



# Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, April 21, 2026

## I. Call to Order

## II. Approval of Minutes

- a. February 17, 2026 BOC & HPC Joint Special Meeting Minutes

## III. Business

- a. **Certificate of Appropriateness/114 Elm Street**  
**Presenter: Rebecca Brehmer, CFM, CZO- Town Planner**

The owner of 114 Elm Street or the "Jonathan Greene House" has requested a Certificate of Appropriateness for exterior alteration to the home of a new cedar shake shingle roof. This home is contributing to the Swansboro Historic District and is zoned R-6SF.

*Recommended Action:*

1. Hold a public hearing
2. Motion to approve or deny COA-2026-02 for exterior alteration of home at 114 Elm Street

- b. **Certificate of Appropriateness/Bartley House Privy/Post Office (114 Main Street)**  
**Presenter: Rebecca Brehmer, CFM, CZO- Town Planner**

The Swansboro Historic Association has requested a Certificate of Appropriateness for an exterior alteration to the Bartley House Privy & Post Office that was recently relocated to 114 Main Street.

*Recommended Action:*

1. Hold a public hearing
2. Motion to approve or deny COA-2026-03 for exterior alteration of an accessory structure at 114 Main Street

- c. **Preston's Corner Rooftop Bar Discussion**  
**Presenter: Rebecca Brehmer, CFM, CZO- Town Planner**

Preston's Corner Bar & Grill located at 106 Front Street has requested discussion for the SHPC opinion on an addition of a rooftop bar to the restaurant.

*Recommended Action: Hold discussion and give recommendation on next steps.*

## IV. Chairman/Board Thoughts/Staff Comments

## V. Public Comments

## VI. Adjournment

**Town of Swansboro**  
**Board of Commissioners &**  
**Historic Preservation Commission**  
**Joint Special Meeting Minutes**  
**February 17, 2026**

Item II - a.

**Call to Order**

The joint meeting was called to order at 5:32pm. Historic Preservation Commission members in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, Elanie Justice, and Brad Phillips.

Board of Commissioners in attendance were Mayor Bill Justice, Mayor Pro Tem Jeff Conaway, Commissioner Tamara Pieratti, Commissioner Doug Eckendorf, Commissioner Wayne Herbert, and Commissioner Tim Vannoy.

**Approval of Minutes**

On a motion by Mr. Phillips seconded by Mrs. Kingrey the January 20, 2026, Regular Meeting Minutes were unanimously approved.

**Business**

***Election of Chair, and Vice-Chair***

In accordance with the Historic Preservation Commission General Rules, a Chairman and a Vice-Chairman shall be elected from within the membership by the members.

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey and approved unanimously, Jonathan McDaniel was reappointed to serve as Chair.

On a motion by Mr. Phillips, seconded by Mrs. Justice and approved unanimously, Kim Kingrey was reappointed to serve as Vice-Chair.

***State Historic Preservation Office Presentation***

Planner Rebecca Brehmer introduced two representatives from the NC State Historic Preservation Office (SHPO) Lauren Poole, Historic Preservation Specialist, and Wade Rogers, the newly appointed Restoration Specialist for the Eastern Office. Planner Brehmer noted that the meeting had been prompted by ongoing questions surrounding the historic district, the addition of new Board of Commissioners members, and a desire to clarify the town's path forward in preservation matters.

Ms. Poole presented an overview of the fundamental differences between the National Register of Historic Places and Swansboro's local historic district. She explained that the National Register, administered federally by the National Park Service with SHPO serving as the facilitating bridge, was an honorary designation that imposed no restrictions on private property owners using private funds. The local historic district, by contrast, was established by local ordinance and administered by the Historic Preservation Commission (HPC), and it was that local designation that provided meaningful, enforceable protections through the Certificate of Appropriateness (COA) process.

Ms. Poole noted that federal oversight of National Register properties was only triggered in specific circumstances when a federal undertaking occurred (such as a DOT road project),

when a property owner opted into the federal Rehabilitation Tax Credit program, or when a nonprofit or municipality received a federal or state grant.

The presentation continued with an explanation of National Register criteria. Ms. Poole detailed the four main criteria used for assessment:

- Criterion A: History or its history
- Criterion B: Association with important persons
- Criterion C: Architecture and engineering
- Criterion D: Archaeology

She noted that Swansboro's district was listed under both *Criterion A* for its association with industry and commerce as an early port town and *Criterion C* because the buildings help tell the story of that time period.

She clarified the distinction between contributing and non-contributing resources within the district. Contributing buildings were those constructed within the period of significance—1770 to 1938 for Swansboro—that retained sufficient historic character. Non-contributing buildings were those built outside the period of significance or those substantially altered such that their historic character was no longer legible. Ms. Poole noted that at the time of the district's 1990 listing, there were 123 resources, with 77 contributing and 46 non-contributing, and that these figures had likely changed.

