



Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, September 15, 2026

I. Call to Order

II. Approval of Minutes

- a. August 18, 2026 Regular Meeting Minutes

III. Business

- a. Employee Introduction**

Presenter: Jon Barlow – Town Manager

- b. **After-the-Fact Certificate of Appropriateness 2026-04 for Replacement of Front Door:
137 Front Street (Revised 9/10/2026 by applicant)**

Presenter: Jon Barlow – Town Manager

An application for a Certificate of Appropriateness has been submitted by Anne Schuller for the replacement of the front entrance door at 137 Front Street.

Recommended Action:

1. Conduct the Public Hearing; and

2. Motion to approve, approve with modifications, deny, or table the requested Certificate of Appropriateness for 137 Front Street.

- c. **Minor Work/Staff Approval Application Report July-September**

Presenter: Jon Barlow – Town Manager

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment

Town of Swansboro
Historic Preservation Commission
Regular Meeting Minutes
August 18, 2026

Item II - a.

Call to Order

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

Approval of Minutes

On a motion by Mrs. Ramsey seconded by Mr. Phillips the July 21, 2026, Regular Meeting Minutes were unanimously approved.

Business

Review and Discuss Certificate of Appropriateness Application Fees

Deputy Clerk Aliette Cuadro Review of the Certificate of Appropriateness (COA) application fee structure which was evaluated in 2022. At that time, the Historic Preservation Commission recommended changes that were subsequently approved by the Board of Commissioners. Those changes included reducing the major COA application fee from \$400 to \$200, establishing a \$50 minor work application fee where none had previously existed, and establishing after-the-fact penalty fees of \$500 for major COAs and \$100 for minor work violations.

The Commission discussed whether the current application fees were appropriate and whether the fee structure provided an incentive for property owners to seek approval prior to beginning work. Members discussed reducing application fees to encourage compliance and increasing after-the-fact penalties to deter unauthorized work. A proposal was made to reduce the Major Work application fee from \$200 to \$100. The Commission agreed to discuss penalty after-the-fact fees at a later date.

Town Manager Barlow stated that the Town could collect after-the-fact penalty fee information from other municipalities for comparison.

The Commission also discussed updating the Historic District guidelines and informational materials to reflect current requirements and practices, including the possibility of forming a subcommittee to review the materials and recommend revisions.

On a motion by Mrs. Ramsey, seconded by Mr. Philips, the Commission recommended that the Board of Commissioners reduce the Major Work application fee from \$200 to \$100 and maintain the Minor Work application fee at \$50.

Review and Discuss Minor Work Committee Procedure

Town Manager Jonathan Barlow reviewed the Minor Work Committee application and the requirements outlined in the policy. He noted that, as a policy, the requirements could be revised by the Commission as deemed appropriate.

The Commission discussed the value of on-site meetings with property owners and the positive outcomes that can result from direct communication. Members expressed a preference for property owners or their representatives to attend committee meetings for

major COA reviews, The Commission agreed that the current process was working adequately and that no significant changes were needed at this time.

Chairman/Board Thoughts/Staff Comments

Deputy Clerk Cuadro provided an update on the Certified Local Government (CLG) training held in Wilmington. The training included a COA exercise and a tour of several historic properties, demonstrating how historic features can be preserved while adapting buildings for new uses.

Mrs. Justice informed the Commission that the State Historic Preservation Office had approached her about the Town possibly hosting a regional historic preservation event in the spring. The event would be open to the public and feature speakers from across the state. The Commission expressed support for hosting the event and noted its potential benefit to the Town's Certified Local Government status.

Commission members requested that, in addition to their regularly scheduled meeting week, a workshop meeting be scheduled for the week of November 9th.

Public Comments

Lee Schuler of 140 Front Steet, addressed the Commission regarding a COA application for replacement of the front door at 137 Front St. He explained that the tenant had replaced the deteriorating door without prior approval due to a breakdown in communication with the property owner. Schuler expressed concern that the flat COA application fee could be burdensome for smaller projects and suggested a graduated fee structure, noting that reducing the Major Work fee from \$200 to \$100 could provide relief for smaller projects.

