



AGENDA

Town of Kure Beach Historical Preservation Commission

Wednesday, June 2, 2021

A meeting of the Historical Preservation Commission will be held Wednesday, June 2, 2021 in the Council Chambers commencing at **6:00 PM**.

Page

1. CALL TO ORDER

2. ADOPTION OF THE AGENDA

3. ADOPTION OF MINUTES

3 - 6 3.1. May 5, 2021 Regular
[HPC Minutes-5-5-2021](#)

4. PUBLIC COMMENT

5. OLD BUSINESS

7 - 14 5.1. Continued discussion of Design Standards (Galbraith)
[design standards.\(for 6.2.21 pzc\)](#)

15 - 18 5.2. Status of HPC vacancies and member applications (Galbraith)
[Charles McHone](#)
[Melanie Mancini](#)

19 - 23 5.3. Discussion of COA application process and forms (Galbraith)
[COA Application](#)
[Classifications of Work COA process webpage - Preliminary KB 5-27-21](#)

6. NEW BUSINESS

6.1. Discussion of Roberts Rules of Procedure (Galbraith)

7. ADJOURNMENT



HISTORICAL PRESERVATION COMMITTEE MINUTES

REGULAR MEETING

Wednesday, May 5, 2021 @ 6:00 pm

The Kure Beach Historical Preservation Commission (HPC) held its regular meeting on Wednesday, May 5, 2021. A quorum of members was present and Attorney Jim Eldridge attended.

HPC MEMBERS PRESENT

Chairman Craig Galbraith
Vice-Chair Kenneth Richardson
Member Kathleen Zielinski
Member Jim Dugan
Member Joe Barlok

HPC MEMBERS ABSENT

Member Tony Garibay

STAFF PRESENT

Mandy Sanders, Town Clerk
Beth Chase, Deputy Town Clerk

CALL TO ORDER

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

ADOPTION OF AGENDA

MOTION- Member Dugan made a motion to adopt the agenda as presented

SECOND- Member Richardson

VOTE- Unanimous

MOTION- Member Richardson made a motion to excuse Member Garibay from the meeting

SECOND- Member Dugan

VOTE- Unanimous

APPROVAL OF MEETING MINUTES:

- April 7, 2021 Regular Meeting

MOTION- Member Zielinski made a motion to adopt the minutes as presented

SECOND- Member Richardson

VOTE- Unanimous

PUBLIC COMMENTS

None.



HISTORICAL PRESERVATION COMMITTEE MINUTES

REGULAR MEETING

Wednesday, May 5, 2021 @ 6:00 pm

OLD BUSINESS

1. Continued discussion of Design Standards

Chairman Galbraith stated he made the recommendations at the April to Town Council for the proposed text amendments for the Historic District and Town Council approved. The Commission was holding off having discussion on the final draft of the design standards till the Commission was officially designated as a Historic District. The design standards will be approved and voted on by only the Commission as the design standards does not go before the Town Council.

Town Attorney Eldridge stated the only change he made was to make all related documents very clear and that any ordinary routine maintenance and repair work that did not have any exterior change was not subject to those regulations.

Member Zielinski commented in the blackline version included in the agenda packet under section 3.4 need to clarify that minor work is exempt from the COA process.

Town Attorney Eldridge commented he will include the same language that was included in the zoning text amendment. He will include in section A of the design standards "any painting that differs from the current color or painting scheme yet complies with these standards".

Chairman Galbraith stated he has concerns regarding section E in the design standards referencing the install of house numbers.

Member Zielinski commented she agrees with Chairman Galbraith on removing that section.

Attorney Eldridge commented if there is a change then it needs to be included in the design standards.

CONSENSUS- The Commission agreed to leave section E as written in the design standards.

Chairman Galbraith commented he recommends removing from section J "which do not feature panels or decorative work".

Attorney Eldridge stated he will remove that section.

