



Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, October 20, 2026

I. Call to Order

II. Approval of Minutes

- [a.](#) September 15, 2026 Regular Meeting Minutes

III. Business

- [a.](#) **Certificate of Appropriateness/ 211 Elm Street**

Presenter: Mikey Tata, Town Planner

The owner of 211 Elm Street or the "Charles R. Webb House" has requested a Certificate of Appropriateness for alterations to their property. This home is contributing to the Swansboro Historic District and is zoned R-6SF.

Recommended Action:

- 1. Hold a public hearing*
- 2. Motion to approve or deny COA-2026-05 for alterations to accessory structures and property at 211 Elm Street based on the standards provided.*

- [b.](#) **After the Fact Fees**

Presenter: Mikey Tata, Town Planner

Following direction from the August 18, 2026, meeting staff research the Certificate of Appropriateness and after-the-fact fee schedules from three surrounding coastal jurisdictions: Beaufort, Edenton, and New Bern.

Recommended Action: Review and provide direction to staff.

- [c.](#) **Minor Work/Staff Approval Application Report September-October**

Presenter: Mikey Tata, Town Planner

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment

Town of Swansboro
Historic Preservation Commission
Regular Meeting Minutes
September 15, 2026

Item II - a.

Call to Order

The meeting was called to order at 5:30pm. Commission members in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, Elaine Justice, and Brad Phillips. Two alternate seats were vacant.

Approval of Minutes

On a motion by Mrs. Ramsey seconded by Mrs. Kingrey the August 18, 2026, Regular Meeting Minutes were unanimously approved.

Business

Employee Introduction

Town Manager Jon Barlow introduced the new Town Planner, Mickey Tata, who began work on September 14, 2026. The Commission welcomed him, and Mr. Tata thanked the Commission and expressed enthusiasm about working with them.

***After-the-Fact Certificate of Appropriateness 2026-04 for Replacement of Front Door:
137 Front Street***

The public hearing was opened at 5:34pm, and the following individuals were sworn in by Deputy Clerk Aliette M. Cuadro.

- Town Manager Jon Barlow
- Anne Shuller

Town Manager Barlow reviewed that the owner of 137 Front Street, also known as the former Jim Canady Fish House, currently operating as commercial retail space had requested an After-the-Fact Certificate of Appropriateness for the replacement of the front entrance door.

Town Manager Barlow shared that the door had been replaced prior to approval by the Swansboro Historic Preservation Commission. According to the applicant, the existing door had deteriorated to the point that it could no longer be properly secured, and the tenant who replaced it was unaware that a Certificate of Appropriateness was required before installation.

Mrs. Shuller apologized for not obtaining prior approval and explained that the original door had deteriorated despite repeated repairs and could no longer be secured properly. The original door was retained but was in poor condition.

The Commission discussed whether it had the authority to waive the after-the-fact fee given the circumstances surrounding the door replacement. Town Manager Barlow shared that the fee was established by the Unified Development Ordinance and that waiving it would be inconsistent with the existing requirements. He further clarified that any disagreement with the fee would need to be addressed separately by reviewing how the Unified Development Ordinance was interpreted and applied by the administrator.

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey COA 2026-04 for replacement of front door at 137 Front Street, was unanimously approved.

Minor Work/Staff Approval Application Report July-September

Town Manager reviewed the minor work and staff approval applications for May – June. The following applications were approved:

- 202 W Church Street- Removal of pecan tree in front/side yard.
- 99 Church Street- Extended raised deck behind building 8ft.
- 104 S Water Street- White siding and black shutters.

Chairman/Board Thoughts/Staff Comments

The commission inquired on whether the recommendation to reduce the Major Work COA application fee from \$200 to \$100 had been presented to the Board of Commissioners. Town Manager Barlow stated that the recommendation had not yet been presented and that comparative fee information from other municipalities was still being compiled for review at the next Commission meeting.

The Commission also discussed improving communication with Historic District property owners through periodic mailings, postcards, or a newsletter to share preservation requirements, UDO updates, and educational resources. Members also discussed potential costs for mailings and preservation events. Town Manager Barlow noted that a detailed cost estimate and breakdown of anticipated expenses would be needed before submitting a funding request to the Board of Commissioners.

Public Comments

Citizens were offered an opportunity to address the Board. No comments were made.

Adjournment

On a motion by Mrs. Kingrey, seconded by Mrs. Justice, the meeting adjourned at 6:05pm.



Historic Preservation Commission Meeting

Agenda Item Submittal

Item To Be Considered: **Certificate of Appropriateness/ 211 Elm Street**

Board Meeting Date: **October 20, 2026**

Prepared By: **Mikey Tata, Town Planner**

Overview: The owner of 211 Elm Street or the “*Charles R. Webb House*” has requested a Certificate of Appropriateness for alterations to their property. This home is contributing to the Swansboro Historic District and is zoned R-6SF.

The scope of work includes painting the roof silver/metal, replacing any rotten wood siding and trim with matching new wood, restoring siding on the rear elevation by removing non-historic plexiglass, and addressing water erosion on the left elevation via a rain diverter or extended gutters. Existing green shutters will be repainted or removed per State Historic Preservation Office guidance confirming they are non-original. On the front porch, the ceiling and floor will be repainted, existing fixtures replaced with two electric lantern-style fixtures with flicker-flame bulbs flanking the front doors, and optional modifications may include removing porch railings and decorative brackets. The front doors will be painted or stained, with an option to match the right door to the left, add privacy glass, and replace screen doors with painted white or stained units. Additional door and window work includes repairing broken glass in rear sashes, installing painted wooden storm windows to preserve original sashes, and repairing or replacing rear French doors and side doors while adding matching screen doors and lighting fixtures.

