



# HISTORIC PRESERVATION COMMISSION MINUTES

## REGULAR MEETING

Wednesday, December 4, 2019 @ 6:00 pm

The Kure Beach Historical Preservation Commission held its regular meeting on Wednesday, December 4, 2019. A quorum of members was present and Attorney Jim Eldridge attended.

### **P&Z MEMBERS PRESENT**

Chairman Craig Galbraith

Member Bill Moore

Member David Garceau

Member Kenneth Richardson

Member Tony Garibay

### **P&Z MEMBERS ABSENT**

### **STAFF PRESENT**

Mandy Sanders, Town Clerk

Beth Chase, Deputy Town Clerk

### **CALL TO ORDER**

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

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

SECOND – Member Garibay

VOTE - Unanimous

### **APPROVAL OF MEETING MINUTES:**

- November 6th, 2019 Regular Meeting

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

SECOND – Member Garceau

VOTE - Unanimous

Chairman Galbraith stated Tony Garibay is now a full member of the Historic Preservation Commission and the P&Z Commission will be interviewing in the meeting tonight for an alternate member.

### **OLD BUSINESS**

1. Presentation by intern

Chairman Galbraith stated:

- This is a presentation from the intern
- If you remember when the Commission first started this process received a model report from the State on how to proceed to be designated as a historic district
- Report recommendation received was from the South Blount district
- Using this template to build Kure Beach's report



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- Intern Joe Donohoe will be wrapping up his internship in February and this report is about 90% complete
- Thought the Commission tonight would review the report Intern Joe Donahoe has been working on and see what is still missing
- In the report it doesn't talk about the certificate of appropriateness or the design regulations
- The process is to first submit this report to the State to be designated and once designated the Commission can get into the details of the Certificate of Appropriateness

Attorney Eldridge stated:

- The COA process is laid out in the statutes and is partially covered in the rules of procedure so no need to include in the report
- The designation of the district is actually done by the Town Council as Raleigh only reviews the report and gives recommendations

Intern Joe Donohoe stated:

- Modeled the report off the South Person/South Blount report
- Items that are highlighted on the report are the items that need more information regarding the General Statutes and Town ordinances
- The next page of the report refers to the Land Use Plan for the Town which is outdated so the Commission needs to decide if it will be included in the plan
- Spoke with Chairman Galbraith and he stated he would be working on this section of the report
- The report talks about the historic significance
- The map that is included in the report is the Town zoning map but may be beneficial to get a professional map for the report
- Main resource for the report was the Federal Point History Center in Carolina Beach
- Included pictures of the homes and commercial buildings in the report
- Need to determine what buildings the Town is willing to preserve
- The remaining of the document is the inventory and will be using his winter break to complete
- Also wanted to mention the Historic Preservation Handbook
- It lists the best practices and how to establish a historic district
- The design guidelines recommendations are included in the handbook

Chairman Galbraith stated based upon approval from the Commission he would spend the next few weeks reviewing this section regarding the Land Use Plan and bring forward at the next Commission meeting a recommendation. One of the issues the Commission is trying to push here is the cultural implication. The Commission needs to make sure the report captures the cultural aspect. He will get feedback from the Town Council regarding if the Town Council would like to hold a Public Hearing.



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Attorney Eldridge commented the current Land Use Plan will not have any references regarding the historic district. It is important to keep in mind that this report just allows the Commission to move forward and to make the designation and does not control what the Commission does. The more difficult task will be the design guidelines.

Town Clerk Sanders commented the Town Land Use Plan was written in 2006 and was planned out for 25 years.

## NEW BUSINESS

1. Rescheduling of January 1, 2020 meeting

MOTION – Chairman Galbraith made a motion to reschedule the January 1<sup>st</sup> Historic Preservation Commission meeting to January 14<sup>th</sup> at 6:00 p.m.

SECOND – Member Moore

VOTE - Unanimous

## ADJOURNMENT

MOTION – Member Richardson made a motion to adjourn the meeting at 6:32 p.m.

SECOND – Member Garceau

VOTE - Unanimous

ATTEST:

  
Mandy Sanders, Town Clerk

  
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>agendas&minutes.