



## TOWN OF KILL DEVIL HILLS

*Land Where Flight Began*

### NOTICE OF PUBLIC MEETING

NOTICE is hereby given that on Tuesday, April 6, 2021, at 8:30 a.m., the Kill Devil Hills Historic Landmarks Commission will hold a regular meeting in the Meeting Room at the Administration Building, 102 Town Hall Drive, off Colington Road. In order to maintain the safety of Town residents, Staff, and Historic Landmarks Commission members, limited public seating observing social distancing guidelines will be available during the meeting in the meeting room. The items to be discussed are listed below:

### AGENDA

**Call to Order**

**Agenda Approval**

**Approval of the Minutes of July 7, 2020**

**Public Hearings**

**Old Business**

**New Business**

- 1. Election of Chairperson**
- 2. Certificate of Appropriateness Application– 501 S. Virginia Dare Trail – Coggins/Lassiter Cottage – Request for demolition of property**
- 3. 2021 Open House Tour Discussion**
- 4. Potential Designation Interest – 111 Greensboro Street**

**Adjournment**

Posted this 30<sup>th</sup> day of March 2021.

Jennifer Stecher

Historic Landmarks Commission Clerk

*Copies to: Historic Landmarks Commission members in their meeting materials; Mayor & Board of Commissioners; Town Manager; all Town bulletin boards; KDH Sunshine List including all local news media; KDH Electronic Distribution List; website, social media; file*

**Minutes of the Tuesday, July 7, 2020, Meeting of the Kill Devil Hills Historic Landmarks Commission (HLC) held at 8:30 a.m. in the Board of Commissioners Meeting Room of the Administration Building, 102 Town Hall Drive, off Colington Road.**

**Members Present:** Chair Sandie Markland, Vice-Chair Toni Dorn, and Clyde “Andy” Harrell, T. Dillon Heikens, and Mary Simpson

**Members Absent:**

**Others Present:** Cameron Ray, Assistant Planning Director and Rachel Tackett, Public Information Officer

**Call to Order**

Chair Sandie Markland called this meeting to order at 8:30 a.m. and thanked everyone for attending.

**Agenda Approval**

Andy Harrell moved to approve the agenda as presented. Toni Dorn provided a second and the motion passed by a unanimous, 4-0 vote.

**Approval of the Minutes of December 3, 2019**

Ms. Dorn moved to approve the minutes of the December 3, 2019, HLC meeting as presented. Dillon Heikens seconded the motion, which passed by a unanimous, 4-0 vote.

**Old Business**

**Public Hearings**

**New Business**

**Mary Simpson arrived at 8:32 a.m.**

**1. Certificate of Appropriateness – 2306 N. Virginia Dare Trail – Smith Cottage – Request to Construct Addition**

Assistant Planning Director Cameron Ray provided the group with a brief update on the Certificate of Appropriateness that was submitted to the Planning and Inspections Department for 2306 N. Virginia Dare Trail, the Smith Cottage. The applicant is requesting permission to construct an addition to the rear of the structure to include a new restroom, closet, and to remodel/remove the existing out of service “pump house.” Mr. Ray said that all surrounding property owners have been notified of the request and no comments had been received by the Planning and Inspections Department. Chair Markland stated the request does not seem to change overall appearance of home. The HLC members agreed, and the members saw no other issues with this request.

Ms. Markland made a motion to approve the Certificate of Appropriateness application requesting to construct an addition to the rear of the structure to include a new restroom, closet, and to remodel/remove the existing out of service “pump house.” at 2306 North Virginia Dare Trail. Ms. Dorn provided a second and the motion carried by a vote of 5-0.

## **2. 2020 Open House Tour Discussion**

Mr. Ray stated that due to the Coronavirus pandemic, he believes it to be in the best interest of the HLC and our community to postpone the 2020 Open House Tour. Chair Markland and the other members agreed that postponing the Tour was in everyone’s best interest. The HLC will re-evaluate hosting a Tour on October 8, 2021, closer to that date and as more information on the pandemic was gathered.

## **3. Election of Vice-Chairperson**

Andy Harrell nominated Toni Dorn as Vice-Chairperson and Mary Simpson provided a second. The motion carried by a vote of 5-0. Toni Dorn was elected for a term ending July of 2022.

## **Adjournment**

There being no other business before the Historic Landmarks Commission at this time, Ms. Dorn moved to adjourn, which Mr. Harrell seconded. The motion carried by a vote of 5-0. It was 8:40 a.m.