For the rear and side porches, rotten wood will be repaired, and the deck extended by three feet to reconnect the rear and side porches into a continuous configuration, with potential additions of a straight staircase layout, an integrated outdoor shower faced with matching wood/lattice, and an extended roofline. Stained historic-style wooden lattice skirting will be installed between foundation piers along the house and decks. Property and site improvements comprise removing overgrown front vegetation for new plantings, replacing front paver walkways with reclaimed brick or flagstone, creating a left-side parking area constructed of historic reclaimed brick pavers, installing an external electrical box near the meter, and screening trash receptacles with a 36-inch painted or stained historic lattice or picket fence.

Please see relevant design standards below; these requests appear consistent with these standards.

Background Attachment(s):

1. COA-2026-05 Application & Accompanying Pictures
2. Aerial GIS Map
3. Section 3: Roofs (Painting the roof silver/metal and rain diverter/gutter work)
4. Section 4: Exterior Wall Covering, Trim, and Ornamentation (Replacing rotten siding/trim with matching wood, removing non-historic plexiglass, and removing decorative brackets)
5. Section 5: Windows And Doors (Repairing rear glass, adding wooden storm windows, replacing/staining front & French doors, screen doors, shutter removal/painting, and privacy glass)
6. Section 6: Porches And Entrances (Repainting front porch floor/ceiling, potential removal of porch railings, deck stair reconfigurations, and connecting rear/side covered porches)
7. Section 7: Brickwork And Masonry (Reclaimed brick pavers for walkways/parking and foundation pier repairs)
8. Section 8: Foundations (Installing historic wooden lattice skirting between foundation piers)
9. Section 10: Paint And Exterior Colors (Color selections for roof, siding, trim, porch floors/ceilings, lattice, doors, and shutters)
10. Section 12: Additions To Contributing Buildings (Extending rear porch by 3 feet, reconnecting side/rear porch rooflines, and potential outdoor shower addition)
11. Section 13: Decks In the Historic District (Demolishing, repairing, and expanding the rear/side deck structures)
12. Section 14: Fences And Walls (Constructing the 36" historic lattice or picket trash enclosure fence)
13. Section 15: Energy Conservation and Utilities (Installing the external electrical box near the meter box)
14. Section 16: Exterior Lighting (Replacing front porch light fixtures with flicker-flame lantern fixtures and adding matching side/rear door fixtures)
15. Section 17: Off-Street Parking (Adding the designated left side parking area using reclaimed brick pavers)

Recommended Action:

1. Hold a public hearing
2. Motion to approve or deny COA-2026-05 for alterations to accessory structures and property at 211 Elm Street based on the standards provided.

Action:

Applicant: Zack and Kelsey Cyrus

Property Owner(s): Same

Received: 10/3/2026

Meeting Date: 10/20/2026

Zoning District: R-6 SF

LHD Status: Contributing

Additional Approval/Permits Needed:

Zoning Approval

Building Official – Prior to permitting

Nature of Project:

The applicant is restoring the exterior of their home at 211 Elm Street. The contributing 1898 house currently has wood siding with a front facing gable roof with a broad-shed roofed front porch and intersecting side roof planes.

Roof will be painted metal color/silver (4A). All rotten siding and trim will be replaced with new wood and painted. Green shutters will either be removed or painted. Per NC State Historic Preservation Restoration Specialist, Wade Rogers, shutters are not original to home. May remove porch railings. May remove decorative brackets between porch posts. Porch ceiling will be painted. Porch floor will be painted (matching shutters, if kept). Current light fixtures will be removed and replaced with 2 electric fixtures, one to the right of front right door and one to the left of front left door (4B). Flicker flame bulbs will be added to light fixtures to imitate gas lanterns. Right front door will either remain the same or replaced to match left front door. Front doors will be painted or stained. May replace glass in front door window to obscure glass for privacy (4C). Screen doors will be replaced and painted white (same as trim) or stained (4D). Trees and bushes in front of porch will be removed and replaced with undetermined species. Front pavers will be replaced with reclaimed brick pavers or flagstone. Historic reclaimed brick pavers will be added to left side of house for designated parking (4E).

Foundation skirting between brick pillars will be replaced with historic lattice (4F). Lattice will be stained. Rain diverter will be added on left side of house where power lines attach to fix water erosion issues or replace gutter to full length matching existing

gutters instead of rain diverter (4G). External electrical box will be added beside meter box.

Demo back deck and side porch as needed and replace rotten wood. Deck will be painted or stained. Extend back porch by 3 feet and connect back and side porch to return the section of the porch that connected the side and the rear. Historic lattice will be added under back and side deck and stained. Deck stair layout will remain the same or feature a strait staircase. May place stairs on left side (current) or rear. An outdoor shower may be installed below or beside deck – flush and blended into existing products used i.e. lattice and decking materials, adding a wood/lattice door to back of deck for shower entry. May extend roofline to return covered porch to right side and rear porch. Remove plexiglass on back of house and return siding. Repair or replace French doors with no change to design, either painted or stained. Door on right side of house will be repaired or replaced, and screen door will be added, either painted or stained, may replace glass with matching privacy glass from front doors (4C & 4H). Replace broken glass in back windows. Add wooden storm windows to each window, painted same color as window to preserve historic nature of windows (4I). Replace light fixture on right side of house with light fixture to match fixtures on front porch. Add 2 matching light fixtures to each side of French doors. Build 36" historic lattice or picket fence (4J) around trash cans to conceal and keep historic curbside appeal of property, fence will either be painted or stained.



