



# Historic Preservation Commission Agenda

**Town of Swansboro**

Tuesday, March 19, 2024

## I. Call to Order

## II. Approval of Minutes

[a.](#) October 17, 2023 Regular Meeting Minutes

[b.](#) October 30, 2023 Special Meeting Minutes

## III. Business

### [a.](#) **Text Amendment to Section 5: Windows and Doors**

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

At the February 20, 2024, Swansboro Historic Preservation Commission meeting, the board made a motion to appoint a subcommittee consisting of town staff, Elaine Justice, Lauren Brown, and Kim Kingrey to review and draft a text amendment to Section 5: Windows and Doors found in our Historic District Design Standards.

*Recommended Action: Motion to recommend amending Section 5: Windows and Doors in the Historic Design Standards of the Unified Development Ordinance and forward those recommended changes to the Planning Board for their review.*

### [b.](#) **Text Amendment to Section 3: Roofs**

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

At the February 20, 2024, Swansboro Historic Preservation Commission meeting, the board made a motion to appoint a subcommittee consisting of town staff, Elaine Justice, Lauren Brown, and Kim Kingrey to review and draft a text amendment to Section: 3 Roofs found in our Historic District Design Standards.

*Recommended Action: Motion to recommend amending Section 3: Roofs in the Historic Design Standards of the Unified Development Ordinance and forward those recommended changes to the Planning Board for their review.*

### [c.](#) **Minor Work/Staff Approval Application Report: February-March*****Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO***

## IV. Chairman/Board Thoughts/Staff Comments

## V. Public Comments

## VI. Adjournment

**TOWN OF SWANSBORO  
HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING  
October 17, 2023**

Item II - a.

**Call to Order**

The meeting of Swansboro Historic Preservation Commission was called to order at 5:31 PM. Those in attendance were Jonathan McDaniel, Kim Kingrey, Elaine Justice, Christina Ramsey, Edward Binanay, and ALT member Eric Young. ALT Gregg Casper was not present.

**Approval of Minutes**

On a motion by Mr. Binanay, and seconded by Mrs. Kingrey, the July 18, 2023, Regular Meeting Minutes, were unanimously approved.

**Business**

***Review of Minor Work Approvals***

*Projects/Planning Coordinator Brehmer reviewed the following approved items:*

- 140 Front St: Addition of wood-frame planter and railing to accessory building
- 101 Church St: Removed dead and diseased trees in front of shops.
- 205 S Walnut St: After the fact demolition of accessory structure (shed) due to damaged and structure issues.
- 212 S Elm St: Replaced wooden barn style garage doors and hardware, as well as ridge cap on metal roof.

***Review of Staff Approvals***

*Projects/Planning Coordinator Brehmer reviewed the following approved items:*

- 203 Church St: Replaced Little Free Library box outside of Visitor's Center.
- 101 Church St: Painted exterior fascia, trim, eaves, and doors of building with colors from approved color palette.

***Local Landmark Designation Discussion***

Projects/Planning Coordinator Brehmer reviewed that direction was given for staff to provide a basic flow chart outlining the local landmark designation process in the Historic District. Staff recommended using this process as a tool for repairing or rehabilitating homes that were at risk of being lost in the Historic District. Examples shared were the Bell House or the Fisherman's Cottage, also named Bloodgood House on Water Street through property tax deductions.

The first step in the process would be to gather information and history that fit the criteria needed to deem a property a "Local Landmark". The second step would be to adopt the Rules of Procedure and Design Standards in consultation with the State Historic Preservation Office. The third step would be where the staff would conduct an informal inventory of all potential landmarks within the jurisdiction. Creating an application to submit to the State Historic Preservation Office would also be needed to start the process. If the board chose to pursue this process, the staff recommended a subcommittee.

In response to inquiries from the board Projects/Planning Coordinator Brehmer clarified to the following:

- The Historical Association offered the two examples and provided a more detailed explanation of the Bell House and Fisherman's Cottage.

- The informal inventory would be a list of houses created by the board which they would be interested in submitting to the state for consideration for Local Landmark status.
- A cemetery would be included in the informal inventory list, with typically the landmark would be a structure. There were other routes to be used for cemeteries, which would be discussed later.
- The subcommittee would consist of two board members. The State Historic Preservation Office gave a detailed list of what is needed in the application. The structures chosen had to have integrity, materials, and historical significance which were part of the criteria for application.

