



Town of Southern Shores

5375 N. Virginia Dare Trail, Southern Shores, NC 27949

Phone 252-261-2394 / Fax 252-255-0876

www.southernshores-nc.gov

8

9

10 MEETING MINUTES

11 SOUTHERN SHORES HISTORIC LANDMARKS COMMISSION-OCTOBER 25, 2022, 9:00 A.M.

12 LOCATION: PITTS CENTER-5377 N VIRGINIA DARE TRAIL, SOUTHERN SHORES, NC 27949

13

14

15 I. CALL TO ORDER:

16 Chairperson Whitley called the meeting to order at 9:00 a.m. Historic Landmarks
17 Commission Members Lee Whitley (Chairperson), Kristine Kiouis, Richard Perkins, and Michael
18 Guarracino were present. Also in attendance were Deputy Town Manager/Planning Director Wes
19 Haskett, and Town Clerk Sheila Kane.

20

21 II. PLEDGE OF ALLEGIANCE:

22 Chairperson Whitley led the Pledge of Allegiance.

23

24 III. APPROVAL OF AGENDA:

25 Kristine Kiouis **moved** to approve the agenda, Seconded by Michael Guarracino. The motion
26 passed unanimously Michael Guarracino (4-0).

27

28 IV. ELECTION OF OFFICERS

29 Richard Perkins **moved** to nominate Lee Whitley as Chairperson, Seconded by Kristine Kiouis.
30 The motion passed unanimously (4-0).

31

32 Kristine Kiouis **moved** to nominate Tony DiBernardo as Vice Chairperson, Seconded by Michael
33 Guarracino. The motion passed unanimously (4-0).

34

35 V. APROVAL OF MINUTES

36 Michael Guarracino **moved** to approve the July 27, 2021 meeting minutes as presented,
37 Seconded by Kristine Kiouis. The motion passed unanimously (4-0).

38

39 VI. PUBLIC COMMENT

40 None

41

42 VII. OLD BUSINESS

43 None

44

45

46 VIII.NEW BUSINESS

COA-22-01, an application for a Certificate of Appropriateness submitted by Courtney Clements to construct an outdoor shower and storage structure and deck expansion at 23 Porpoise Run

Applicant: Courtney Clements

Requested Action: An application for a Certificate of Appropriateness (COA) submitted by Courtney Clements to construct an outdoor shower and storage structure and deck expansion.

PIN #: 986707790313

Location: 23 Porpoise Run

Zoning: RS-1, Single-Family Residential District

Chairperson Whitley opened the quasi-judicial hearing and called on those wishing to give testimony to be sworn in.

Chairperson Whitley asked of the board:

Has any commission member communicated with the other commission members the applicant or town staff about this application? All members replied no.

Does any commission member have a fixed opinion that is not susceptible to change? All members replied no.

Does any commission member have a close familial business or associational relationship with the applicant? All members replied no.

Does any commission member have a financial interest in the outcome of this matter? All members replied no.

Chairperson Whitley called on the applicant Courtney Clements to give her testimony/evidence. Ms. Clemens stated she is seeking a COA for an addition that's not attached to the existing flat top. A 6 foot by 16 addition divided in half to be an outdoor shower and storage area that's attached to the existing decking.

Courtney Clements provided the following to the board:

Proposed NEW BUILD- 23 Porpoise Run

1. Total BUILDING dimensions: 6' x 16'

Wood frame structure, halved equally by 1 wall separating the:

A. Outdoor shower: 6' x 8'

B. Storage area: 6' x 8'

2. DECK dimensions: 6' x 12'8"

Existing boardwalk extended and attached to new deck area.

New application to be 5/4" x 6" salt treated clear deck boards fastened to 2" x 6' joists, set in ground. Boards to be secured with stainless steel nails. Clear sealant applied for weather protection.