Background Exhibits:

Application (Exhibit 1)

Historic Photographs (Exhibit 2)

Photographs of Current State (Exhibit 3)

Examples of Materials (Exhibit 4)

FACTS**Applicable Sections of Standards and Guidelines****A. Section 152.479 Certificate of Appropriateness List**

This request is considered to be minor & major work based on the Certificate of Appropriateness list referenced below:

- 23. Construction of new decks
- 24. Removal of existing decks
- 27. Removal of doors
- 30. Construction of new driveways
- 37. Alteration of exposed foundations
- 39. Installation of gutters or downspouts
- 44. Removal of gardens, planting beds or shrubbery
- 46. Removal of trees less than 8 inches in diameter, measured 4-1/2 feet above ground level
- 52. Installation/alteration of exterior lighting fixtures
- 53. Removal of exterior lighting fixtures
- 55. Installation of mechanical equipment, such as heating and air conditioning units
- 58. Painting when there is a change in color which conforms to the approved color palette.
- 82. Removal of exterior stairs, steps and handrails
- 95. Alteration of existing windows
- 96. Addition/installation of new windows

Exhibit 1 – Application



SWANSBORO HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS

Application # 2026-05

I hereby apply to the Swansboro Historic Preservation Commission for a Certificate of Appropriateness (COA) for the structure, project, or proposed restoration, modification or change one the following property located within the Historic District:

NAME: Kelsey and Zack CyrusMAILING ADDRESS: 953 Jones Wynd Wake Forest, NC 27587ADDRESS OF AFFECTED PROPERTY: 211 S Elm Street Swansboro, NC 28584PHONE NUMBERS: (Home) 252-474-4366 (Work) _____

Indicate if you need a pre-application review: ☒ Yes ☐ No
(Note: A pre-application review is required for all projects exceeding a cost of \$10,000 and/or involving new construction projects with a minimum square footage of 1,000 sq. ft. or addition of 500 sq. ft.)

INSTRUCTIONS: (Please initial that you read and understood these instructions)

- 1) Each application must include a written property description. In the space provided or on additional sheets, describe the nature and extent of the proposed work to include a listing of materials and dimensions. Physical material samples will be required as part of the application package. Provide sufficient detail to allow the Swansboro Historic Preservation Commission (SHPC) to make an informed decision regarding appropriateness. Initial here: KRC
- 2) For each specific type of activity, attach the following materials: (check the applicable category)
 - ☒ EXTERIOR ALTERATION: Photograph(s) and sketch(es) showing existing conditions and proposed changes for each effected area. Initial here: KRC
 - ☒ NEW CONSTRUCTION/ADDITIONS: a) Plot plan showing all new construction on proposed site; b) preliminary or final drawings showing proposed design of new construction or new addition (elevations required); c) descriptions, samples, and specifications indicating materials and textures used on exterior construction; d) statement by owner of how proposed new construction meets the intent of the SHPC design guidelines for projects involving new buildings with more than 1,000 sq. ft. or addition of 500 sq. ft.; and e) deed of property; f) Massing Study sealed by engineer or architect (find details in Appendix III Section 11 New Construction of the Town Unified Development Ordinance). Initial here: KRC
 - ☒ MOVING / DEMOLITION: a) Photographs of building to be moved or demolished (including photos of all elevations and a streetscape); b) written description of reason for move or demolition; and c) for moving requests, a photograph of proposed site for relocated building and a plot plan showing exact building location with pertinent dimensions. Initial here: KRC

ALL SKETCHES, DRAWINGS, COLOR CHIPS, ETC. MUST BE SUBMITTED IN
MULTIPLES OF TWO (2) and "8 1/2 x 11" SIZE PAPER IS PREFERRED.

PROJECT DESCRIPTION (Attach additional sheets if necessary):

See Project Description Document

The applicant(s) and/or his/her representative(s) are required to appear before the Swansboro Historic Preservation Commission to present, discuss and clarify the application the night of the meeting. If the applicant is not the owner of the property a written statement by the owner is required prior to the meeting for the applicant to pursue the COA. Initial here: KRC

Any applicant(s) requiring a "CAMA" permit, must submit the approved CAMA application with CAMA official(s) signature(s), prior to the review of the COA by the Swansboro Historic Preservation Commission. Initial here: KRC

All applications become the property of the Swansboro Historic Preservation Commission for the Town of Swansboro. This application shall be completed and returned to the Planning Department at least seventeen (17) days before the Swansboro Historic Preservation Commission meeting at which the application may be considered. Initial here: KRC

Decisions made regarding the COA application by the Swansboro Historic Preservation Commission must be followed. Any changes to the project that are not outlined in the application must go through the COA amendment process. Failure to follow the order of the COA will result in code enforcement as outlined in § 152.487 COMPLIANCE AND ENFORCEMENT. Initial here: KRC

It is the policy of the Swansboro Historic Preservation Commission that the board shall act as one body. Accordingly, individual members should not give personal opinions on applications submitted to the Swansboro Historic Preservation Commission, and no such individual opinion shall bind the Swansboro Historic Preservation Commission in any way. Initial here: KRC

