



CITY OF SOUTHPORT
CITY OF SOUTHPORT
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING AGENDA
October 4, 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. September 18, 2023
- F. Public Comment**
- G. Old Business**
 - 1. Public Input Meeting-format planning
- H. New Business**
 - 1. New Sign Plan (Randy Jones)
- I. Other Business**
- J. Announcements**
 - 1. Attendance Record
 - 2. Member's Roster
- L. Adjourn**



**Historic Preservation Commission
Special Meeting Minutes
Indian Trail Meeting Hall
September 18, 2023
4:00 P.M.**

Members Present: Charles Drew, Josh Cline McGee, Bonner Herring, Bonnie Bray, Tal West, and Jim McKee (via Zoom).

Members Absent: Joanne Wesson and Alexis-Gore Graves

Staff Present: Maureen Meehan, City Planner
Tanya Shannon, Deputy Clerk

Alderman Liaison: Alderman Carroll

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.

Chairman Drew appointed Ms. Bray and Mr. West into voting positions in the absence of Ms. Wesson and Ms. Gore-Graves.

D. Mr. Pukenas made a Motion to approve the Agenda, seconded by Mr. West. ***Unanimous vote; Motion carried.***

E. Mr. McGee Motioned to approve the August 22, 2023 Meeting Minutes, seconded by Mr. West. ***Unanimous vote; Motion carried.***

F. Public Comment: Mr. Kurt Scheetz, 314 E. Bay Street, would like to ensure that the people who live in the Historic District can voice their concerns and give input to the decisions being made on the standards in the district. He would like to see public input meetings where the community can come and see the district maps and ask questions.

G. Old Business: Discussion and Review on the Draft Standards. Chairman Drew stated that the draft standards had been completed at the last meeting and asked if anyone had any questions or concerns before moving forward. The Commissioners agreed that public input was valuable and that they should have conversations with the community to explain the purpose and plan for preserving the Historic District. Mr. Herring said that people want to help and be involved but do not want to be heavily restricted. He explained that there will be a case-by-case process on how updates, renovations, and new constructions are reviewed by each applicant. Mr. West asked Ms. Meehan to review the do's and don'ts for trees and plants. Ms. Meehan said there were earlier conversations regarding Palmettos and Sabel Palms and whether they should be allowable in the district. She said it was decided to allow the species in the Historic District and to follow the same guidelines and standards written in the city's tree ordinance. The intent, as always, is to protect and preserve. Mr. Pukenas stated the Historic Preservation Commission did a lot of work on drafting and noted that the Forestry Committee was also very helpful with recommendations. Ms. Bray asked if the final draft was posted publicly on the website. Ms. Meehan said yes, and also a way for people to submit questions and concerns to the Commission on the website.

Chairman Drew said the goal of the Commission is to establish standards that would not be overreaching but be encouraging and helpful. Mr. McGee noted that the Commission referenced Beauford, NC, for suggestions on standards, but the Commission removed a lot of standards that did not apply to Southport or were unnecessary. The guidelines and standards for the Historic Southport District are tailored to Southport.

- H. **New Business: Discussion and Set Date on Public Forum:** Mr. Haislip, 309 E. Bay Street, commented that he thinks it is best to have a public input form where the Commission can lay out what is not prohibited first so that people will not panic with regulations. He recommended explaining it in simple terms and letting the people know how this will affect them financially if they want to renovate, add on, or rebuild their home. And how the process works. Mr. McGee reiterated that many members also live in the Historic District and do not want to see it too restrictive.

There was discussion on the location of the Forum, and everyone agreed that the Community Building would be best. Members suggested having a district map(s) available and copies of the draft standards for the public. Ms. Bray recommended storyboards that would display various standards and illustrations. Chairman Drew said it would be good to open the meeting and then let the board break into groups where the people can come and ask questions or walk around and have discussions, then close the meeting. Ms. Bray questioned how to put out a notice to reach all the residents effectively. Ms. Meehan said it would be posted with a question submission link on the website. She said she would look for ways to insert flyers into utility bills. Mr. McGee said that the first forum would likely be an informative session for the public to provide feedback, and the second forum would be to come back together and discuss concerns.

The Board determined the First Public Forum will be held on October 16th at 4:00 p.m. and the Second Public Forum on November 14th at 6:00 p.m.

- I. **Other Business:** None

- J. **Announcements:** None

Chairman Drew appointed Mr. West and Ms. Bray back to their alternate positions.

There were no further business or comments. Mr. Pukenas made a Motion to adjourn and was seconded by Mr. McKee. ***Unanimous Vote; Motion Carried.***

Adjourn 4:57 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	Aug 16 Special	Sept 18 Special	Oct	Nov	Dec	
<u>NAME</u>																		Total Absen ces
Charles Drew Chair	P	P	P	A	P	P	P	P	P	P	A	P	P	P				2
Rick Pukenas Vice-Chair	P	A	P	A	P	P	P	P	P	P	P	P	A	P				3
Alexis Gore Graves	A	P	P	P	P	A	P	P	P	A	P	p	P	A				4
Jim McKee	P	P	P	P	P	P	A	A	P	A	P	P	A	P				4
Josh Cline McGee	P	P	P	P	P	P	P	P	P	A	P	P	P	P				1
Bonner Herring	P	P	P	A	P	P	A	P	P	P	A	P	P	P				3
Joanne Wesson	A	P	P	P	P	P	P	P	A	A	P	P	P	A				4
Bonnie Bray	P	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	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	