



# AGENDA

## Town of Kure Beach Historical Preservation Commission

Wednesday, October 7, 2020

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A meeting of the Historical Preservation Commission will be held Wednesday, October 7, 2020 in the Council Chambers commencing at **6:00 PM**.

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**1. CALL TO ORDER**

**2. ADOPTION OF THE AGENDA**

**3. ADOPTION OF MINUTES**

- 2 - 4      3.1.    September 16, 2020 Regular Meeting  
[HPC Minutes-09-16-2020](#)

**4. PUBLIC COMMENT**

**5. OLD BUSINESS**

- 5.1.    Continued discussion and update of HPC designation report

**6. NEW BUSINESS**

**7. ADJOURNMENT**



## HISTORICAL PRESERVATION COMMITTEE MINUTES

**REGULAR MEETING**

**Wednesday, September 16, 2020 @ 6:00 p.m.**

The Kure Beach Historical Preservation Commission (HPC) held its regular meeting on Wednesday, September 16, 2020. A quorum of members was present and Attorney Jim Eldridge attended.

### **HPC MEMBERS PRESENT**

Chairman Craig Galbraith  
Member Kenneth Richardson  
Member David Garceau  
Member Tony Garibay  
Member Kathleen Zielinski

### **HPC MEMBERS ABSENT**

None.

### **STAFF PRESENT**

Mandy Sanders, Town Clerk  
John Batson, Building Inspector  
Beth Chase, Deputy Town Clerk

### **CALL TO ORDER**

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

### **ADOPTION OF AGENDA**

MOTION- Chairman Galbraith made a motion to amend the agenda to add the appointment of the Vice-Chair and approve as amended

SECOND- Member Richardson

VOTE- Unanimous

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

- July 1, 2020 Regular Meeting

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

SECTION- Member Richardson

VOTE- Unanimous

### **PUBLIC COMMENTS**

None.



## HISTORICAL PRESERVATION COMMITTEE MINUTES

**REGULAR MEETING**

**Wednesday, September 16, 2020 @ 6:00 p.m.**

### **OLD BUSINESS**

1. Election of Vice Chair

MOTION- Member Garceau made a motion to appoint Member Kenneth Richardson as the Vice-Chair of the HPC Commission

SECOND- Chairman Galbraith

VOTE- Unanimous

2. Review architectural proposals received for HPC designation report and make recommendation to Town Council

Chairman Galbraith stated:

- The HPC Commission sent out a proposal a few months ago to request help with writing the architectural narrative for the historic district report
- HPC received 3 proposals that the Commission needs to decide on tonight
- Option 1 from the proposal received from SWCA is in the budgeted amount for the project
- Once the architectural narrative is complete and the HPC has a detailed map the Commission will need to review the design guidelines for the district once approved by the State

Attorney Eldridge stated the HPC will need to follow the requirements in hiring the architect by drafting a resolution to present to Town Council. The HPC needs to make sure a detailed map of the historic district is included in the report. He recommends HPC request SWCA to include a plat map with proposal option 1 at the cost of \$3,000. He will send the details needed to be included in the map to Building Inspector Batson in an email.

Commissioner Whitley stated Building Inspector Batson will negotiate the price of the contract with SWCA.

MOTION- Chairman Galbraith made a motion to recommend to Town Council to accept the proposal for option 1 with SWCA with the request to include a detailed map of the historic district at a fixed fee of \$3,000

SECOND- Member Richardson

VOTE- Unanimous

Vice-Chair Richardson commented the HPC needs to create a timeline for the HPC report to be completed.

Attorney Eldridge stated once the contract is approved the proposal states it will be a 3-week turnaround to receive the architectural narrative.



## HISTORICAL PRESERVATION COMMITTEE MINUTES

### REGULAR MEETING

Wednesday, September 16, 2020 @ 6:00 p.m.

### NEW BUSINESS

None.

### MEMBER ITEMS

None.

### ADJOURNMENT

MOTION- Member Garceau made a motion to adjourn the meeting at 6:25 p.m.

SECOND- Member Garibay

VOTE- Unanimous

ATTEST:

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Mandy Sanders, Town Clerk

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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.