Kelsey Cyrus
Signature of Applicant

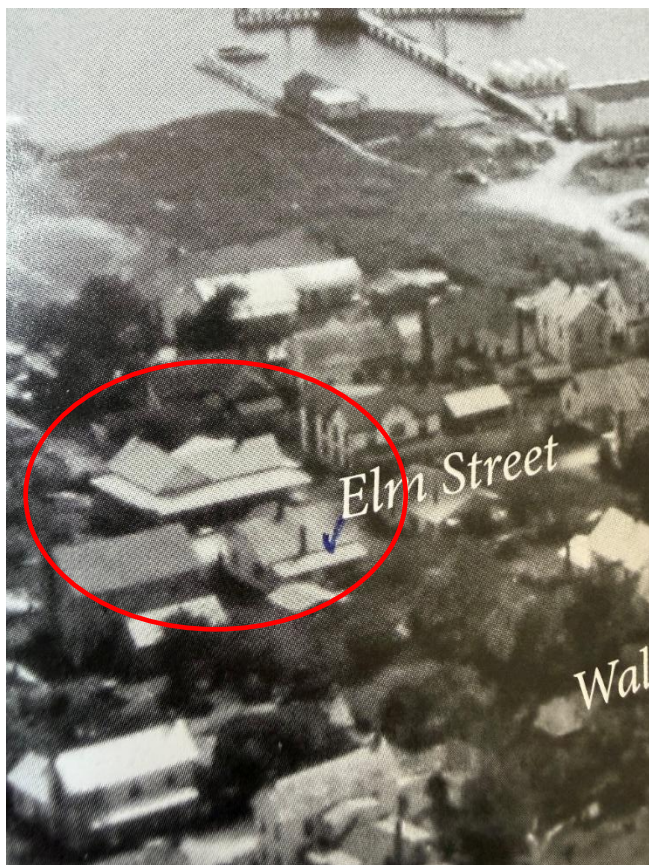
9/20/2026
Date

STAFF USE ONLY

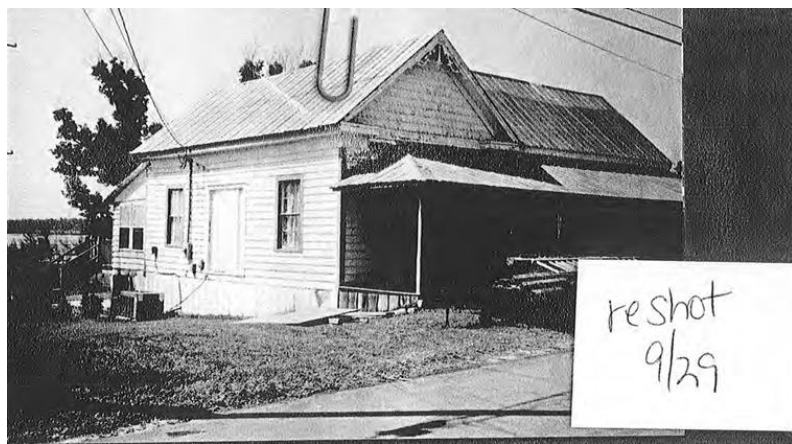
Application received by: Jackie Date: 10/13/20
Application reviewed with applicant by: Andrew Date: 10-5-20
How: In person spoke to applicant + counter By Phone
Fee Paid \$205.00 Receipt Number R00023768

Comments:

Exhibit 2 – Historic Photographs



Wrap around porch



#211 ca.1898 1 Charles R. Webb House; the original I-shaped section of this house faces east, formerly with a center-hall plan, so that the ell is parallel to Elm Street; to the rear are additions and a porch, across the front is a porch, gables have wood shingling and millwork.



Exhibit 3 – Photographs of Current State



Exposed beam shows original house color

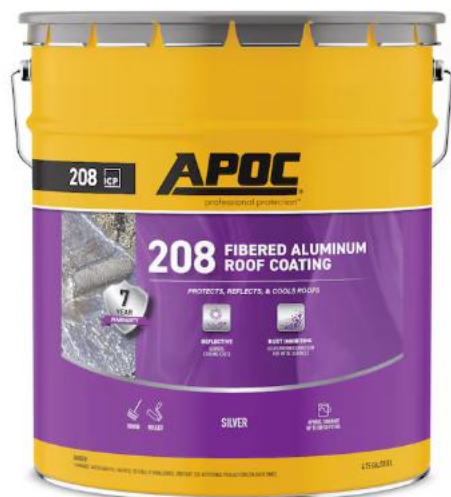






Exhibit 4 – Examples of Materials

A. Roof paint



B. Exterior Light Fixture Options



C. Privacy Glass (Front Door)



D. Screen Door Options



E. Paver Options



F. Historic Lattice



G. Rain Diverter Example



H. Side Door Replacement Examples



I. Storm Window Example



J. Picket Fence Examples





3.1 Roofs - Standards

1) Preserve or restore original and significant terne or double lock roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from the public view.

2) Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile wherever possible. Replace in-kind only if necessary due to deterioration or damage. Rust and holes that can be repaired are not an appropriate reason for replacement, please schedule consultation with town staff or SHPC to review preservation methods.

Figure 3.1.1 depicts example of original terne roof that could be repaired by available mastic product.



Figure 3.1.1 Original Terne Roof

3) New metal or aluminum roofing materials should be compatible with original roofing material. The new material must match the historic material as closely as possible in color, shape, size, and texture. Appropriate colors are shades of white, gray, or silver. Appropriate panel width is 16 inches with max of 20 inches and rib or seam must be 1.5 inches or under. The material between the seams must be flat. Please see examples in color palette of appropriate colors. Barn tin (also known as "five-vee" tin) or coated steel may be used to replace a standing-seam tin roof in new construction .

Figures 3.1.2, 3.1.3 , 3.1.4, and 3.1.5 depicts accurate and inaccurate examples of new terne or double lock roofs.

