



**Historic Preservation Commission Meeting Minutes  
Indian Trail Meeting Hall: 113 W. Moore St.  
January 23, 2023  
2:00 P.M.**

**Members Present:** Charles Drew, Bonnie Bray, Bonner Herring, Josh Cline McGee, Jim McKee, Lewis 'Tal' West, Alexis Gore Graves, Joanne Wesson, and Rick Pukenas.

**Members Absent:** None

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

**Board of Aldermen  
Liaison:** Robert Carroll

**Others Present:** Pat Kirkman and Travis Gilbert, Executive Director with the Historic Wilmington Foundation

- A. Chair Drew called the meeting to order at 2:05 p.m.
- B. Ms. Gore-Graves gave the Invocation.
- C. The Pledge of Allegiance was led by Chair Drew.
- D. A motion was made by Mr. Pukenas to approve the Agenda and was seconded by Mr. McGee. ***Unanimous vote; motion carried.***
- E. Mr. McKee motioned to approve the January 4, 2023, minutes, and was seconded by Mr. Herring. ***Unanimous vote; motion carried.***
- F. **Public Comment:** None
- G. **Old Business:**

**Goals of the Commission**

After discussion at the last meeting, Director Henley provided the following draft Goals for consideration of adoption. He said the Commission could modify these goals over time if necessary.

**Goal 1:** The City of Southport Historic Preservation Commission endeavors to preserve the heritage of Southport by enacting regulations and architectural design standards within the locally designated historic district(s), by extending protection of landmark status to especially significant structures, buildings, sites, areas, or objects, and by utilizing Certificates of Appropriateness to ensure that projects within those districts or involving those landmarks are consistent with the historic character of the City.

**Goal 2:** The City of Southport Historic Preservation Commission shall establish policies and procedures to prevent the loss of historically significant structures within locally designated historic districts.

**Goal 3:** The City of Southport Historic Preservation Commission will lead efforts to provide education on the benefits of historic preservation to property owners and residents of the City at large.

**Goal 4:** The City of Southport Historic Preservation Commission shall support public participation in the historic preservation process, including but not limited to publicly- initiated nominations of local landmarks and through transparency in Commission actions in accordance with all applicable state statutes.

It was the consensus of the Commission to approve the Goals and to modify and update them as needed.

A Motion was made by Mr. McKee to adopt the Goals of the Historic Preservation Commission as stated above and was seconded by Mr. McGee. *Unanimous vote; motion carried.*

## H. New Business

### District Boundary and Inventory- Walking Tour

The Commission was provided inventories and maps that included a list from Chair Drew with the plaques on established structures and areas provided by the Southport Historical Society. The inventory list can be a start that will be updated with new and no longer existing structures.

Chair Drew suggested starting in the designated boundary as soon as possible. He explained that the criteria and standards would need to be established and completed before moving forward.

Director Henley noted that he has spoken with Ms. Jessica Baldwin, Historic Preservation Senior Planner with the City of Wilmington. She also suggested starting with the National Boundary that has already been identified and completing this area first.

Ms. Wesson agreed that would give an excellent basis to start with, work in the established boundary, and move into other significant areas.

Chair Drew questioned approximately how many existing historic structures are in this established boundary. Mr. McKee said around 200. Planner Meehan noted about 300 combined structures

between the 1980-established Historic Boundary and the 2010 recommended study areas. Chair Drew questioned how the 1980 district boundary was established. Mr. McKee said it was surveyed and created by a consultant named Carl Lounsbury.

Ms. Gore-Graves questioned approximately how many houses are in the recommended study area shaded in blue. She said many structures in this location have existed for over 50 years but have yet to be registered. Mr. Pukenas estimated around 150. Ms. Gore-Graves asked how will the structures be determined. Will it be if they are over 50 or 75 years old? Director Henley said that the Commission would establish standards for designation to an extent, but when designating a local district, the age doesn't matter. The standards will apply to all structures, old or new. Ms. Graves noted that the criteria for the Historical Society are over 75 years old. She said this could be a conflict of interest if the standards are noticeably different. Director Henley said that could be discussed further. But he noted that the roles are different for each Board. He said the Commission would be imposing regulations and standards. Ms. Pat Kirkman with the Historical Society stated that the criteria for applying for a registered plaque would be 75 years. She said that if the Commission would like to propose 50-year minimum criteria, the Historical Society could consider amending the standard per the Commission's standards. Mr. McKee said it would be beneficial to review the National Historic Register of Historic Places website for the inventory of applications submitted in 1979. Mr. Pukenas suggested linking information from the Historic Preservation Commission and the Historical Society on the City's website. He said that coordination would be consistent and helpful to the Community.