Adjournment

On a motion by Mrs. Ramsey, seconded by Mr. Phillips, the meeting adjourned at 6:34pm



Historic Preservation Commission Meeting Agenda Item Submittal

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

Board Meeting Date: **September 15, 2026**

Prepared By: **Alissa Fender, MMC – Town Clerk**

Overview: An application for a Certificate of Appropriateness has been submitted by Anne Schuller for the replacement of the front entrance door at 137 Front Street.

The property is located within the Town's Historic District and is contributing, construction in approximately 1930, and commonly known as the former Jim Canady Fish House, currently operating as commercial retail space.

The application is being presented as an after-the-fact request. The front door was replaced prior to approval by the Swansboro Historic Preservation Commission. According to the applicant, the existing door had deteriorated to the extent that it could no longer be secured properly. The applicant states that the replacement was performed by a tenant who was unaware that a Certificate of Appropriateness was required prior to installation.

The replacement door is a wood French-style 15-lite door located on the primary façade facing Front Street. The applicant submitted photographs of the completed installation and supporting documentation for Commission review.

The appropriate after-the-fact application and enforcement fees were assessed and collected upon application submittal. Public hearing notices were mailed to adjoining property owners and the subject property was posted on September 3, 2026, in accordance with the notice requirements of the Unified Development Ordinance.

Pursuant to Section 152.065 of the Unified Development Ordinance, the Commission shall follow quasi-judicial procedures in determining certificates of appropriateness.

Background Attachment(s):

1. Applicable Ordinance Sections – Hearing Procedures, Historic District & Design Standards
2. COA Application Package (Revision to application write up submitted after publication of packet 9/10/2026)
3. Public Notice Documentation

Recommended Action:

1. Conduct the Public Hearing; and
2. Motion to approve, approve with modifications, deny, or table the requested Certificate of Appropriateness for 137 Front Street.

Action: _____

§ 152.065 QUASI-JUDICIAL DECISIONS.

(A) Boards shall follow quasi-judicial procedures in determining appeals of administrative decisions, special use permits, certificates of appropriateness, variances, or any other quasi-judicial decision.

(B) The hearing shall be open to the public and all persons interested in the outcome of the application shall be given an opportunity to present evidence and arguments and ask questions of persons who testify.

(C) Boards may place reasonable and equitable limitations on the presentation of evidence and arguments and the cross-examination of witnesses so that the matter at issue may be heard and decided without undue delay.

(D) The Board may continue an evidentiary hearing that has been convened without further advertisement. If an evidentiary hearing is set for a given date and a quorum of the Board is not then present, the hearing shall be continued until the next regular Board meeting without further advertisement.

(Ord. 2005-03, passed 3-15-2005; Am. Ord. 2021-03, passed 5-24-2021)

§ 152.066 NOTICE OF HEARING.

The Administrator shall give notice of any hearing required by § 152.065 as follows:

(A) Notice shall be mailed to the person or entity whose appeal, application, or request is the subject of the hearing; to the owner of the property that is the subject of the hearing if the owner did not initiate the hearing; to the owners of all parcels of land abutting the parcel of land that is the subject of the hearing; and to any other persons entitled to receive notice as provided by the local development regulation. In the absence of evidence to the contrary, the town may rely on the county tax listing to determine owners of property entitled to mailed notice;

(B) The notice must be deposited in the mail at least ten days, but not more than 25 days, prior to the date of the hearing;

(C) Within that same time period, the town shall also prominently post a notice of the hearing on the site that is the subject of the hearing or on an adjacent street or highway right-of-way; and

(D) The notice required by this section shall state the date, time, and place of the hearing, reasonably identify the property that is the subject of the application, and indicate the action requested or proposed.

(Ord. 2005-03, passed 3-15-2005; Am. Ord. passed 6-16-2009; Am. Ord. passed 1-21-2014; Am. Ord. 2021-03, passed 5-24-2021)

§ 152.067 EVIDENCE.