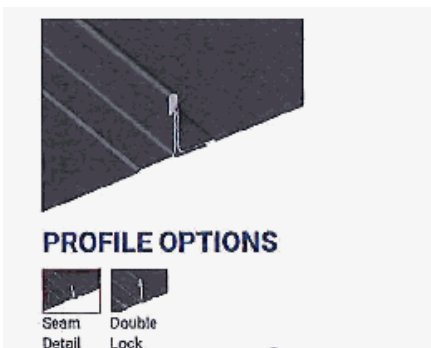


Figure 3.1.2 Accurate Double Lock Profile

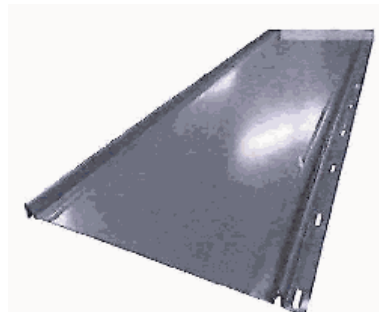


Figure 3.1.3 Accurate Snap Lock Profile



Figure 3.1.4 Inaccurate Metal Roof Example



Figure 3.1.5 Inaccurate Metal Roof Example

4) Unpainted or unstained cedar shake shingles are an appropriate roofing material if there is documentation that it was the original material or of the era of the home.

5) Asphalt or fiberglass asphalt shingles are acceptable for new construction or replacement of asphalt shingles already present. New construction or total replacement shingles must be a variation of black or grey to keep in character of what

found in the district. Please see examples of appropriate colors in the color palette. Shingle repair under 25% of total square footage can be replaced in kind.

Item III - a.

6) Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings. These elements all add much to the overall architectural character of a structure. All such original and significant later features shall be preserved and restored, rather than removed or covered.

7) Contemporary or non-historic roof features shall be installed on areas of the roof not seen from the public view or on other secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, and antennas. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building style and era and the roofline.

8) Install new gutters without damaging or obscuring architectural features. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Gutters are usually reviewed as a "minor works" item. If installed on a contributing building, the SHPC must review application at SHPC meeting.

9) Ridge vent for metal roofs must be hidden and vented through Z trim under ridge cap and should not diminish the original design of the roof or destroy any character-defining architectural details.

10) Accessory structures may be shingle or metal but must meet the color standards of this section.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021; Am. Ord. 2024-O9, passed 4-23-2024)

SECTION 4 EXTERIOR WALL COVERING, TRIM, AND ORNAMENTATION.

4.1 Exterior Wall Covering, Trim, and Ornamentation - Standards

1) Preserve and maintain existing original exterior wall covering, trim, ornamentation, and other original decorative elements.

2) Preserve and repair original elements wherever possible. Use preservation techniques which encourage repair, such as epoxies, splicing, and patching where applicable, rather than wholesale replacement.

3) Replace historic elements only where the original is too deteriorated to repair. If replacement is necessary and justifiable, use new replacement elements that match the original as closely as possible in all properties - shape, profile, texture, and detailing.

4) Prepare surfaces for painting using the gentlest means possible. Low-pressure power washing should be used only after a test panel of washing has been performed by the contractor and reviewed by the owner for excessive damage. Sand blasting and high-pressure water blasting are not appropriate treatments.

5) The use of synthetic or pressed wood, vinyl, cement composite, or aluminum siding is not appropriate on buildings which contribute to the character of the historic district (refer to the Synthetic Siding Policy). The SHPC may allow replacement of existing synthetic siding with new synthetic siding if the proposed replacement will be more in keeping with the original appearance of the structure. NOTE: Artificial siding with a heavy wood grain will not be permitted.

6) Remove synthetic siding from existing contributing buildings wherever possible. Remove in the gentlest possible manner to avoid damage to the wood below.

4.2 Synthetic Siding Policy

The use of synthetic siding materials is not permitted within the historic district. Modern synthetic or substitute materials such as vinyl, aluminum, pressed wood, or cement products shall not be used to cover or replace wood siding on structures that contribute to the character of the historic district, or on new structures. The appearance, surface textures, details, and other key visual characteristics of synthetic sidings are not appropriate in the district.

In the case of structures that are presently covered with synthetic siding, the Swansboro Historic Preservation Commission may allow for a change to another synthetic siding if the proposed new siding is more in keeping with the original appearance of the structure or the character of the district. In an effort to prevent the removal or damage of architectural details, the SHPC may specify which areas of the structure shall be covered with synthetic siding products as a condition of approval.

Synthetic siding products have a number of potential drawbacks, which far outweigh their benefits, including the following:

- The application of artificial siding over wood may cause moisture retention and eventual deterioration;
- The insulation value of artificial siding and materials applied behind the siding is often overrated and of minimal value;
- Artificial siding may cause house fires to burn longer and hotter, and may make fire extinguishing more difficult;
- Techniques used in the installation of artificial siding are likely to cause damage to the original siding and trim underneath, including leakage of water through improperly detailed or uncaulked joints;
- Artificial siding prevents the detection of deterioration of original wood elements that are hidden from view.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