Ms. Poole outlined three levels of changes regarding updating the National Register Nomination:

- Technical changes - the simplest, including correcting errors, changing construction dates, or updating building status.
- Substantive amendments - requiring more work, such as resurveying the district or extending the period of significance.
- Boundary increases or decreases.

Ms. Poole clarified that removal from the National Register was not a simple administrative act but required a formal petition to the Keeper of the National Register, and that SHPO's office did not proactively seek to remove districts. She noted she could not recall SHPO ever facilitating the removal of a district except in cases of demolition or destruction. She recommended that, before pursuing a full resurvey and period-of-significance extension, that she first conduct a site visit to walk the district block by block, building by building, and offer her professional assessment of the district's integrity before any decision was made.

Ms. Poole outlined available tax credit programs, noting that income-producing properties could qualify for a 15% state credit and a 20% federal credit, with an additional 5% bonus available in Tier 1 and Tier 2 counties, for a potential total of 40%. A 15% tax credit was also available for non-income-producing residential properties. Mr. Rogers noted that proactive education of contractors on these programs and proper preservation techniques had proven effective in other communities.

Enforcement discussion:

Board members discussed challenges in achieving compliance and the importance of proactive education and outreach. Mr. McDaniel emphasized that the HPC's role was guidance rather than punishment and noted that widespread lack of awareness among contractors regarding COA requirements.

Ms. Poole and Mr. Rogers offered to return for a public information session at no cost. Suggestions discussed included targeting realtors, contractors, insurance agents, and mortgage lenders as key points of contact in the property transaction process; distributing welcome packets to new homeowners; using social media; and hosting workshops that could be funded through CLG grants. Ms. Poole noted that CLG-funded workshops were open to surrounding communities and also serve as training opportunities for Historic preservation Commission members to maintain CLG status. Mr. Rogers specifically recommended focusing hands-on preservation workshops on contractors, noting that they were often responsible for decisions regarding historic materials on behalf of property owners.

In response to inquiries from the board, Ms. Pool and Mr. Rogers clarified the following:

- There was no specific required percentage for contributing versus non-contributing resources; however, the general guideline was to have more contributing than non-contributing resources, with determinations ultimately depending on the specific circumstances of each district.
- The architectural survey completed in 2021 using a CLG grant had been conducted for local records purposes and had not been submitted to the National Park Service as an amendment to the National Register nomination. It remained as local survey housed in SHPO's archives and the Town's records and did not constitute an official update to the 1990 nomination.
- The survey had not been submitted due to concerns regarding integrity. It was noted that if such an update were submitted to the National Park Service, the district could be reevaluated and potentially found to lack sufficient integrity, which could initiate consideration of removal from the National Register.
- The 2021 survey report included recommendations for potential boundary increase areas worth exploring.
- Enforcement was a local responsibility, with SHPO having no authority to compel compliance, and directed staff to Christie Brantley for guidance on available mechanisms.
- The most common enforcement tools available to towns were liens and fines, with an emphasis on setting fines at levels sufficient to be meaningful rather than nominal and easily ignored. Consultation with the Town Attorney was recommended.
- SHPO staff could review the town's existing ordinances for gaps or improvements. Christie Brantley would be the appropriate SHPO contact for that question, and that she would follow up with Ms. Brantley regarding additional resources for enforcement and ordinance review.
- Archaeological finds on outlying properties or within the historic district, such as pottery shards from the colonial and Civil War periods, fell under the jurisdiction of

the Office of State Archaeology. SHPO's role was limited to above-ground resources, while archaeological matters were handled by that office.

In response to inquiries from the board, Planner Brehmer clarified the following:

- Enforcement begins with notice of violation under the UDO, with escalation through building code provisions where applicable, including stop-work authority in health and safety cases.
- Unresolved matters would require consultation with the Town Attorney and that compliance was primarily achieved through fines and administrative enforcement tools.
- New home buyers were not required to meet with the Town Planner.
- If work was being conducted without a permit, the Town would inspect the property, provide education to the homeowner, and inform them that they were in violation.
- The Town provides welcome packets for new homeowners.

### **Board /Staff Comments**

Commissioner Vannoy raised concerns about weekend alterations changes made overnight without COA approval and questioned the commission's ability to respond. He suggested that outreach to new homeowners, including personal visits from Historic Preservation Commission or Commissioners, could help bridge the gap.

Mayor Pro Tem Conaway expressed concern regarding low participation and limited attendance at meetings and stated a desire to have Ms. Poole and Mr. Rogers return to conduct an all-day workshop to increase engagement.

