



Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, October 17, 2023

I. Call to Order

II. Approval of Minutes

- a. July 18, 2023 Regular Meeting Minutes

III. Business

a. Minor Work and Staff Approval Application Report

Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM

Approvals Report for Local Historic District

b. Local Landmark Designation Discussion

Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM

Staff was instructed to provide a basic flow chart outlining the local landmark designation process in our Historic District.

Recommended Action: Make a motion to appoint a subcommittee of board members to conduct research and create a report/application to submit to the State Historic Preservation Office for desired "Local Landmarks".

c. Color Palette Amendment

Presenter: Rebecca Brehmer, Projects/Planning Coordinator, CFM

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 3rd and the purpose of this discussion is to present the changes discussed at that meeting.

Recommended Action: Make a motion to recommend amendment to the color palette with edits discussed and amend Section 152.479 subsection 58.

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING AGENDA
July 18, 2023**

Call to Order

The meeting of Swansboro Historic Preservation Commission was called to order at 5:30PM. Those in attendance were Jonathan McDaniel, Christina Ramsey, Kim Kingrey, Elaine Justice, and ALT members Gregg Casper and Eric Young. Ed Binanay was absent.

Approval of Minutes

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey, the May 16, 2023, regular meeting minutes were unanimously approved.

Business

Certificate of Appropriateness/210 S. Walnut St

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

Rebecca Brehmer

Jerry Seddon

Projects/Planning Coordinator Brehmer presented the board with the owner's request for exterior alterations. The house was a contributing structure in Historic District and Zoned R6SF. The reason for the request was for in-kind routine maintenance by repairing the wood siding already present on the main part of the house by adding the same appropriate wood siding to the rear bump out, and to replace the current back door on the bump out with a French door. Both requests are compliant with Section 4: Exterior Wall Covering, Trim, and Ornamentation and Section 5: Windows and Doors.

The public hearing was opened at 5:34 PM

Projects/Planning Coordinator Brehmer further stated Mr. Seddon was present for questions.

In response to inquiries from the board, Mr. Seddon clarified the following:

- With the disrepair of the house, the outer walls and floors were rotten, and contractors suggested demolishing the house. Mr. Seddon did not want to demolish the house.
- The house would be repaired by being altered from the inside. The roof lifted, and walls rebuilt in the same footprint. He decided to have a wider door than the original door so he would exit out the back.
- He was told the bump out was constructed in the 1970s with asbestos and was originally a screened room that was turned into a utility room because of the haphazard construction.

The Public Hearing was closed at 5:36 pm.

On a motion by Mrs. Kingrey and seconded by Mrs. Ramsey, COA 2023-06 was approved unanimously based on the criteria of Section 4.1, Exterior Wall Coverings, Trim, and Ornamentation - Standards; Section 4.2, Synthetic Siding Policy, and Section 5.1, Windows, and Doors – Standards.

Swansboro Historic Preservation Commission Opening Statement

Projects/Planning Coordinator Brehmer reviewed that staff were asked to research and draft an opening statement to be reviewed at each meeting that would inform the public in attendance at meetings of the standards for public comments and decisions to be made by the commission.

The recommended statement would read as follows:

“Quasi-judicial Decisions are based on competent, substantial, material evidence properly in the record. All that wish to speak must be sworn in at the beginning of the meeting. If your testimony meets these standards, then sign up and please be sworn in to speak.”

“Certificate of Appropriateness requests should be in keeping with the special character of the historic district and decisions must be based on the review criteria, contained in §152.482 of the Town Unified Development Ordinance.”

Projects/Planning Coordinator Brehmer stated this was the staff’s recommendation and could be edited if the board had any recommendations.

During discussion it was decided that a slide would be added at the beginning of the meeting on the television screens, and the statements would be read.

Review of Staff Approvals

Projects/Planning Coordinator Brehmer reviewed the following staff approval items.

- 216 Water Street: Replaced front doors from 6’ fixed double doors to 6’ sliding doors to help with water entry into the home.
- 140 Front Street: Built 6’ x 10’ ground level deck with attached planter and railing.
- 209 Water Street: Removed vinyl siding, restored, and painted original siding white, and repaired rotten wood on back deck.
- 114 Elm Street: Replaced metal garage door with historic wood plank barn doors painted white to match structure.
- 212 Elm Street: Installed an 8.5’ long section of picket fence at 3.5’ tall in back yard to cover heat pump from view. The fence matched the existing picket already present in the backyard.
- 129-2 Front Street: Installed sign above store front 4’ long and 32” in height. The sign is the shape of an elephant and a dark red color from the color palette.
- 212 Elm Street: Performed maintenance on detached garage and built new ground level deck (patio) in kind to what it replaced.
- 114 Elm Street: Repaired rotten wood on front porch and steps.

Board Discussion of Matters

The Board discussed the landscape ordinance, house paint colors, standing seamed roofs (old fashioned turned roofs), windows, and the changes to be made to the ordinances.

Planner Correll advised that if the Board wanted to change the ordinances, the Board would need to make a motion or directed staff to create a draft Text Amendment. Once the Text Amendment

has been approved by the Historic Preservation Commission, it would then be reviewed by the Planning Board and then the Board of Commissioners.

The Board requested Staff to compile the items to discuss for the Text Amendment for the next Board Meeting and recommended a picture of a standing seamed roof and a picture of an alternative as examples. Then the board could discuss the Text Amendment.

Projects/Planning Coordinator Brehmer offered the following recommendations/suggestions:

- Stated the board could use John Wood’s presentation to support what the Board requested.
- Suggested a meeting with the Historical Association and the public for the Board’s inquiry about a Deed of Easement discussion. A Deed of Easement provided an easement for when the property in the Historic District would be transferred to the next homeowner, the new homeowner would not be allowed to demolish the house.
- Clarified with the board, that the staff would research the items on the list and provide information to the next board meeting for the Landscape ordinance, color palette, standing seamed roofs (old fashioned turned roofs), windows, and the draft changes recommended for the UDO.

Chairman/Board Thoughts/Staff Comments

Mrs. Justice gave an appreciation of Andrea Correll and Rebecca Brehmer on the amount of information they are provided the board.

Mrs. Ramsey requested an approved list of vegetation, to which Ms. Casper provided a pamphlet from the NC Coastal Landscaping Initiative.

Projects/Planners Coordinator Brehmer and Planner Correll clarified the following to the board:

- The question about more houses being nominated for Landmark Status is a question for Mr. Wood. The research needed to be completed.
- The 2023-2024 budget had just been passed and was not sure if any money was in the budget for proceeds for the Landmark Status and shared the Staff worked with Mr. Wood at the Visitor’s Center - Littleton House. The nomination was with the Department of the Interior, the keeper of the National Registry District, which changed from non-contributing to contributing. The Staff would request help from Mr. Wood on these for Landmark Status.
- Responded to the Board inquiry in reference to any challenges with staff approvals for things which the Board might have addressed with only about the Live Oak tree being cut down and the Historical District not providing a tree canopy. The board challenged each other to plant a live oak.

Public Comments

None

Adjournment

The meeting adjourned at 6:16 pm.



