



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.



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- 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



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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



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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.