The Board of Commissioners and the Historical Preservation Commission expressed gratitude to Ms. Poole and Mr. Rogers for their presentation.

### **Public Comments**

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

### **Adjournment**

On a motion by Mrs. Kingry, seconded by Mrs. Justice, the HPC meeting adjourned at 7:53pm.

On a motion by Commissioner Vannoy, seconded by Mayor Pro Tem Conway, the Board of Commissioner meeting adjourned at 7:53pm.



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Certificate of Appropriateness/114 Elm Street**

Board Meeting Date: **April 21, 2026**

Prepared By: **Rebecca Brehmer, CFM, CZO- Town Planner**

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**Overview:** The owner of 114 Elm Street or the “Jonathan Greene House” has requested a Certificate of Appropriateness for exterior alteration to the home of a new cedar shake shingle roof. This home is contributing to the Swansboro Historic District and is zoned R-6SF.

As outlined in more detail in the application, the request consists of the removal of the standing seam metal roof currently on the home and replacing it with cedar shake shingles. During roof repairs after hurricane Florence in 2018, evidence of the homes’ original cedar shake shingles were discovered. This request is consistent with Section 3 Roofs of the Historic District Design Standards that reads “Unpainted or unstained cedar shake shingles are an appropriate roofing material if there is documentation that it was the original material or of the era of the home.”

**Background Attachment(s):**

- 1. COA-2026-02 Application
- 2. Historic Property Survey Summery
- 3. Aerial Location Map
- 4. Section 3 Roofs

**Recommended Action:**

- 1. Hold a public hearing
- 2. Motion to approve or deny COA-2026-02 for exterior alteration of home at 114 Elm Street

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**Action:** \_\_\_\_\_  
\_\_\_\_\_  
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# SWANSBORO HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS

Application # COA-2026-02

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: Jonathan L. McDaniel

MAILING ADDRESS: 114 Elm Street, Swansboro NC 28584

ADDRESS OF AFFECTED PROPERTY: Same

PHONE NUMBERS: (Home) 252-725-3723 (Work) 252-393-6101

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: JLM

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: JLM

**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: JLM

**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: JLM

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

PROJECT DESCRIPTION (Attach additional sheets if necessary):

See attached narrative and photos.

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: JMM

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: N/A JMM

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: JMM

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: JMM

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: JMM

Jerry L. N. [Signature] 4-1-26
Signature of Applicant Date

STAFF USE ONLY

Application received by: [Signature] Date: 4-1-26
Application reviewed with applicant by: [Signature] Date: 4/1/26
How: In person [ ] email [ ] By Phone [ ]
Fee Paid: \$200 Receipt Number
Comments:

**114 Elm Street – Jonathan Green, Jr. House**  
**2026 Certificate of Appropriateness Narrative**

This COA request is for exterior alteration to the roof at the Jonathan Green, Jr. house, and to remove the standing seam metal roof and replace with cedar shake shingles. The existing standing seam metal roof is approximately 100 years old, and in need of major repair or total replacement. The porch roof suffered major damage during hurricane Florence and tore “perpendicular” to the standing seams (see 2018 photo). Though the roof was patched, the perimeter edge of the entire roof has deteriorated and overall integrity is suspect.

During the repair of the porch roof in 2018, it was discovered the main roof below the porch roof tie-in still retained original cedar shake shingles from the home’s original colonial era construction (see group of 4 photos). This COA request will replace the 1920s era standing seam metal roof with authentic cedar shake shingles, and recreate the original colonial look of the house. A computer generated rendition of the proposed cedar shake roof is enclosed. Cedar shake shingles were the dominate roofing material prior to the modern era, and especially during colonial times as wood was plentiful and cedar resistant to rot and corrosion. Many homes in the historic district of Swansboro had cedar shake roofs, and are visible in photos from Jack Dudley’s book on historic Swansboro.

The new roof work will include removal of the standing seam metal roof for the entire house and two dormers. The main roof retains original 1” thick sheathing boards ranging from 11” to 13” wide. The sheathing has various gaps and a few places are compromised with holes. To help preserve the main structure of the house, new wood decking (7/16 OSB) will be installed on top of the sheathing boards prior to doing cedar shakes. The porch roof will not have OSB decking installed, and will instead have the new cedar shakes installed directly on top of the original porch sheathing boards. The intent with the porch is in case the beaded ceiling boards are ever removed, the view underneath would display an authentic colonial style roof. Supposedly the beaded ceiling boards are from the 1906 George Ward house that was demolished and formerly next door on the corner lot of Elm and Main Streets. The proposed cedar shake shingles will be Premium Grade and Bureau certified, and installed with 316 stainless steel nails. Where the roof ties to the dormers and at the breaking pitch are all to have copper wall flashing. The roof work will be done by Teddy Johnson of Home Improvement Services, Inc. who is a native of Johnston County and a 3<sup>rd</sup> generation cedar shake roofer. His team has done many cedar shake roofs across eastern NC and on historic homes.



