



# Historic Preservation Commission Special Meeting Agenda

**Town of Swansboro**

Wednesday, January 17, 2024

## I. Call to Order

## II. Business

### a. Staff Approval Application Report

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

### b. Roof and Window Design Standards Discussion

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

At the December 19, 2023 Swansboro Historical Preservation Commission meeting, a motion was made to reestablish the roof and window standards from our UDO, Appendix III Historic District Design Standards, for discussion on text amendments. In the past, it has been brought up to discuss including “terne roofs” and “clad windows” to our Historic District Design Standards.

*Recommended Action: Hold a discussion for these standards, and recommend a motion to reestablish a text amendment for Section 3: Roofs and Section 5: Windows and Doors.*

### c. Swansboro Historic Preservation Commission Budget Discussion

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

At the December 19, 2023 Swansboro Historical Preservation Commission meeting, a motion was made to bring back an agenda item on what budget options are available. It is important to note that any budget request needs to have specific details outlined. There are two options:

Request a budget amendment to bring to the Board of Commissioners for any request still within this budget period (ends June 30, 2024).

AND/OR

Create a detailed request for staff to give to the finance director for future needs in the upcoming budget period (starts July 1, 2024). A subcommittee could be useful for creating this detailed request/plan.

*Recommended Action: Hold a discussion for budget options and make a motion to direct staff on what is requested.*

### d. Historic Resilience Project: Step 1. Identify Flood-Hazard Areas in the Community

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

On December 7, 2023, two Swansboro Historical Preservation Commission members and staff attended the Historic Resilience Workshop held by the NC School of Government and at the December 19, 2023, Swansboro Historical Preservation Commission meeting, the commission

expressed interest and a motion was made to bring back an outline of the first step in this process.

*Recommended Action: Discuss details of Step 1 and make a motion to direct staff to complete or appoint a subcommittee to complete Step 1.*

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

### **IV. Public Comments**

### **V. Adjournment**



# Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Staff Approval Application Report**

Board Meeting Date: **January 17, 2024**

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

## Overview:

### APPROVALS REPORT FOR LOCAL HISTORIC DISTRICT

## Staff Approval

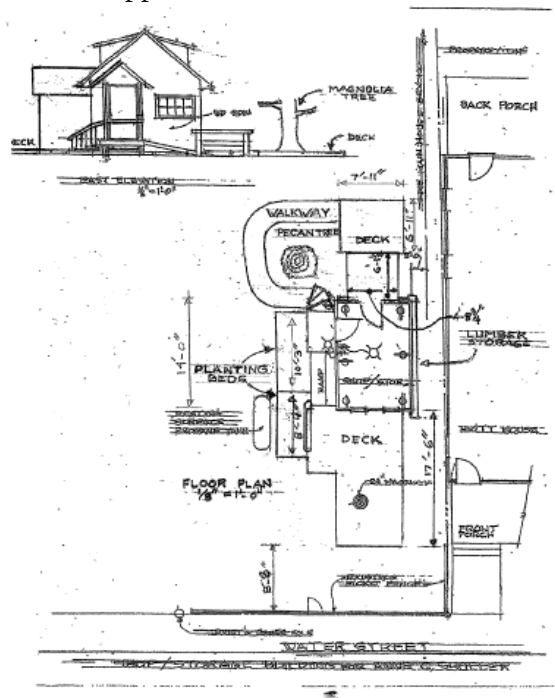
**Date:** December 19, 2023

**Applicant:** Anne Shuller

**Address:** 140 Front Street

**Action:** Installation of wood walkway to connect accessory structure to existing deck.

**Status:** Approved



140 Front Street

**Action:**

**Date:** January 8, 2024

**Applicant:** Melissa Anderson

**Address:** 101 Church Street

**Action:** Install new HVAC units.

**Status:** Approved

Item II - a.



101 Church Street



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Roof and Window Design Standards Discussion**

Board Meeting Date: **January 17, 2024**

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

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**Overview:** At the December 19, 2023 Swansboro Historical Preservation Commission meeting, a motion was made to reestablish the roof and window standards from our UDO, Appendix III Historic District Design Standards, for discussion on text amendments. In the past, it has been brought up to discuss including “terne roofs” and “clad windows” to our Historic District Design Standards.

**Background Attachment(s):**

1. Section 3: Roofs
2. Section 5: Windows and Doors

**Recommended Action:** Hold a discussion for these standards, and recommend a motion to reestablish a text amendment for Section 3: Roofs and Section 5: Windows and Doors.