MOTION- Member Zielinski made a motion to approve the changes to the designed guidelines as discussed by the Commission

SECOND- Member Richardson

VOTE- Unanimous



HISTORICAL PRESERVATION COMMITTEE MINUTES

REGULAR MEETING

Wednesday, May 5, 2021 @ 6:00 pm

NEW BUSINESS

1. Status of HPC vacancies and member applications

Chairman Galbraith commented after discussion held at the last Town Council meeting, Town Council voted that the board have 7 members with one member being a resident from the B1 district. Only one application has been received by Staff and the advertisement has gone out multiple times.

2. Discussion of COA application process and forms

Member Zielinski commented her suggestion is to simplify the process for Building Inspector Batson. She suggests having a simple form that is already prepared so all the Building Inspector must do is select a box for the approval or denial of the COA. She will do some research and bring back next month a recommendation.

Chairman Galbraith commented the Commission may need to consider a small fee for the COA process.

3. Weblinks for HPC, and COA description requirements on Town of Kure Beach webpage

Chairman Galbraith commented need to create a webpage for the district on the Town website for citizens to be able to review the documents and requirements. Once the documents are completed Staff will need to upload and include a copy of the district map.

4. Resources available from the NC Department of Natural and Cultural Resources

Chairman Galbraith commented he spoke with the NC Department of Natural and Cultural Resources and Staff has submitted the requested documents and map of the district. The department did send a list of resources but most had to do with historic properties not districts.

MOTION- Chairman Galbraith made a motion to add the item Roberts Rules of Procedure to the agenda

SECOND- No Second

VOTE- No Vote

Attorney Eldridge commented Chapter 160D transferred the adoption of Rules of Procedure for Commissions back to the Town Council. He agrees Roberts Rules of Procedure should be referenced in the rules of procedure. He does not think limiting by majority vote the amending of the agenda at the meeting should be entertained.



HISTORICAL PRESERVATION COMMITTEE MINUTES

REGULAR MEETING

Wednesday, May 5, 2021 @ 6:00 pm

Chairman Galbraith commented compared to other states NC is not as specific regarding meeting requirements. He would like to recommend the following:

- 1) Unless specified by NC Statute and/or Kure Beach code, that the rule of procedures for meetings follows Robert's Rule of Order.
- 2) The agenda must be published 72 hours (or whatever is required right now) prior to the meeting
- 3) 3) Any individual member of the commission, the attorney, or the town council representative to the commission may ask the Town Clerk to place an item on the agenda prior to its final publication
- 4) 4) After the publication of an agenda, no additional agenda item may be discussed in detail, or voted upon unless it is an emergency and/or urgent matter. A majority (or 2/3 vote ala Brown Act and many other states) vote is required to add such emergency/urgent items to the agenda after its publication.

Town Clerk Sanders commented she disagrees with the 72-hour notice for the agenda to be published due to unseen circumstances that arise.

Chairman Galbraith commented a lot of lawsuits are caused by items being added to the agenda at the beginning of the meeting. He advises the Commission members look at other states or at HOA requirements for meetings.

Member Zielinski commented that it is the responsibility of the Commission to submit the items a week before the meeting to give enough time to the clerks to publish the agenda. She would like a consensus to table this item to the next month's agenda to talk about it more formally.

CONSENSUS- Commission agreed to add discussion of Roberts Rules of Procedure to the June agenda

MEMBER ITEMS

None.

ADJOURNMENT

MOTION- Member Zielinski made a motion to adjourn the meeting at 7:02 p.m.

SECOND- Member Dugan

VOTE- Unanimous

DESIGN STANDARDS
KURE BEACH DOWNTOWN PRESERVATION DISTRICT



Published by the
Kure Beach Historic Preservation Commission
117 Settlers Lane
Kure Beach, NC 28449
June 2, 2021