Porch roof damage from hurricane Florence 2018



View of Top of Porch Roof Sheathing with original cedar shake shingles underneath on portion of main roof



View under porch roof's tie to main roof with original framing and original cedar shake shingles



View under porch roof's tie to main roof (looking to side facing Main Street) with original framing and original cedar shake shingles



Zoom in view under porch roof's tie to main roof with original framing and original cedar shake shingles



North Carolina State Historic Preservation Office

### Historic Property Survey Summary

County: **Onslow**

SSN: **ON0985**

Blockface#:

<b>Quad:</b> Swansboro <b>PIN:</b> 536411561825 <b>X:</b> -77.1199 <b>Y:</b> 34.68834  <b>DOT Project #:</b> <b>OSA#:</b>
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**Update** Mo: **03** Yr: **2022**

No Alt     Alt     Det     Imprv  
 **Removed**     Outbldg Loss  
 No Acc.     Not Fnd     FileMsg  
 Newly ID'd     Needs Resch.

<b>Property Name:</b> <b>Jonathan Green House</b> <b>Street or 911 Address:</b> <b>114 Elm Street North side</b> <b>Location Description:</b> Town/vicinity: <b>Swansboro</b> <b>District:</b> <b>Swansboro Historic District (NR District) Contributing Building</b> <b>District Dates:</b> NRdate: <b>3/16/1990</b> SLdate: <b>7/21/1988</b> DOEdat: <b></b> <b>Local District:</b> <b>Swansboro Local Historic District - ON0992</b>
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<input type="checkbox"/> Recommended for SL <input type="checkbox"/> StudyList    SLDate: <input type="checkbox"/> NR    NRDate:    NR # <b>None</b> <input type="checkbox"/> DOE    DOEDate: DOE Type:    Local Status: <b>None</b> Ownership: <b>Private</b>
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**Principal Resource** Material Integrity: **Medium** Condition: **Good** Location Integrity: **Original**

<b>Architectural Data:</b> Date: <b>1770-1780</b> Major Style Group: <b>Traditional/Vernacular</b> Construction: <b>Timber Frame</b> Ext. Material: <b>Unknown</b> Later Covering: <b>Asbestos</b> Height: <b>1 1/2-story</b> Roof: <b>Side gable</b> Plan: <b>No int access</b> Form/Type (Domestic): <b>Coastal cottage</b> Arch., Builder, or Design Source: <b>Not specified</b>
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Major Theme <b>Architecture</b> Sec Theme: <b>Exploration/Settlement</b> Group Association:    Religious Affiliation: Historic Function: <b>Domestic - single dwelling</b>
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**Narrative Summary:**

[1990 National Register nomination] Jonathan Green House; three-bay coastal plain cottage with hall-parlor plan, rear shed rooms and engaged front porch. The house has ballast stone foundation piers, chimneys with paved shoulder dormers (possibly late nineteenth century), interior with a fine Federal mantel and an enclosed stair. The documentary evidence is confusing as to the early owners of the lot upon which this house was built, but Jonathan Green, son of Swansboro's earliest settler, may have owned the lot in the 1770s and is a likely candidate for the house's builder. Another possibility is Colonel Reuben Grant, who owned the lot at the end of the eighteenth century, the period when the house probably received its interior detailing.

[2022 Survey Update] One of the two oldest extant houses in Swansboro, and among the oldest in Onslow County, the Jonathan Green House occupies a grassy lot on the northwest side of Elm Street near the west corner of Elm and Main Streets. It sits at the back of the lot, away from Elm Street with a deep front yard. The expansive side yard to the northeast is a separate parcel in the same ownership. The corner parcel is surrounded on the northeast and southeast sides by a low brick retaining wall that abuts the sidewalk along Main Street, with a short set of three inset steps that lead to the yard. A wider break in the retaining wall along Main Street, near the north corner of the property, provides access to the irregular, graveled driveway that extends southwest into the property. In front of the dwelling, and lining the southeast side of its parcel, the retaining wall is approximately two feet tall and built of mortared, uncoursed rubble stone, with a set of five poured concrete steps that are inset into the yard with stone side walls. A narrow margin of grass lies outside the retaining wall and extends to the edge-of-pavement along Elm Street.