Submitted by:

Rachel Tackett  
Public Information Officer

These minutes were approved at the \_\_\_\_\_, meeting of the Historic Landmarks Commission.

Sandie Markland  
HLC Chairperson

Director of  
Planning and Inspections  
MEREDITH GUNS

Building Inspector  
MARTY SHAW  
CHARLES THUMAN

Code Enforcement Officer  
JORDAN BLYTHE



Assistant Director of  
Planning and Inspections  
CAMERON RAY

Senior Planner  
RYAN LANG

Zoning Administrator  
DONNA ELLIOTT

**THE TOWN OF KILL DEVIL HILLS  
NORTH CAROLINA**

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**PLANNING DEPARTMENT**

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April 06, 2021

Memorandum

To: Historic Landmarks Commission

From: Cameron Ray, Assistant Planning Director 

Subject: Certificate of Appropriateness Application – Request for Demolition of 501 South Virginia Dare Trail – Coggins/Lassiter Cottage.

Attached is a Certificate of Appropriateness Application requesting demolition of 501 South Virginia Dare Trail, the Coggins/Lassiter Cottage. Attached to the application is a cover letter, owner(s) authorization, parcel data sheet, and a plat of the existing structure. A notification letter has been sent to all adjacent property owners within 100' informing them that the owner has made application to the Historic Landmarks Commission for a Certificate of Appropriateness for the purpose of demolition on March 29, 2021.

Chapter 31.43 establishes regulations regarding Certificates of Appropriateness including definitions, when a certificate of appropriateness is required and applying for and Commission action on a Certificate of Appropriateness. According to the regulations §31.48 *Delay in Demolition of Landmark* in the event of a request for demolition, the Commission cannot deny approval of the request however the Commission can delay up to 365 days from the date of approval to allow the Commission to negotiate with the owner in an effort to preserve the structure. The only exception is if the owner would suffer extreme hardship the Commission can reduce the delay period. (See Language below)

**§ 31.48 DELAY IN DEMOLITION OF LANDMARKS.**

(A) (1) An application for a Certificate of Appropriateness authorizing the demolition, removal, or destruction of a designated landmark may not be denied except as provided in division (C) below. However, the effective date of such a certificate may be delayed for up to 365 days from the date of approval. The period of delay shall be reduced by the Commission if it finds that the owner would suffer extreme hardship or be permanently deprived of all beneficial use or return from such property by virtue of the delay. During the delay period the Commission shall negotiate with the owner in an effort to find a means of preserving the building, structure or site.

As you recall, the State's opinion is that the 365 days is very important to allow the Commission to negotiate with the owner a means for preservation. Staff recommends the Commission approve the Certificate of Appropriateness for demolition with a 365-day waiting period.



# Town of Kill Devil Hills Certificate of Appropriateness Application

**Applicant**

Name: Charles Coggins  
 Address: 4200 Berry D Sims Wynd  
Raleigh, NC 27612  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Cell: 919-637-0222

**Property Owner**

Name: Charles Coggins  
 Address: 4200 Berry D Sims Wynd  
Raleigh, NC 27612  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_  
 Cell: 919-637-0222

**Property Location**

Address: 501 S Va Dare Trl  
 Subdivision: N/A

Lot, Block: N/A  
 Pin#: 9884209 00147

**Project Categories (check all that apply):**

- Exterior Alteration
- Addition
- New Construction
- Demolition

**Supporting Information:** *Please attach.*

Attach 8-1/2" x 11" sheets with written descriptions and drawing, photographs, and other graphic information necessary to completely describe the project. Use the checklist below to be sure your application is complete.

- Written Description.** Describe clearly and in detail the nature of your project. Include exact dimensions for materials to be used. (e.g. Width of siding, window trim, etc.)
- Plot Plan.** A plot plan showing relationship of buildings, additions, sidewalks, drives, trees, property lines, etc., must be provided if your project includes any addition, demolition, fences/walls, or other landscape work. Show accurate measurements.
- Description of Materials** (provide samples if appropriate).
- Photographs** of existing conditions.
- Drawings** showing proposed work. Include one set of full size drawing when available
  - Plan Drawings.
  - Elevations drawings showing the new façade(s).
  - Dimensions shown on drawings

**Signature of Applicant:**

DocuSigned by:  
  
 086DA1EBC22E43E...

**Signature of Owner:**

DocuSigned by:  
  
 086DA1EBC22E43E...