5.1 Windows and Doors - Standards

- 1) Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, and moldings.
- 2) Repair existing historic windows and doors, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. If replacement is needed and authorized by following § 152.479, appropriate materials can be sourced from architectural salvage companies. Existing original frames should be retained and reused with the addition of new siding tracks to hold the replacement sashes.
- 3) Use replacement windows and doors that match the existing historic elements as closely as possible. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions and detailing as closely as possible.
- 4) Use storm windows to improve energy efficiency where needed. New storm units should have a baked-on paint finish compatible with the color of the house. Unpainted aluminum is not appropriate. Storm windows for double-hung sashes shall have horizontal dividers that are in alignment with the horizontal meeting rails or the original upper and lower sashes. Interior storm windows are also available.
- 5) Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Storm windows and doors should be used.
- 6) Tinted glass is not appropriate in the historic district in any area visible from the public view. Energy-saving or "low-E" glass may be used only if it is not tinted.
- 7) Replacement windows shall be wooden, or wood clad on historic non-contributing structures (75 years and older) and contributing structures.
- 8) Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full-view or large single-pane type are most appropriate because they do not obscure the original door. Louvered wood doors are also appropriate. Metal storm doors should be the full-view type and have a baked-on enamel paint finish in a color that is compatible with the colors of the structure. Standard or non-historic storm doors are appropriate only on the rear or other area not visible from public view. Screen doors shall be appropriate for the period and style of the structure.
- 9) Preserve and repair original or historic shutters, or replace in-kind. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had shutters. All new shutters shall be of wood, and installed so that they will fit the window frame opening when closed and shall be of the correct proportions for each window. New shutters shall be provided with operable hardware, consisting of hinges, pintles, and holdbacks located in the appropriate position. Shutters made of synthetic or substitute materials, such as vinyl, are not appropriate.
- 10) Original or historic windows or doors and their related frames and trim shall not be altered or removed on the main facades visible from the public view unless this action is part of a documented restoration to an earlier appearance.
- 11) New windows and doors should not be added to the primary facades or front elevation, and are usually not appropriate on any other area seen from the public view. New window and door openings shall not alter the historic character of the building nor cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure .
- 12) If new doors are necessary, source from architectural salvage company or have one built in-kind.
- 13) For projects involving painting doors, please reference the approved color palette.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021; Am. Ord. 2024-O9, passed 4-23- 2024)

SECTION 6 PORCHES AND ENTRANCES.**6.1 Porches and Entrances - Standards**

- 1) Retain and preserve historic porches, entrances, and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character-defining elements.
- 2) Repair, rather than replace, historic porch and entrance elements wherever feasible. Use repair techniques which preserve historic materials, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, material, color, and texture. Modern stock millwork is usually not appropriate.
- 3) Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months.

4) The enclosure or other alteration of original or historic front porches is not appropriate in the historic district. enclosing porches at sides or other secondary areas that are visible from the public view. The enclosure of porches rear, or other areas not seen from the public view, is appropriate if the enclosure is designed and constructed in a manner that preserves the historic character and features of the porch.

5) Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. The creation of a false historical appearance, such as adding Victorian ornamentation to a plain early 20th century porch, is not appropriate.

6) Reconstruct missing porches or porch details based on accurate documentation of such features. Such documentation may include: evidence found on the subject building, historic photographs, or compatible details found on another porch in the district of the same period and general style. The owner shall provide the SHPC with such documentation in the application for a Certificate of Appropriateness.

7) It is not appropriate to add new porches, entrances, or balconies to primary elevations or other areas of a building that are readily seen from the public view if none existed historically.

8) New handicapped access ramps and other modifications to improve access shall be designed so that the modifications are reversible and do not damage or obscure the building's architectural features or diminish its historic character.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 7 BRICKWORK AND MASONRY.

7.1 Brickwork and Masonry - Standards

1) Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls. Preserve masonry elements that are character- defining features of the building or property.

2) Repair and restore historic masonry elements, rather than replace. Remove vegetation and vines from masonry to prevent structural or moisture damage.

3) Clean historic masonry only with low-pressure water washing and mild detergents formulated for the specific application. Use chemical cleaners formulated for historic masonry only if water and detergent cleaners are not effective.

4) Sand blasting, high-pressure water blasting, and other abrasive cleaning methods which may damage historic masonry are not appropriate in the historic district.

5) Water repellant sealers are generally not appropriate because they may trap moisture, causing deterioration or discoloration.

6) For repointing, use only mortars that are compatible with the historic mortars in color, strength, and joint finish or surface tooling. For older, softer brick, use a mortar mix consisting of six parts sand, three parts mason's lime, and one (1) part white Portland cement. Maintain the historic joint width and bond patterns when making repairs.

7) Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

8) When replacing damaged brick or stone, use replacements that match the original units as closely as possible.

9) Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for best durability.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 8 FOUNDATIONS.

8.1 Foundations - Standards

1) Retain and preserve original and historic foundations and related elements wherever possible, including pier size, vents, grilles, lattice, materials, and other significant details.

2) Retain and preserve existing historic materials wherever possible, rather than replace. For repairs or rebuilding, select new brick, mortar, ballast stones, and other materials to match the historic materials as closely as possible in all respects.

3) New vents or access doors should be centered between piers. Use inconspicuous vents, such as black iron or dark plastic, rather than unpainted aluminum. Locate access doors and other new openings in areas not visible from public view.

4) For infilling between existing brick piers, construct a curtain wall that is recessed approximately 1" to 2" back from the outer face of the piers so the original piers stand out; use this treatment for both old and new foundations. Flush foundations and infill are not appropriate. Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. Leave foundations under porches open wherever possible to promote air circulation to prevent rot and deterioration; use wood lattice or grilles to enclose.

5) Wood grilles or lattice are appropriate infill if compatible with the period or style of the structure. Stock or lightweight wood lattice is not appropriate in areas in the public view.

6) Existing unpainted historic foundations should not be painted. Previously painted foundations should be repainted appropriate color, such as white or whitewash, dark green, or brick red. Avoid removing paint from a previously painted foundation. (See Brickwork and Masonry standards).

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7) Locate new utilities and mechanical equipment such as package unit furnaces, heat pumps, and air conditioning coils at the rear or other area not seen from public view. Utilities should never be located at the front of a structure or site. Provide screening with plantings, fences, or paint treatments.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 10 PAINT AND EXTERIOR COLORS.

10.1 Paint and Exterior Colors

1) Use paint colors that are appropriate for the style and period of the subject property and that accentuate the building's architectural features.

2) Select colors that harmonize with the palette of colors found on other houses of the same period in the district or on the surrounding block.