Thursday, August 25, 2022

The 1989-1990 NRHP nomination for the Swansboro Historic District states that the Jonathan Green House is a "three-bay coastal plain cottage with hall-parlor plan, rear shed rooms, and engaged front porch. However, the survey file documentation for the property suggests that it has or had a center hall plan with one of the walls removed. Because the interior was not accessed at the time of the survey, and because the existing documentation on the property appears to be conflicting, this drop-down field was not definitively populated in the database record. The house has ballast stone foundation piers, chimneys with paved shoulders, dormers (possibly late nineteenth century), interior with a fine Federal mantel and an enclosed stair. The documentary evidence is confusing as to the early owners of the lot upon which this house was built, but Jonathan Green, son of Swansboro's earliest settler, may have owned the lot in the 1770s and is a likely candidate to be the houses' builder. Another possibility is Colonel Reuben Grant, who owned the lot at the end of the eighteenth century, the period when the house probably received its interior detailing."

Various construction dates attributed to the property include 1770 (per tax records) and circa 1774 (per the HPO survey file). This late-eighteenth-century dwelling is one-and-a-half stories tall on an English basement. It faces southeast toward Elm Street. It retains its overall form and the materials present when it was surveyed in 1988 and 2000. The wood-frame structural system is sheathed in asbestos shingles, and the side-gabled roof is covered in standing-seam metal. Tuscan columns, spanned by a low wood railing with square balusters and a square-edged handrail, support the roof of the inset porch. The gable-end chimneys have stone bases and freestanding flues.

When first photographed in 1976, the area below the left, or south, half of the porch was filled in with windows on the southeast edge and a door flanked by windows on the southwest side. This infill material was removed between 2000, when it was last surveyed, and April 2019, the date of the Google Street View (GSV) imagery. Today, the area below the porch is open between the tall brick piers. The foundation below the porch has a single-leaf door and a pair of double-hung, six-over-six vinyl windows in the left half of the dwelling. Two pairs of double-hung, six-over-six vinyl windows with shared wood surrounds and sills flank the central entrance, which holds a single-leaf door whose material and design could not be determined at the time of the survey. The two dormer windows are evenly spaced across the half story and feature gabled roofs, shaped bargeboards, sawtooth shingles in the gable ends, and what appear to be double-hung, six-over-six wood windows. The dormers appear to be sheathed in wood singles or weatherboard. Two double-hung, six-over-six vinyl windows flank the chimney on the first story and in the half story above on the northeast elevation. A double-hung, six-over-six vinyl window is within the stuccoed infill between the stone foundation piers near the front of the house. Windows on the southwest elevation in the foundation and on the first and second stories contain double-hung, six-over-six vinyl sash. The northwest elevation was obscured by outbuildings and surrounding vegetation and was not visible at the time of the survey.

#### ***Outbuildings/Features***

<b>FeatureType</b>	<b>Construction</b>	<b>CircaDate</b>	<b>Condition</b>	<b>Contrib</b>
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<b>Fence/wall</b>	Loadb. Masonry	1770	Good	
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A rubblestone retaining wall spans the front of the parcel along Elm Street, while the retaining wall along main street is brick.

<b>Garage</b>	Light Frame	1950	Good	N
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Near the west corner of the house is a one-story, one-bay-wide garage of wood-frame construction sheathed in the same asbestos shingles as the dwelling. It has a poured or parged concrete foundation and front-gabled roof covered in standing-seam metal. It faces southeast toward Elm Street with a double-leaf, vertical-board wood door.



Swansboro, Onslow County  
2022 Survey Update  
Aerial Map 3

Item III - a.



Legend:

- ▲ Architectural Resource
- Architectural Resource (Demolished/Removed)
- ▬ Parcel Boundary

Scale: 0 to 65 Feet

North Arrow

ON0985 (Jonathan Green House, 114 Elm Street, Swansboro, Onslow County)  
03/2022 - Ellen Turco, photographer, page 1 of 2

Item III - a.



ON0985\_114ElmSt\_03-2022\_ET-01.jpg



ON0985\_114ElmSt\_03-2022\_ET-02.jpg



ON0985\_114ElmSt\_03-2022\_ET-03.jpg



ON0985\_114ElmSt\_03-2022\_ET-04.jpg



ON0985\_114ElmSt\_03-2022\_ET-05.jpg



ON0985\_114ElmSt\_03-2022\_ET-06.jpg

ON0985 (Jonathan Green House, 114 Elm Street, Swansboro, Onslow County)  
03/2022 - Ellen Turco, photographer, page 2 of 2

Item III - a.



ON0985\_114ElmSt\_03-2022\_ET-07.jpg



ON0985\_114ElmSt\_03-2022\_ET-08.jpg



ON0985\_114ElmSt\_03-2022\_ET-09.jpg



ON0985\_114ElmSt\_03-2022\_ET-10.jpg



ON0985\_114ElmSt\_03-2022\_ET-11.jpg



ON0985\_114ElmSt\_03-2022\_ET-12.jpg

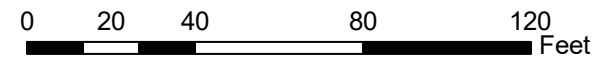
# Onslow County

Item III - a.