Mr. McGee clarified that the boundary in the blue-shaded map area is not included in the Inventory of applications submitted in 1979. Chair Drew stated that the area shaded in blue is in Study Area 1, which is recommended to be incorporated into the Historic Boundary. Mr. McGee questioned the procedure for how a structure would be designated as Historic if it still needs to be confirmed in the Historic Boundary. Director Henley referred to the City of Wilmington's guidelines, saying they would look at a large congregation of Historic Structures. Then the Commission would have it studied and then have them registered with the National Historic District. Director Henley said that if it is a single structure, it could be designated as a Historic Landmark. Mr. Henley said that the standards and guidelines must be established before the process begins.

Ms. Gore-Graves stated that several Historic Churches had been recognized as Historic Landmarks with markers/plaques, but they are not listed in the Registry. She asked how to get them officially registered. Mr. Henley said that if the Commission would like to designate it as a Historic Landmark with regulatory standards, it would have to go thru Local Designation before National Registry. Ms. Kirkman said that the markers/plaques on these Churches were not officially designated. They are for informational purposes and approved for display by the Historical Society.

Chair Drew stated that the existing Historical Structures currently have no protection even though a boundary has been identified. He said the criteria and design standards must be established and approved before implementing regulations.

Mr. McGee asked about areas in the designated District that have been removed or have a loss of integrity. How is new construction in the District managed? Director Henley said that the Commission would have to establish the standards and regulations before this is determined. Ms. Meehan said that the new building would also have to meet all the current standards for any construction. Alderman Carroll reiterated that the criteria for new construction in the Historic District(s) could

differ. For example, in other Cities, the roofing or siding could be modified to blend into the District and maintain the historical character.

Chair Drew agreed and said that the Commission could set standards for new construction that would blend the structure's façade into the District. Mr. Henley said that once the standards and regulations have been established, the Commission will need to decide what the Staff can approve/disapprove or if the Commission will need to decide. He explained that the Commission would undoubtedly have hearings on large projects and new construction.

Chair Drew asked Alderman Carroll if he would like to address any other concerns. Mr. Carroll appreciated the opportunity and stated he is very concerned about the City's West side. He said a rich history is being eroded by new construction and may already be lost. He agrees with proceeding to adopt the existing designated boundary to complete the preservation and protection of the District and then continue to expand the boundary and select Landmarks.

Mr. West stated that the 1980 designated boundary needs to be solidified immediately. Mr. Herring agreed that the established boundary should be confirmed as quickly as possible. He thinks most owners will be grateful to comply with the standards and regulations that will benefit the City. However, he said that just because a house meets the age criteria, it may not be worthy of Historic Designation. He said some homes are over 50 years old but do not meet the design and quality to characterize them with Historical value. He believes each structure should be looked at on a case-by-case basis. He continued to explain that if there is an older home that does not have historical characteristics, but the homeowners are imposed to follow strict regulations because they are in the District, it could burden the property owners who would like to increase the home's value with modifications. He concluded that the purpose of Historic Protection and Preservation is "to be a benefit and not a burden."

It was the consensus of the Commission to adopt the existing designated Historic District as presented on the map prepared by the Brunswick County Planning and Development Department.

Mr. McKee made a Motion to approve the Southport Historic District Boundary set in 1980 and included in the National Historic Register of Historic Places as presented on the Brunswick County Southport Historical District Map attached to these minutes. Ms. Wesson seconded the Motion. ***Unanimous vote; motion carried.***

Chair Drew said the next step would be going through the inventory, updating it, and then to the design standards. He asked if the Staff could prepare a timeline for the stages of the process and provide examples of some design standards. Director Henley stated that Staff could provide that before the next meeting. Chair Drew questioned the procedure for working thru the inventory list. Director Henley said that going through the list, checking if the structure is still there, and then determining what changes have been made.

There was a discussion on arranging groups or individuals to different areas in the boundary to take inventory on the list. It was the consensus of the Commission to discuss the procedure at the next meeting after the criteria and standards were discussed.

Mr. McGee noted that he would like to explore more information on the Commercial Standards in the Historic District. He said that as development progresses, he feels it is essential to establish design standards that would be beneficial to maintain the Historical Integrity of the City.

I. **Other Business:** None

J. **Announcements:**

Chair Drew reminded everyone that the Regular HPC Meeting would be on Wednesday, February 1<sup>st</sup>, at 4:00 PM at the Indian Trail Meeting Hall.

**Adjourn:**

There being no further business or concerns, a Motion to adjourn was made by Mr. McKee and seconded by Ms. Wesson. ***Unanimous vote; motion carried.***

**Meeting adjourned at approximately 3:10 p.m.**

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Chair, Charles Drew

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Deputy Clerk, Tanya Shannon

**Addendum:** Per § 11-7. Oath or affirmation to support Constitutions; all officers to take. Concluding the Special Meeting on January 23, 2022, Members Bonner Herring and Rick Pukenas were sworn into positions by Deputy Clerk Tanya Shannon at City Hall.

**Attachment:** Southport Historical District and Recommended Study Areas Site Map.