TABLE OF CONTENTS

I. Preface.....2

II. Procedures for Amending the Design Standards.....2

 2.1. Amendments2

III. Required Approvals.....3

 3.1. COAs Required.....3

 3.2. Minor Work Excepted.....3

 3.3. COA Procedures for Non-Minor Work.....4

IV. Standards.....5

 4.1. General Standards.....5

 4.2. Specific Standards for New/Renovated Commercial Buildings and Additions.....6

 4.3. Specific Standards for New Residential Buildings and Structures.....6

 4.4. Specific Standards for Additions to Residential Buildings and Structures.....7

 4.5. Relocation, Demolition, and Destruction.....7

ARTICLE I. PREFACE

The objective of the Kure Beach Downtown Preservation District (the “District”) is to safeguard the heritage of the Town of Kure Beach (“Town”) by preserving important elements of its culture, history, and architecture and by promoting the use and conservation of the District for the education, pleasure and enrichment of the residents of the Town, the region, and the State. The District has an overall integrity of design, scale, setting, and materials which need to be maintained to preserve its unique character of a small-town, family-friendly 1940s to 1970s east coast beach town.

These standards specifically permit property development while ensuring the preservation of the District’s important elements and features which lend themselves to the unique character of the District.

These standards only address changes to the exterior features of buildings and structures within the District and are intended to assist property owners and the Town in determining whether the proposed changes are consistent and harmonious with the District’s neighborhood. **Ordinary maintenance, repairs, and other work which does not involve any change to any exterior feature in the District are excepted from and are not subject to these standards or to the provisions set forth in KBC 15.08.120 *Downtown Preservation Overlay District*.** These standards provide the Kure Beach Historic Preservation Commission (the “HPC” or “Commission”), Town Staff, and property owners with the minimum guidelines needed for making decisions on applications for Certificates of Appropriateness (“COAs”) which are required prior to making any changes to the exterior features within the District.

These standards will also enhance investment within the District and will increase public awareness of the District’s unique, small-town, family-friendly character.

DISTRICT BOUNDARIES

The District, a four-block area bounded on the East by the Atlantic Ocean, on the South by J Avenue, on the North by L Avenue, and on the West by Third Avenue, represents a mix of commercial and residential structures and contains the oldest buildings in the Town. The District is the Town’s only commercial district (*e.g.*, beach-oriented hotels, shops, and restaurants) and retains a character that is reflective and reminiscent of a 1940s-1970s coastal community. Also located within the District are several public beach access points, the Town boardwalk, and the Town’s beachfront park and pavilion. The Town’s only stop-lighted intersection (Fort Fisher Blvd and K Avenue) and the oldest fishing pier on the Atlantic coast (originally built in 1923) are also sited within the District.

ARTICLE II. PROCEDURES FOR AMENDING THE DESIGN STANDARDS

2.1. Amendments

The following procedure shall apply with respect to proposed amendments to these design standards:

- a. Upon a suggestion to amend these standards made by a member of the HPC, the Planning and Zoning Commission, or Town Council, the HPC Chair shall call for discussion on the proposed amendment.
- b. Following the discussion, the Chair shall request a motion to place the question of the proposed amendment on the agenda for a noticed special meeting of the HPC where the Commission will consider and act upon the proposed amendment.
- c. The notice of the special meeting shall state that the purpose of the meeting is to allow for public comments on the proposed amendment and that the Commission will consider and act upon said proposal.
- d. A majority vote shall be sufficient for adopting or denying the proposed amendment.

ARTICLE III. REQUIRED APPROVALS

3.1. COAs Required

Under the General Statutes of North Carolina and the Town of Kure Beach Code (“KBC”), a COA is required for the erection, alteration, restoration, relocation, demolition, or destruction of any exterior portion of any building, structure (including masonry walls, fences, light fixtures, steps, pavement, or other appurtenant features), above-ground utility structure, or any type of outdoor advertising sign within the District (all collectively referred to herein as “Exterior Features”). Applications for a COA are decided by the HPC following a quasi-judicial hearing wherein the applicant presents evidence showing that the proposed Exterior Features comply with these design standards. The issuance of a COA by the HPC is required prior to the issuance of a building permit.

3.2. Minor Work Excepted

Minor work on Exterior Features, as defined in KBC Chapter 15 *Zoning*, may be administratively approved by the Town’s Building Inspector without a COA hearing. The request for administrative approval of minor work shall be made to the Building Inspector in writing, describe the work to be performed, and show that the work complies with these standards. A dated letter approving or denying the request shall be issued by the Building Inspector to the applicant generally within two (2) business days after the date on which the Building Inspector received the request.