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

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**3.1 Roofs - Standards**

- 1) Preserve or restore original and significant later 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.
- 3) New roofing materials should be compatible with either the existing or original roofing material. The new material should match the historic material as closely as possible in color, shape, size, and texture. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles, provided the new replacement shingles are of a darker solid color. Barn tin (also known as “five-vee” tin) or coated steel may be used to replace a standing-seam tin roof in new construction.
- 4) Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings. These elements all add much to the overall architectural character of a structure. All such original and significant later features should be preserved and restored, rather than removed.
- 5) Contemporary or non-historic roof features should be installed on areas of the roof not seen from the public view or on other secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, antennas, and solar collectors. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building and the roofline.
- 6) Install new gutters without damaging or obscuring architectural features. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Gutters are usually reviewed as a “minor works” item. If installed on a contributing building, the SHPC must review application at SHPC meeting.
- 7) Ridge vents, where needed, should be of the low profile type and should not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

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

**5.1 Windows and Doors - Standards**

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

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





# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Swansboro Historic Preservation Commission Budget Discussion**

Board Meeting Date: **January 17, 2024**

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

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**Overview:** At the December 19, 2023 Swansboro Historic Preservation Commission meeting, a motion was made to bring back an agenda item on what budget options are available. It is important to note that any budget request needs to have specific details outlined. There are two options:

1. Request a budget amendment to bring to the Board of Commissioners for any request still within this budget period (ends June 30, 2024).  
**AND/OR**
2. Create a detailed request for staff to give to the finance director for future needs in the upcoming budget period (starts July 1, 2024). A subcommittee could be useful for creating this detailed request/plan.

**Recommended Action:** Hold a discussion for budget options and make a motion to direct staff on what is requested.

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**Action:** \_\_\_\_\_  
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# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Historic Resilience Project: Step 1. Identify Flood-Hazard Areas in the Community**

Board Meeting Date: **January 17, 2024**

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

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**Overview:** On December 7, 2023, two Swansboro Historic Preservation Commission members and staff attended the Historic Resilience Workshop held by the NC School of Government and at the December 19, 2023, Swansboro Historic Preservation Commission meeting, the commission expressed interest and a motion was made to bring back an outline of the first step in this process.

One of the resources provided during that workshop, “A Handbook for Historic Resilience Community Planning” outlines a step-by-step guide for communities to follow for this process. Step 1 is to identify which parts of the community or historic district are most vulnerable to flooding. This step provides the needed data to complete step 2, which is to identify the historic resources where are at the greatest risk in these vulnerable areas. Within this first step, communities should create a simple hazard analysis by rating this vulnerable area using a “flood-hazard scoring system”. See attachment from book for detailed example.

**Background Attachment(s):** Pg. 5-8 from “A Handbook for Historic Resilience Community Planning”

**Recommended Action:** Discuss details of Step 1 and make a motion to direct staff to complete or appoint a subcommittee to complete Step 1.

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**Action:** \_\_\_\_\_  
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# STEP 1. IDENTIFY FLOOD-HAZARD AREAS IN THE COMMUNITY

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## PURPOSE

The first step is to identify which parts of the community are vulnerable to flooding. This will enable the planning project team to perform Step 2, which is identifying the historic resources that are at the greatest risk of flood damage and destruction.

