



Town of Southern Shores

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MEETING MINUTES

SOUTHERN SHORES HISTORIC LANDMARKS COMMISSION-June 24, 2025, 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 Lee Whitley at 9:00 AM. The Pledge of Allegiance was recited.

MEMBERS PRESENT

Lee Whitley-Chairperson

Charlie Andrews

Wanda Brett-Jordan

Staff Present:

Wes Haskett, Deputy Town Manager / Planning Director

APPROVAL OF AGENDA

It was noted that three members were present, which constitutes a quorum. The agenda was provided and reviewed.

MOTION:

Charlie Andrews moved to approve the agenda for the June 24, 2025 Historical Landmarks Commission meeting, Seconded by Wanda Brett-Jordan. The motion passed unanimously.

APPROVAL OF MINUTES – May 28, 2024 Meeting

Summary of actions discussed at the previous meeting included:

- 116 Ocean Boulevard – issuance of certificate of appropriateness for replacement of windows, doors, and siding.
- 13 Skyline – recommendation for designation as a landmark.

MOTION: Charlie Andrews moved to approve the minutes from the May 28, 2024 meeting,
Seconded by Wanda Brett-Jordan. The motion passed unanimously.

OLD BUSINESS

None.

NEW BUSINESS

39 Ocean Blvd. designation report

Planning Director Wes Haskett explained that the owner of 39 Ocean Blvd. has submitted an application to designate the property and structure at 39 Ocean Blvd. as a Historic Landmark. Town Staff submitted the required designation report to the State Historic Preservation Office (SHPO) for their mandatory review. The SHPO then informed Town Staff that reports must be forwarded by Historic Landmarks Commissions and requested the date that our Historic Landmarks Commission forwarded the report for 39 Ocean Blvd. Up until this point, the SHPO reviewed and commented on designation reports prior to the Historic Landmarks Commission's consideration of designation applications. Town staff is requesting a motion to direct them to forward the designation report for 39 Ocean Blvd. to the SHPO.

Summary:

- A new application for historic designation was received from Perrin Gardner, owner of 39 Ocean Boulevard.
- The report was prepared and revised in consultation with the applicant.
- Staff explained changes in procedure: The Commission must now formally forward the designation report to the State Historic Preservation Office prior to receiving their feedback.
- A 30-day review period by the State is required before the Commission can hold a hearing and make a recommendation to Town Council.

Wanda Brett-Jordan informed Ms. Gardner that the same contractor that build her house, built her parents' house too. Ms. Jordan provided some history on the builder which helped clarify some of the application details.

MOTION: Chairperson Whitley moved to direct staff to forward the designation report for 39 Ocean Blvd. to the SHPO, Seconded by Charlie Andrews. The motion passed unanimously.

ANNOUNCEMENTS

Planning Director Wes Haskett announced that Tony DiBernardo and Michael Guaraccino have decided to not seek reappointment to the Historic Landmarks Commission. This creates a

74 vacancy and Town Council will consider the application on file. The next agenda will include
75 election of officers.

76

77 **PUBLIC COMMENT**

78 There was no public comment.

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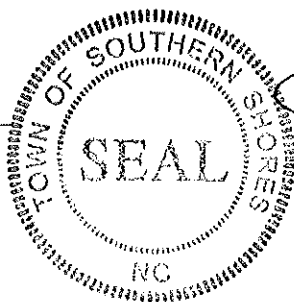
80 **ADJOURNMENT**

81 **MOTION:** Charlie Andrews moved to adjourn the meeting, Seconded by Wanda Brett-Jordan.
82 The motion passed unanimously. Meeting adjourned at 9:17 AM.

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84

85 Lee Whitley
86 Lee Whitley, Chairperson
87 Historical Landmarks Commission



Sheila Kane
Sheila Kane, Town Clerk
Town of Southern Shores