(A) The provisions of this section apply to all hearings for which a notice is required by § 152.065.

(B) The applicant, the local government, and any person who would have standing to appeal the decision shall have the right to participate as a party at the evidentiary hearing. Other witnesses may present competent, material, and substantial evidence that is not repetitive as allowed by the Board.

(C) The Chair of the Board or any member acting as Chair and the Clerk to the Board are authorized to administer oaths to witnesses in any matter coming before the Board. Any person who, while under oath during a proceeding before the Board determining a quasi-judicial matter, willfully swears falsely is guilty of a Class 1 misdemeanor.

(D) The Board making a quasi-judicial decision under this chapter through the Chair or, in the Chair's absence, anyone acting as Chair may subpoena witnesses and compel the production of evidence.

(Ord. 2005-03, passed 3-15-2005; Am. Ord. 2021-03, passed 5-24-2021)

§ 152.068 MODIFICATION OF APPLICATION AT HEARING.

(A) In response to questions or comments by persons appearing at the hearing or to suggestions or recommendations by the board, the applicant may agree to modify his application, including the plans and specifications submitted.

(B) Unless such modifications are so substantial or extensive that the board cannot reasonably be expected to perceive the nature and impact of the proposed changes without revised plans before it, the board may approve the application with the stipulation that the permit will not be issued until plans reflecting the agreed upon changes are submitted to the planning staff.

(Ord. 2005-03, passed 3-15-2005; Am. Ord. 2021-03, passed 5-24-2021)

§ 152.069 VOTING.

(A) The concurring vote of four-fifths of the board shall be necessary to grant a variance.

(B) A majority of the members shall be required to decide any other quasi-judicial matter or to determine an appeal made in the nature of certiorari.

(C) For the purposes of this section, vacant positions on the board and members who are disqualified from voting on a quasi-judicial matter under G.S. § 160D-109(d) shall not be considered members of the board for calculation of the requisite majority if there are no qualified alternates available to take the place of such members.

(Ord. 2021-03, passed 5-24-2021)

§ 152.070 WRITTEN DECISION.

(A) The board shall determine contested facts and make its decision within a reasonable time. Every quasi-judicial decision shall be based upon competent, material, and substantial evidence in the record.

(B) Each quasi-judicial decision shall be reduced to writing, reflect the board's determination of contested facts and their application to the applicable standards, and be approved by the board and signed by the chair or other duly authorized member of the board.

(C) A quasi-judicial decision is effective upon filing, the written decision with the clerk to the board or such other office or official as the development regulation specifies. The decision shall be delivered within a reasonable time by personal delivery, electronic mail, or first-class mail to the applicant, landowner, and any person who has submitted a written request for a copy prior to the date the decision becomes effective. Special use permits will be recorded in the office of the Onslow County Register of Deeds.

(D) The Administrator shall certify that proper notice has been made, and the certificate shall be deemed conclusive in the absence of fraud.

(Ord. 2005-03, passed 3-15-2005; Am. Ord. 2014-09, passed 4-15-2014; Am. Ord. 2021-03, passed 5-24-2021)

§ 152.478 CERTIFICATE OF APPROPRIATENESS.

(A) When required. No person shall be permitted to construct, alter, move or demolish any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor above-ground utility structure, nor any type of outdoor advertising sign, in the Historic District without first applying for and obtaining a certificate of appropriateness for such construction, alteration, moving or demolition. The Historic Preservation Commission shall have the authority to issue a certificate of appropriateness subject to reasonable conditions necessary to carry out the purposes of this ordinance. Any building permit or other such permit not issued in conformity with this selection shall be invalid.

(B) For administrative purposes, exterior work items are divided into four categories: routine maintenance, staff approval, minor work, and major work. The category of review required for various types of exterior work shall be as set forth in the Certificate of Appropriateness List (§ 152.479).

(1) Routine maintenance does not require a certificate of appropriateness for repairs using original materials or designs that do not alter the exterior appearance of the property.