A motion made by Mrs. Ramsey, seconded by Mr. Binanay, with unanimous approval, staff was directed to form a subcommittee to produce a list of proposed landmarks for the Historic District of Swansboro. Mrs. Kingrey and Mrs. Ramsey were selected to participate on the subcommittee.

### **Color Palette Amendment**

Projects/Planning Coordinator Brehmer reviewed that during the September 19, 2023, meeting, the board appointed a subcommittee with two board members, Kim Kingrey and Gregg Casper, to work with staff on amending the Historic District's color palette. The subcommittee met on Tuesday, October 3, 2023. The subcommittee recommended eliminating a few bright and out of character colors from the palette and added an "Approved Primary Colors-Business" section. They also added a disclaimer to Section 152.479 subsection 58 which stated staff had the right to refer to the board for input for any out of character color/color combination choices to the Historic District

In response to inquiries from the board, Projects/Planning Coordinate Brehmer clarified the following:

- The homeowner's concerns about the changed palette would be addressed with a wide array of color options to choose from. Only some of the bright colors, black or chocolate brown, and beach colors, which didn't fit the character or history of the district, were taken from the color palette. Current homeowners would be grandfathers in for the new color palette.
- Projects/Planning Coordinator Brehmer stated the staff were available for contact to discuss any of the regulations and the process with new and current homeowners.

Planner Correll reminded the Historic Board that the Amendments to Color Palette needed to go before the planning board and the Board of Commissioners for approval.

A motion by Mrs. Ramsey, seconded by Mrs. Kingrey, with the Amendments to the Color Palette for the Historic District of Swansboro was approved. Ayes: Mr. McDaniel, Mrs. Kingrey, Mrs. Justice, Mrs. Ramsey; No: Mr. Binanay

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

The board discussed the standards in place which required a Massing Study in the town ordinance. Projects Coordinator Brehmer responded to the board that the board could direct Staff to draft an amendment to amend the massing standards to discuss wording for additions.

A motion was made by Mr. Binanay, and seconded by Mrs. Kingrey, and unanimously approved to direct the staff to create a draft text amendment to allow provisions for additions wording on the Massing Study.

Projects Coordinator Brehmer responded to the board's inquiry about the quasi-judicial statement. The quasi-judicial statement was approved and primarily read when there had been a quasi-judicial hearing. If the board wanted to read the statement at the beginning of the board meetings, the staff would do so.

Planner Correll responded to the board's request for a town survey. Surveys are only done about every two years since only 42 people lived full time downtown. The board requested to get feedback from not just stakeholders who live downtown, but the business owners, and citizens of Swansboro. The board requested time with the staff to discuss the survey further and feedback.

Projects Coordinator Brehmer shared a workshop is available through the School of Government for Historical Resilience. The workshop touched on natural hazards and flood mitigation. It would be beneficial for staff and a wide variety of community members. For CLG credits, two board members and one member of staff would need to attend. Mrs. Kingrey, Mrs. Justice, and Projects Coordinator Brehmer volunteered to attend.

### **Public Comments**

Brad Phillips, 204 Walnut St, requested a special meeting for the board to hear his Certificate of Appropriateness request for his property located at 205 Walnut St.

Projects Coordinator Brehmer shared that a special meeting could be held on October 30, 2023, at 5:30 pm for the board to hear the COA submitted by Mr. Phillips. The board agreed to hold a special meeting on October 30, 2023, at 5:30 pm.

### **Adjournment**

On a motion by Mrs. Kingrey, seconded by Mr. Binanay, to adjourn the meeting, was unanimously approved.

**TOWN OF SWANSBORO  
HISTORIC PRESERVATION COMMISSION  
SPECIAL MEETING AGENDA  
October 30, 2023**

Item II - b.

**Call to Order**

The meeting of Swansboro Historic Preservation Commission was called to order at 5:31 PM. Those in attendance were Jonathan McDaniel, Kim Kingrey, Elaine Justice, Christina Ramsey, and ALT member Eric Young. Edward Binanay and ALT Gregg Casper were not present.

**Business**

***Certificate of Appropriateness/205 S. Walnut St***

The following individuals were sworn in and/or addressed the board.

Rebecca Brehmer  
Norman (Brad) Phillips  
Andrea Correll

Projects/Planning Coordinator Brehmer presented the board with the owner's request for demolition. The home was zoned R-6SF and was a non-contributing structure in the Historic District. The home was severely damaged during hurricane Florence in 2018 and stripped of all historic material. The current owners were applying for approval of immediate demolition of the home due to worsening structural and safety issues. The home was previously approved for demolition in October of 2018, after a statement from Engineer John Freshwater on the condition of the structure. After months of work on the house, structure, and attempting to correct foundation issues, a new statement outlining the worsening condition of the home from Structural Engineer, Sean Corcoran was issued.

