



**Historic Preservation Commission Meeting Minutes
Indian Trail Meeting Hall
February 1, 2023
4:00 P.M.**

Members Present: Josh McKee, Alexis Gore Graves, Joanne Wesson, Josh Cline McGee, Bonnie Bray, and Tal West

Members Absent: Rick Pukenas, Charles Drew, and Bonner Herring

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

Board of Aldermen Robert Carroll
Liaison:

- A. Interim Chairman Jim McKee called the meeting to order at 4:03 p.m.
- B. The Pledge of Allegiance was led by Jim McKee.
- C. Ms. Pat Kirkman gave the Invocation

Mr. Josh Cline McGee made a Motion to vote alternate members Bonnie Bray and Tal West in as voting members in the absence of Rick Pukenas and Bonner Herring. The Motion was seconded by Joanne Wesson. ***Unanimous vote; motion carried.***

- D. Mr. McKee motioned to approve the Agenda and was seconded by Mr. West. ***Unanimous vote; motion carried.***

- E. A Motion was made to approve the January 23, 2023, Minutes by Mr. West and was seconded by Mr. McGee. ***Unanimous vote; motion carried.***

F. **Public Comment:** None

G. **Old Business:**

1. **Property Inventory Criteria**

Development Services Director Henley gave an overview of the process. He recommended that Members divide into teams or individually to take an Inventory of the

Designated Historic Areas and take notes and photos of what still exists and the condition. Some examples of the criteria to note were provided to the Board on handouts and are as follows:

HPC 2023 Inventory

Address:

Take a Picture of Each Home and Attach it to the provided sheet

Current Status of Property in relation to 1980 Inventory

- Is the structure still there, or has it been demolished? If it has been demolished, what is there now?
- If there have been renovations, are those renovations consistent with the 1980 inventory?
- Overall Condition:
- Would you consider the structure contributing or not? If unclear, note as such and will be discussed further.

Structure Specifics

- Exterior Material
- Roof Type
- Roof Material
- Window Type
- Railings
- Fences
- Other noteworthy architectural features.

Ms. Bray questioned determining if the structure contributed or did not contribute to the 1980 inventory. Mr. McKee said to observe the inventory and collect the information following the guidelines on the checklist provided. Along with photographs, the Board will be able to review the structure's architecture collectively. Ms. Bray questioned what to do if the structure is missing from the Inventory list, but it does appear to qualify as historic. Mr. McKee advised to make a record and bring it back to the Board for more discussion.

Ms. Meehan noted that the 1980 property inventory list for the National Register for the Southport Historic District could be viewed at this link or on the spreadsheet provided. <https://nc.maps.arcgis.com/apps/webappviewer/index.html?id=79ea671ebdcc45639f0860257d5f5ed7>

Mr. McKee included that the Historical Society has a list of the contributing structures in 1980 on their website under Documents and Reports: <https://drive.google.com/file/d/1tOck2U8pla5GdQVdWx6hhbSSzSYrbcrb/view>

Alderman Carroll recommended providing photographs and examples of the structural materials to look for, such as roof types, window types, and siding. Ms. Gore Graves noted that the Wilmington Historical Commission describes roof types in their standards and guidelines for reference. Mr. Henley said that this is not an official update of the inventory. He said this is a starting point to collect information on the condition of the inventory currently provided. He explained that the official guidelines would have to be established by professionals to ensure that the criteria and standards for designation are factual and complete.

Mr. McKee recommended including street block features on the inventory sheet checklist. He said to note cohesiveness that stands out with finding and making documentation with photographs.

Mr. McGee asked if he observed a home and believed it to be constructed of hardy board, would it be appropriate to ask the owner? Mr. McKee recommended making a note and photographing the structure. He said if the property owner were to engage in conversation, it might be feasible to ask or just to let the owner know that the Commission is conducting an inventory of historical homes. Mr. McGee stated that he could provide diagrams to the Commission on various roof types such as bramble, tin, gable, etc.

There was more discussion on identifying different types of materials used for construction. It was the consensus of the Commission to keep it simple for now by taking inventory of the list provided and taking pictures. The information will be returned to the Commission for further review.

