



**Historic Preservation Commission  
Agenda Packet**

**November 16, 2017**

**Call to Order**

**Ask For Disqualifications**

**Announce Quorum Being Met**

**Approval of Minutes**

**Unfinished Business**

- A) Staff Updates

**New Business**

- A) Training with Amber Kidd, State Historic Preservation Office Local Preservation Commission Coordinator

**Announcements**

**Public Comments**

**Adjournment**



**CURRITUCK COUNTY  
NORTH CAROLINA**

September 26, 2017

Minutes – Regular Meeting of the Historic Preservation Commission

**CALL TO ORDER**

Chairman Bass called the meeting to order at 5:30 PM.

Attendee Name	Title	Status	Arrived
Josh Bass	Board Member	Present	
Horace Bell	Board Member	Present	
Virginia Serpico	Board Member	Late	5:31 PM
Mary Simmons	Board Member	Present	
Barbara Snowden	Board Member	Present	
Jennie Turner	Ex-Officio	Present	

**ASK FOR DISQUALIFICATIONS**

None.

**ANNOUNCE QUORUM BEING MET**

A quorum of 4 members was present.

**APPROVAL OF MINUTES**

Motion to Approve Previous Minutes

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Horace Bell, Board Member
<b>SECONDER:</b>	Barbara Snowden, Board Member
<b>AYES:</b>	Josh Bass, Board Member, Horace Bell, Board Member, Mary Simmons, Board Member, Barbara Snowden, Board Member
<b>AWAY:</b>	Virginia Serpico, Board Member

**UNFINISHED BUSINESS**

**A. Staff Updates**

Ms. Turner asked if Commission Members received checks for attending prior meetings. Ms. Turner will determine if checks were issued and follow up with the Commission.

Ms. Turner stated that she has not received a response from Kill Devil Hills regarding a visit.

Communication: HPC Minutes September 26, 2017 (Approval of Minutes)

Mr. Bell provided information regarding a Historic Homes Tour in Kill Devil Hills on October 6th as well as an Albemarle Genealogical Society meeting on October 14th at the Currituck County Public Library in Barco, NC.

Mr. Bass stated that the Town of Southern Shores has a new Historic Preservation Commission.

Ms. Turner stated that she will be attending the NCAPA Planning Conference and a 3-hour HPC deep dive session.

## **B. Discussion of Old Currituck Jail Project**

Ms. Turner reported that the HPC will not be a formal advisory committee for the Old Currituck Jail Project; however, staff would like to get the HPC's preferences regarding the project.

The HPC generally agrees that the use of rods for structural support is an acceptable method.

The HPC would like 2nd floor access, internal stairs are preferred. Ultimate preference is a narrower set of stairs that consumes less floor space.

Most HPC members are in favor of leaving the front central window. Ms. Snowden's preference is for the window to be closed in.

The HPC is not sure of preference on use of the building (Interpreting as jail vs. County History), it may depend on the 2nd floor accessibility.

There was discussion of visiting the jail in Gloucester.

Ms. Snowden stated that HPC members should visit the Camden County Jail to view their new museum. It is open on Fridays & Saturdays.

Ms. Snowden stated that she would like to see a Currituck County Museum.

## **C. Discussion of Inventory**

The HPC reviewed documentation including the 1960 Historical Society Information on the NC GenWeb site, the 2006 Windshield Survey by NC State Graduate Students, the NC SHPO Survey Database compiled by Architectural Historian, Meg Malvasi and Penne Sandbeck's Research on the Outer Banks.

For the purposes of the HPC, the NC SHPO Survey Database is the most accurate. Also, properties on the National Registry and Study List should be included in the inventory.

Ms. Snowden stated that Meg was required to map any house that she recognized as being 50 years old and we should request a copy of the map from the State Preservation Office.

It was discussed that the inventory may be updated periodically. Properties not included in inventory may still be eligible to apply for landmark designation. The inventory is a starting point.

Ms. Serpico asked about the next step in creating an application. Chairman Bass stated that the next step after establishing inventory is determining criteria.

Mr. Bass asked if the State has sample draft criteria. Ms. Serpico asked if Preservation North Carolina has sample draft criteria.

The Board decided to look for criteria from existing HPC's in the area and share any findings via email.

## **NEW BUSINESS**

## **ANNOUNCEMENTS**

## **PUBLIC COMMENT**

## **ADJOURNMENT**

Motion to Adjourn

<b>RESULT:</b>	<b>APPROVED [4 TO 0]</b>
<b>MOVER:</b>	Horace Bell, Board Member
<b>SECONDER:</b>	Virginia Serpico, Board Member
<b>AYES:</b>	Josh Bass, Board Member, Horace Bell, Board Member, Virginia Serpico, Board Member, Mary Simmons, Board Member
<b>AWAY:</b>	Barbara Snowden, Board Member