The public hearing was opened at 5:34 pm.

Mr. Phillips stated he and his wife began the process of rebuilding, but each step opened more issues with the structure of the home. Mr. Phillips regretted demolishing the home, but had no alternative.

The public hearing was closed at 5:44 pm.

A motion by Mrs. Kingrey, seconded by Mr. Young, COA 2023-08 was unanimously approved based on the criteria of Section 22, Demolition of Buildings; and Section 152.484, Demolition for the Historic District of Swansboro.

**Chairman/Board Thoughts/Staff Comments**

The board discussed how to share with the community the information on how and why the board made the choices for the demolition. Planner Correll stated the staff would have to conference with the Town Manager and use Tideland News as a source to get the message out. The board shared it is important for the community to know how flexible, understanding, and that some requests are not practical to deny.

Projects Coordinator Brehmer proposed a Landmark workshop inviting businesses and homeowners to participate. Kristi Brantley and Reid Thomas from the State Historic Preservation Office were invited to present information. Staff would keep the board updated.

**Public Comments**

Dottie Webb stated she lived behind 205 Walnut St, loved the house, but the house was very dangerous, and she is happy it was being removed.

**Adjournment**

The meeting adjourned at 5:50 pm.



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Text Amendment to Section 5: Windows and Doors**

Board Meeting Date: **March 19, 2024**

Prepared By: **Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO**

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**Overview:** At the February 20, 2024, Swansboro Historic Preservation Commission meeting, the board made a motion to appoint a subcommittee consisting of town staff, Elaine Justice, Lauren Brown, and Kim Kingrey to review and draft a text amendment to Section 5: Windows and Doors found in our Historic District Design Standards.

The subcommittee met on February 26, 2024, and March 7, 2024, to address concerns and ideas for updates to the standards listed in Section 5: Windows and Doors. In summary, most of the updates found in the proposed text amendment to this section consist of changes in verbiage, requiring new windows and doors on historic or contributing structures to be sourced from an architectural salvage company, built in kind, or in the case of windows, to be wooden or wood clad.

**Background Attachment(s):** Draft Ordinance

**Recommended Action:** Motion to recommend amending Section 5: Windows and Doors in the Historic Design Standards of the Unified Development Ordinance and forward those recommended changes to the Planning Board for their review.

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**Action:** \_\_\_\_\_

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## DRAFT ORDINANCE

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendment to the Unified Development Ordinance regarding a revision to Section 5: Windows and Doors to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019, and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

### *Appendix III*

#### **HISTORIC DISTRICT DESIGN STANDARDS**

##### **SECTION 5: Windows and Doors**

###### *5.1 Windows and Doors - Standards*

*(Text highlighted in yellow are amendments that need to be added to the Unified Development Ordinance.)*

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 **where possible**, 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, 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. **Storm windows are usually a “minor works” item. 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) **False muntins or snap-in grilles are not appropriate for windows visible from public view. New thermal-pane windows must match the original windows in overall size and opening area. New windows should have either true divided lights or three-dimensional grilles on both the interior and exterior of the window. Standard thermal-pane windows will be permitted on the rear or other areas not visible from the public view. Existing original frames should be retained and reused with the addition of new siding tracks to hold the replacement sashes (this sentence was moved to bullet 2).**

**Replacement windows shall be wooden or wood clad on historic non-contributing structures 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 areas not visible from public view. Screen doors **should shall** be appropriate for the period and style of the structure.

9) Preserve and repair original or historic shutters or replace them in-kind. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had **blinds 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 **blinds 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.**

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, \_\_\_\_, 2024.

Attest:

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Alissa Fender, Town Clerk

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John Davis, Mayor



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Text Amendment to Section 3: Roofs**

Board Meeting Date: **March 19, 2024**

Prepared By: **Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO**

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**Overview:** At the February 20, 2024, Swansboro Historic Preservation Commission meeting, the board made a motion to appoint a subcommittee consisting of town staff, Elaine Justice, Lauren Brown, and Kim Kingrey to review and draft a text amendment to Section: 3 Roofs found in our Historic District Design Standards.

