



AGENDA

Town of Kure Beach Historical Preservation Commission

Wednesday, August 4, 2021

A meeting of the Historical Preservation Commission will be held Wednesday, August 4, 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. June 2, 2021 Regular
[HPC Minutes-6-2-2021](#)

4. PUBLIC COMMENT

5. OLD BUSINESS

- 5.1. Continued discussion of Design Standards
- 7 - 10 5.2. Discussion of COA application process and forms (Galbraith)
[coa application.instructions](#)
[COA application](#)
- 5.3. Continued Discussion of HPC Webpage

6. NEW BUSINESS

- 11 6.1. Discussion of Historic Landmarks Designation
[memo.historic landmark procedure.\(for 7.7.21 hpc\)](#)

- 12 - 15
- 6.2. Discussion on HPC members filling Planning and Zoning Vacancies (Zielinski)
 - 6.3. Interview the Following Applicants:
 - Gary Glossop
 - Charles McHone

[Glossop](#)
[McHone](#)

7. ADJOURNMENT



HISTORICAL PRESERVATION COMMISSION MINUTES

REGULAR MEETING

Wednesday, June 2, 2021 @ 6:00 pm

The Kure Beach Historical Preservation Commission (HPC) held its regular meeting on Wednesday, June 2, 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 Tony Garibay
Member Joe Barlok

HPC MEMBERS ABSENT

Member Jim Dugan

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 Zielinski made a motion to adopt the agenda as presented

SECOND- Member Richardson

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.

OLD BUSINESS

1. Continued discussion of Design Standards

Attorney Eldridge stated:

- He made two changes since the last meeting that appear in red in the agenda packet.



HISTORICAL PRESERVATION COMMISSION MINUTES

REGULAR MEETING

Wednesday, June 2, 2021 @ 6:00 pm

- 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.
- Under Section 3.2 removed “which do not feature panels or decorative work”

Member Richardson commented there are several 1940s cottages in Town outside of the Historic District. Does the Preservation Commission want to interact with the homeowners to designate those buildings as historic?

Chairman Galbraith commented a year ago during the walk audit of the district the Town noticed a number of cottages outside of the district but decided at that time to not preserve the cottages due to property rights. The question now before the Commission now is can the HPC designate Historic properties if the property owner is willing to maintain the cottages?

Attorney Eldridge commented no other way to protect the structure other than the historic landmark approach. He will review the statutes for the Commission and bring forward a memorandum for next months meeting.

CONSENSUS- HPC agrees to add discussion of Historic Properties Designation to the July Agenda

NEW BUSINESS

1. Status of HPC vacancies and member applications

Chairman Galbraith commented the HPC will interview the two applicants who have applied at the July meeting.

Member Zielinski commented she would like to reach out to the previous two applicants who have applied and see if the applicants still have interest in the positions.

2. Discussion of COA application process and forms

Chairman Galbraith commented the Commission needs to determine an application fee for the COA process. When he reviewed other Towns, he saw fees from \$20-\$50.

Building Inspector Batson commented it will be a quasi-judicial hearing for any major work so should be a significant fee as it is significant work. He would consider making it the same fee as the Board of Adjustment fee at \$375. It is a very complex procedure and may end up in court so need to follow same process as Board of Adjustment.

MOTION- Member Garibay made a motion to make application fees for minor work \$25.00

SECOND- Member Zielinski

VOTE- Unanimous



HISTORICAL PRESERVATION COMMISSION MINUTES

REGULAR MEETING

Wednesday, June 2, 2021 @ 6:00 pm

Chairman Galbraith commented need to determine COA application fee for major work.

Member Garibay commented the fee should be very similar to the Board of Adjustment process.

Chairman Galbraith suggests tabling this conversation until the next meeting for additional research to be completed.

Member Zielinski commented she did research on the COA application form and tried to keep it very simple. She used the wording directly from the design standards for the form.

Attorney Eldridge to review and bring forth a minor and major application form for the July meeting.

Chairman Galbraith commented reviewed other districts webpages and came up with a sample for the HPC webpage included in the agenda packet.

Attorney Eldridge stated he will review and bring forward a recommendation.

3. Robert Rules of Procedures

Chairman Galbraith commented he suggests adding a statement to the HPC Rules of Procedures to follow Roberts Rule of Procedures.

MOTION-Chairman Galbraith made a motion to add Roberts Rules of Procedure to the HPC Rules of Procedures

SECOND- Member Richardson

VOTE- Unanimous

MEMBER ITEMS

None.

ADJOURNMENT

MOTION- Member Zielinski made a motion to adjourn the meeting at 6:59 p.m.