Appeals of administrative decisions for minor work shall be made in writing to the HPC and delivered to the Commission’s Clerk within ten calendar (10) days after the date of the Building Inspector’s letter setting forth the administrative decision. The appeal shall be considered and acted upon by the HPC in a special or regular meeting conducted no earlier than ten (10) calendar days after the date on which the Clerk received the appeal. The HPC’s decision on the appeal shall be made in writing and delivered to the appellant within ten (10) calendar days after the date of the hearing during which the appeal was taken.

Minor work on Exterior Features which may be administratively approved includes the following:

- a. Painting which complies with these standards.
- b. Installation of window air conditioners, television antennas, and other temporary mechanical equipment provided they cannot easily be seen from the street or are screened from view with shrubbery or appropriate fencing.
- c. Repairs to walkways, patios, fences and driveways provided that the replacement materials match the original materials.
- d. Replacement of missing or deteriorated siding, trim, roof shingles, porch flooring, steps, etc. provided that the replacements match the original materials.
- e. Installation of storm windows and doors provided the trim color is white or matches trim color of the building, and the storm door is of the "full view" type.
- f. Installation of gutters and downspouts provided the color matches the trim color of the building and is harmonious with the color of the roof ventilators and chimney caps.
- g. Installation of house numbers, mailboxes, and porch light fixtures which are compatible and harmonious with the surrounding Exterior Features.
- h. Alteration or restoration of a medium to dark gray or black asphalt shingle roof.
- i. Alteration, restoration or erection of shutters or blinds which are original to the building or identical thereto.
- j. Removal of aluminum awnings.
- k. Removal of cinderblock walk and steps.
- l. Removal of storm doors and windows ~~which do not feature panels or decorative work.~~
- m. Removal of metal storage buildings.

3.3. COA Procedures for Non-Minor Work

Application for a COA and payment of the associated fee shall be made to the Town's Buildings Inspection Department no later than thirty (30) days before the date of the next regularly scheduled HPC meeting. Each application shall include sketches, drawings, photographs, specifications, descriptions, and other information clearly showing the proposed work and how it complies with these design standards. Insufficient applications shall not be processed.

The HPC hearing shall be noticed and conducted in a quasi-judicial manner in accordance with the provisions of N.C.G.S. § 160D-406 and the applicant shall be prepared to show, on the basis of the application and other additional materials, documents, or exhibits which the applicant may want to submit into the record of the proceedings, that the proposed Exterior Features comply with these design standards.

All decisions by the HPC in granting or denying a COA shall be made in open session during the meeting in which the application is considered and may be appealed to the Kure Beach Board of Adjustment in the nature of certiorari and within the times prescribed for appeals of decisions in N.C.G.S. § 160D-405(d).

ARTICLE IV. STANDARDS

4.1. General Standards

a. The erection, alteration, restoration, or relocation of any Exterior Feature should have the look and aesthetic of a 1940s to 1970s building, and not be of modern or expressionist design. Exterior Features should be consistent and harmonious with the other Exterior Features within the District in terms of scale and design. Inappropriate modernist or expressionist architectural design elements include but are not limited to construction consisting of or containing predominant glass elements, glossy materials, round window features, exposed steel elements, broad roofs, or exaggerated overhangs.