(2) Minor work will require a certificate of appropriateness, and will be reviewed by the Minor Work Committee (M.C.) of the Swansboro Historic Preservation Commission. Minor work may be referred to the full SHPC if the staff/ committee determines that the change involves substantial alterations, additions, or removals that could impair the integrity of the district.

(a) Members of the M.C. will consist of the chairman, vice-chairman of the SHPC, and the non-voting administrator of the SHPC. If either voting committee member is not available, the other member will choose a committee member from among the members of the SHPC including alternate members. If the non-voting administrator is unable to attend, the administrator's assistant will take the position.

(b) The Minor Work Committee (M.C.) will consider minor work applications within seven working days of application submittal. Should the two voting members not agree on the request, it is the right of the applicant to be heard by the full SHPC or if the two M.C. members decide that the item is best heard before the SHPC. The minor work request shall be scheduled for the next regular meeting, as long as the Town's time policy for SUBMITTAL to the SHPC is met. All decisions of the M.C. will be reported in writing to the SHPC at the next regular meeting.

(3) Major work will require a certificate of appropriateness and is reviewed by the Historic Preservation Commission. In general, major work projects involve a change in the appearance of a structure, and are more substantial in nature than routine maintenance or minor work projects. Where a certificate of appropriateness is required, the Town of Swansboro and all public utilities will conform in the same manner as private property owners.

(C) Required procedures.

(1) Application submitted to the Administrator or his or her authorized agent. An application for a certificate of appropriateness shall be obtained from the town, completed by the applicant, and filed with the town. The SHPC application completed in form and content, and the application is filed within the time frame according to town policy for application submittal, then the application shall be considered by the SHPC at its next regular meeting. Otherwise, consideration shall be deferred to the next regular meeting thereafter. An applicant may file with his/her application any additional information relevant to the application.

(a) An application for a certificate of appropriateness shall be obtained from the town, completed by the applicant, and filed with the town. The SHPC application completed in form and content, and the application is filed within the time frame according to town policy for application submittal, then the application shall be considered by the SHPC at its next regular meeting. Otherwise, consideration shall be deferred to the next regular meeting thereafter. An applicant may file with his/her application any additional information relevant to the application.

(b) The Commission shall follow quasi-judicial procedures in acting on applications for certificates of appropriateness as specified in §§ 152.065 through 152.071.

(2) Contents of application.

(a) The SHPC shall require data as are reasonably necessary to determine the nature of the application. An application for a Certificate of Appropriateness shall not be considered complete until all required data have been submitted.

(b) The applicant and/or his designee shall be present at the meeting at which his application is to be considered. If a third party is to represent the applicant, such permission must be in writing and become part of the application for certificate of appropriateness. (Nov. 7, 1991)

(c) When the proposed application is also subject to any state/federal regulations, the complete application from the appropriate officials must be made a part of the application for certificate of appropriateness. The certificate of appropriateness application will be put in a holding file pending approval of the state and federal application.

(d) An application fee as established by the Town of Swansboro shall be paid by the applicant upon filing of a major work application with the Administrator. An approved certificate of appropriateness may be re-submitted for minor revisions without payment of an additional application fee. Significant changes will require approval by the Commission in the same manner as the original application and appropriate fee.

(3) Notification of Swansboro Historic Preservation Commission. Upon receipt of an application, the Administrator shall notify the Swansboro Historic Preservation Commission at least five working days before its regularly scheduled meeting.

(4) Review of application by SHPC. As part of its review procedure, the SHPC may view the premises and seek the advice of the Department of Cultural Resources or such other expert advice as it may deem necessary under the circumstances.

(5) Swansboro Historic Preservation Commission action on application. The SHPC shall take action on each application for a certificate of appropriateness and shall take such action as shall provide a result that is congruous and in keeping with the special character of the district and the review criteria, contained in § 152.482. The SHPC's action on the application shall be approval, approval with modifications, disapproval or tabled. Prior to final action on an application, the Commission, using the review criteria in § 152.482 and the Historic District Design Guidelines, shall make written findings of fact indicating the extent to which the application is or is not congruous with the historic aspects of the district.