Mr. McKee asked if a drop box could be created through the City's network where the Commission could put in documents and photos of the inventory for a collective system to review. Mr. Henley said he would discuss that with the City's Information Technologist. He noted that "IT" was also creating city email addresses for all members of the HPC.

Alderman Carroll suggested including the house's name if it has a plaque and the address on the inventory checklist sheet. Ms. Bray asked if it is non-contributing; is it included on the list? Mr. McKee said that structures listed as non-contributing could now be contributing and should be noted for further review.

Mr. McGee asked to include the link to the NC Department of Natural and Cultural Resources to see the current inventory list for the Southport Historic District. [HPOWEB 2.0 \(arcgis.com\)](https://hpoweb20.arcgis.com).

The Commission discussed the strategy to divide and take the inventory on the list. It was decided that each of the following Members would observe these areas:

- Bonnie Bray: Area bounded on South by W. Moore, East by N. Caswell, and North and East by the district boundary.
- Josh Cline McGee: Area bounded on West by N. Caswell, South by W. Nash, East by N. Howe, and North by the District Boundary
- Rick Pukenas: Area bounded on West by N. Caswell, South by W. Moore, East by N. Howe, and North by W. Nash.
- Bonner Herring: Area bounded on North by W. Moore, East by S. Howe, and South/West by the Water
- Tal West: Area bounded on South by E. West and all other directions by the district boundary
- Robert Carroll: Area bounded on East by N. Howe, North by E. West, West by N. Rhett, and South by E. Nash.
- Alexis Graves: Area bounded on East by N. Rhett, South by W. Moore, and all other directions by district boundary.
- Joanne Wesson: Area bounded on East by S. Atlantic, North by E. Nash, West by N. Rhett, and South by E. Moore.
- Jim McKee: Area bounded on East by S. Howe, North by E. Moore, West by District Boundary, and South by the Water
- Staff + Charles Drew: Area bounded on East by N. Howe, South by E. Moore, West by N. Atlantic, and North by E. Nash.

Mr. McKee asked when the inventory should be completed by. Mr. Henley said he would like to see results by the next meeting on March 1st, if possible.

2. Next Steps

Mr. Henley explained that after the inventory and generalized architectural features are completed and the updated standards are in place, the next step would be establishing criteria review by either Staff or the Commission. The submitted projects determined for the Certificate of Appropriateness (COA) issued by the City's Historic Preservation Commission for exterior changes to the property, including the primary building, accessory structures, and the site will be determined. The COA is approved based on the Southport Design Guidelines for Historic Districts and Landmarks. The Commission's Administrative Bypass system can allow the historic preservation planner to approve minor changes to properties within a shorter review period than the Commission's to facilitate the completion of smaller projects.

The design standards must be updated and completed before making any decisions. Once the design standards are finalized, zoning amendments can be made. If approved, these amendments will designate districts as Historic Districts in addition to their current zoned district. Other modifications may follow as the Commission expands the districts and includes new registries. The Planning Board must review Zoning and Text Amendments before the Board of Aldermen's approval.

Mr. McGee asked if the Board of Aldermen approved the Rules of Procedures for the HPC. Mr. Henley said it was approved and adopted by the Board of Aldermen on February 9th. Mr. McGee questioned if the Historic District has been officially defined. Mr. Henley said that the Board of Aldermen would be presented with the approval by defining the district(s) after the design standards are done.

Mr. McKee reminded members who are taking inventory of the areas where the cemeteries are located to make a record and take photographs of them as well.

H. New Business:

Mr. Henley mentioned that if the current date and time of the scheduled Meetings are not convenient for anyone, to please let the Staff know. He said the date and or time could be changed if needed.

I. Other Business:

Mr. McGee praised Mr. Keiffer for presenting the proposed new Up Your Arts Building. He said it was a beautiful design; more information can be found at www.upyourarts.org.

J. Announcements:

Mr. McKee reminded everyone of the next meeting on March 1st at 4:00 P.M.

Adjourn:

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

Meeting adjourned at approximately 5:10 p.m.

Chair, Charles Drew

Deputy Clerk, Tanya Shannon