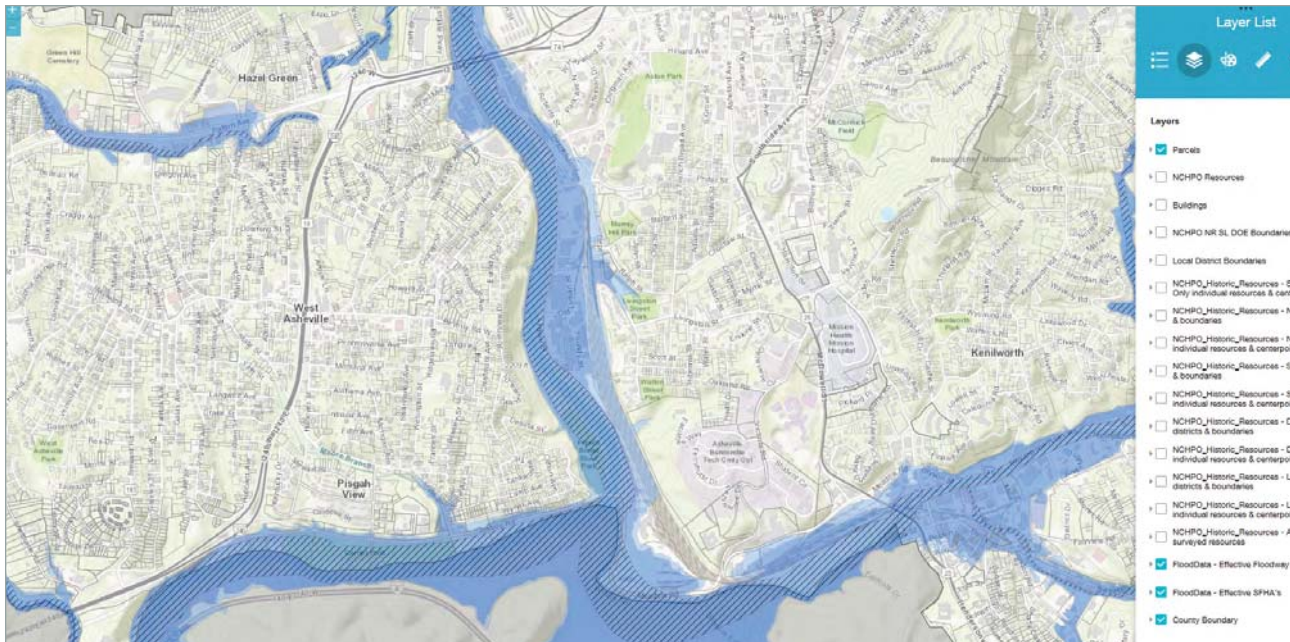
## PRODUCT

The primary product of this step is a map of the flood-prone areas in the community.

## ESSENTIAL TASKS

Flooding is by far the most impactful natural hazard in North Carolina, whether in riverine or coastal areas. The state provides floodplain data that identify the locations of coastal flooding-hazard areas, riverine floodways, high-risk flood zones (commonly referred to as “100-year floodplains”), and moderate-risk flood zones (commonly referred to as “500-year floodplains”). You can use this information to create a simple hazard analysis for your community, giving riskier locations higher points. The following tasks will help you do this.

- A. Acquire floodplain data.** The easiest way to acquire the latest floodplain-mapping data for your jurisdiction is to use the North Carolina Flood Risk Information System (FRIS) website, which allows you to access and download database-driven information:
- visit FRIS at [fris.nc.gov](https://fris.nc.gov),
  - find your community, and
  - follow the instructions to download the floodplain-mapping data.



The North Carolina Historic Preservation Office and the City of Asheville use geographic information system (GIS) technology to create maps like the one above, which shows areas in the floodway, high-risk flood zones, and moderate-risk flood zones.

**B. Clip the data.** Clip the data in GIS based on the boundaries of your community or the area that you are interested in (if you are unsure of how to do this, see the “Finding GIS Mapping Support” sidebar).

**C. Create separate data layers for different components of the floodplain.** Using GIS, create separate data layers for each of the following three components of the floodplain (if you are unsure of how to do this, see the “Finding GIS Mapping Support” sidebar):

- i. floodway and coastal flood-hazard areas,
- ii. high-risk flood zones outside the floodway, and
- iii. moderate-risk flood zones outside the floodway and the high-risk flood zones.

**D. Create your flood-hazard scoring system.** The Sample Flood-Hazard-Vulnerability Scoring System in Table 1, below, provides a recommended scoring system. This system

**Finding GIS Mapping Support:** This planning methodology relies heavily on the ability to conduct GIS analysis and mapmaking. If you and/or the members of your project team do not possess these skills, here are several options:

1. **County Government:** Enlist the help of GIS staff in your county government. Counties in North Carolina maintain local land records systems and often have people with GIS skills on staff.
2. **Councils of Governments (COGs):** Enlist the help of GIS staff at your Council of Governments. COGs often use GIS in their work for Rural Planning Organizations (RPOs) and to provide assistance to member governments.
3. **Private Consultants:** Many planning and engineering consulting firms have strong GIS capabilities and can potentially support you with this work.
4. **Do It Yourself:** See the DIY options in Appendix A, which includes a step-by-step guide as well as screenshots to help readers use online mapping tools.