April 16, 2026

MAP IS NOT TO BE USED FOR SALES OR  
CONVEYANCES. THIS IS NOT A SURVEY  
NO FIELD SURVEY WAS PERFORMED!



Onslow County  
Geographical Information Services  
234 NW Corridor Blvd  
Jacksonville, NC 28540  
(910) 937-1190  
gis@onslowcountync.gov

**3.1 Roofs - Standards**

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

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

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



Figure 3.1.1 Original Terne Roof

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

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

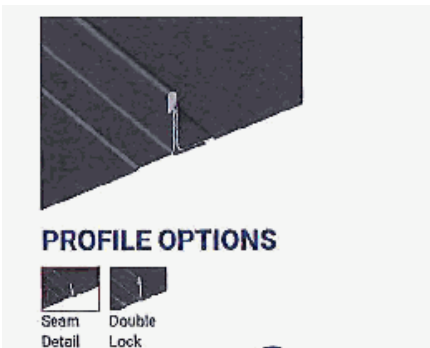


Figure 3.1.2 Accurate Double Lock Profile

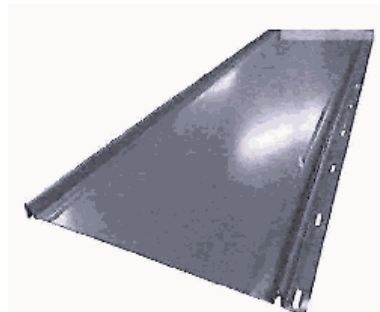


Figure 3.1.3 Accurate Snap Lock Profile



Figure 3.1.4 Inaccurate Metal Roof Example



Figure 3.1.5 Inaccurate Metal Roof Example

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

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

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

Item III - a.

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

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

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

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

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

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



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Certificate of Appropriateness/Bartley House Privy/Post Office (114 Main Street)**

Board Meeting Date: **April 21, 2026**

Prepared By: **Rebecca Brehmer, CFM, CZO- Town Planner**

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**Overview:** The Swansboro Historic Association has requested a Certificate of Appropriateness for an exterior alteration to the Bartley House Privy & Post Office that was recently relocated to 114 Main Street.

As outlined in more detail in the application, the Privy/Post Office is owned by the SHA and is not in its original location. It is a contributing structure to the Swansboro Historic District. The request consists of removing the existing asphalt shingle roof and replacing it with a cedar shake shingle roof. Section 3 Roofs of the Historic District Design Standards reads “Unpainted or unstained cedar shake shingles are an appropriate roofing material if there is documentation that it was the original material or of the era of the home.” While there is no photographic evidence that is available to document the original roof of the Bartley House or the Privy, cedar shake shingles were the dominant roofing material in the area in the 1890s.

**Background Attachment(s):**

- 1. COA-2026-03 Application
- 2. Aerial Location Map
- 3. Section 3 Roofs

**Recommended Action:**

- 1. Hold a public hearing
- 2. Motion to approve or deny COA-2026-03 for exterior alteration of an accessory structure at 114 Main Street

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



# SWANSBORO HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS

Application # COA-2026-03

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: Swansboro Historic Association, Inc. , c/o Amelia Dees-Killette

MAILING ADDRESS: 502 W. Church Street, Swansboro NC 28584

ADDRESS OF AFFECTED PROPERTY: Bartley House Privy / Post Office (114 Main St.)

PHONE NUMBERS: (Home) N/A (Work) 910-467-5875

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:** ADK

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:** ADK

**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:** ADK

**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:** ADK

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

PROJECT DESCRIPTION (Attach additional sheets if necessary):

See Attached Narrative & Photos

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: ARK

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: ARK

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: ARK

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: ARK

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: ARK

Amelia Deer-Hillatte  
Signature of Applicant

4-6-26  
Date

STAFF USE ONLY

Application received by: \_\_\_\_\_ Date: \_\_\_\_\_  
Application reviewed with applicant by: Reken Bant Date: 4/6/26  
How: In person / email \_\_\_\_\_ By Phone \_\_\_\_\_  
Fee Paid: \$200 Receipt Number \_\_\_\_\_  
Comments: \_\_\_\_\_