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Minor Work and Staff Approval Application Report**

Board Meeting Date: **October 17, 2023**

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

Overview:

APPROVALS REPORT FOR LOCAL HISTORIC DISTRICT

Minor Work

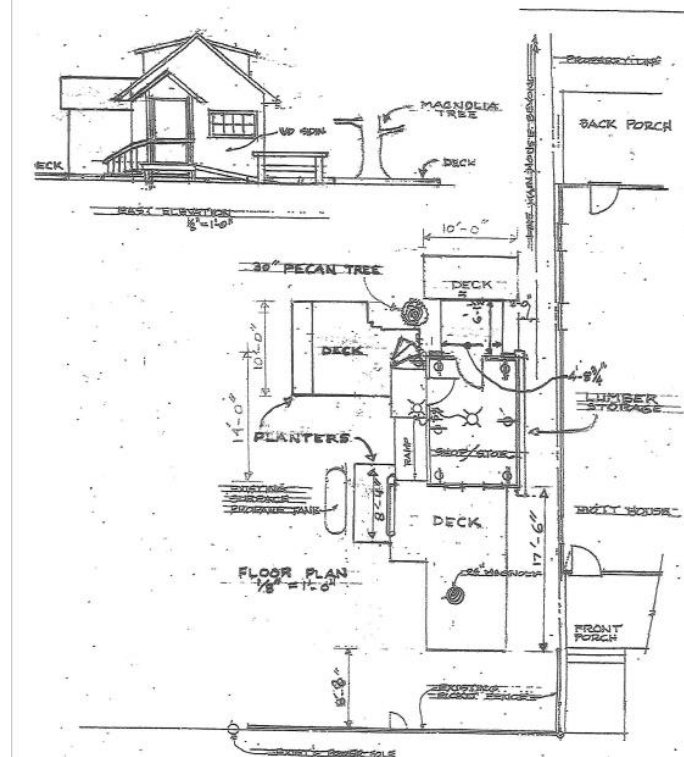
Date: September 5, 2023

Applicant: Anne Shuller

Address: 140 Front Street

Action: Addition of wood-frame planter and railing to accessory building.

Status: Approved



140 Front Street

Action: _____

Date: September 12, 2023
Applicant: Melissa Anderson
Address: 101 Church Street
Action: Removal of dead and diseased trees in front of shops.
Status: Approved



101 Church Street

Date: September 12, 2023
Applicant: Brad and Kenna Phillips
Address: 205 S Walnut Street
Action: After the fact demolition of accessory structure (shed) due to damage and structural issues.
Status: Approved



205 S Walnut Street

Date: September 13, 2023

Applicant: Kim and Joe Kingrey

Address: 212 S Elm Street

Action: Replace wooden barn style garage doors and hardware as well as ridge cap on metal roof.

Status: Approved

Item III - a.



212 S Elm Street

Staff Approvals

Date: September 14, 2023

Applicant: Friends of the Swansboro Library

Address: 203 Church Street

Action: Replace Little Free Library box outside of Visitors Center

Status: Approved



203 Church Street

Date: September 25, 2023

Applicant: Melissa Anderson

Address: 101 Church Street

Action: Paint exterior fascia, trim, eaves, and doors of building with colors from approved color palette

Status: Approved



101 Church Street



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Local Landmark Designation Discussion**

Board Meeting Date: **October 17, 2023**

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

Overview: Staff was instructed to provide a basic flow chart outlining the local landmark designation process in our Historic District.

This flowchart was provided by the State Historic Preservation Office and is a good resource for the board, staff, and residents interested in the local landmark designation process. Staff recommend using this progress as a tool to incentivize the repair or rehabilitation of homes that are at risk of being lost in our Historic District such as the Bell House or Fisherman’s Cottage on Water Street through property tax deductions.

The first step in this process is to gather information and history that fits the criteria needed to deem a property a “Local Landmark”. If the Board chooses to pursue this process, staff recommend appointing a subcommittee or hire a certified historic consultant to contact the owners and create the report/application needed to submit to the State Historic Preservation Office to review.

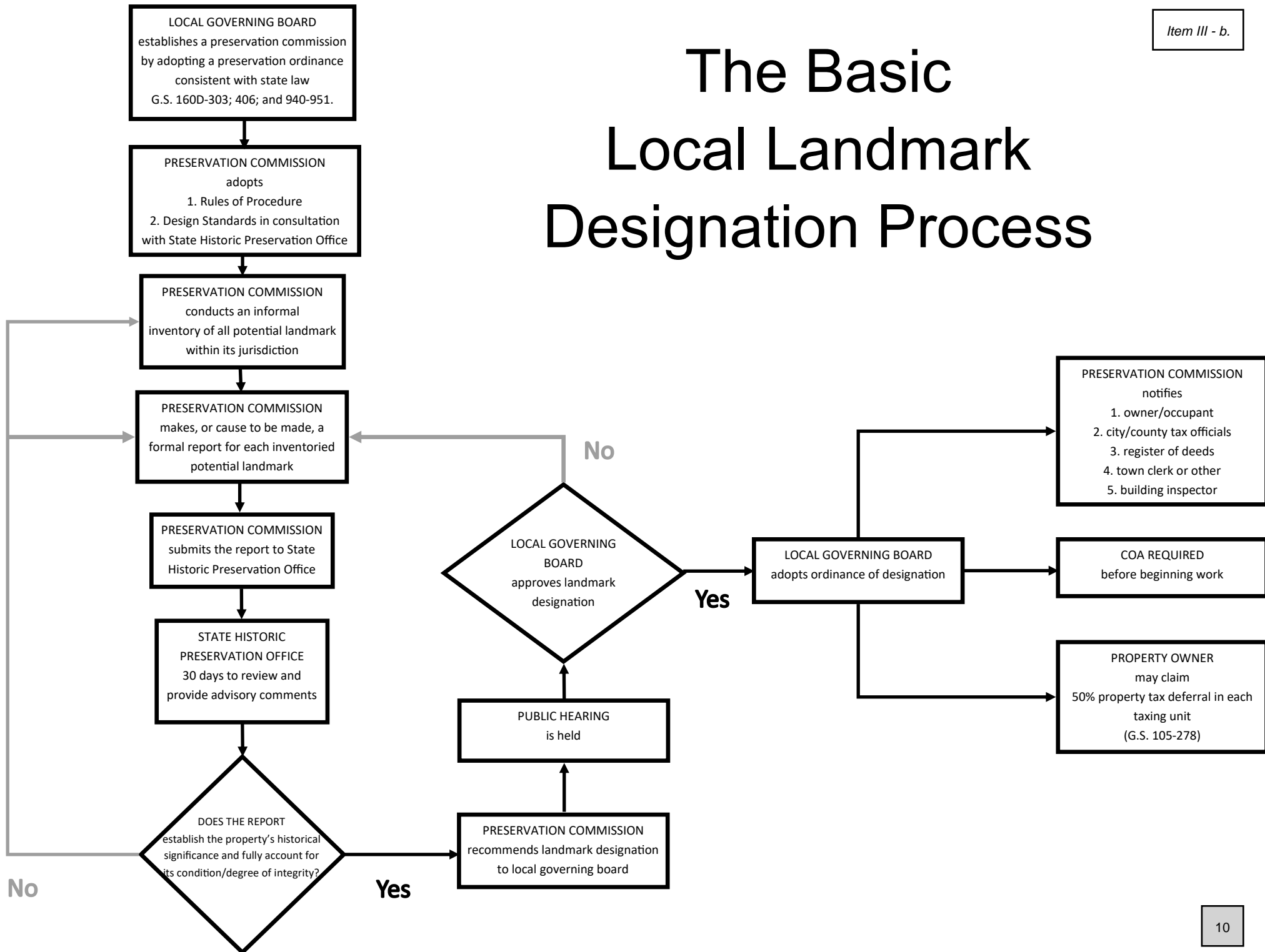
Background Attachment(s):

1. “The Basic Local Landmark Designation Process” Flow Chart
2. 160D-945
3. 160D-946
4. Guidelines
5. Checklist

Recommended Action: Make a motion to appoint a subcommittee of board members to conduct research and create a report/application to submit to the State Historic Preservation Office for desired “Local Landmarks”.

