P**	**P**	**P**	**A**	**P**	**p**	**P**					4
Jim McKee	**P**	**P**	**P**	**P**	**P**	**P**	**A**	**A**	**P**	**A**	**P**	**P**	**A**					4
Josh Cline McGee	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**A**	**P**	**P**	**P**					1
Bonner Herring	**P**	**P**	**P**	**A**	**P**	**P**	**A**	**P**	**P**	**P**	**A**	**P**	**P**					3
Joanne Wesson	**A**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**A**	**A**	**P**	**P**	**P**					3
Bonnie Bray	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**	**P**					
Lewis 'Tal' West	**P**	**P**	**P**	**P**	**P**	**A**	**P**	**P**	**A**	**P**	**A**	**A**	**P**					4

HISTORIC PRESERVATION COMMISSION SUMMER 2023

MEMBER	Address	Phone Number	Appointment	Expiration
Charles Drew, Chair cdrew@cityofsouthport.com	112 Park Ave	(910) 477-2365	Oct 2022	June 2025
Rick Pukenas, Vice-Chair rick.pukenas@southportnc.org	119 N. Lord St	(910) 750-1951	Oct 2022	June 2025
Bonnie Bray, Alternate bonnie.bray@southportnc.org	515 Quarter Master Dr	(301) 741-6698	Oct 2022	June 2026
Josh Cline McGee joshcline.mcgee@southportnc.org	195 Gentle Breeze Ct	(704) 614-2956	Oct 2022	June 2026
Alexis Gore Graves alexis.goregraves@southportnc.org	510 N. Lord St	(256) 653-1854	Oct 2022	June 2025
Bonner Herring bonner.herring@southportnc.org	112 W. Bay St	(772) 263-1417	Oct 2022	June 2024
Jim McKee Jim.mckee@southportnc.org	114 S. Davis St	(910) 470-0529	Oct 2022	June 2026
Joanne Wesson joanne.wesson@southportnc.org	107 River Watch Ln	(910) 264-4009	Oct 2022	June 2024
Lewis “Tal” West, Alternate tal.west@southportnc.org	6159 River Sound Cir	(704) 575-6048	Oct 2022	June 2026
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	