(6) Reasons for SHPC's actions to appear in minutes. The SHPC shall cause to be entered into the minutes of its meeting the reasons for its actions, whether it be approval, approval with modifications, or denial.

(7) Time limits. All matters will be processed by the SHPC at the meeting when the matter is first considered, if reasonably possible. All applications for certificate of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the ordinance.

(8) Submission of new application. If the SHPC determines that a certificate of appropriateness should not be issued, a new application affecting the same property may be submitted, only if substantial change is made in plans for the proposed construction, reconstruction, alteration, restoration, or moving.

(Ord. 2005-03, passed 3-15-2005; Am. Ord. Ord. 2007-04, passed 4-17-2007; Am. Ord. 2008-033, passed 11-18-2008; Am. Ord. 2016-010, passed 9-13-2016; Am. Ord. 2021-03, passed 5-24-2021)

§ 152.480 APPEALS OF DECISIONS.

(A) Appeals of any administrative decision may be made to the Historic Preservation Commission.

(B) All decisions of the Historic Preservation Commission in granting or denying a certificate of appropriateness may be appealed to the Board of Adjustment in the nature of certiorari within times prescribed for appeals of administrative decisions in G.S. §160D-405(c). To the extent applicable, the provisions of G.S. §160D-1402 shall apply to appeals in the nature of certiorari to the Board of Adjustment.

(C) Appeals from the Board of Adjustment may be made pursuant to G.S. §160D-1402. Petitions for judicial review shall be taken within the times prescribed for appeal of quasi-

judicial decisions in G.S. §160D-1404. Appeals in any such case shall be heard by the Onslow County Superior Court.

(Ord. 2005-03, passed 3-15-2005; Am. Ord. 2021-03, passed 5-24-2021)

§ 152.482 REVIEW CRITERIA.

(A) Intent.

(1) The SHPC shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district which would be incongruous with the special character of the district. Nothing in this subchapter is construed to prevent the ordinary maintenance or repair of any exterior elements of any building or structure within the Historic District.

(2) Authorized town officials may certify that a building in an unusually deteriorated condition is dangerous, hazardous, or unsafe; however, before a razing can be ordered, the Swansboro Historic Preservation Commission should have both the opportunity and authority to make recommendations to the property owner (s), town officials, and other interested parties in order to avert the necessity for the building's demolition.

(3) In granting a certificate of appropriateness, the Commission shall take into account the historic or architectural significance of the structure under consideration and the exterior form and appearance of any proposed additions or modifications to that structure as well as the effect of such change or additions upon other structures in the vicinity.

(B) Exterior form and appearance.

(1) All applications for certificates of appropriateness shall be subject to review based upon the design guidelines in effect. The Historic Preservation Design Guidelines are an appendix in the Unified Development Ordinance.

(2) The characteristics and aspects of design that are illustrated and detailed in the Swansboro Historic Preservation Design Guidelines shall be considered, when relevant, by the SHPC in reviewing applications for a certificate of appropriateness.

(C) Interior arrangements not considered. The Historic Preservation Commission shall not consider interior arrangements.

(Ord. 2005-03, passed 3-15-2005) (Am. Ord. 2007-04, passed 4-17-2007; Am. Ord. 2008-33, passed 11-18-2008)

Appendix III

HISTORIC DISTRICT DESIGN STANDARDS

SECTION 5: WINDOWS AND DOORS.

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 strictures.
- 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. 2005-03, passed 3-15-2005; Am. Ord. 2021-03, passed 5-24-2021; Am. Ord. 2024-09, passed 4-23- 2024)



SWANSBORO HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS

Item III - b.

Application #

2026-04

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: Anne Shuller

MAILING ADDRESS: P.O. Box 56, Swansboro, NC 28584

ADDRESS OF AFFECTED PROPERTY: 137 Front St.

PHONE NUMBERS: (Home) 910-326-3583 (Mobile) 910-758-3506 (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: AS

- 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: AS

☐ **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: AS

☐ **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: AS

**ALL SKETCHES, DRAWINGS, COLOR CHIPS, ETC. MUST BE SUBMITTED
MULTIPLES OF TWO (2) and "8 ½ x 11" SIZE PAPER IS PREFERRED.**

PROJECT DESCRIPTION (Attach additional sheets if necessary):

Please see the attached description and
photographs.