Action: _____

The Basic Local Landmark Designation Process



§ 160D-945. Designation of landmarks.

Upon complying with G.S. 160D-946, the governing board may adopt and amend or repeal a regulation designating one or more historic landmarks. No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance and to possess integrity of design, setting, workmanship, materials, feeling, and/or association.

The regulation shall describe each property designated in the regulation, the name or names of the owner or owners of the property, those elements of the property that are integral to its historical, architectural, or prehistorical value, including the land area of the property so designated, and any other information the governing board deems necessary. For each building, structure, site, area, or object so designated as a historic landmark, the regulation shall require that the waiting period set forth in this Part be observed prior to its demolition. For each designated landmark, the regulation may also provide for a suitable sign on the property indicating that the property has been so designated. If the owner consents, the sign shall be placed upon the property. If the owner objects, the sign shall be placed on a nearby public right-of-way. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)

§ 160D-946. Required landmark designation procedures.

As a guide for the identification and evaluation of landmarks, the preservation commission shall undertake, at the earliest possible time and consistent with the resources available to it, an inventory of properties of historical, architectural, prehistorical, and cultural significance within its jurisdiction. The inventories and any additions or revisions to them shall be submitted as expeditiously as possible to the Office of Archives and History. No regulation or amendment to a regulation designating a historic building, structure, site, area, or object as a landmark shall be adopted, and no property shall be accepted or acquired by a preservation commission or the governing board, until all of the following procedural steps have been taken:

- (1) The preservation commission (i) prepares and adopts rules of procedure and (ii) prepares and adopts principles and standards, not inconsistent with this Part, for altering, restoring, moving, or demolishing properties designated as landmarks.
- (2) The preservation commission forwards to the Office of Archives and History of the North Carolina Department of Natural and Cultural Resources an investigation and report on the historic, architectural, prehistorical, educational, or cultural significance of each building, structure, site, area, or object proposed for designation or acquisition.
- (3) The Department of Natural and Cultural Resources is allowed 30 days from receipt of the preservation commission's complete investigation and report to provide written comments to the commission concerning the proposed designation or acquisition. Failure of the Department to submit its comments within the time allowed relieves the commission and the governing board of any responsibility to consider the comments.
- (4) The preservation commission and the governing board hold a joint legislative hearing or separate legislative hearings on the proposed regulation. Notice of the hearing shall be made as provided by G.S. 160D-601. Following the hearings, the governing board may adopt the regulation as proposed, adopt the regulation with any amendments it deems necessary, or reject the proposed regulation.
- (5) Repealed by Session Laws 2022-64, s. 7, effective July 8, 2022.
- (6) Upon adoption of the regulation, the owners and occupants of each designated landmark are given written notice of the designation within a reasonable time. One copy of the regulation and all amendments to it shall be filed by the preservation commission in the office of the register of deeds of the county in which the landmark is located. In the case of any landmark property lying within the planning and development regulation jurisdiction of a city, a second copy of the regulation and all amendments to it shall be kept on file in the office of the city or town clerk and be made available for public inspection at any reasonable time. A third copy of the regulation and any amendments shall be given to the local government building inspector. The fact that a building, structure, site, area, or object has been designated a landmark shall be clearly indicated on all tax maps maintained by the local government for such period as the designation remains in effect.
- (7) Upon the adoption of the landmark regulation or any amendment to it, the preservation commission gives notice of the regulation or amendment to the tax supervisor of the county in which the property is located. The designation and any recorded restrictions upon the property limiting its use for preservation purposes shall be considered by the tax supervisor in appraising

it for tax purposes. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d); 2022-64, s. 7.)

Local Landmark Reports

Pursuant to NC GS Sections 160D-945 and 946, North Carolina law provides for a straightforward but multi-step procedure for designation of historic landmarks at the local level.

The state enabling legislation requires that *before* recommending designation of a historic landmark to the local governing board, a local preservation commission must find that the property in question meets two criteria: first, that it has **special significance** and, second, that it retains **integrity**. Because these can be variable terms, there has to be some way of explaining why a property is “significant” and how it has “integrity.” Thus, state law specifically requires a report or study to be undertaken on the proposed landmark, based on objective evidence and research and an opportunity for the State Historic Preservation Office to review and comment on the designation report *before* the local governing authority designates a landmark.

- **NC G.S. 160D-945.** *No property shall be recommended for designation as a historic landmark unless it is deemed and found by the preservation commission to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance, and to possess integrity of design, setting, workmanship, materials, feeling and/or association [emphasis added].*
- **NC G.S. 160D-946 (2).** *The preservation commission shall make or cause to be made an investigation and report on the historic, architectural, prehistorical, educational or cultural significance of each building, structure, site, area or object proposed for designation or acquisition. Such investigation and report shall be forwarded to the [State Historic Preservation Office].*
- **NC G.S. 160D-946(3).** *The [State Historic Preservation Office] shall... be given an opportunity to review and comment upon the substance and effect of the designation of any landmark.... Any comments shall be provided in writing. If the [State Historic Preservation Office] does not submit its comments or recommendation in connection with any designation within 30 days following receipt... of the investigation and report of the preservation commission, the commission and any governing board shall be relieved of any responsibility to consider such comments.*

The landmark report should help justify and explain to the general public why the local governing authority’s decision to landmark any property as “historic” is appropriate and defensible. Ultimately, the decision to landmark rests in the hands of the local governing authority, but the report should inform both the general public as well as the local governing authority as to why a property is properly designated a “historic landmark”. The report also serves as a baseline for the preservation commission’s evaluation of Certificate of Appropriateness applications for the property. While the report is sent to both the State Historic Preservation Office (HPO) and the Office of State Archaeology (via the HPO) for review and comment, the report is required for the benefit of the public, the local governing authority, and the preservation commission.

SIGNIFICANCE AND INTEGRITY

Even though a property’s value as a historic resource may seem obvious, the required report sets forth what is known about the property and explains how it meets the statutory criteria for significance and integrity. Because it is both a public record and documented history of the property, a landmark report

must substantially inform and explain why a particular property is worthy of preferential taxation treatment by the local government.

