



HISTORICAL PRESERVATION COMMITTEE AGENDA

REGULAR MEETING

Wednesday, December 4, 2019 @ 6:00 pm

CALL TO ORDER

ADOPTION OF AGENDA

APPROVAL OF MEETING MINUTES:

- November 6th, 2019 Regular Meeting

PUBLIC COMMENTS

OLD BUSINESS

1. Presentation by intern(s)

NEW BUSINESS

1. Rescheduling of January 1, 2020 meeting

MEMBER ITEMS

ADJOURNMENT



HISTORICAL PRESERVATION COMMITTEE MINUTES

REGULAR MEETING

Wednesday, November 6, 2019 @ 6:00 pm

The Kure Beach Historical Preservation Committee held its regular meeting on Wednesday, November 6, 2019. A quorum of members was present and Attorney Jim Eldridge attended.

P&Z MEMBERS PRESENT

Chairman Craig Galbraith (Late to arrive)
Member Bill Moore
Member David Garceau
Member Kenneth Richardson
Member Robert Young

P&Z MEMBERS ABSENT

STAFF PRESENT

Nancy Avery, Town Clerk
John Batson, Building Inspector
Mandy Sanders, Deputy Town Clerk
Beth Chase, Admin Assistant

CALL TO ORDER

Vice Chairman Moore called the meeting to order at 6:00 pm.

MOTION – Member Richardson made a motion to approve the agenda as presented

SECOND – Member Garceau

VOTE - Unanimous

APPROVAL OF MEETING MINUTES:

- October 7th, 2019 Special Meeting

MOTION – Member Garceau made a motion to approve the minutes as presented

SECOND – Member Richardson

VOTE - Unanimous

OLD BUSINESS

1. Presentation by intern

HPC Intern Joe Donohoe stated:

- Not a lot of update on the content of the report but what to expect in the next month
- Brief overview of the South Person/South Blount Study
- The study has supporting and background information of the historical district
- Kure Beach Study will mirror this report
- Already cataloged most of buildings and lots in the B1 district
- The members will need to go through the criteria of what the Town wants in the report



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- Used the Town's current Zoning Map and web resources to depict the lots to catalog the B1

2. Rules of Procedure including provisions for remote participation

Vice Chairman Moore called a 10-minute recess at 6:12 p.m.

Vice Chairman Moore brought the meeting back into session at 6:22 p.m. and turned the meeting over to Chairman Galbraith.

Attorney Eldridge stated:

- Point out one item regarding alternate members provision
- The language comes from a Kure Beach policy on committees, board and commissions
- Rather than try to interpret it he has copied and pasted it into the rules of procedure
- Nothing requires action tonight but may want to clarify an item in the future
- It currently reads an alternate will be seated as a regular member in the event the regular member resigns or becomes incapacitated unable to serve
- Incapacitated and unable to serve is ambiguous as it could be for two weeks or for a year and needs to be cleared up
- On page 2 you have the rules of conduct
- Section 4.03 is regarding the standard conflict of interest provision
- Section 4.04 is relevant to HPC on quasi-judicial matter
- Section 4.06 states members shall recuse themselves from deliberating or voting on any matter in which they may have a real or perceived conflict of interest. In the event a member objects to another member's deliberation or voting on a matter and that member does not recuse his or herself, then the remaining members shall, by majority vote, rule on the objection
- Section 5.06 a quorum shall consist of three (3) members of the HPC physically present at the meeting.
- Section 5.08. Voting, Excepting remotely participating members considering a quasi-judicial matter, all members of the HPC may vote on any issue unless they are disqualified from voting for one or more of the reasons listed in Article IV Rules of Conduct for Members. A majority vote shall decide issues before the HPC
- Section 6.02 Minimum Requirements for Remote Participation. Members participating remotely may vote on all matters coming before the commission excepting quasi-judicial matters.
- All votes taken during any meeting in which a member participates remotely shall be by roll call vote.
- Recommends if the Commission approves of the rules of procedure to vote to approve tonight with Admin Assistant Chase to make the minor corrections



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MOTION- Chairman Galbraith made a motion to adopt the rules of procedure for the Historical Preservation Commission with the changes discussed

SECOND- Member Garceau

VOTE- Unanimous

NEW BUSINESS

Chairman Galbraith stated need to add the rescheduling of the January meeting to the December meeting agenda.

ADJOURNMENT

MOTION- Member Richardson made a motion to adjourn the meeting at 6:43 p.m.

SECOND- Member Young

VOTE- Unanimous

ATTEST: _____
Deputy Town Clerk, Mandy Sanders

Craig Galbraith, Chairman

NOTE: These are action minutes reflecting items considered and actions taken by Historical Preservation Commission. These minutes are not a transcript of the meeting. A recording of the meeting is available on the town's website under government>planning and zoning.