Staff Use Only:  
 Received By: CR Date: 3/24/21 Fee: \_\_\_\_\_

## Written Description

The property owners of 501 S Virginia Dare Trail has entered into a sales contract and would like to apply to have the historical status dropped from the property. Currently 75% of the ownership now rests with two heirs who have both passed age 85, one being in her nineties. Arrangements soon must be made in both cases as to the future of the estates of these current owners. This can be worked out more efficiently with their input as to their wishes and desires. Also, both heirs are now at an age when additional financial care is necessary in order that both can pass their final days in a more comfortable environment knowing that finances have been worked out, their desires regarding their estates conform with their wishes, and that the sale of the property meets the current tax laws affecting their estate. These things can more easily be achieved before their passing as a year-long waiting period could be devastating to both estates.

The proposed closing date is 6/14/21, and with the ability for future development at this date would alleviate future hardships that the family may face. The property has been listed for 509 days in a very active real estate market and the inability to develop with having to wait 365 has hindered the property's chances of selling.

## Existing Conditions





Dee Dee G. Coggins  
Charles T. Ward  
Robert B. Lassiter  
Phillip D. Jethro Jr.  
Christina Jethro  
Charles S. Coggins Jr.

TOWN OF KILL DEVIL HILLS, NORTH CAROLINA  
**OWNER AUTHORIZATION**

I, Dabney M. Lassiter, authorize Matt Preston  
(Owner) (Agent/ Contractor)  
to act as my agent for submitting Certificate of Appropriateness application  
(Description)

located at 501 S Virginia Dare Trail  
(Address)

I understand and accept responsibility to comply with all regulations and required inspections.

I further understand and acknowledge that until a final inspection has been performed and approved and this project has received a Certificate of Occupancy/Completion (CO), no portion of this project is authorized for use or occupancy.

DocuSigned by:  
[Signature]  
Signature of Owner

DocuSigned by:  
Matt Preston  
Signature of Agent

3/22/2021  
Date

3/22/2021  
Date

DocuSigned by: 3/22/2021  
Charles T. Ward

1181 Duck Rd, Duck, NC 27949  
Address

DocuSigned by: 3/22/2021  
Dabney M. Lassiter

252-207-6143  
Telephone # (s)

DocuSigned by: 3/23/2021  
Dee Dee G. Coggins

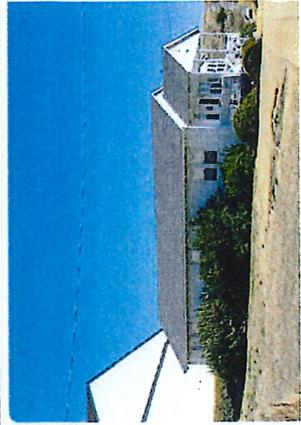
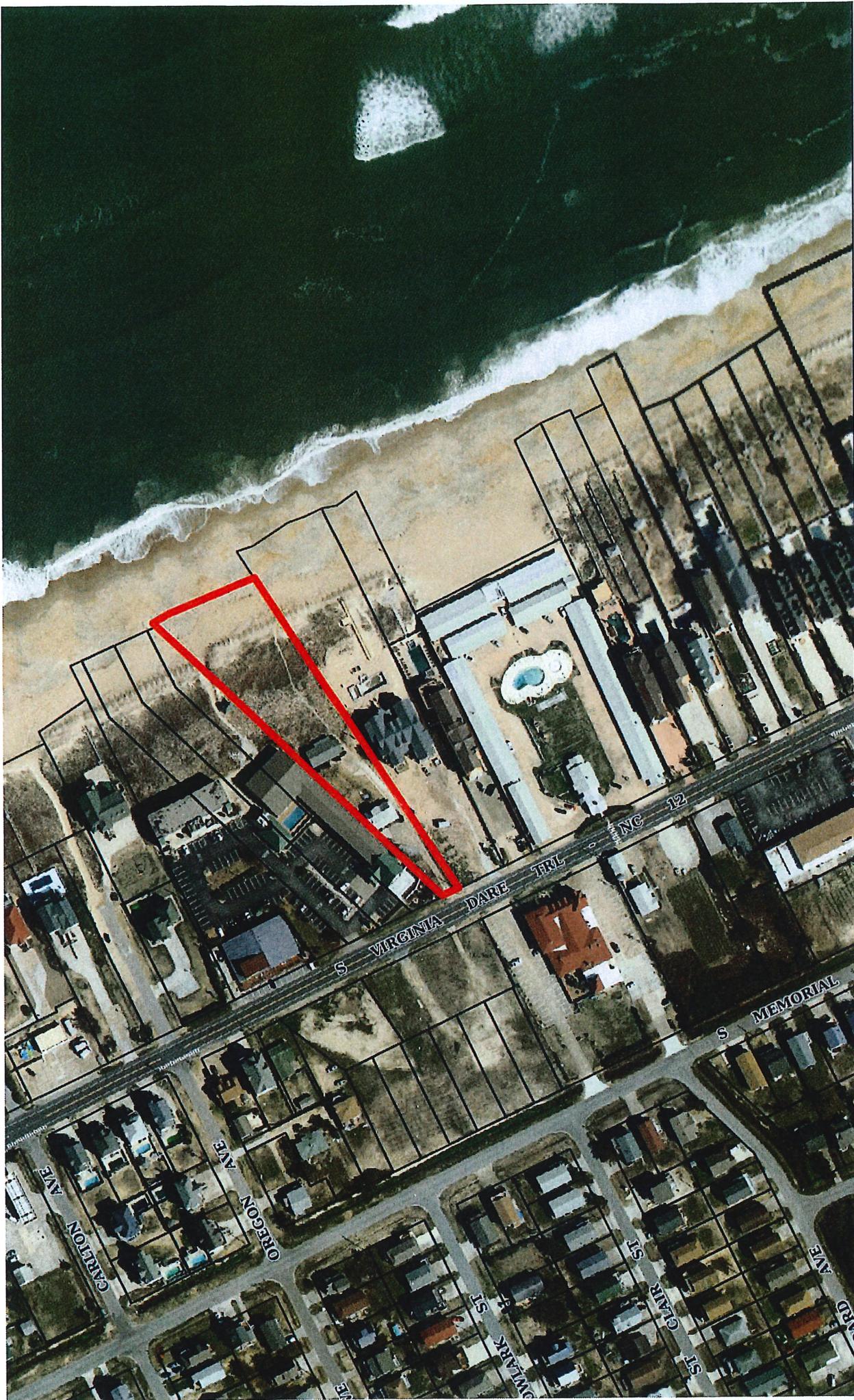
DocuSigned by: 3/22/2021  
Phillip D. Jethro Jr.