A report must spell out the property’s significance and integrity with specific details. When you say a property is **significant**, or important, you have to say why and how. Most of the time, significant properties are those that are fifty or more years old, although considerable age is not necessarily equated with significance. A property can be significant because it is associated with an important historic event (e.g., a building used to house World War II soldiers training for combat), or because it is associated with an important historic person (e.g., an office associated with the community’s first doctor), or because it is architecturally distinctive (e.g., an Italianate house or a mill house), or because it holds or may hold important archaeological information (e.g., the site of railroad repair shops now vanished) – or for a combination of these things. One claim of significance usually is sufficient.

The significance claim should be thought of as an argument “making a case” for designation based on evidence. It must be clearly stated and supported by an evaluation of the property’s integrity. **Integrity** is the extent to which the building or property looks like it did during the period in which it gained significance. In other words, a property can be said to have integrity if its historic importance can be seen or experienced, rather than imagined. To qualify for designation, a property generally should show integrity in most or all of these six aspects: design, setting, workmanship, materials, feeling, and/or association. (See pp. 47-48 of *Handbook for Historic Preservation Commissions in North Carolina* for an explanation of the aspects of integrity.) In particular, integrity of feeling or association alone is not sufficient, because these are more subjective qualities. Generally, a property retains integrity if it has not been substantially altered and if it is not severely deteriorated or dilapidated.

The integrity criterion gives you the opportunity to explain all the ways in which the property may or may not have been altered over time and how these changes have affected its integrity – specificity is *strongly* encouraged. For instance, if you say a house is important because it is a Federal-era house, then the report must show whether or not it is recognizable as such.

- Some changes can be considered to have attained historic status in and of themselves – for example an 1820s house, which has had its carriage shed demolished and replaced by an auto garage in 1920, or its back porch give way to a 1950 addition. These changes are not original to the house but do represent different historical periods and thus might contribute to an understanding of the property’s significance. A change is likely to diminish integrity if it did not occur within the property’s period of significance.
- However, some changes detract from integrity because they destroy, damage, or conceal authentic features or elements from historic periods – such as replacement siding, windows, and roofs; or the enclosure of open porches; or the removal of architectural features. These changes must be acknowledged and accounted for in this section. In the case of our Federal-era house, the architectural elements that define it as Federal should be apparent – even if a casual observer could not identify it as “Federal.” A Federal-era house that has had its windows and doors replaced or reconfigured, that has had its siding altered, or that has had porches or wings added may no longer look enough like a Federal-era house to make landmark designation appropriate – no matter how historic it might be!

REPORT FORMAT

In order for the Historic Preservation Office to provide informed and worthwhile comments regarding the proposed designation, each report should contain all of the following information:

I. General information

1. Common and Historical Property Names
2. Physical Address or Location
3. Tax Parcel Identification Number (PIN)
4. Current Owner(s) Name(s)
5. Current Owner(s) Mailing Address(es)
6. Appraised Value of the Property (a copy of the most recent tax card will suffice)

II. Abstract

1. A clear summary statement of the property's significance and degree of integrity in two to three sentences. Why are you proposing designation for this property?
2. A concise statement of what buildings and portion of land are to be included in the designation. Is it all of the legal parcel(s) historically and currently associated with the building(s) or only a portion? The land area included should be, at minimum, that which is historically associated with and which continues to provide historic context for, the building(s) for which designation is proposed.

III. Historic Background

1. A narrative of the property's history that focuses on points relevant to the significance and integrity criteria. A chain of title should not be included unless you are claiming that the property is significant for its association with a historically significant person – and then only those deeds directly related to that person.
2. Date(s) of original construction (use "circa" and a year if the exact year is unknown). The report may need a chain of title to help prove or substantiate the original construction date.
3. Date(s) of all additions and/or alterations (use "circa" and a year if the exact year is unknown)

IV. Assessment

1. A full description of the property's historical, prehistorical, architectural, and/or cultural importance (significance).
2. A complete architectural description of the property. For architecturally significant properties, the description should focus on the elements that define the building's design. For report preparers, commissions, or staff who are unfamiliar with this kind of technical

writing, an outline for an architectural description may be found at <https://files.nc.gov/ncdcr/historic-preservation-office/CLG/ArchitecturalDescriptionTemplate.pdf>

3. A description of any elements that contribute to the property's archaeological significance. A brief archaeological comment should be included in every report. If no known archaeological features are present at the current time, a statement to that effect will suffice.
4. A complete and thorough evaluation of the property's integrity of design, setting, workmanship, materials, feeling, and/or association, fully accounting for all alterations and changes to the property, including those which detract from or do not contribute to the property's significance.
5. A justification of the proposed boundaries of the designation.

V. Supporting documentation

1. Digital photographs that clearly show the overall property in its current condition
 - a. At least 1 digital photograph of each elevation, to the extent they are visible or accessible; if an elevation is not visible, the report must explain why.
 - b. At least 1 digital photograph of each interior feature proposed for designation; if interior features are not to be designated, photographs of interior spaces are encouraged for documentary purposes but are not required.
 - c. Supporting photographs that illustrate architectural features, spatial relationships, orientation, size, scale, and texture, or which otherwise illustrate context
 - d. Digital photographs should be submitted to the Local Government Program Coordinator via Drop Box or saved to a cd or flash drive and mailed.
2. A sketch floor plan of the building(s). It does not have to be of "draftsman quality" or exactly to scale, but should clearly show arrangement of spaces and their relationship to one another. Floor plans may be drawn by hand with a ruler and legible printing or may be created with graphics or drafting software.
3. A site plan (preferably but not necessarily drawn to scale) showing:
 - a. the property's location
 - b. location of primary structures
 - c. location of all outbuildings and appurtenant features (e.g., a well)
 - d. major landscape and hardscape features such as large, ancient trees, driveways, and walkways
 - e. the boundaries of the proposed designation.
4. Plat or tax map, including the tax appraised value of the property.
5. Any other information the local governing board deems necessary.

VI. Bibliography/Source Citations

Note: If the property has been listed individually in the National Register of Historic Places, the National Register nomination might serve as the substance of the local designation report, either verbatim or re-formatted to meet the report guidelines set forth by the local commission (including a cover form required by the commission). If the property boundaries for the local designation are different from those for the National Register nomination or if there have been physical changes to the property since the nomination was written, the nomination may substantively serve as the designation report as long as an explanation of the different boundary and physical changes to the property are incorporated in the report. The usefulness of a nomination depends on when the property was listed and the amount and quality of information in the nomination. Because of the passage of time and changes that may have happened in the interim period, nominations written prior to ca. 2015 may need to be augmented for the architectural description and/or the significance section of the designation report.

