



Town of Southern Shores

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Historic Landmarks Commission Meeting

February 28, 2017

9:00 a.m., Pitts Center

MEETING MINUTES

I. CALL TO ORDER:

Chairperson Whitley called the meeting to order at 5:00 p.m. Historic Landmarks Commission (HLC) Members Lorelei Costa, Kristine Kiousis, Richard Perkins, Lee Whitley, and Town Planner Wes Haskett were present.

II. PLEDGE OF ALLEGIANCE:

Chairperson Whitley led the Pledge of Allegiance.

III. APPROVAL OF AGENDA:

Lorelei Costa motioned to approve the agenda. Richard Perkins seconded the motion. The motion passed unanimously (4-0).

IV. APPROVAL OF MINUTES:

Lorelei Costa motioned to approve the minutes from the February 28, 2017 HLC meeting. Kristine Kiousis seconded the motion. The motion passed unanimously.

V. PUBLIC COMMENT:

None.

VI. OLD BUSINESS:

None.

VII. NEW BUSINESS:

A. Consideration of Approval of the Draft Rules of Procedure

Wes Haskett summarized the draft Rules of Procedure and pointed out that two changes had been made to the document which include a reference to Robert's Rules of Order and language that addresses conflicts of interest. Richard Perkins motioned to approve the draft Rules of Procedure. Lorelei Costa seconded the motion. The motion passed unanimously.

B. Historic Landmarks Program FAQ

Wes Haskett summarized the FAQ which was drafted in accordance with the questions and concerns that were discussed at the January 24, 2017 HLC meeting.

C. Consideration of Approval of the Southern Shores Historic Landmarks Commission Principles and Guidelines

Wes Haskett explained that the HLC is required to adopt Principles and Guidelines (the Guidelines) to use when considering a property for designation in the program. The draft consists of standards established in the Town's adopted Historic Landmark Ordinance and the Secretary of the Interior's Standard's for the Treatment of Historic Properties which have been consolidated. The HLC discussed how the Guidelines would be applied to individual properties noting that it was currently not clear.

Wes Haskett stated that representatives from the N.C. Department of Cultural Resources will be attending the March 28, 2017 HLC meeting and Town Staff would request that they address the Guidelines and how they are applied. Kristine Kiousis motioned to approve the Southern Shores Historic Landmarks Commission Principles and Guidelines. Richard Perkins seconded the motion. The motion passed unanimously.

D. Potential Historic Landmarks

Wes Haskett explained that the HLC is also required to adopt an inventory of potential historic landmarks and noted that Town Staff had compiled a list of 44 total properties and the owners of 27 of the properties had expressed an interest in designating their property. Only the 27 properties in which the owners demonstrated an interest are proposed for consideration. Following approval of the HLC Inventory, Town Staff would notify the 27 interested owners that the Town will be accepting applications for designation. The HLC agreed that the notification should be direct and contain helpful information regarding the program and the application process.

Lorelei Costa motioned to approve the Southern Shores Inventory of Potential Historic Landmarks. Richard Perkins seconded the motion. The motion passed unanimously.

VIII. PUBLIC COMMENT

None.

IX. HISTORIC LANDMARKS COMMISSION MEMBER COMMENTS:

Lorelei Costa noted that it is important for property owners to know that historic landmarks are not subject to color/paint requirements.

X. ANNOUNCEMENTS:

Wes Haskett stated that the next meeting will be held on March 28, 2017 at 9:00 a.m. and that representatives from the N.C. Department of Cultural Resources would be attending in order to provide information and answer questions regarding the program.

XI. ADJOURNMENT:

Lorelei Costa motioned to adjourn the meeting. Richard Perkins seconded the motion. The motion passed unanimously and the meeting adjourned at 5:35 p.m.

ATTEST:

RESPECTFULLY SUBMITTED:

Lee Whitley, Chairperson

Wes Haskett, Town Planner