



# Historic Preservation Commission Special Meeting Agenda

**Town of Swansboro**

Wednesday, January 17, 2024

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## I. Call to Order

## II. Business

### a. Staff Approval Application Report

***Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO***

### b. Roof and Window Design Standards Discussion

***Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO***

At the December 19, 2023 Swansboro Historical Preservation Commission meeting, a motion was made to reestablish the roof and window standards from our UDO, Appendix III Historic District Design Standards, for discussion on text amendments. In the past, it has been brought up to discuss including “terne roofs” and “clad windows” to our Historic District Design Standards.

*Recommended Action: Hold a discussion for these standards, and recommend a motion to reestablish a text amendment for Section 3: Roofs and Section 5: Windows and Doors.*

### c. Swansboro Historic Preservation Commission Budget Discussion

***Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO***

At the December 19, 2023 Swansboro Historic Preservation Commission meeting, a motion was made to bring back an agenda item on what budget options are available. It is important to note that any budget request needs to have specific details outlined. There are two options:

Request a budget amendment to bring to the Board of Commissioners for any request still within this budget period (ends June 30, 2024).

AND/OR

Create a detailed request for staff to give to the finance director for future needs in the upcoming budget period (starts July 1, 2024). A subcommittee could be useful for creating this detailed request/plan.

*Recommended Action: Hold a discussion for budget options and make a motion to direct staff on what is requested.*

### d. Historic Resilience Project: Step 1. Identify Flood-Hazard Areas in the Community

***Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO***

On December 7, 2023, two Swansboro Historic Preservation Commission members and staff attended the Historic Resilience Workshop held by the NC School of Government and at the December 19, 2023, Swansboro Historic Preservation Commission meeting, the commission

expressed interest and a motion was made to bring back an outline of the first step in this process.

*Recommended Action: Discuss details of Step 1 and make a motion to direct staff to complete or appoint a subcommittee to complete Step 1.*

### **III. Chairman/Board Thoughts/Staff Comments**

### **IV. Public Comments**

### **V. Adjournment**