SECOND- Member Richardson

VOTE- Unanimous



HISTORICAL PRESERVATION COMMISSION MINUTES

REGULAR MEETING

Wednesday, June 2, 2021 @ 6:00 pm

ATTEST: _____
Mandy Sanders, Town Clerk

Craig Galbraith, Chairman

NOTE: These are action minutes reflecting items considered and actions taken by Planning and Zoning 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.



**TOWN OF KURE BEACH
HISTORIC PRESERVATION COMMISSION**

**CERTIFICATE OF APPROPRIATENESS
APPLICATION INSTRUCTIONS**

When is a Certificate of Appropriateness (“COA”) Required?

A COA is required for the erection, alteration, restoration, relocation, demolition, or destruction of any exterior portion of any building, structure, or object, including walls, fences, light fixtures, steps, pavement, above-ground utility structures and outdoor signage, located within the Downtown Preservation Overlay District (“POD”) that overlays the existing B-1 Business District.

Ordinary maintenance, repairs, and other work which does not involve any changes to any exterior feature does not require a COA.

Major Work.

A COA for proposed major changes to any exterior feature within the POD requires a quasi-judicial hearing before the Historic Preservation Commission (“HPC”) in accordance with the provisions of KBC 12.06.050. ([hyperlink](#))

Minor Work.

Minor work - work which, while resulting in changes to exterior features within the POD, does not result in major changes - may be administratively approved by the Town’s Building Inspector who reserves the right to determine, upon reviewing the application, that the proposed changes constitute major changes which cannot be administratively approved and must be scheduled for a hearing before the HPC.

Applicable Criteria and Standards.

COA applications are considered and decided based upon the Review Criteria set forth in KBC 15.08.120.K ([hyperlink](#)) (“Review Criteria”) and the Design Standards for the Kure Beach Downtown Preservation Overlay District ([hyperlink](#)) (“Design Standards”).

Appeals of COA Decisions.

The denial of a COA application for minor work may be appealed to the HPC in accordance with the provisions of KBC 15.08.120.G.4. ([hyperlink](#)) Appeals of HPC decisions on COA applications for major work may be taken to the Board of Adjustment within the times set forth in KBC 12.06.040.C. ([hyperlink](#))

Application Instructions:

1. Pre-Submittal Conference Requirement: Prior to submitting a COA application ([hyperlink](#)), the applicant shall meet with the Town’ Building Inspector to review the proposed work. To schedule a pre-submittal conference, contact Building Inspector John Batson at (910) 458-6335 or j.batson@tokb.org.

2. Applications must be complete. Incomplete applications will not be considered. Applications shall include sketches, drawings, photographs, specifications, descriptions, and/or other material and information describing the proposed work and how it complies with the Review Criteria and Design Standards.

3. Number of Copies. Minor Work (administrative review): two (2) copies.

Major Work (HPC hearing): eight (8) copies.

4. Application Fees: Minor Work: \$ _____

Major Work: \$ _____

5. Submittal Deadlines: COA applications for minor work, and payment of the required fee, may be submitted on any working day during regular business hours. A dated letter approving or denying an application for minor work will be issued by the Building Inspector generally within 2 business days after the date on which the application was received. COA applications for major work, and payment of the required fee, shall be delivered to the Town's Building and Inspections Department no later than 30 days before the date of the next regularly scheduled HPC meeting.

6. Site Visits. In conjunction with reviewing a COA application, Town Staff may visit the subject property to obtain a better understanding of the conditions pertaining to the proposed work.



**APPLICATION FOR A CERTIFICATE OF APPROPRIATENESS
MINOR/MAJOR WORK**

GENERAL INFORMATION

Applicant's Name	
Property Address	
Applicant's Mailing Address	
Telephone	
E-Mail	
Owner's Name	
Owner's Mailing Address	
Description of project (check all which apply)	<input type="checkbox"/> Exterior alteration on existing structure. <input type="checkbox"/> Construction of a new structure. <input type="checkbox"/> Addition to an existing structure. <input type="checkbox"/> Demolition or removal of an existing structure. <input type="checkbox"/> Other (describe) _____

LIST AND DESCRIPTION OF PROPOSED PROJECT

PROJECT	CURRENT MATERIALS	PROPOSED MATERIALS	DESIGN STANDARDS
Example: Replace rotten siding on residence	white painted wood	white painted composite	4.1

ABUTTING PROPERTY OWNERS

For applications requiring a hearing before the Historic Preservation Commission (for a Major Work COA), provide addressed and stamped envelopes for the owners of all properties abutting the property that is the subject of the hearing. Abutting properties include those properties separated from the subject property by a street.