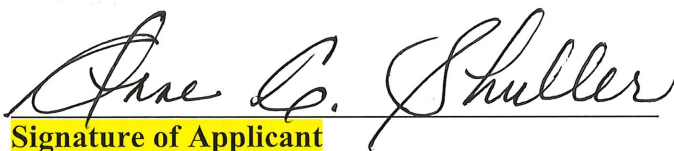
The applicant(s) and/or his/her representative(s) are required to appear before the Swansboro Historic Preservation Commission to present, discuss and clarify the application the night of the meeting. If the applicant is not the owner of the property a written statement by the owner is required prior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

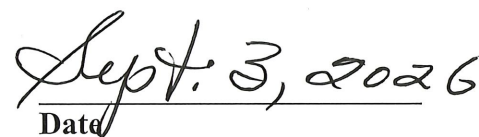
Any applicant(s) requiring a "CAMA" permit, must submit the approved CAMA application with CAMA official(s) signature(s), prior to the review of the COA by the Swansboro Historic Preservation Commission. **Initial here:** 

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:** 

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:** 

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:** 

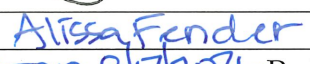

Signature of Applicant


Date

STAFF USE ONLY

Application received by: 

Date: 9/13/26

Application reviewed with applicant by: 

Date:

How: In person

@Front Counter on 9/17/2026 By Phone

Fee Paid: 9/3/2026

Receipt Number R00022958

Comments:

137 Front Street (The Mercantile retail/former Jim Canady Fish House)
Front Door Replacement
Certificate of Appropriateness Application
(Revised 9/10/26)

Change: Replacement of the front door.

Reason for the change: The door had deteriorated to the extent that its condition was poor, and it could not be closed securely. (The tenant was informed by both the Swansboro Police Dept. and the owner of Poor Man's Hole [who had been made aware of it by someone else] that the door was not closed during non-business hours.) The areas of significant deterioration were in 2 locations, as follows: There was deterioration that resulted in a crack across the center of the door and through the door knob hole, and the door was also rotting at its bottom as a result of exposure to weather in the absence of an overhang, and in particular, due to rain splashing from the sidewalk.

New door: French-style 15-lite wood door with glass lites. 6' 7" tall, 3' wide, 1-3/4" thick. Top rail 4" wide, stiles 4" wide, bottom rail 8-1/2" wide. (purchased at a cost of \$340)

French or French-style doors used in the downtown and/or Historic District: The Social 1931 coffee shop [Dorothy Sanders Cafe] on Front St., Jess' Boutique [former First Baptist Church] at the corner of Main St. & Water St., Dini's Martinis & Desserts on Front St., Bake Bottle & Brew on Front St., and Rocket Fizz on Church St..)

Old door that was replaced: Craftsman multi-lite (recalled as being 6 lites) wood door with the glass lites in the upper portion of the door. That door had replaced a similar style door within the past 10-15 years. Although we cannot recall, there may have been another similar door, or other similar doors, over the years prior to that one. Prior to these smaller doors was the large solid wood fish house door that was used when the building served as a fish house. The building was eventually re-purposed as a retail space, which resulted in the replacement of that large door with a smaller door. That door change may have occurred around 1960. We were unable to locate a photo of the building with the recently-replaced door. However, we have attached a photograph of the larger fish house door as it appeared perhaps during the 1950s (it is unknown whether or not the pictured door was the original fish house door dating back to the 1930s construction of the fish house).

Current status of the recently-replaced door: The tenant has been carrying it in his vehicle. He had intended to discard it, but had not gotten around to doing that. He continues to have it in his vehicle.