SUBMITTAL. Please send completed reports to:

Kristi.brantley@ncdcr.gov
Or
Local Government Program
Attn: Local Landmarks Reports
North Carolina State Historic Preservation Office
4617 Mail Service Center
Raleigh, NC 27699-461

Checklist for Submitting a Local Designation Report to the NC HPO

| Yes No N/A | General Information | Guidelines Reference | Comments |
|---|---|--|----------|
| <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Common and Historic Names for Property | <ul style="list-style-type: none"> General Information 1.1 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Physical Address or Location | <ul style="list-style-type: none"> General Information 1.2 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Tax Parcel Identification Number (PIN) | <ul style="list-style-type: none"> General Information 1.3 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Current Owner(s) Name(s) | <ul style="list-style-type: none"> General Information 1.4 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Current Owner(s) Mailing Address | <ul style="list-style-type: none"> General Information 1.5 | |
| Yes No N/A | Abstract | Guidelines Reference | Comments |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ol style="list-style-type: none"> A clear summary statement of the property's special character/significance and degree of integrity. | <ul style="list-style-type: none"> Abstract 2.1 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ol style="list-style-type: none"> A clear explanation regarding why the property is being proposed for designation. | <ul style="list-style-type: none"> Abstract 2.1 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ol style="list-style-type: none"> A concise statement of what buildings, interior features and portion of land are proposed for designation. | <ul style="list-style-type: none"> Abstract 2.2. | |
| Yes No N/A | Historic Background/Context | Guidelines Reference | Comments |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> A description of the property's history that clearly focuses on its special character and integrity. | <ul style="list-style-type: none"> Historic Background 3.1 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Chain of title (if the property's significance is associated with a significant individual) | <ul style="list-style-type: none"> Historic Background 3.1 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Date(s) of original construction. Chain of title may also be used to provide evidence of construction date. | <ul style="list-style-type: none"> Historic Background 3.2 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> Date(s) of all additions and/or alterations | <ul style="list-style-type: none"> Historic Background 3.3. | |

Checklist for Submitting a Local Designation Report to the NC HPO

| Yes No N/A | Assessment | Guidelines Reference | Comments |
|--|---|--|----------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>A complete description of the property's historic, prehistoric, architectural and/or cultural significance for one or more of the following reasons:</p> <ul style="list-style-type: none"> • Association with a historic event • Association with a historically significant individual • Its architectural style or its type of construction or engineering • Its archaeological potential | <ul style="list-style-type: none"> • Assessment 1.1 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • A complete architectural description of the property. | <ul style="list-style-type: none"> • Assessment 1.2 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • A description of any elements that contribute to the property's archaeological significance. | <ul style="list-style-type: none"> • Assessment 1.3 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <p>A complete and thorough evaluation of the property's</p> <ul style="list-style-type: none"> • Integrity of design • Setting • Workmanship • Materials • Feeling • Association • Location <p>Fully accounting for all alterations to the property, including those which detract from the property's significance.</p> | <ul style="list-style-type: none"> • Assessment 1.4 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • A clear and complete description and justification of the proposed designation boundaries for the property should be included in the narrative. • A Proposed Designation Boundary Map should also be included (see Supporting Documentation (5.4)) | <ul style="list-style-type: none"> • Assessment 1.5 | |

Checklist for Submitting a Local Designation Report to the NC HPO

| Yes No N/A | Supporting Documentation | Guidelines Reference | Comments |
|---|--|---|----------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Digital photographs that clearly demonstrate the current overall condition of the property <ul style="list-style-type: none"> • At least 1 digital image of each elevation • At least 1 digital image of each interior proposed for designation • Supporting photographs that clearly highlight architectural features • At least one photo of the site that provides context • Digital images of the property should be submitted to the Local Government Coordinator via email or Dropbox | <ul style="list-style-type: none"> • Supporting Documentation 5.1(a-d) | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • A sketch floor plan of the building(s). It does not have to be professional or to scale but should clearly demonstrate the arrangement of spaces. | <ul style="list-style-type: none"> • Supporting Documentation 5.2 | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | A site plan (does not have to be to scale) showing: <ul style="list-style-type: none"> • Property's location • Location of primary structures • Location of outbuildings • Location of all major landscape features • Proposed designation boundaries | <ul style="list-style-type: none"> • Supporting Documentation 5.3(a-e) | |
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> • A plat or tax map, including the tax appraised value of the property • A map clearly outlining the proposed designation boundaries for the property. Map should include a title that defines it as the Proposed Designation Boundary Map, road labels and a North arrow | <ul style="list-style-type: none"> • Supporting Documentation 5.4 | |
| <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> | <ul style="list-style-type: none"> • Any other information the local governing board deems necessary | <ul style="list-style-type: none"> • Supporting Documentation 5.5 | |

Checklist for Submitting a Local Designation Report to the NC HPO

Item III - b.

| Yes No N/A | Bibliography/Source Citations | Guidelines Reference | Comments |
|--|--|---|----------|
| <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <ul style="list-style-type: none"> All reports should include a bibliography and source citations. Reports submitted without a bibliography will be considered incomplete | <ul style="list-style-type: none"> 6.1 | |



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Color Palette Amendment**

Board Meeting Date: **October 17, 2023**

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

Overview: 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 3rd and the purpose of this discussion is to present the changes discussed at that meeting.

In summary, the subcommittee recommends eliminating a few bright and out of character colors from the palette, add a “Approved Primary Colors- Business” section, and to add a disclaimer to Section 152.479 subsection 58 stating staff have the right to refer to the board for input for any out of character color/color combination choices to the Historic District.

Background Attachment(s):

1. Amendments to Color Palette
2. Amendment to Section 152.479 subsection 58

Recommended Action: Make a motion to recommend amendment to the color palette with edits discussed and amend Section 152.479 subsection 58.

Action: _____

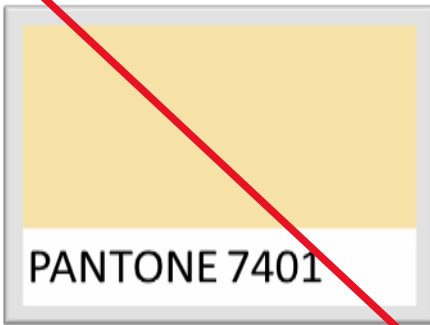
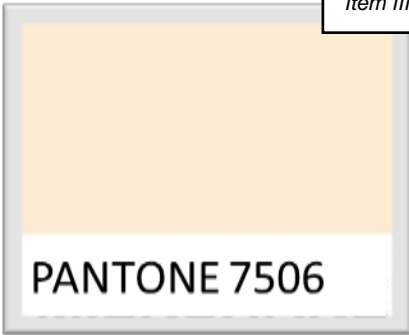
APPROVED PRIMARY COLORS **RESIDENTIAL**

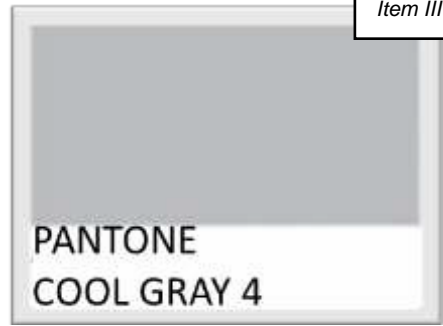
(MAIN EXTERIOR COLORS)



