



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

MEETING MINUTES

SOUTHERN SHORES HISTORIC LANDMARKS COMMISSION-MAY 28, 2024, 9:00 A.M.

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

CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting was called to order by Chairperson Whitley at 9:00 AM. The Pledge of Allegiance was recited.

MEMBERS PRESENT:

Lee Whitley-Chairperson

Tony DiBernardo

Charlie Andrews

Michael Guarracino

Staff Present:

Wes Haskett, Deputy Town Manager / Planning Director

APPROVAL OF AGENDA

MOTION:

Tony DiBernardo moved to approve the agenda for the May 28, 2024 Historical Landmark Commission meeting, Seconded by Michael Guarracino. The motion passed unanimously.

APPROVAL OF MINUTES – March 26, 2024

Chairperson Whitley led the brief discussion to review the Certificate of Appropriateness (COA) from the prior meeting for 116 Ocean Boulevard (Clayton Small). Planning Director Wes Haskett noted no further updates and that the applicant had performed approved demolition but had not yet obtained permits for further work. He suggested the Commission consider approval of the minutes followed by consideration of the Written Decision – Certificate of Appropriateness (COA-24-01) under Old Business.

MOTION: Tony DiBernardo moved to approve the minutes from the March 26, 2024 meeting,
Seconded by Charlie Andrews. The motion passed unanimously.

OLD BUSINESS

COA-24-01 Order Approval:

Applicant: Clayton Small

Location: 116 Ocean Boulevard

Request: Replacement of garage windows, doors, and siding shingles

Planning Director Wes Haskett presented the written order which includes findings that the proposed work is congruous with the special character of the landmark and complies with the Commission's adopted principles and guidelines. The work is considered as rehabilitation.

MOTION: Tony DiBernardo moved to approve the order granting the Certificate of Appropriateness for 116 Ocean Boulevard as discussed at the March 26, 2024 public hearing,
Seconded by Michael Guarracino. The motion passed unanimously.

NEW BUSINESS

Public Hearing to Consider LDA-24-01:

Applicant: Town of Southern Shores

Property: 13 Skyline Road

Request: Recommendation for designation as a Historic Landmark

Wes Haskett presented materials included in the Commission's packets: The designation application, architectural description by Chris Nason (Architect), and correspondence from the North Carolina State Historic Preservation Office.

Planning Director Wes Haskett noted the following highlights from the packet:

- The structure is a 1953 flat top, purchased by the Town in 2023 to preserve its historical significance.
- Originally a single-family dwelling, later used by the Outer Banks Community Foundation as an office.
- Recently upgraded for use again as a single-family residence.
- It exemplifies the flat top architectural style introduced by Frank Stick, including features like extended overhangs, whitewashed exteriors, and colored shutters.
- The Town seeks designation of the *structure only*—not the site—so changes to the exterior structure will be subject to Certificate of Appropriateness approval in the future.

Tony DiBernardo submitted a recorded **Encroachment Easement Certificate**, dated September 21, 2023, showing that the property encroaches by 2,198 sq. ft. onto an adjacent lot. The easement will be added to the record and Council's packet.

Charlie Andrews mentioned that some windows may not match, potentially due to changes by the Community Foundation before Town ownership. Planning Director Haskett clarified that any future window replacements by the Town (if designated) would require Certificate of Appropriateness approval.

MOTION: Chairperson Whitley moved to recommend to the Town Council the designation of 13 Skyline Road as a Historic Landmark, Seconded by Michael Guarracino. The motion passed unanimously.

The Town Council is scheduled to hold a public hearing on the proposed designation at its June 4, 2024 meeting at 5:30 PM.

STAFF REPORT / COMMISSIONER COMMENTS

- Wes Haskett reported no new applications pending at this time.
- Chairperson Whitley noted a neighbor is interested in applying for landmark designation but has not yet submitted anything.
- Brief discussion was held on window consistency at 13 Skyline Road. No current action needed.

PUBLIC COMMENT

There was no public comment.

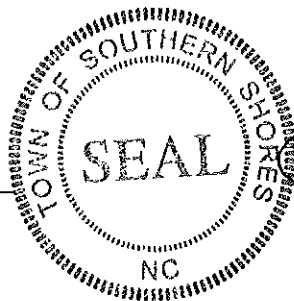
ADJOURNMENT

MOTION: Tony DiBernardo moved to adjourn the meeting, Seconded by Michael Guarracino. The motion passed unanimously.

Meeting adjourned at 9:19 AM.

Lee Whitley

Lee Whitley, Chairperson
Historical Landmarks Commission



Sheila Kane

Sheila Kane, Town Clerk
Town of Southern Shores