For the purposes of these standards, “modernist architectural design” shall be interpreted and construed to mean an architectural style characterized by an emphasis on volume, asymmetrical compositions, based or linked boxes, minimal ornamentation, and vertical elements juxtaposed against horizontal elements for dramatic effect. “Expressionist architectural design” shall be interpreted and construed to mean an architectural style using materials such as brick, concrete, metals and glass to create novel and sculptural forms and massing which are sometimes distorted and fragmented to express an emotional perspective or an abstraction; a style which rejects historical styles, symmetrical forms, and traditional designs and which can result in unique exterior Features which stand out and are distinctive from their surroundings.

b. Colors on Exterior Features should be consistent and harmonious with the District’s neighborhood. For example, there should not be any pattern color designs such as those often associated with franchise operations nor should there be any striped or banded coloring/painting.

c. Building facades should be simple, and not consist of multiple sizes. Roofs should be uniform and roof features, uneven roofs, or oversized roofs should be avoided.

d. Design features, including windows and doors, should be normal scale. No large-scale windows or doors and no single architectural feature of an Exterior Feature should dominate the appearance of the building/structure.

e. In determining COA applications, the use of the property and the interior arrangements of the subject buildings/structures shall not be considered.

f. Nothing in these standards shall be interpreted or construed as preventing or restricting the authority to erect buildings to a height of 35 feet above ground level in accordance with N.C. Sess. Law 2006-126.

4.2. Specific Standards for New/Renovated Commercial Buildings and Additions

a. New and renovated commercial buildings and structures shall be designed with an architectural scale that is consistent and harmonious with the neighborhood and shall utilize details and elements, including but not limited to cornice lines, belt courses, fenestration bands, height, material selection, roof form, and street walls, which contribute to integrating the building/structure into the character of the site and the surrounding properties.

b. New and renovated commercial buildings and structures shall be designed so that a pedestrian's experience of the District's unique character is maintained.

c. There shall be no drive-through, curbside, or take-out operational services constructed within the District provided that walk-up service windows shall be permitted.

d. Exterior Features within the District shall not contain commercially oriented architectural features which are typically seen on franchise buildings such as golden arches, clowns, and/or towers/facades/uneven construction designed to emphasize franchise images, signs or logos.

e. All buildings on K Avenue between Atlantic Avenue and Fort Fisher Boulevard shall be commercial in nature. While mixed uses are permitted for multiple story buildings, the first floor of any such building shall be commercial in nature.

f. The signage for all commercial buildings and structures within the District shall be exterior lit only provided that small "open" window signs are permitted provided they comply with the sign regulations of KBC Chapter 15 *Zoning*.

4.3. Specific Standards for New Residential Buildings and Structures

New residential buildings and structures shall be designed with an architectural scale that is consistent and harmonious with the District's neighborhood and is compatible with the surrounding buildings and structures which contribute to the District's special character in terms of height, form, size, scale, massing, proportion, architectural style, and roof shapes.

4.4. Specific Standards for Additions to Residential Buildings and Structures

Additions to residential buildings and structures shall be permitted provided they are consistent and harmonious with the District's neighborhood and designed so that the overall character of the site, including trees and significant vistas of the District, are maintained.

4.5. Relocation, Demolition, and Destruction

COA applications for the relocation, demolition, or destruction of a building or structure within the District shall not be denied.

Committee Application

Request for Appointment to:

HISTORIC PRESERVATION COMMISSION

Name

Charles

First

McHone

Last

Kure Beach Property Address:

941 General Whiting Boulevard

Address Line 1

Address Line 2

Kure Beach

City

North Carolina

State

28449

Zip Code

Phone:

(910) 520-5686

Email:

crsmith3@msn.com

Length of full-time residency in Kure Beach:

20

Employment:

State of NC

Job Title

Magistrate Judge

Professional Activities?

N/A

Volunteer Activities?

N/A

Other committee work, past or present?

Board of Members, SECU, 4 years

What is your understanding of the purpose of this committee?

A quasi-judicial body responsible for reviewing proposed changes to exterior building features within the Kure Beach Downtown Preservation Overlay District and issuing Certificates of Appropriateness (COAs).

Why are you interested in serving on this committee?

I was born and raised in Kure Beach. One grandfather was mayor and owned Smitty's Restaurant (Charles Smith) and the other was police chief (Howard Wilkie). I served as Auxiliary Police Officer under Chief Dennis Cooper (Ret), ocean rescue, and have worked in all of the restaurants in down town and the pier. I have seen Kure Beach grow immensely since the 1970's and I'm dedicated to keeping my home town the family friendly beach community it has always been.