The subcommittee met on February 26, 2024, and March 7, 2024, to address concerns and ideas for updates to the standards listed in Section 3: Roofs. In summary, details aboutterne or double lock roof forms were added as well as appropriate material and color options for new or replacement roofs. We had a roof expert come to the March 7, 2024, meeting and he provided valuable input and technical terminology. As of when this report was submitted, staff has not received from him the example photos of material and colors that are planned to be added to the draft text amendment and color palette. A reference to this information has been left in the draft text amendment to be added in the future.

**Background Attachment(s):** Draft Ordinance

**Recommended Action:** Motion to recommend amending Section 3: Roofs in the Historic Design Standards of the Unified Development Ordinance and forward those recommended changes to the Planning Board for their review.

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**Action:** \_\_\_\_\_

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## DRAFT ORDINANCE

WHEREAS North Carolina General Statute 160D-605 and 160D-701 requires that zoning regulations shall be made in accordance with a Comprehensive Plan; and

WHEREAS the Board of Commissioners finds that the proposed text amendment to the Unified Development Ordinance regarding a revision to Section 3: Roofs to be consistent with the Town of Swansboro CAMA LAND USE Plan updated January 22, 2019, and amended August 28, 2023.

NOW BE IT ORDAINED by the Town of Swansboro Board of Commissioners that the Town Unified Development Ordinance be amended.

### *Appendix III*

### **HISTORIC DISTRICT DESIGN STANDARDS**

#### **SECTION 3 Roofs**

##### *3.1 Roofs - Standards*

*(Text highlighted in yellow are amendments that need to be added to the Unified Development Ordinance.)*

- 1) Preserve or restore original and significant **later 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.

**Figure Appendix III Section 3.1.1 and 3.1.2 depicts examples of terne or double lock roofs (picture to be inserted)**

- 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.**

- 3) New **metal or aluminum** roofing materials should be compatible with **either the existing** ~~or~~ original roofing material. The new material **should must** match the historic material as closely as possible in color, shape, size, and texture. **Asphalt or fiberglass asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles, provided the new replacement shingles are of a darker solid color. Appropriate colors are shades of white, gray, or silver. Appropriate panel width is 16" with max of 20" and rib or seam must be 1.5" or under. 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.

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

**4) 5)** 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 ~~should~~ **shall** be preserved and restored, rather than removed ~~or covered.~~

**5) 6)** Contemporary or non-historic roof features should 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. and solar collectors.** 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.

**6) 7)** 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.

**7) 8)** ~~Ridge vents, where needed, should will be of the low profile type, not to exceed width and 1.5” in height. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building. 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.~~

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

This Ordinance shall be effective upon adoption.

Adopted by the Board of Commissioners in regular session, \_\_\_\_, 2024.

Attest:

\_\_\_\_\_  
Alissa Fender, Town Clerk

\_\_\_\_\_  
John Davis, Mayor



# Historic Preservation Commission Meeting

## Agenda Item Submittal

Item To Be Considered: **Minor Work/Staff Approval Application Report: February-March**

Board Meeting Date: **March 19, 2024**

Prepared By: **Rebecca Brehmer, Projects/Planning Coordinator, CFM, CZO**

**Overview:**

**APPROVALS REPORT FOR LOCAL HISTORIC DISTRICT**

**Staff Approval**

**Date:** February 20, 2024

**Applicant:** Jordan Proctor

**Address:** 209 Water Street

**Action:** Installation of steel pipe to vent fireplace. Located at the back of the house, not visible.

**Status:** Approved



209 Water Street

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date:** February 23, 2024

**Applicant:** Jaclyn Shrader

**Address:** 308 Church Street

**Action:** Installation of 20'x20' driveway with wood parameter and filled with rock, 4' wood picket fence painted white to border the driveway and yard, and wood trashcan landing.

**Status:** Approved

Item III - c.