3. Location of building and deck: west, to southwest side of existing structure and south side of existing concrete pad

95
96 4. ROOF

97 *Roof shape and material in keeping with existing structure:*

98 *-Flat Top with TPO heat adhered membrane*
99

100 5. SIDING

101 *-Soffit overhang 18", as existing structure, or in proportion to size*

102 *-Fascia board 6"-8", as existing structure and in proportion to size of structure*

103 *-Gutter system, white vinyl, to blend with white overlay of TPO roofing, installed*
104 *east and south sides of new structure to minimize moisture/rain damage*
105 *to boardwalk*
106

107 *Note that the siding will be painted as existing structure to maintain original integrity of*
108 *property and to keep cost within reason.*

109 *Salt treated, Fiber Cement siding, ship lap, panels 4' x 8', installed vertically between*
110 *salt treated wood casings*

111 *Wood casings 1" x 4", salt treated pine*

112 *Stained/Painted exterior walls/trim/casings- to match existing cottage*

113 *Stud walls-salt treated 2' x 4'*
114

115 Kristine Kiouis asked the applicant if she planned on getting a new survey done prior to doing
116 the work or are the contractors okay with the one from 2000? Ms. Clements stated if one is
117 required to be updated it will be obtained.
118

119 Kristine Kiouis also asked if the existing septic could accommodate the new plumbing from the
120 shower to the septic or would work have to be done there? Ms. Clements stated the septic was
121 just replaced last year and it will be able to accommodate the new plumbing.
122

123 Kristine Kiouis inquired about the vinyl gutters and if it was the intention of the applicant to
124 install vinyl gutters? Courtney Clements stated there are vinyl gutters already there.
125

126 Chairperson Whitley asked if the new structure was going to be painted the same color as the
127 house? Ms. Clements stated yes, she would like to keep it the same color.
128

129 Planning Director Haskett stated the applicant indicated there is approximately 4 feet from the
130 side property setback of 15 feet and asked for clarification. Applicant Courtney Clements stated
131 that was her approximation based off the pin, the marker, located on the west side of the
132 property off of the street.
133

134 Planning Director Haskett stated according to the application it is estimated then the outermost
135 and western most portion of the structure would be 19 feet from the property line. If the COA is
136 approved today and the applicant moves forward with applying for a building permit and zoning
137 permit, the setback will need to be verified.
138

139 Planning Director Haskett stated an as-built survey will be required prior to the issuance of a CO
140 (Certificate of Occupancy). He stated he would accept a site plan similar to what's submitted
141 today showing that it meets the 15-foot side setback and then we would require an as-built at
142 the end, demonstrating compliance.

Kristine Kiouis asked if an affidavit could be used? Planning Director Haskett stated an as-built survey will be required.

Richard Perkins asked if the as-built survey was a requirement of the HLC or the Building Inspector? Planning Director Haskett stated it is a requirement from the Planning/Code Enforcement Department.

Applicant Courtney Clements asked how is she to know that all is correct with the last survey, so that the contractor builds outside of the setback? Chairperson Whitley stated she can call a surveyor now and they will come out and flag the lines, and then flag the edge of the proposed structure.

Kristine Kiouis stated that the concrete slab is well within the lot coverage allowance.

Chairperson Whitley called on the town to present evidence.

Planning Director Haskett presented the staff report which he read into the record, the applicant is proposing to construct an outdoor shower and storage structure and deck expansion at 23 Porpoise Run which was designated as a Historic Landmark on October 3, 2017. Town Code Section 17-4, (b), (1) states that from and after the designation of a landmark, no exterior portion of any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor any above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved or demolished on such landmark until after an application for a Certificate of Appropriateness (COA) as to exterior features has been submitted to and approved by the Commission.

Such a Certificate is required to be issued by the Commission prior to the issuance of a building permit or other permit granted for the purposes of construction, altering, moving, or demolishing structures, which Certificate may be issued subject to reasonable conditions necessary to carry out the purposes of the requirements. Section 17-6, (a) states that no COA shall be granted unless the Commission finds that the application complies with the principles and guidelines adopted by the Commission for review changes. It is the intent of these regulations to insure insofar as possible that construction, reconstruction, alteration, restoration, moving or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features of landmarks shall be congruous with the special character of the landmark.

