



**City of Southport  
Historic Preservation Commission  
Minutes January 3, 2024  
Indian Trail Meeting Hall, 113 W. Moore St.**

**Member's Present:** Charles Drew, Alexis-Gore Graves (remote), Josh Cline McGee, Jim McKee, Bonnie Bray, Rick Pukenas, Tal West, Bonner Herring and Joanne Wesson.

**Member's Absent:** None

**Staff Present:** City Planner Mo Meehan and Deputy Clerk Tanya Shannon

**Aldermen Liaison:** Robert Carroll

- A. Chairman Drew called the meeting to order at 4:04 p.m.
- B. Ms. Alexis-Gore Graves gave the Invocation.
- C. Chairman Drew led the Pledge of Allegiance.
- D. Motion to approve the Agenda by Mr. McKee and seconded by Mr. Pukenas. ***Unanimous Vote; Motion Carried.***
- E. Motion to approve the November 13, 2023, Special Meeting Minutes and December 6, 2023, Regular Meeting Minutes by Mr. Pukenas and seconded by Mr. McKee. ***Unanimous Vote; Motion Carried.***
- F. **Public Comment:** Ms. Pat Kirkman expressed her appreciation to the Board for their hard work in developing guidelines and standards in the last year. However, she also emphasized the need for more attention towards the preservation and restoration of the old city buildings, particularly the old city courthouse.

**G. Old Business:** None

**H. New Business: NC SHPO Comments and Review**

City Planner Meehan went over the comments received back from the State Historic Preservation Office. The review was completed by Jeff Adolphsen, Senior Restoration Specialist, Julie Smith, National Register and Survey Specialist, and Kristi Brantley, Local Government/CLG Coordinator. These are some of the comments that were made.

- *We recommend you consider copying the format (or something similar) used in Aberdeen's Standards. Namely, Standard 1 should state, "Identify and retain" a specific material or feature. Standard #2 should state that it is necessary to "maintain" a specific material or feature. Standard #3 should state to "repair" a specific material or feature, and Standard #4 should state to only replace a deteriorated material or feature when it is too deteriorated to be repaired.*
- *The Standards we have reviewed typically have a materials section and a features section. We recommend including both. Thus, if an applicant wants to replace historic wood windows, the HPC members can call out in the Wood Standards and Windows Standards how the application does not meet the Standards.*
- *Our office does not recommend regulating paint colors. Paint colors are not permanent and regulation of them often causes controversy.*

- *Including Floor Area Ratio (FAR) may be a good way to control density. We recommend initially referencing the "historic district" as the "Southport Local Historic District."*
- *We recommend you include the specific day HPC was established.*

Ms. Meehan reported that the State Historic Preservation Office (SHPO) was impressed with the standards set by the Southport Commission, recognizing the significant time and effort invested in the project. Although the Board examined the standards of other coastal communities, they ultimately chose to create their own standards for Southport.

Mr. Herring expressed his disagreement with the first paragraph of the comments. He believes it is impossible to determine the age of the house material just by looking at it. For instance, you cannot tell if a house is made of 1-year-old hardy plank or 100-year-old vinyl from a distance. Visual perception alone is not an accurate way to estimate. The board discussed the matter and agreed with Mr. Herring that the first paragraph's comments were irrelevant to Southport's standards.

Ms. Bray proposed including language in the second part of the Introduction and the Administration of the Southport Historic District section. The proposed language would first state the goal to identify and retain, then maintain the next best alternative, and thirdly, repair. Ms. Meehan agreed to add a second section to include this language. It was the consensus of the Board to remove all paint standards altogether. Mr. McGee questioned if the standards for the roof color would remain. Ms. Meehan stated that the standards would remain for roof colors, and she read that standard and asked if the Board would like to make any changes. The Board agreed to keep it as is.

SHPO commented on using the Floor Area Ratio to control density. However, Ms. Meehan pointed out that Southport's standards focus more on form and mass than density. Zoning and the UDO would be used to address density instead. It was mentioned that most of the Historic District is already platted and will not be subdivided anymore.

Another comment was to include "Southport Local Historic District," and Ms. Meehan suggested that this should be updated. She proposed that the date the Commission was established (September 8, 2022) be included. In conclusion, Ms. Meehan recommended adding a reference to some General Statutes, which she will do. Additionally, she will update the information on receiving tax credits.

It was suggested that the Board add a recommendation for a technical review, which could be performed or assisted by the State Historic Preservation Office (SHPO) if deemed necessary. The Board agreed to add this recommendation on a case-by-case basis rather than for every application. Additionally, it was decided that the final addition to the recommendation would be to clarify that the Commission is a Quasi-Judicial Board, along with its corresponding explanations and duties.

#### **I. Other Business**

1. Joint Meeting Date with Planning Board discussion. The Commission discussed possibly having a joint meeting with the Planning Board. There was the question of whether this meeting should be held at the next regular Planning Board meeting or whether a special meeting should be scheduled. After some discussion, the Commission agreed that the joint meeting would be held on January 18th at the Planning Board's regular meeting.
2. Comprehensive Plan Steering Committee. The Board of Aldermen requested that a member from each board be appointed to the Steering Committee for the revision and update of the Comprehensive Plan. Mr. Jim McKee was selected by drawing lots.

3. Chairman Drew gave an update on the request made by Friends of Franklin Park to provide some direction. He mentioned that the Board of Aldermen would be taking this direction. Furthermore, Chair Drew emphasized the importance of maintaining the city buildings and improving their appearance. In response to Ms. Kirkman's comments, he requested Alderman Carroll to discuss the request for cleaning up around the old City Courthouse with the City Manager. Chair Drew stated that a new roof had been installed approximately five years ago when Mr. McGee inquired about the roof's age.
  
- J. Announcements: The Historic Preservation Commission's next meeting will be on February 7, 2024, at 4:00 pm at the Indian Trail Meeting Hall.

There were no further questions or comments, so Chair Drew called for a motion to adjourn. Moved to adjourn by Mr. Pukenas and second by Mr. McKee. ***Unanimous Vote; Motion Carried.***

**Adjourn- 4:40 pm.**

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**Chairman Charles Drew**

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**Deputy Clerk Tanya Shannon**