## **114 Main Street – Bartley House Privy & Post Office** **2026 Certificate of Appropriateness Narrative**

This COA request is for exterior alteration to the roof at the ca. 1893 Bartley House Privy & Post Office building. The building was moved to its current location at 114 Main Street in December of 2024. The intent is to remove the existing asphalt shingle roof and replace it with cedar shake shingles to make the structure look as historically authentic as possible. Other than the asphalt shingle roof, the Privy / Post Office structure retains its original exterior look including wood siding, door, and Gilded-Age ventilation/Access window(s). The structure was also put on a reconstructed brick pier foundation that would have been similar to and typical of its original placement at the Bartley House property. Though no historical photographs are available to document the original roof of either the Bartley House or Privy, cedar shake shingles were the dominate roofing material prior to the modern era. The old Baptist Church which is right next door (where the Privy / Post Office has been relocated) did have a cedar shake roof previously, and the proposed roof would have been typical of the 1890s. Many other homes in the historic district of Swansboro had cedar shake roofs, and are also visible in photos from Jack Dudley's book on historic Swansboro.

The new roof work will include removal of the existing asphalt shingles, and installation of new cedar shake shingles on top of existing wood decking. The proposed cedar shake shingles will be Premium Grade and Bureau certified, and installed with 316 stainless steel nails. The roof work will be done by Teddy Johnson of Home Improvement Services, Inc. who is a native of Johnston County and a 3<sup>rd</sup> generation cedar shake roofer. His team has done many cedar shake roofs across eastern NC and on historic homes, and will also be doing a new cedar shake roof on the Jonathan Green, Jr House simultaneously in May (pending approval).



Privy / Post Office current location at 114 Main Street.



**Owner:**  
SMITHSON E G

**Mailing Address:**  
208 S ELM ST  
SWANSBORO NC 28584-8877

April 11, 2022  
Item III - b.

NC PIN: 536411564680  
Map Number: 1407-34  
Parcel ID: 021745



**General Information**

**Physical Address:** 114 MAIN ST

**Total Acres:** 0.138  
**Land Value:** \$ 225000  
**Bldg Value:** \$ 155285  
**Market Val:** \$ 380285  
**Heated Sqft:** 1374  
**# of Bedrooms:** 2  
**Year Built:** 1955  
**Nbhd Code:** 4356  
**Improv Code:** C  
**Township:** SWANSBORO  
**City Limit:** SWANSBORO  
**Fire District:** SWANSBORO  
**Subdivision:** TOWN OF SWANSBORO  
**Property Desc:** L6 SWANSBORO PT  
**Plat Book:** 2-68

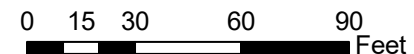
**WARNING: THIS IS NOT A SURVEY**  
This map was prepared for the inventory of real property found within jurisdiction, and is compiled from recorded deeds, plats, and other public records and data. Users of this map are hereby notified that the aforementioned public primary sources should be consulted for verification of the information contained on this map. The County and mapping company assume no legal responsibility for the information contained on this map.

**Last Sale Info:**

**Deed Ref:** 2615 / 427  
**Sale Price:** \$395000  
**Sale Date:** 10-MAR-06



Onslow County  
Geographical Information Services  
234 NW Corridor Blvd  
Jacksonville, NC 28540  
(910) 937-1190  
gis@onslowcountync.gov



**3.1 Roofs - Standards**

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

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

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



Figure 3.1.1 Original Terne Roof

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

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

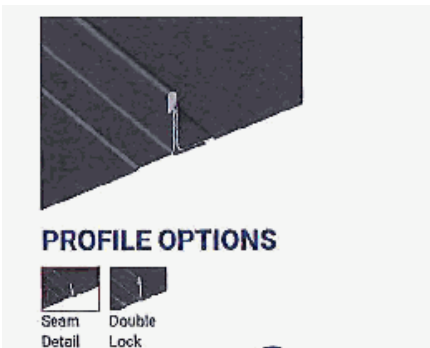


Figure 3.1.2 Accurate Double Lock Profile

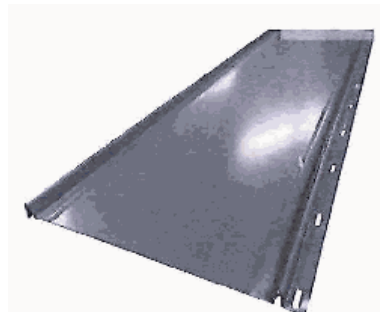


Figure 3.1.3 Accurate Snap Lock Profile



Figure 3.1.4 Inaccurate Metal Roof Example



Figure 3.1.5 Inaccurate Metal Roof Example

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

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

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

Item III - b.

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

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

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

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

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

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



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Preston’s Corner Rooftop Bar Discussion**

Board Meeting Date: **April 21, 2026**

Prepared By: **Rebecca Brehmer, CFM, CZO- Town Planner**

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**Overview:** Preston’s Corner Bar & Grill located at 106 Front Street has requested discussion for the SHPC opinion on an addition of a rooftop bar to the restaurant.