Reason the COA application was not submitted prior to replacement of the door: The request to change the front door originated with our tenant. He presented the request to us, the landlord, and in reply, we informed the tenant that their request was acceptable. Unfortunately, we unintentionally failed to inform the tenant that a Certificate of Appropriateness application and approval would be required. One of the partners who owns the business is a former resident of Swansboro, and it is true that he did have exposure to Historic District requirements [which may have undergone some changes over time] during those years; however, well after the fact, during a conversation, he was surprised when I mentioned that I needed to prepare an application for approval. He was either not conscious, or unaware, that approval for this particular type of door change was required, or he was not aware that the application/approval process had not already been executed. In either case, the tenant purchased the door, and replaced it out of urgent necessity, after speaking with us about it. (Note: This tenant, who is not only a tenant, but a long-time family friend, regularly performs maintenance work on the building, which is an ongoing need for an older structure. He provides his labor at no charge, and seeks reimbursement only for materials at some point after those materials have been purchased, or after the work has been performed.)

After-the-fact penalty: Although the former door remains in the possession of our tenant, and is available for re-installation (which would result in the building being unsecured), the \$500 penalty and the \$200 application fee were made in person to Town Clerk Alissa Fender at Town Hall on 9/3/26. (Note: The COA application was submitted voluntarily, and un-solicited, without any reminder or notice having been received. We submitted it simultaneously with a Minor Work application that we submitted for proposed tree work in our yards.)



Google Maps

Image capture: Feb 2024 © 2026 Google

137 Front St.
new d

Item III - b.



137 Front St
new door

Item III - b.



137 Front St. new door



Item III - b.



property from Mae Fulford Jones and her husband, John Sherwood Jones. Jones had inherited it from her mother, Ida Hargett, who had married a Fulford from New Bern. (left) Ed Sewell, an unidentifiable person, and Jack Bell loafing in front of the Old Brick Store in the early 1950s.

Item III - b.



Looking up and down Front



34

(Left) Capt. Vincent Ward stands in front of Jim Canady's fish house (137 Front Street) with a nice catch of king mackerel. In the '50s, Canady's fish house became the City Fish Market operated by Harry M. Moore.

137 Front St.

Source: Swansboro: A Pictorial Tribute
by Jack Dudley, published by the
Coastal Heritage Series in Morehead City
in 1998.

(The man appearing in the photograph is
mis-identified. The man is actually
Harry Moore.)

The Social 1931 coffee shop (Dorothy Sanders Cafe) Front St.



Corner of
Main St. &
Water St.
Jess' Boutique (former First Baptist Church)



Item III - b.

Dini's Martinis & Desserts Front St



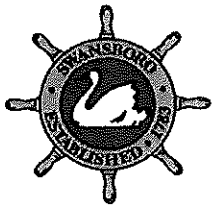
Bake Bottle &
Brew Front St.



Rocket Fizz
Church St.



Item III - b.



TOWN OF SWANSBORO
601 W. CORBETT AVE
SWANSBORO, NC 28584

Receipt Number:

R00022958

Cashier Name:

Item III - b.

Terminal Number:

1

Receipt Date: 9/3/2026 1:58:20 PM

Anne C Shuller
PO Box 56
Swansboro, NC 28584

Trans Code: Miscellaneous Product: Planning & Zoning Fees Minor Work Fee 140 & 136 Front St	Name: Anne C Shuller Amount: 50.00	\$50.00
Trans Code: Miscellaneous Product: Planning & Zoning Fees COA after the Fact Fee 137 Front St	Name: Anne C Shuller Amount: 500.00	\$500.00
Trans Code: Miscellaneous Product: Planning & Zoning Fees COA Fee 137 Front St	Name: Anne C Shuller Amount: 200.00	\$200.00
Total Balance Due:		\$750.00
Payment Method: Check Payor: Anne C Shuller Reference: 1455	Amount:	\$750.00
Total Payment Received:		\$750.00
Change:		\$0.00



