



**City of Southport
Historic Preservation Commission Minutes
June 19, 2024
Indian Trail Meeting Hall, 113 W. Moore St.**

Member's Present: Chair Charles Drew, Vice-Chair Rick Pukenas, Jim McKee, Bonnie Bray, Joanne Wesson, and Alexis-Gore Graves.

Members Absent: Josh Cline McGee, Tal West and Bonner Herring

Staff Present: City Planner Mo Meehan, Historic Preservation Planner Penny Tysinger, and Deputy Clerk Tanya Shannon.

Aldermen Liaison: Robert Carroll (absent)

- A. Chair Drew called the meeting to order at 4:00 p.m.
- B. Ms. Alexis Graves-Gore gave the Invocation.
- C. The Pledge of Allegiance was led by Chair Drew.
- D. Administering the Oath of Office to Ms. Joanne Wesson as a reappointed member by Deputy Clerk Shannon.
- E. Mr. Pukenas motioned to approve the agenda and seconded by Mr. McKee. ***Unanimous Vote; Motion Carried.***
- F. Motion to approve the May 1, 2024, Meeting Minutes by Mr. McKee and seconded by Mr. Pukenas. ***Unanimous Vote; Motion Carried.***
- G. **Public Comment:** None

H. Old Business:

1) Update on Housing Inventory

Ms. Meehan provided a brief update and mentioned that some members are still working on submitting inventory. She then introduced Rachell Mann and Andrea Radford, the Commission's Historic Planning Consultants. Ms. Meehan stated that they have been surveying the historic districts and will present a detailed report once they have completed their work.

2) Presentation and Discussion on Proposed Design Standards & Revised District Boundary.

Ms. Radford provided a prototype of a book that will closely resemble the Southport Historic Preservation Commission's book once it is completed. The book will contain policies, procedures, standards, a detailed schedule, the designation process, and visuals. Additionally, Ms. Radford will include the history of Southport, along with definitions and architectural terms.

Ms. Radford mentioned that the document will contain a flow chart depicting the process for obtaining a Certificate of Appropriateness (COA), along with references, standards, penalties, and incentives for preserving and registering historical sites. This will serve as a helpful tool and guide for the staff.

The Commission reviewed the proposed local district boundary map and agreed with the removal of the properties zoned BD around the Marina including Marina View and also Taylor Field.

Ms. Graves inquired about including the John C. Smith Cemetery. Ms. Meehan explained that it's outside the district but is designated as a landmark and would have its own set of standards. Jim questioned whether landmarks could be classified as designated, to which Ms. Meehan replied that the determination should be for landmarks. Chair Drew asked if it was in a special district, emphasizing that it must be appropriately included by the State, and suggested contacting the Cemetery Committee. Ms. Radford recommended contacting the state while emphasizing the importance of consulting the neighboring houses to seek their approval for adding a landmark designation for cemeteries.

Ms. Radford gave the following review:

- ❖ The COA review should include parks, public spaces, benches, signs, fencing, and low-level lighting.
- ❖ The handbook should also cover disaster preparedness and prevention.
- ❖ Contacting the SHPO is essential to avoid being labeled as a non-contributing lot.
- ❖ Ms. Radford provided the COA descriptions.
- ❖ Demotion cannot be denied, but purchasing the property with available funds and having a revolving fund would be an option.
- ❖ The Historic Planner, Penny Tysinger, will handle minor reviews, while the entire Commission will be involved in major reviews.
- ❖ The quasi-judicial process prohibits ex parte communications, but if they occur, they must be disclosed at the hearing.
- ❖ Any Conflicts of Interest must be announced.
- ❖ In the order of an evidentiary hearing, everyone must be sworn in.
- ❖ Staff is not allowed to answer questions after the hearing is closed.
- ❖ The Staff report goes out with the agenda.
- ❖ Ms. Radford mentioned that a recommendation can be made to the Commission by Staff but it is not mandatory.

Chair Drew stated that it will be a valuable asset once the Standards, Procedures, Process, and Boundaries are completed in Southport's Historic Preservation Commission Guidelines book.

I. New Business: None

J. Other Business:

Invite John Smith Cemetery Representatives to attend the next meeting. The board's consensus was to reschedule the July 3rd meeting for July 24th at the Fire Substation at 4:00 p.m.

K. Announcements:

Ms. Bray invited everyone to the BOA meeting on June 24th at 9:00 a.m. The meeting will take place in the Community Building, and the Old City Court House plans will be discussed.

There was no further business or discussion. Chair Drew requested a motion to adjourn. The motion was made by Mr. Pukenas and seconded by Mr. McKee. ***Unanimous Vote; Motion Carried.***

Chair, Charles Drew

Deputy Clerk, Tanya Shannon