

FINAL



Town of Southern Shores

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Historic Landmarks Commission Meeting

January 24, 2017

9:00 a.m., Pitts Center

MEETING MINUTES

I. CALL TO ORDER:

Town Planner Wes Haskett called the meeting to order at 9:00 a.m. Historic Landmarks Commission Members Lorelei Costa, Tony DiBernardo, Kristine Kiouisis, Richard Perkins, and Lee Whitley were present. Town Manager Peter Rascoe, Town Planner Wes Haskett, and Permit Officer Dabni Shelton were also present. The Historic Landmarks Commission (HLC) members and Town Staff introduced themselves and their background information. Peter Rascoe briefly explained the Historic Landmark Designation program and how it started in the Town.

II. PLEDGE OF ALLEGIANCE:

Wes Haskett led the Pledge of Allegiance.

III. APPROVAL OF AGENDA:

Tony DiBernardo motioned to approve the agenda. Kristine Kiouisis seconded the motion. The motion passed unanimously (5-0).

IV. APPROVAL OF MINUTES:

None.

V. PUBLIC COMMENT:

Jim Conners asked the HLC to consider designating historical locations in the Town.

VI. OLD BUSINESS:

None.

VII. NEW BUSINESS:

A. Consideration of Approval of the Draft Rules of Procedure

Wes Haskett summarized the draft Rules of Procedure and pointed out that the election of officers should take place during consideration. He also noted that the regular meeting time in Section 5 should be 9:00 a.m. instead of 5:30 p.m. if the HLC agrees.

Kristine Kiouisis asked about Emergency Meetings and how the Commission would be notified of Emergency Meetings. Wes Haskett stated that Town Staff would notify the HLC members via email and/or phone in accordance with Section 5, (b).

Lorelei Costa noted that conflicts of interest are not addressed in the draft Rules of Procedure or in the Historic Landmark Designation Ordinance (the Ordinance) and

asked if Robert's Rules of Order would be in effect if certain procedures are not specified. Peter Rascoe stated that Town Staff will revise the draft Rules of Procedure to include language that addresses conflicts of interest and include a reference to Robert's Rules of Order.

Tony DiBernardo suggested that three-year or two-year term limits be set for HLC members and asked if the Ordinance applied to specific sites. Peter Rascoe stated that Town Staff would recommend an amendment to the Ordinance to the Town Council that addresses term limits. The current language in Section 17-2 of the Ordinance is broad and could include potential historic sites.

Kristine Kiouis asked what is the benefit of the program. Peter Rascoe stated that if a determination is made that a site or property meets the guidelines to be adopted, it benefits the Town and the property owner. The property owner would receive a 50% reduction in ad valorem taxes from the Town and the County. If a designated property is undesignated and comes out of the program, there is a 3-year rollback.

Lorelei Costa asked if the HLC members agreed with the proposed meeting time at 9:00 a.m. which can be adjusted if needed. Tony DiBernardo motioned to approve 9:00 a.m. as the HLC regular meeting time. Kristine Kiouis seconded the motion. The motion passed unanimously (5-0).

Wes Haskett asked for a nomination for Chairperson. Tony DiBernardo nominated Lee Whitley as Chairperson. Kristine Kiouis seconded the nomination. The motion passed unanimously. Wes Haskett asked for a nomination for Vice Chairperson. Lorelei Costa nominated Tony DiBernardo. Kristine Kiouis seconded the motion. The motion passed unanimously.

B. Consideration of Approval of the Draft Historic Landmarks Commission Regular Meeting Schedule

Kristine Kiouis motioned to approve the draft Historic Landmarks Commission Regular Meeting Schedule. Richard Perkins seconded the motion. The motion passed unanimously.

C. Discussion of the Principles and Guidelines for Altering, Restoring, Moving, or Demolishing Properties Designated as Landmarks

Wes Haskett explained that the HLC is required to adopt guidelines to use when considering a property for designation in the program. The model guidelines are the Secretary of the Interior's Standard's for the Treatment of Historic Properties (the Guidelines). References to colors in Sections 68-3, (a), (b), (c), and (d) will be deleted. The Ordinance and the guidelines can be consolidated.

Richard Perkins asked if a property can be withdrawn from the program. Peter Rascoe stated that the Statutes do not allow designated properties to withdraw. A trigger such as making changes to a designated property that are not consistent with the Guidelines or demolition could cause removal from the program. The HLC continued to discuss withdrawal from the program and how natural disasters may affect designated properties. Peter Rascoe stated that Town Staff would request someone from the State (Department of Natural and Cultural Resources) come to a future HLC meeting to provide information and answer questions. Wes Haskett stated that Town Staff would draft an FAQ that addresses withdrawal from the program, changes in ownership, natural disasters, FEMA requirements for flood damage, repairs, replacements, etc.

VIII. PUBLIC COMMENT

Jim Conners stated that having two public comment sections on the meeting agenda is a good idea and allows an opportunity for the meeting attendants to address voting outcomes.

IX. HISTORIC LANDMARKS COMMISSION MEMBER COMMENTS:

Lorelei Costa requested adjusting the February meeting time to 5:00 p.m. Kristine Kiousis motioned to adjust the February meeting time to 5:00 p.m. Lee Whitley seconded the motion. The motion passed unanimously.

Kristine Kiousis asked what property owners receive after their property is designated. Peter Rascoe stated that Kill Devil Hills gives a plaque to the property owner which the HLC or Town Staff can recommend to the Town Council for future designated properties in the Town. The HLC discussed the preferred location of a plaque or landmark for designated properties or sites which is to be determined.

X. ANNOUNCEMENTS:

Lorelei Costa stated that the next Southern Shores Flat Top Tour would take place in 2018.

Chairperson Whitley asked if there was a timeline to consider for potential historic landmarks. Peter Rascoe stated that the assumption is 50 years. The first landmark to be designated that is less than 50 years old is the Wright Brothers memorial.

Dabni Shelton stated that Hatteras Village has a historic property guide and the properties have plaques and numbers assigned to them which can be found at hatterasonmymind.com. Peter Rascoe stated that Kill Devil Hills has a publication for their designated properties.

XI. ADJOURNMENT:

Tony DiBernardo motioned to adjourn the meeting. Kristine Kiousis seconded the motion. The motion passed unanimously and the meeting adjourned at 10:40 a.m.

ATTEST:

RESPECTFULLY SUBMITTED:

Lee Whitley, Chairperson

Wes Haskett, Town Planner