According to local merchants, the parking lot of the historic Cotton Mill in Asheville's River Arts District along the French Broad River has flooded two or three times in the last seven years. Photo by Ben Hitchings.

is based on the frequency and magnitude of flooding in specific areas, and it will help you rate the vulnerability of your community's historic resources in Step 2. You will also use it in later steps to help prioritize the vulnerable historic resources that need protection. We recommend assigning the points as follows:

- i. **Floodway and coastal flood-hazard areas:** 3 points.
- ii. **High-risk flood zones outside the floodway:** 2 points.
- iii. **Moderate-risk flood zones outside the floodway and the high-risk flood zones:** 1 point.
- iv. **Areas outside the moderate-risk flood zones:** 0 points.

**E. Assign the appropriate score to each flood-hazard area.** In GIS, create a data attribute with the appropriate score for each type of flood-hazard area (if you are unsure of how to do this, see the "Finding GIS Mapping Support" sidebar).

**F. Map the flood-hazard areas.** Create a map of areas vulnerable to flooding showing the different types of flood zones described above. In Step 2, you will combine this with a map of historic resources to identify which properties are vulnerable to flooding.



Table 1. Sample Flood-Hazard-Vulnerability Scoring System

| HAZARD AREA              | POINTS | NOTES                                                                 |
|--------------------------|--------|-----------------------------------------------------------------------|
| Coastal Flooding         | 3      | Area denoted as “V” on floodplain maps                                |
| Floodway                 | 3      | Channel needed to discharge the base flood                            |
| High-Risk Flood Zone     | 2      | Area with 1% chance of flooding each year                             |
| Moderate-Risk Flood Zone | 1      | Area with 0.2% chance of flooding each year                           |
| Other                    | 0      | These areas are outside the risk zones but are not free from flooding |

## KEY CONSIDERATIONS

- Finding good GIS assistance is crucial to successfully completing this step in the planning process.
- Resist the temptation to skip this step. Without a good understanding of the hazard-prone areas in your community, it will be difficult to identify and prioritize the most vulnerable historic resources.
- In addition to data analysis, some professional judgment may be needed to determine which areas have the highest risk of exposure to flooding and which historic resources are most vulnerable. To conduct this assessment, planners should consider collaborating with other professionals such as emergency managers, engineers, and hydrologists.

## RESOURCES

Federal Emergency Management Agency (FEMA), Flood Maps, [fema.gov/flood-maps](https://www.fema.gov/flood-maps).

FEMA, “How to Read a Flood Map” (2022), [fema.gov/sites/default/files/documents/how-to-read-flood-insurance-rate-map-tutorial.pdf](https://www.fema.gov/sites/default/files/documents/how-to-read-flood-insurance-rate-map-tutorial.pdf).

FEMA, “National Risk Index for Natural Hazards” (2023), [fema.gov/flood-maps/products-tools/national-risk-index](https://www.fema.gov/flood-maps/products-tools/national-risk-index).

FEMA, *National Risk Index Technical Documentation* (2023), [fema.gov/sites/default/files/documents/fema\\_national-risk-index\\_technical-documentation.pdf](https://www.fema.gov/sites/default/files/documents/fema_national-risk-index_technical-documentation.pdf).

North Carolina Floodplain Mapping Program, Flood Risk Information System (FRIS), [fris.nc.gov](https://fris.nc.gov).

North Carolina Floodplain Mapping Program, N.C. Flood Information Center, [flood.nc.gov/ncflood/](https://flood.nc.gov/ncflood/).

Philip Berke, Galen Newman, Jaekyung Lee, Tabitha Combs, Carl Kolosna, and David Salvesen, “Evaluation of Networks of Plans and Vulnerability to Hazards and Climate Change: A Resilience Scorecard,” *Journal of the American Planning Association* 81, no. 4 (2015): 287–302, [coastalresiliencecenter.unc.edu/wp-content/uploads/sites/845/2018/09/Berke\\_et\\_al\\_best\\_paper\\_JAPA\\_2015.pdf](https://coastalresiliencecenter.unc.edu/wp-content/uploads/sites/845/2018/09/Berke_et_al_best_paper_JAPA_2015.pdf).

Philip McDaniel, *PlanNC Computer Mapping Handout: Getting Started with (Q)GIS* (UNC School of Government and UNC Davis Library, 2021), available on the Historic Resilience Project website, [hrp.sog.unc.edu](https://hrp.sog.unc.edu).