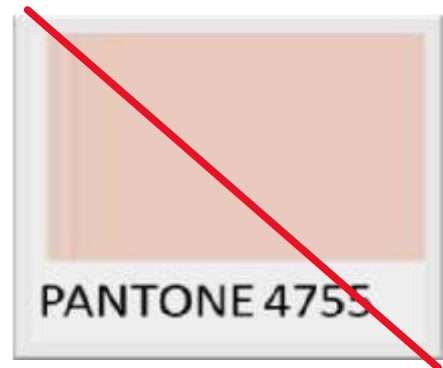
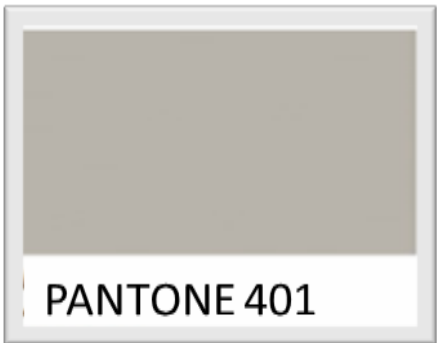
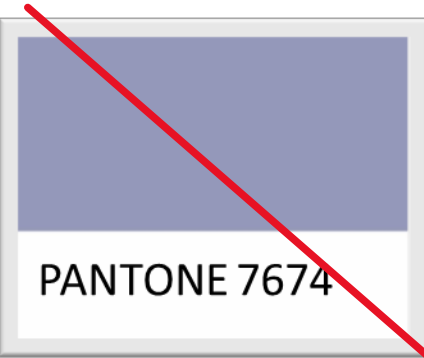
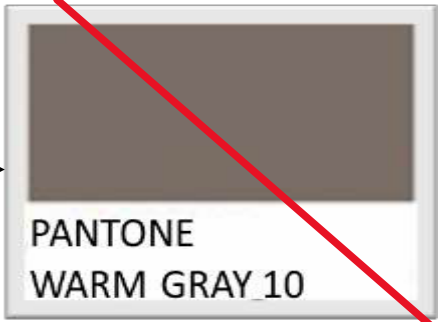
Move color to
“Approved
Primary Colors-
Business” section.

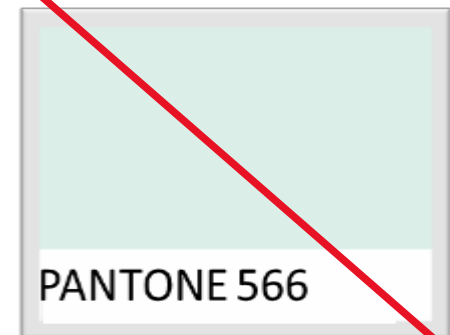
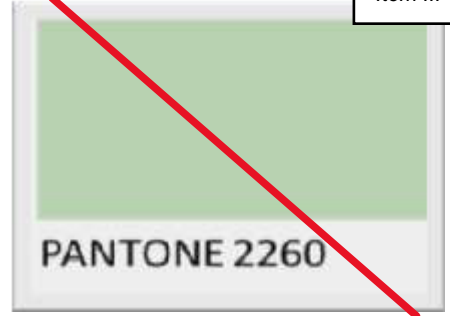






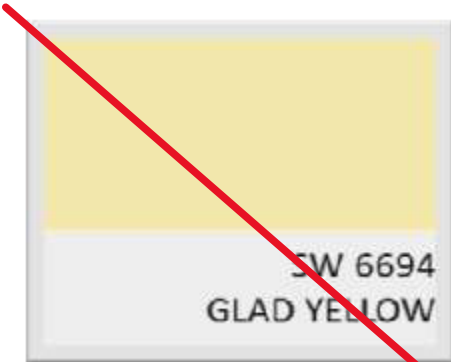
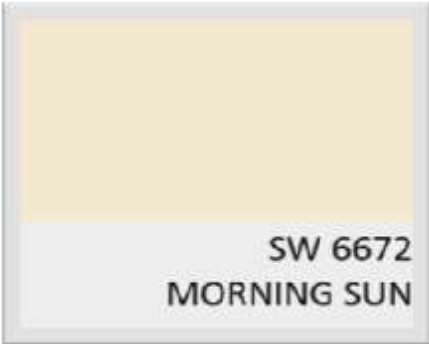
Move color to
"Approved
Primary Colors-
Business" section.

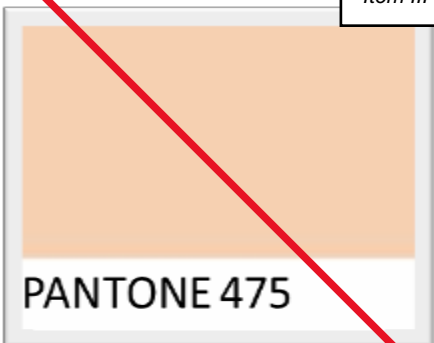


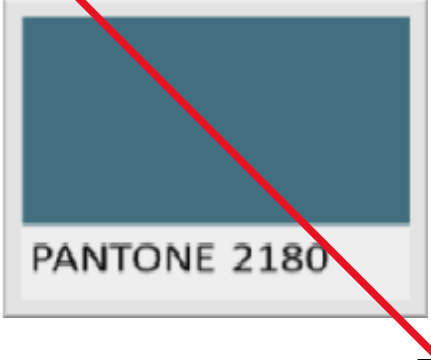
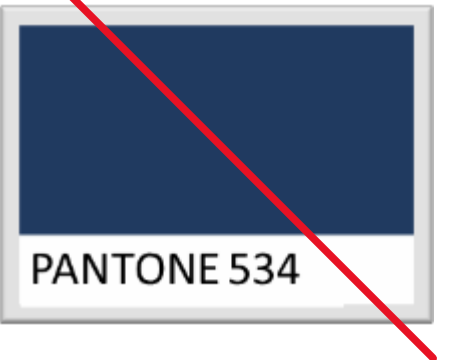
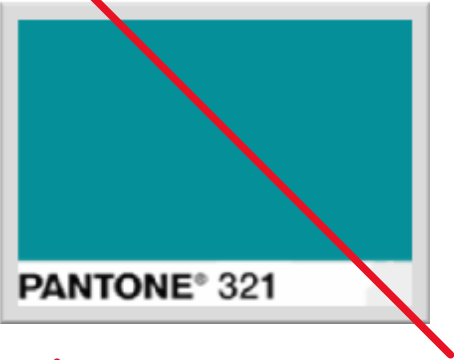
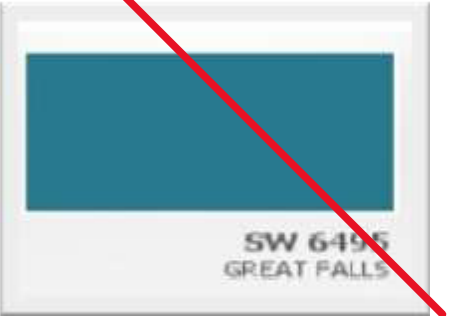
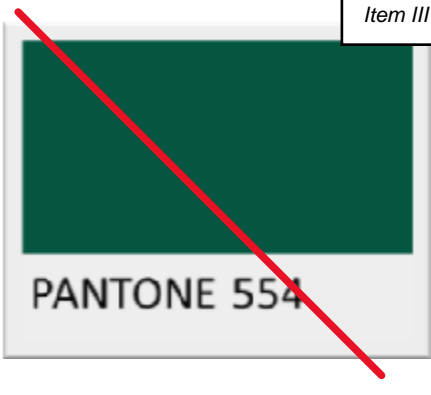


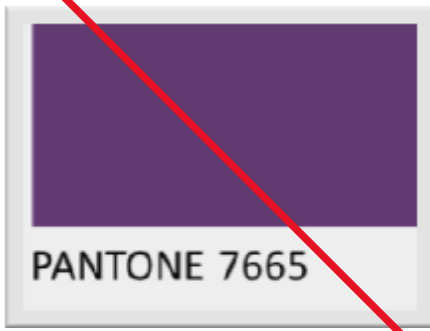
APPROVED TRIM COLORS

(TRIM AND SHUTTER COLORS)