PROPERTY OWNER'S NAME AND ADDRESS	PROPERTY OWNER'S NAME AND ADDRESS

APPLICANT CERTIFICATION

I hereby certify that the information provided above is true and accurate to the best of knowledge.

Applicant: _____ Date: _____

<p>MINOR WORK APPROVAL (office use only)</p> <p>Upon being signed and dated below by the Town Building Inspector or designee, this approved application serves as the Certificate of Appropriateness for the Minor Work project described herein. This certificate is valid until _____.</p> <p>The issuance of this Minor Work certificate shall not relieve the applicant, owner, contractor, or tenant from obtaining any other permit required by the Town of Kure Beach Code or any other law for the project described herein.</p> <p>Signed on behalf of the Town of Kure Beach: _____ Date: _____</p>
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<p>OFFICE USE ONLY</p> <p>File Number: _____.</p> <p>Received on.: _____.</p> <p>Amount paid: _____.</p> <p>Received by: _____.</p> <p>Date of Pre-Submittal Conference: _____.</p>
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ELDRIDGE LAW FIRM, P. C.

ATTORNEY AND COUNSELOR AT LAW

201 NORTH FRONT STREET, SUITE 906
WILMINGTON, NC 28401

REPLY TO:
JAMES E. ELDRIDGE
POST OFFICE BOX 1380
WILMINGTON, NC 28402

TELEPHONE: (910) 815-0107
MOBILE: (910) 232-6005
FACSIMILE: (910) 815-0188

MEMORANDUM

TO: HPC
FROM: TOWN ATTORNEY
DATE: 06/30/2021
RE: DESIGNATION OF HISTORIC LANDMARKS

1. Process and procedure for designating historic landmarks (buildings, *et al.*) is set forth in GS 160D-945; -946.
2. Council may adopt a regulation designating historic landmarks.
3. No property shall be recommended for designation as a historic landmark unless HPC finds it to be of special significance in terms of its historical, architectural, or cultural importance *and* that it possesses “integrity of design, setting, workmanship, materials, feeling, and/or association.”
4. HPC shall prepare a report on the historic, architectural, educational, or cultural significance of each building, structure, site, area, or object proposed for designation and shall forward the report to the Office of Archives and History, NC Dept. of Cultural Resources.
5. The State shall have 30 days to review and comment on the report.
6. HPC and Council shall hold a joint legislative hearing on the proposed regulation designating the historic properties.
7. Following the hearing, Council may adopt the regulation.
8. Upon adoption of the regulation, the owners and occupants of the designated landmarks shall be given written notice of the designation. (Other than participating in the legislative hearing, owners/occupants do not have a role or say in the designation process).
9. Thereafter, historic landmarks are subject to the same COA process with respect to any changes to exterior features.

The above is a general summary of the required procedure. Additional detail will be provided in the event this project moves forward.

- 1 -

Committee Application

Request for Appointment to:

Historic Preservation Committee

Name

Gary

First

Glossop

Last

Kure Beach Property Address:

813 Sloop Pointe Lane

Address Line 1

Address Line 2

Kure Beach

City

North Carolina

State

28449

Zip Code

Phone:

(410) 533-0506

Email:

garyglossop@comcast.net

Length of full-time residency in Kure Beach:

6

Employment:

Retired

Job Title

Professional Activities?

Tour Guide and Living History personality in Annapolis, Md. 2006-2014

Volunteer Activities?

HOA Kure Beach Keys 20
Awana (Christian Youth Ministry) 1989 to present.

Other committee work, past or present?

What is your understanding of the purpose of this committee?

To maintain the integrity of the historic structures within Kure Beach and to promote an understanding of the town

Why are you interested in serving on this committee?

I have a deep abiding interest in history, and how it is understood by the general public. I have a BA in Political Science from Va. Tech (1972) and consider all that I studied at that time to be history today. I have studied Civil War history for Maryland, and most recently for North Carolina through reading, visiting sites, and meeting with docents, guides and rangers whenever possible.

In what specific concerns or areas are you interested?

Maintaining the integrity of historic structures, identifying structures that are not noted, and providing information to the public to help them interpret the events that helped forge Kure Beach. I am also interested specifically in the Civil War period - my great grandfather came through North Carolina in 1865 - not too far from here.

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

I spend over half of my time in Kure Beach (the other half in Maryland), but with notice, I can usually be available at most times. While in town, any time is available (I'm retired, and without occupation).

Signature

A handwritten signature in black ink, appearing to read "Geo Johnson", written over a horizontal line.

Date of Application:

6/22/2021

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