In what specific concerns or areas are you interested?

Historic preservation of Kure Beach.

What days and/or times between 8am-8pm, Monday through Friday, are you unable to attend meetings?

Any evening after 3pm.

Signature

Date of Application:

CS M. Hone

5/5/2021

Entry #: 51

Date Submitted: 4/26/2021 3:31 PM

Request for Appointment to:
Historic Preservation Committee

Name
Melanie Mancini

Kure Beach Property Address:
310 3rd Avenue N, Kure Beach, North Carolina 28449

Phone:
(910) 262-2432

Email:
melaniemancini121@gmail.com

Length of full-time residency in Kure Beach:
5

Employment:
Retired

Job Title
Director/Project Manager Pharma

Professional Activities?
Collaborate as a consultant prn.

Volunteer Activities?
Looking to get involved with KB ocean rescue but none currently otherwise.
Worked with Halo Hoops and AHA for years on a volunteer basis.

Other committee work, past or present?
Several internal committees when working in my career. Worked extensively on risk analysis and process improvement, recognizing efficiencies, innovative think tanks, etc.

What is your understanding of the purpose of this committee?
Maintain Kure Beach's original beauty, work to manage growth in a way that maximizes historic preservation while allowing for new businesses and residential areas to prosper, creating an environment that is welcoming to new comers while ensuring year round residents and KB original families are being prioritized in the process.

Why are you interested in serving on this committee?
I love where I live. I love KB. I'd like to give back :)

In what specific concerns or areas are you interested?
I'm interested in initiating (or growing if one is already exists) an historical preservation program to protect original homes, building and structures from being bought and torn down. I'm also interested in assessing the water table, the amount of vacant land and the balance we'll need to maintain in order to keep our island above water :) I'd like to avoid a situation like Carolina Beach is struggling with on Canal Drive.

What days and/or times between 8am-8pm, Monday through Friday, are you unable to attend meetings?
My availability is flexible and I'll be able to meet at times convenient for the current committee.

4/28/2021

Committee Application - Entries

Signature

A handwritten signature in black ink, consisting of a series of connected loops and a final horizontal stroke with a dot at the end.

Date of Application:
4/26/2021

TOWN OF KURE BEACH

117 SETTLERS LANE ♦ KURE BEACH, NORTH CAROLINA 28449
TELEPHONE (910) 458-6535 ♦ FAX (910) 458-4269

CERTIFICATE OF APPROPRIATENESS APPLICATION FORM

A Certificate of Appropriateness is required for all applications for permits involving any exterior alteration, restoration, reconstruction, demolition or new construction of property located within the Preservation Overlay District.

Minor work, such as exterior maintenance and repair, painting, window replacement and all other work listed in Section 3.2 of the Design Standards may be administratively approved by the Building Inspector.

Non-minor work, which includes the erection, alteration, restoration, relocation, demolition or destruction of any exterior portion of any structure, or any type of outdoor advertising sign within the District must be approved by the Historic Preservation Commission following review and a quasi-judicial hearing wherein the applicant presents evidence showing that the proposed Exterior Features comply with the Design Standards.

Property Owner's Name _____ Phone # _____

Project Address _____

Contractor _____ Telephone No. _____

Address _____

Email Address _____

Describe the proposed work

Please specify condition, materials, design and dimensions of existing conditions. Attach additional pages if necessary.

Describe how the proposed work complies with HPC Design Standards.

Please include sketches, drawings, photographs, specifications, descriptions and any other pertinent information. Attach additional pages if necessary.

SIGNATURE OF APPLICANT

Signature _____ Date Submitted _____

Printed Name _____

ADMINISTRATIVE APPROVAL FOR MINOR WORK

_____ Based upon the information provided, this work is hereby administratively approved.

_____ Based upon the information provided, this work does not comply with Section 3.2 of the Design Standards and is hereby denied.

_____ Date _____

Building Inspector Signature

Appeals of administrative decisions for Minor Work can be made in writing to the HPC within ten (10) calendar days for consideration.