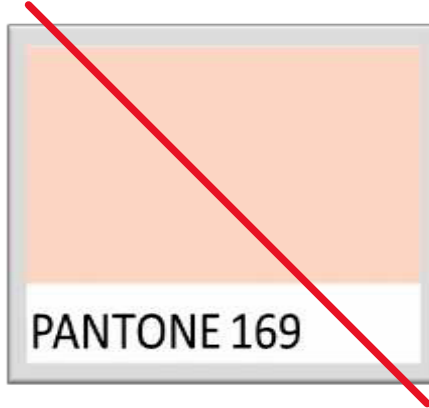


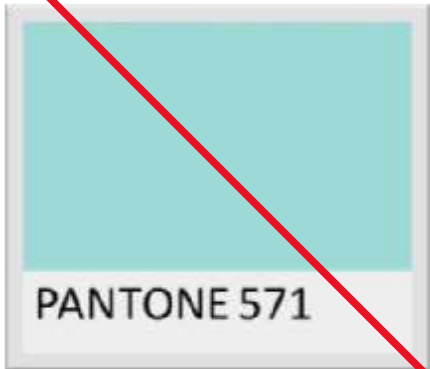


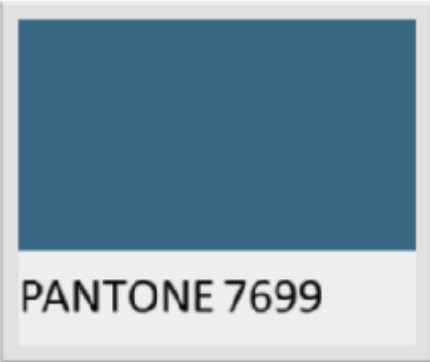


APPROVED DOOR COLORS

Item III - c.

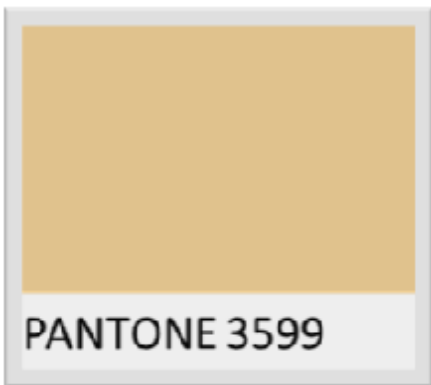
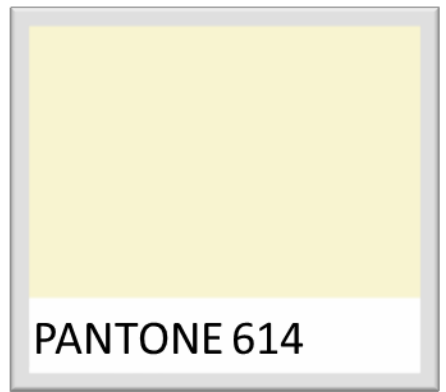
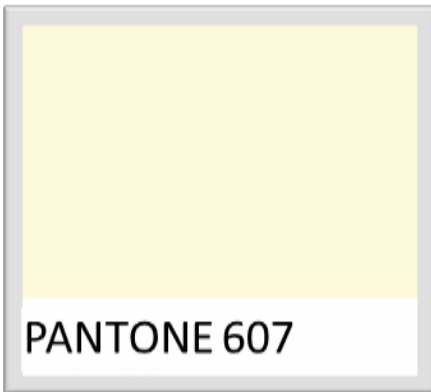
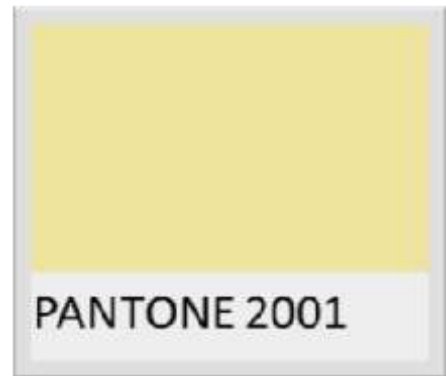
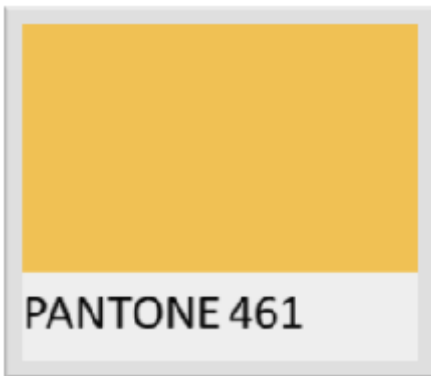


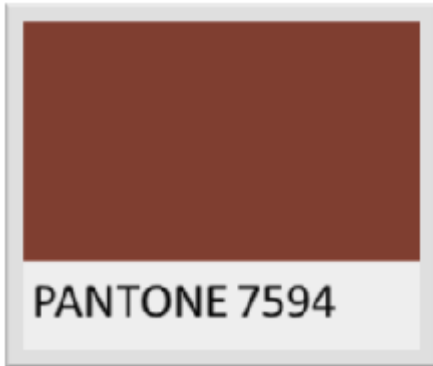
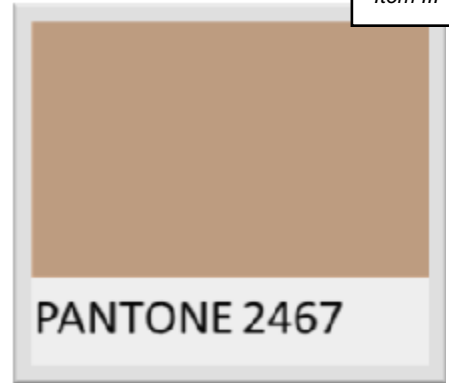


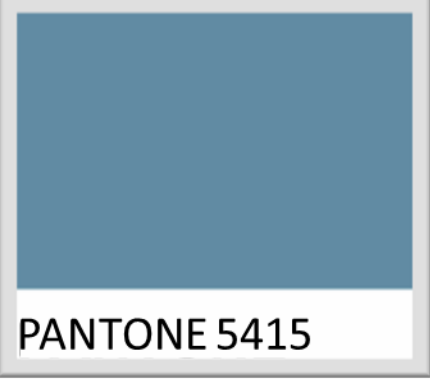
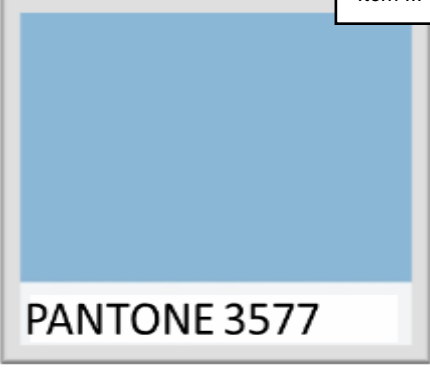


APPROVED SIGN COLORS

(MAIN SIGN COLORS ONLY)