DocuSigned by: 3/23/2021  
Robert B. Lassiter

**OWNER AUTHORIZATION IS REQUIRED AT INITIAL SUBMITTAL**

*Please check with you Insurance Agent prior to construction. Your project may affect your flood insurance rates!*

PO Box 1719 • Kill Devil Hills, NC 27948  
252-449-5318 • 252-441-4102 (fax) • www.kdhnc.com



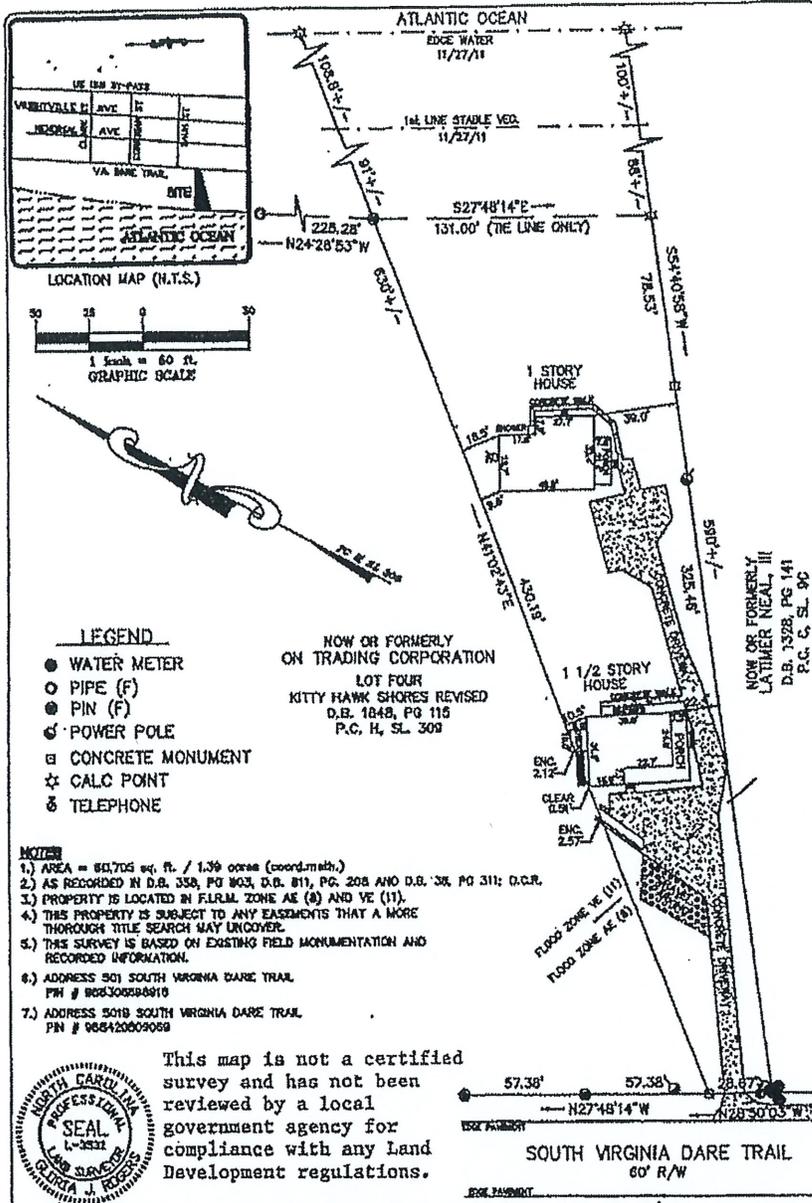
Tax District: Kill Devil Hills  
 Subdivision: Subdivision - None  
 Lot BLK-Sec: Lot: Blk: Sec:  
 Property Use: Historic Deferment  
 Building Type:  
 Year Built:

Owners: Coggins, Charles Stephenson  
 Jr -Secondary Owner  
 Coggins, Dee Glick -Secondary  
 Owner  
 Building Value: \$0  
 Land Value: \$1,157,100  
 Misc Value: \$0  
 Total Value: \$1,157,100

501 B S Va Dare Trl  
 Kill Devil Hills NC, 27948  
 Parcel: 008121000  
 Pin: 988420900147

This map is prepared from data used for the inventory of the real property for tax purposes. Primary information sources such as recorded deeds, plats, wills, and other primary public records should be consulted for verification of the information contained in this map.





- LEGEND**
- WATER METER
  - PIPE (F)
  - PIN (F)
  - ⊙ POWER POLE
  - CONCRETE MONUMENT
  - ☆ CALC POINT
  - ⊗ TELEPHONE

NOW OR FORMERLY  
ON TRADING CORPORATION  
LOT FOUR  
KITTY HAWK SHORES REVISED  
D.B. 1848, PG 115  
P.C. H, SL. 308

NOW OR FORMERLY  
LATIMER NEAL, III  
D.B. 1328, PG 141  
P.C. G, SL. 90

- NOTES**
- 1.) AREA = 50,705 sq. ft. / 1.39 acres (coord.math.)
  - 2.) AS RECORDED IN D.B. 358, PG 803, D.B. 811, PG. 208 AND D.B. 306 PG 311; D.C.R.
  - 3.) PROPERTY IS LOCATED IN FLRLM ZONE AE (8) AND VE (11).
  - 4.) THIS PROPERTY IS SUBJECT TO ANY EASEMENTS THAT A MORE THOROUGH TITLE SEARCH MAY UNCOVER.
  - 5.) THIS SURVEY IS BASED ON EXISTING FIELD MONUMENTATION AND RECORDED INFORMATION.
  - 6.) ADDRESS 501 SOUTH VIRGINIA DARE TRAIL  
PIN # 06830698810
  - 7.) ADDRESS 501B SOUTH VIRGINIA DARE TRAIL  
PIN # 06842009059

This map is not a certified survey and has not been reviewed by a local government agency for compliance with any Land Development regulations.



I, GLORIA J. ROGERS, P.L.S., CERTIFY THAT THIS MAP WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION, THAT THE BOUNDARIES NOT ACTUALLY SURVEYED ARE SHOWN AS BROKEN LINES PLOTTED FROM INFORMATION FOUND IN EXISTING RECORDS AND THAT THIS MAP MEETS THE REQUIREMENTS OF NCAC TITLE 21, CHAPTER 56, SECTION 1600 AS AMENDED, WITNESS MY HAND AND SEAL THIS THE 3rd DAY OF NOV, 2011  <i>Gloria J. Rogers</i> P.L.S. L-3531	FILE NO. 2011-079 SURVEY DATE 11/23/11 DRAWN BY 2011-079 SCALE 1" = 50' COUNTY CUR	PHYSICAL SURVEY FOR <b>JACKIE COGGINS, RUTH C. WARD AND ROBERT B. LASSITER</b> # 501 AND 501 B SOUTH VIRGINIA DARE TRAIL
	DARE CO.    KILL DEVIL HILLS    NORTH CAROLINA	215 B STREET COMEDY, N.C. 27821 (252) 338-4415 PH (252) 333-8781 CW