PROCEDURES FOR NON-MINOR WORK

Applications for Non-Minor Work will be forwarded to the Historic Preservation Commission for formal review and a quasi-judicial hearing wherein the applicant presents evidence showing that the proposed Exterior Features comply with the Design Standards. This hearing will take place during the next regular meeting of the HPC following the deadline for application submission. The deadline for application submission is not less than 30 prior to said meeting.

Ref. KBC 15.08.120 and Kure Beach Downtown Preservation District Design Standards



Kure Beach Downtown
Preservation District: Process
and Forms



Kure Beach Downtown Preservation District

Process for COAs

COAs must be applied for prior to starting work on a project. [Applications](#) are available at this link.

MINOR COA APPLICATIONS: STAFF REVIEW & APPROVAL

Regular maintenance and repairs generally do not need a COA (see [Classification of Work Chart](#)). Minor COAs generally include requests for small modifications, landscaping and site work, rear decks, and other items that will not significantly alter the original character of structures or sites. Minor COA applications are accepted any weekday and are reviewed by the building inspector.

MAJOR COA APPLICATIONS: HPC REVIEW & APPROVAL

Major COA applications are required to be reviewed by the HPC ([Historic Preservation Commission](#)). The HPC meets on the 1st Wednesday of each month at 6:00pm at the Kure Beach Town Hall. (unless modified due to a holiday). **Major COA applications need to be submitted at least 1 week prior to the monthly HPC meeting.**

To determine which approval process your COA must follow, refer to [the Classification of Work Chart](#) for your proposed scope. ***Please be advised that the classifications chart is designed as guidelines. If you have a question about the classification of your project, always seek advice from the Kure Beach building inspector.*** COA application forms are found at this link, [COA Applications](#). If you need assistance locating this information, email the building inspector for more information.

PRE-SUBMITTAL CONFERENCE

A pre-submittal conference with building inspector is required prior to submittal of major COA applications. Bring all specified submittal materials as per the application checklist.

ORDINANCE REQUIREMENTS

A COA may not be the only approval required prior to starting work in the Kure Beach Downtown Preservation District. Consult with Planning staff to verify that there are no other

requirements, and with the town's building Inspections staff if a building permit will be required.

APPEALS

An appeal of a decision on a COA can be submitted within 30 days of receipt of the decision and is heard by the Board of Adjustment.

PENALTIES

Failure to obtain a COA prior to undertaking work could result in delays in permitting and the issuance of a Notice of Violation. Since the local preservation designation is part of the Town of Kure Beach zoning regulations, the property owner may be subject to a **daily fine of \$500 for every day of non-compliance after receiving a Notice of Violation**. **Immediately contact the Town of Kure Beach building inspection office to discuss options for rectifying the situation if you have undertaken work without approval.**

Classifications of Work

There are three classifications of work that have different levels of review and are classified by the Historic Preservation Commission (HPC). The [chart of classifications \(PDF\)](#) can be found online and include the following three classifications. Town staff is available to answer questions regarding the classifications chart.

Maintenance

The HPC's rules of procedure narrowly define items considered maintenance for review purposes. These items do not require a COA (certificate of appropriateness) approval and include items such as repainting a previously painted surface or replacement of small amounts of material that results in no change in appearance, design, or material.

Minor COAs (formerly Administrative COAs)

Minor COAs generally include requests for small modifications, landscaping and site work, rear decks, and other items that will not significantly alter the original character of local historic structures or sites. These applications are accepted any weekday, and are reviewed and approved administratively by Planning staff. Staff typically can process a complete application for a minor COA within 10 business days.

Major COAs

Major COAs are required for modifications to building or site elements that may impact the original character of the structure, construction of new structures, and additions to and demolition of historically-significant structures. The HPC reviews and approves Major COAs through a quasi-judicial process at its monthly meetings. For Major COAs, a pre-submittal conference with Planning staff is required, and a monthly agenda deadline is set approximately one week prior to the HPC's meeting.

Building Inspections staff is available to answer questions, provide technical resources and suggestions, and guide you through the application process.