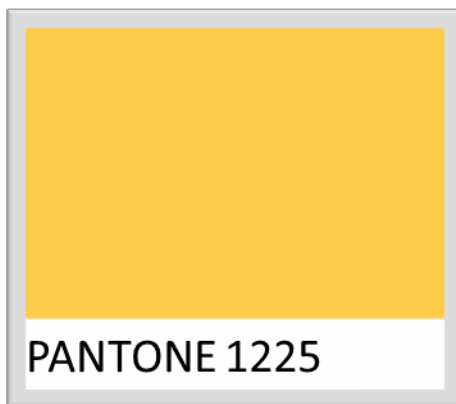
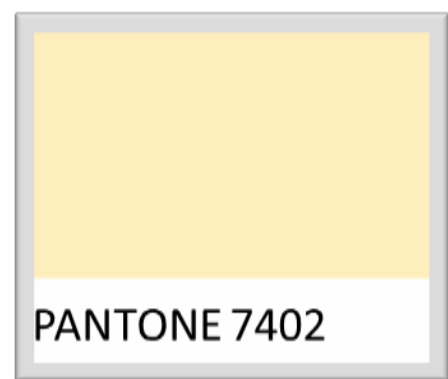
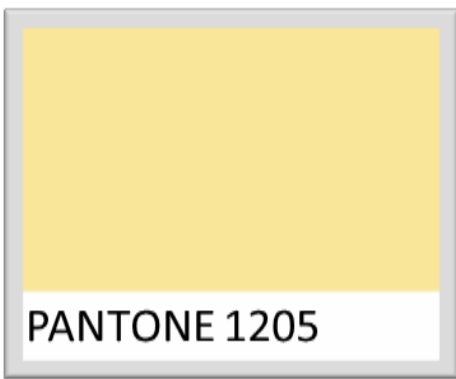
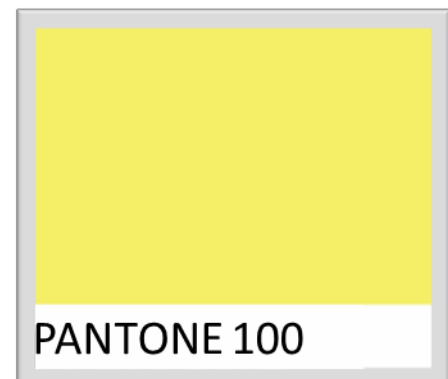


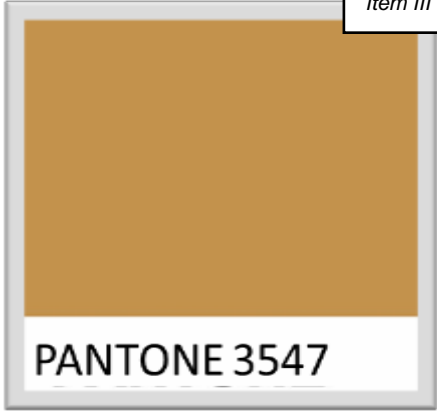


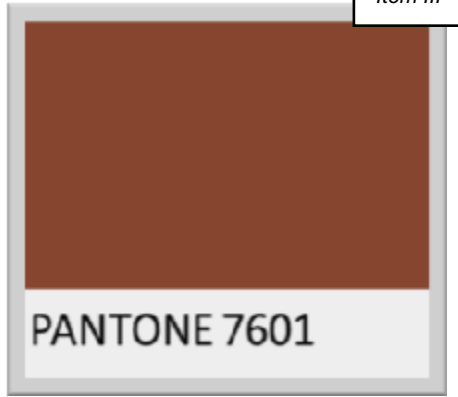


APPROVED ACCENT COLORS

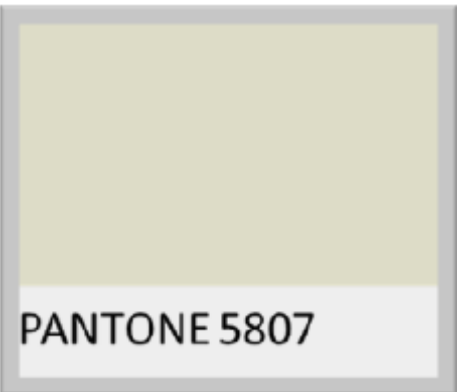
(FOR SMALL ACCENTS ON SIGNS ONLY)

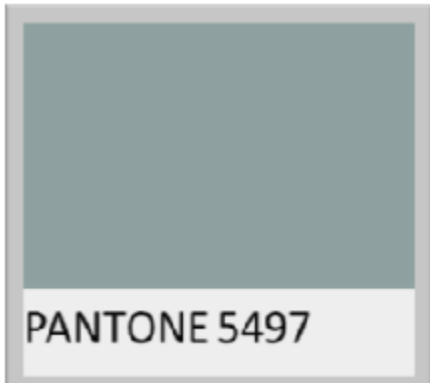








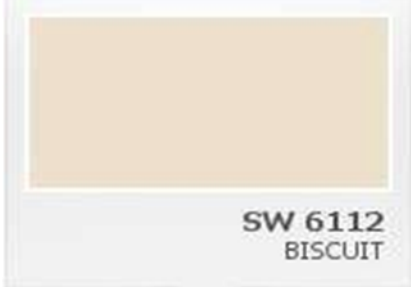


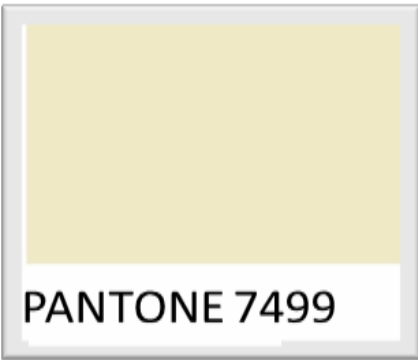


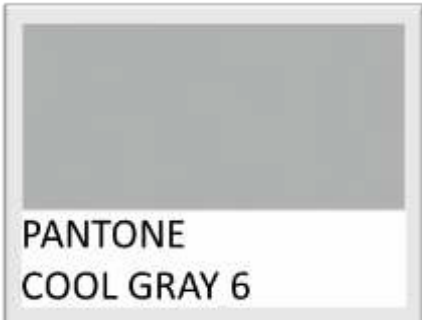


APPROVED PRIMARY COLORS BUSINESS

(MAIN EXTERIOR COLORS)









§ 152.479 CERTIFICATE OF APPROPRIATENESS LIST.

Certificates of appropriateness shall be required for properties identified as contributing (C) and non-contributing (N) in the Historic District according to the chart which follows. In the chart, and “N” entry applies to those homes built after 1938, and a “C” entry applies to those homes built before 1938. An “X” entry applies to both Contributing and Non-contributing structures.

| <i>Type of Work</i> | | <i>Routine Maintenance</i> | <i>Minor Work (M.C.)</i> | <i>Major Work (SHP)</i> | <i>Staff Approval</i> |
|---------------------|---|----------------------------|--------------------------|-------------------------|-----------------------|
| 58 | Painting when there is a change in color which conforms to the approved color palette. Should staff find colors are out of character with the architecture or a strange combination of colors is proposed it will be forwarded to SHP. | | | | X |

(Ord. 2005-O3, passed 3-15-2005) (Am. Ord. 2008-O33, passed 10-21-2008, Am. Ord. 2016-O10, passed 9-13-2016)