• Friendly City by the Sea •
Established 1783

www.swansboro-nc.org

Board of Commissioners

William Justice
Mayor

Jeffrey Conaway
Mayor Pro Tem

Douglas Eckendorf
Commissioner

Joseph Brown
Commissioner

Patricia Turner
Commissioner

Tamara Pieratti
Commissioner

Town Manager

Jon Barlow
tnmgr@ci.swansboro.nc.us

Town Clerk

Alissa A. Fender, MMC
afender@ci.swansboro.nc.us

September 3, 2026

I certify that on September 3, 2026, at 2:34 pm I posted the Certificate of Appropriateness sign at 137 Front Street for the September 15, 2026, Historic Preservation Commission Public Hearing. I then mailed the metered first-class letters that are required to be sent to the abutting and adjacent property owners as well as property owners. They were dropped off at the post office drop box the same afternoon.



Alissa Fender, MMC
Town Clerk



• Friendly City by the Sea •
Established 1783

www.swansboro-nc.org

Board of Commissioners

William Justice
Mayor

Jeffrey Conaway
Mayor Pro Tem

Douglas Eckendorf
Commissioner

Tamara Pieratti
Commissioner

Wayne Herbert
Commissioner

Timothy Vannoy
Commissioner

Town Manager

Jon Barlow
tmmgr@ci.swansboro.nc.us

Town Clerk

Alissa A. Fender, MMC
afender@ci.swansboro.nc.us

For your information this notice was sent to the adjoining property owners as required.

September 3, 2026

SHULLER ANN C
PO BOX 56
SWANSBORO, NC 28584-0056

Re: Certificate of Appropriateness, Request for alteration of front door at 137 Front Street

Dear Property Owner:

You are receiving notification of the upcoming Swansboro Historic Preservation Commission meeting to be held on Tuesday, September 15, 2026, at 5:30pm in the community room at Town Hall. The owners of 137 Front Street have requested alteration of the front door.

Please be present if you wish to speak. If you have any questions or need any additional information, please contact me by phone at 910-326-4428 or by email at afender@ci.swansboro.nc.us.



Sincerely,

Alissa Fender

Alissa Fender, MMC
Town Clerk



• Friendly City by the Sea •
Established 1783

www.swansboro-nc.org

Board of Commissioners

William Justice
Mayor

Jeffrey Conaway
Mayor Pro Tem

Douglas Eckendorf
Commissioner

Tamara Pieratti
Commissioner

Wayne Herbert
Commissioner

Timothy Vannoy
Commissioner

Town Manager

Jon Barlow
tmmgr@ci.swansboro.nc.us

Town Clerk

Alissa A. Fender, MMC
afender@ci.swansboro.nc.us

For your information this notice was sent to the adjoining property owners as required.

September 3, 2026

HAWKINS THOMAS E & KENNETH
409 FIRE TOWER RD
LA GRANGE, NC 28551-9035

Re: Certificate of Appropriateness, Request for alteration of front door at 137 Front Street

Dear Property Owner:

You are receiving notification of the upcoming Swansboro Historic Preservation Commission meeting to be held on Tuesday, September 15, 2026, at 5:30pm in the community room at Town Hall. The owners of 137 Front Street have requested alteration of the front door.

Please be present if you wish to speak. If you have any questions or need any additional information, please contact me by phone at 910-326-4428 or by email at afender@ci.swansboro.nc.us.



Sincerely,

Alissa Fender

Alissa Fender, MMC
Town Clerk



Historic Preservation Commission Meeting Agenda Item Submittal

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

Board Meeting Date: **September 15, 2026**

Prepared By: **Aliette M. Cuadro- Deputy Clerk/Project Coordinator**

**Overview: APPROVALS REPORT FOR LOCAL HISTORIC DISTRICT
Staff Approval**

Date: July 30, 2026
Applicant: Bradley Acosta
Address: 202 W. Church St.
Action: Removal of pecan tree in front/side yard
Status: Approved



Minor Work

Date: July 21, 2026
Applicant: MJA Investments
Address: 99 Church St.
Action: Extend raised deck behind building 8 ft
Status: Approved



Action: _____

Date: August 18, 2026

Applicant: Monica Eure

Address: 104 S Water St.

Action: White siding and black shutters

Status: Approved

Item III - c.