308 Church Street



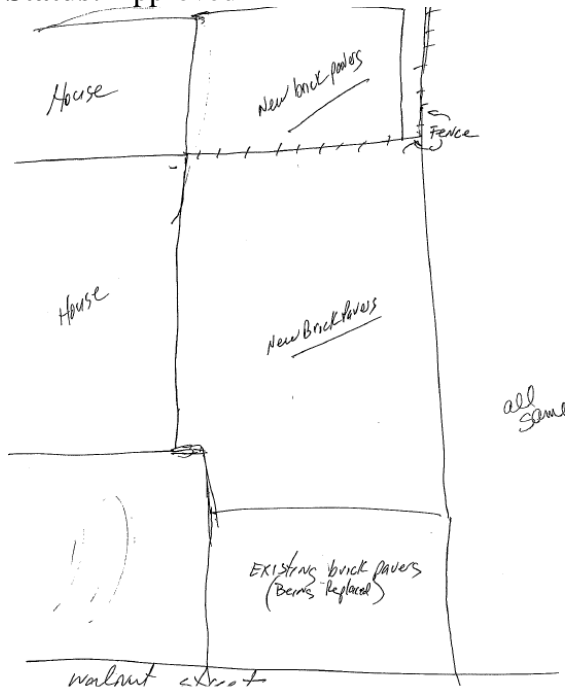
**Date:** February 26, 2024

**Applicant:** Brad Phillips

**Address:** 204 Walnut Street

**Action:** Installation of brick driveway.

**Status:** Approved



204 Walnut Street



**Date:** February 27, 2024  
**Applicant:** Emily Wilson  
**Address:** 204 Church Street  
**Action:** Restoration of windows.  
**Status:** Approved



204 Church Street

**Date:** February 29, 2024  
**Applicant:** Christine Dery  
**Address:** 209 Main Street  
**Action:** Replacement of rotten wood on the front porch and painting of both rear doors to match the front door.  
**Status:** Approved



209 Main Street

**Date:** March 6, 2024  
**Applicant:** Melissa Anderson  
**Address:** 119 Water Street  
**Action:** Replace and/or repair in kind siding, windows, shutters, paint, light fixtures, porch decking, porch railing, water leaks on porch.  
**Status:** Approved



119 Water Street



**Date:** March 7, 2024

**Applicant:** Brent Tedder

**Address:** 105 Church Street

**Action:** Replacing rotten wood on steps in kind.

**Status:** Approved

Item III - c.



105 Church Street

### **Minor Work**

**Date:** February 12, 2024

**Applicant:** Jordan Proctor

**Address:** 209 Water Street

**Action:** Removal of existing rotten front stoop and back deck and construction of simple steps with railings to enter the house.

**Status:** Approved



209 Water Street

**Date:** February 22, 2024

**Applicant:** Michael Blinson

**Address:** 201 Elm Street

**Action:** Replacement of rotten wood in kind on pickets, railings, and boards of deck, replacement of picture window on the front of the house, and replacement of sliding windows on the rear and side of the house.

**Status:** Approved



201 Elm Street

**Date:** March 7, 2024

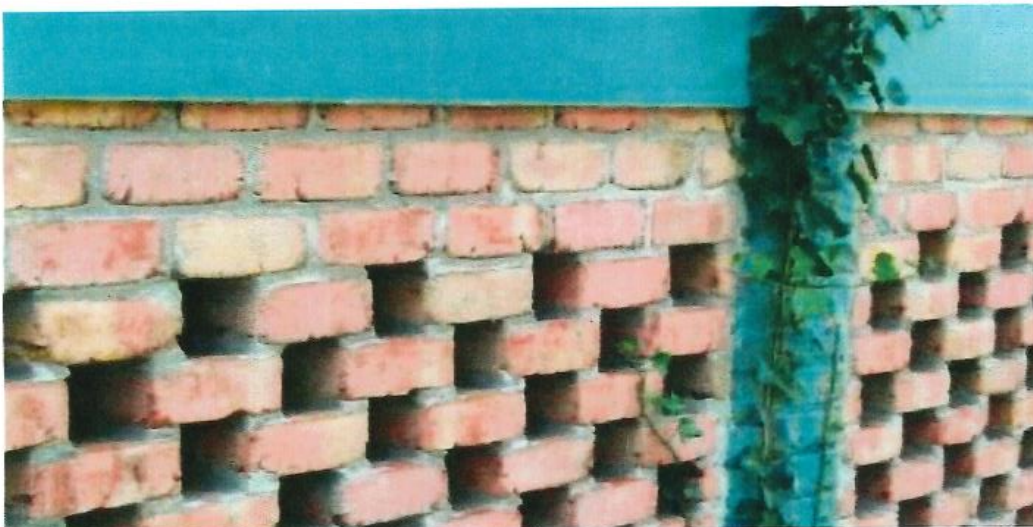
**Applicant:** Marty and Harriette Proctor

**Address:** 224 Water Street

**Action:** Amendment to previous minor work application to change wood lattice approval to brick lattice. (opinion from the SHPO was a part of this decision)

**Status:** Approved

Proposed Brick lattice between brick pillars underneath the home.  
Brick lattice will be sustainable, aesthetically pleasing and of the era.



224 Water Street