Preston’s Corner recently reached out to staff about the procedure for adding a rooftop bar to the restaurant. Originally the Buckmaster Store, the building is now noncontributing to the district with so many changes taking place over the years. A COA application would be needed for this addition. Section 11 New Construction of the Historic District Design Standards does not specifically outline additions to structures of this sort to a commercial building. A massing study completed by an architect is required for an addition of a home 250 square feet or more. Hold discussion on whether the SHPC would require a massing study for an addition of a rooftop bar.

**Background Attachment(s):**

1. Section 11 New Construction
2. Architectural Rendering

**Recommended Action:** Hold discussion and give recommendation on next steps.

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

It is the intent of these regulations to assure that new construction , including additions to existing improvements, is congruous with the special character of the district. In considering new construction , the Commission and/or the Planner shall direct design that it is harmonious with the character of the district. If a small outbuilding is 150 square feet or less or an addition of a home is a 250 square feet or less a massing study is not required.

Consultation with the Swansboro Historic Preservation Commission in the early stages of a new construction project to become familiar with its procedures and aspects of design is recommended.

Massing studies enable graphic analysis of the shape, form, size and building envelope of proposed new construction . The massing study provides the applicant with a way to document the proposed building height and scale, and other elements of the proposed construction as they relate to nearby existing buildings, especially in the block.

**MASSING STUDY**

1) Engage a state-licensed architect or engineer to prepare a massing study. This massing study shall include an existing conditions plan (including, but not limited to, showing topography, any significant trees, and utilities,) and a proposed condition site plan. Plans shall be prepared with a scale of 1 inch = 20 feet or of a size easily reviewed by staff and the Swansboro Historic Commission.

**SITE PLACEMENT**

2) Maintain a similar front, side, and rear yard setback to other contributing and non- contributing buildings on the block and/or side of the street.

3) Orient the building’s front entrance similar to other contributing and non-contributing structures on the block and/or side of the street. Use architectural elements such as porches to define new entrances.

4) Maintain the pattern of building separation and lot coverage that is found on the block and/or side of the street.

5) Place outbuildings and accessory structures in rear yards. Avoid locations that obscure the principal building’s prominent architectural features or significant site features.

6) Make the proposed landscaping, groundcover, and any pavement treatment for the site compatible with surrounding properties on the block and in the historic district.

7) Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

**BUILDING HEIGHT/SCALE**

8) Maintain a building height that is consistent with the height of contributing buildings found on the block or side of the street. Residential buildings traditionally range from one to two and one-half stories in height, while commercial buildings range in height from one to four stories.

9) Make the scale (the relationship of a building’s mass and details to a human being) of the proposed building compatible with the scale of other contributing structures in the historic district. This relationship to building mass should include nearby buildings in the block and adjoining open space.

10) Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements in the historic district.

11) Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings in the historic district.

**MATERIALS**

12) Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the historic district. This includes the physical elements of the building, such as stone or wood walls, brick, fencing, landscaping mass, building facades and other elements, or combinations thereof.

13) The use of synthetic products such as vinyl siding and other modern day products marketed to imitate traditional building materials are permitted but not encouraged.

14) Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

**DETAILS**

15) Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

16) Avoid exact replications of historic buildings and their architectural elements. Such efforts may provide a false sense of history by confusing the age of a “new” building.

17) Provide a date brick or other exterior date identification marker on all new construction to assist future generations

### TEXTURE

18) Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. However, concentrate on the ability to blend rather than duplication. Texture is the relief on a building surface that is achieved through the use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

19) Use traditional building materials in traditional locations to achieve texture.

### COLOR

20) Choose exterior colors for new construction that will blend and work with the surrounding buildings and area.

### FORM AND RHYTHM

21) Design new construction that reflects the basic shapes and forms found on the block and in the historic district.

22) Maintain a consistency in roof shape between new construction and the contributing structures found on the block and/or side of the street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater, hipped roofs in the residential areas, and flat roofed buildings in the late 19th and early 20th century commercial downtown with storefront facades.

23) Maintain similar percentages and patterns of window and door openings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

24) Create form and rhythm in new construction through the use of architectural elements and details. Study neighboring historic structures on the block to see if a consistent treatment of elements exists and emulate this pattern in the new construction. However, limit the amount in which one new building emulates a contributing building unless the building is a reproduction of an existing contributing building from the Town's Historic District. In which case, a key stone should be imbedded in the foundation to identify when the new building was built.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2021-O3, passed 5-24-2021; Am. Ord. 2023-O2, passed 1-23-2023; Am. Ord. 2024-O4, passed 3-12-2024)