3) Masonry surfaces that have been previously unpainted, such as brick, stucco, or stone, should not be painted if those surfaces are in good condition and if the painting is proposed for the purpose of color change only. The painting of certain masonry surfaces may be appropriate if the surfaces have been patched or marred by damage over time, and if the visual integrity of the surface has been compromised. Paint colors should reflect the base material where possible (for example, damaged or patched brickwork should be painted a brick red color). This is also applicable to non-contributing buildings.

4) New or replacement gutters and downspouts should have a baked-on enamel finish in a color that is appropriate for the structure, or should be painted after installation.

5) Old paint should not be removed by sand blasting or other abrasive or destructive methods.

(Ord. 2005-O3, passed 3-15-2005)

SECTION 12 ADDITIONS TO CONTRIBUTING BUILDINGS.

12.1 Additions to Contributing Buildings - Standards

1) Locate additions at the side or rear so that they have a minimal impact on the facade and other primary elevations of the affected building or adjacent properties.

2) The overall proportions of an addition should be compatible with the existing building in height, scale, size, and massing so as not to overpower the original building visually. An addition should not be taller than the original structure unless required by code or a non-aesthetic functional requirement.

3) The design elements of additions should be compatible with the existing building in terms of materials, style, color, roof forms, proportion and spacing of doors and windows, details, surface texture, and location. Contemporary adaptations of the original which clearly look like an addition and reflect the period of construction are encouraged. It is also appropriate to closely replicate the details and design elements of the existing structure.

4) Additions should be constructed so that they can be removed from the original building in the future without irreparable damage to significant features.

5) Materials used for the roof, siding, trim, windows, and foundations should be similar to or compatible with the materials used in the construction of the existing building. Vinyl and other synthetic siding materials are not appropriate on additions to historic buildings unless the affected building is already covered with synthetic siding. Wood windows are most appropriate for additions within the historic district; however, synthetic window materials are acceptable but not encouraged for additions provided the proposed windows meet the requirements set forth in the Windows and Doors standards.

6) Rooflines of additions should be similar in form, pitch, and eave height to the roofline of the original building.

7) Foundations should be similar to or compatible with the existing foundations in material, color, detailing, and height.

8) The siting or location of an addition should not have a negative impact on the character, significance, or other important features of a property or the district, such as plantings, outbuildings, open space, or vistas to the water or other buildings.

9) Preserve older additions or other alterations to existing buildings that have acquired significance over time when planning and building a new addition. Existing additions and alterations that are at least 50 years old will be evaluated for significance as part of the review process.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 13 DECKS IN THE HISTORIC DISTRICT.

13.1 Decks on Contributing Buildings - Standards

- 1) Locate decks at the rear or other area where they are not visible from public view.
- 2) Design decks to avoid physical or visual damage to significant historic architectural features.
- 3) Decks should be compatible with the subject structure in materials, scale, style, and details including railings and foundation screening.
- 4) The sides and railings of decks should be inset or recessed from the rear corners of the structure to reduce visual impact when viewed from the front or side of the structure.
- 5) Decks should be attached to contributing buildings so that they may be removed without significant damage.
- 6) Provide proper flashing and other details to reduce or eliminate moisture damage to the historic structure.
- 7) Built-in deck features such as benches, large trellises, pergolas, or other elements are not appropriate when visible from street facing building.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 14 FENCES AND WALLS.

14.1 Fences and Walls - Standards

- 1) Preserve and maintain historic fences and walls.
- 2) Preserve and maintain all historic features and details of fences and walls, including gates, decorative pickets, posts, pillars, steps, and other elements that contribute to the character of historic fences and walls.
- 3) Retain and preserve historic fence and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern, and texture.
- 4) Design new fences that are compatible with the associated building, site, and streetscape in height, proportion, scale, color, texture, material, and design. Synthetic fence materials, such as vinyl, are not appropriate in the historic district.
- 5) Fences shall not exceed a height of four feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to six feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Any fence that meets a structure should join the building at an architectural feature on the structure, such as a cornerboard, break, or other appropriate junction point.
- 6) Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists, and shall not exceed a height of two feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.
- 7) The use of false historical details or other non-original architectural embellishments on existing fences is not appropriate.
- 8) Contemporary or utilitarian fence materials are not appropriate for fences in the public view. Inappropriate materials include: plastic, vinyl, chain link, wire, and all other modern materials. The use of modern fencing is permitted for rear yards only, in areas not seen from the public view, using vinyl-coated chain link (dark green or black), standard chain link, or heavy wire ("hog wire"). Use plantings such as ivy, climbing roses, jasmine, or other vines to hide wire fences.
- 9) Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, the fence should not exceed a height of three (3) feet at the street/sidewalk edge. (See the Off-Street Parking guidelines for more details, § 152.296(H), Swansboro Unified Development Ordinance.)

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 15 ENERGY CONSERVATION AND UTILITIES.

15.1 Energy Conservation and Utilities - Standards

- 1) Identify, retain, and preserve original energy efficient features of an historic/existing building, such as operable windows, doors, gable and attic vents, porches, shutters, and awnings.
- 2) Improve energy efficiency of original architectural features through weatherstripping, maintenance of window glazing, installation of storm doors and windows, shutters, and awnings on porches and windows.
- 3) Consult with Windows and Doors standards for information on installing storm doors and windows.
- 4) Install awnings on windows, doors, and porches if historically appropriate. Avoid damaging or obscuring architectural features in the installation.
- 5) Install shutters on windows if historically appropriate based on physical evidence or documentary photograph. Shutters should be of wood and correspond proportionally in size to the window opening. Shutters should be mounted with appropriate hardware (i.e., pintles, hinges, and holdbacks) even if they are not operable.