The Commission's currently adopted Principles and Guidelines contain the following guidelines that are applicable to the proposed work:

(b) Rehabilitation means the act or process of making possible an efficient compatible use for a property through repair, alterations and additions while preserving those portions or features that convey its historical, cultural or architectural values.

(9) New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic

materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.

(10) New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Town Staff recommends approval of the COA without vinyl gutters. The use of fiber cement siding for new construction and additions to historic buildings is not uncommon.

Kristine Kiouisis asked if the contractor would submit a list of materials? Planning Director Haskett stated if the COA is approved, then the contractor can only use materials the board has approved. Staff will request a materials list and review to confirm everything is consistent with what was approved.

Courtney Clements asked for clarification of the necessary steps once approved. Planning Director Haskett stated if the commission approves the COA, then the applicant will receive a copy of all the documentation submitted and a written decision of what was approved. Planning Director Haskett further stated that if the applicant wanted to change the proposed materials after the commission approved her request, then she would need to come before the commission again and seek another approval.

Richard Perkins asked for clarification of the vinyl gutters and if there currently was vinyl gutters on the house? Courtney Clements stated there are vinyl gutters currently on the house and they were installed before the house was designated as a historic landmark.

Richard Perkins asked if the COA is approved, excluding the vinyl gutters, will the applicant be required to remove the vinyl gutters she currently has installed? Planning Director Haskett stated she would not, the approval would be just for the addition.

Applicant Courtney Clements asked if there was another material that could be used for the gutter as it was recommended to protect the desking? Kristine Kiouisis recommended Ms. Clements speak to her contractor and see what they recommend.

Richard Perkins stated the staff recommendation is not to put up vinyl gutters, but the property already has vinyl gutters. He stated he was trying to see the rationale in that. Planning Director Haskett stated vinyl is not commonly used for historic properties and that is staff's recommendation.

Chairperson Whitley stated the last house the commission considered was not approved because of the abundance of vinyl. Smaller quantities used on some of the designated properties may have just been missed. Courtney Clements stated it is hard to tell what is gutters or facia on the property.

Richard Perkins stated he is inclined to approve the COA with staff's recommendation of not allowing the vinyl gutters.

MOTION: Kristine Kiouis moved to approve the Certificate of Appropriateness with the exception of vinyl gutters and that it complies with the principals and guidelines adopted by the commission for review changes, and it is congruous with the special character of the landmark, Seconded by Richard Perkins. The motioned passed unanimously (4-0).

Chairperson Whitley closed the hearing.

Planning Director Haskett explained to Ms. Clements, with the approval of the COA, your contractor can start the process of submitting an application, a surveyor can mark the property for you and you and your contractor can discuss submitting your application for a building permit and we'll go from there.

Applicant Courtney Clements asked if the COA came with a timeline? Planning Director Haskett stated he did not believe there was an expiration on the COA, but as far as the building permit is concerned you have six months to start work once the permit is obtained. Starting work is considered when you have at least one inspection within the six-month timeframe.

Planning Director Haskett reviewed what will be required for a building permit per Ms. Clements' request.

IV. Public Comment

None

X. Historic Landmarks Commission Member Comments

None

XI. Announcements

None

XII. Adjourn

Hearing no other business, Chairperson Whitley made a motion to adjourn, Seconded by Richard Perkins. Motion passed unanimously (4-0). The time was 9:45 a.m.

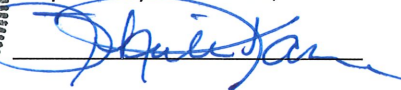
ATTEST:



Lee Whitley, Chairperson



Respectfully submitted,



Sheila Kane, Town Clerk