- 6) Locate utilities in side or rear yards and screen from public view with plantings, fencing, or other means.
- 7) Locate vents, meter boxes, and other utility connections in areas not visible from public view. Avoid damaging architectural features in the installations. Choose non-character-defining wall sections for such installation.
- 8) Locate roof ventilators, antennas, and satellite dishes in areas not visible from public view. Satellite dishes exceeding 24" in diameter shall not be installed in the historic district.
- 9) Paint meter boxes, vents, and other utility fixtures in colors that will allow them to blend in with the historic/existing buildings.
- 10) Avoid drilling holes in historic wall surfaces to accommodate blown-in insulation. If wall insulation is desired, carefully remove pieces of exterior sheathing and run battens of insulation down the wall. Insulating the floor and ceiling areas is preferable since primary heat loss occurs in these areas.
- 11) Avoid placing window air conditioning units on the front facade of the building.
- 12) When installing utility fixtures - such as street lights, signal boxes, utility poles, or railroad crossings - in the public right-of-way, take into account the impact of the fixtures on the character of the streetscape and the historic district as a whole. Utility fixtures will be evaluated in terms of location, design, color, scale, compatibility with surrounding streetscape features, and the overall visual impact on the historic district.
- 13) Avoid radically pruning street trees located under utility wires. Such pruning practices permanently damage the form and long-term health of the tree. Refer to Landscaping guidelines for proper tree planting practices.
- 14) Consolidate overhead wires whenever possible to minimize visual clutter.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 16 EXTERIOR LIGHTING.

16.1 Exterior Lighting - Standards

- 1) Select lighting that is compatible with the building and site in terms of design, materials, color, size, scale, level of illumination, and location.
- 2) In general, choose fixtures that are simple and unobtrusive and do not compete with the building or site.
- 3) Choose lighting sources that generate a soft white light instead of a more intensive yellow or orange light. Metal halide bulbs will achieve the desired effect instead of sodium vapor or fluorescent light sources.
- 4) Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.
- 5) Use ground-mounted spots or ornamental light fixtures to illuminate signs instead of internal lighting.
- 6) Screen ground-mounted spots or accent lights from view.
- 7) Use light in subtle, not flashy, ways to create a warm and welcoming ambience.
- 8) Use a consistent family of street lights in the commercial and waterfront district and in residential areas.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)

SECTION 17 OFF-STREET PARKING.

17.1 Off-Street Parking - Standards

- 1) Locate new parking lots and driveways in the historic district as unobtrusively as possible.
- 2) Site new parking areas in interior or rear lot locations whenever possible.
- 3) Avoid destroying buildings, mature vegetation, and other landscape elements that contribute to the historic character of a site.
- 4) Create perimeter screening around new parking lots. Use low masonry walls, fencing, or dense plantings in a minimum ten foot wide buffer strip to soften the presence of the parking area in the landscape.
- 5) Integrate pedestrian scale lighting into parking areas to avoid excessive glare and illumination to adjoining properties. See Exterior Lighting standards, § 152.016, for further details on lighting standards.
- 6) Incorporate existing mature trees into new parking areas. Avoid the placement of impervious surface materials such as asphalt and concrete in areas below the canopy crown of the tree. Use turf stone, gravel, marl, crushed shells, or other pervious materials in these areas.
- 7) Use paving materials that were traditionally used to surface parking areas and driveways in the historic district. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, oyster shells, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose

paving materials. Landscape timbers, railroad ties, and concrete or plastic edging are inappropriate.

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- 8) Construct new driveways to conform with the size, configuration, material, and location of existing driveways.
- 9) Avoid placing driveways and parking pads in front yard areas and other prominent areas visible from the public view.
- 10) Avoid abutting parking areas and driveways directly to a building.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021)



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **After the Fact Fees**

Board Meeting Date: **October 20, 2026**

Prepared By: **Mikey Tata, Town Planner**

Overview: Following direction from the August 18, 2026, meeting staff research the Certificate of Appropriateness and after-the-fact fee schedules from three surrounding coastal jurisdictions: Beaufort, Edenton, and New Bern.

A detailed comparison of those findings is included in the attached document. Any proposed changes would be presented to the Board of Commissioners for approval.

Background Attachment(s): Fee Comparison Chart

Recommended Action: Review and provide direction to staff.

Action: _____

Fee Comparison

Jurisdiction	Major wok	Minor work	Staff Approval
Town of Beaufort	\$250 No after the fact fee	\$50	\$0
Town of Edenton	\$50 Res/ \$100 Com No after the fact fee	\$25	\$0
City of New Bern	\$250 \$500 after the fact fee	\$75 \$250 after the fact fee	\$0



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Minor Work/Staff Approval Application Report September-October**

Board Meeting Date: **October 20, 2026**

Prepared By: **Mikey Tata, Town Planner**

Overview: APPROVALS REPORT FOR LOCAL HISTORIC DISTRICT Staff Approval

Date: 9/23/26

Applicant: Madeline Barrett

Address: 205 W. Main St.

Action: White German Schmeat to all brick (Pantone 000). Paint trim, door, railing, and awning black (pantone black 7)

Status: Approved



Date: 9/15/26

Applicant: Zack Cyrus

Address: 211 S. Elm St.

Action: Changing siding color to pantone 566, porch floors pantone 2163, porch ceiling pantone 2373.

Status: Approved



Date: 9/18/26

Applicant: Joe and Kim Kingrey

Address: 212 S. Elm St.

Action: Paint exterior back door farrow and ball bancha which is a green and matches color palate.

Status: Approved

Item III - c.



Action: _____

