



Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, December 16, 2025

I. Call to Order

II. Approval of Minutes

- [a.](#) October 21, 2025 Regular Meeting Minutes

III. Business

- [a.](#) **Certificate of Appropriateness/ 206 Walnut Street**
Presenter: Rebecca Brehmer, CFM, CZO- Town Planner

The owners of 206 Walnut Street or the "Fannie B. Oglesby House" have requested a Certificate of Appropriateness for exterior alterations of the home. This home is contributing to the Swansboro Historic District and is zoned R6SF.

Recommended Action:

- 1. Hold a public hearing*
- 2. Approve or deny COA-2025-02 for exterior alterations at 206 Walnut Street based on the standards provided.*

- [b.](#) **Minor Work/Staff Approval Application Report October-November**
Presenter: Rebecca Brehmer, CFM, CZO- Town Planner

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment

Town of Swansboro
Historic Preservation Commission
Regular Meeting Minutes
October 21, 2025

Item II - a.

Call to Order

The meeting was called to order at 5:35pm. Board members in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, Brad Phillips and Elaine Justice. Alternate member Jerry Seddon was not present. An alternate seat was vacant.

Approval of Minutes

On a motion by Mrs. Ramsy seconded by Mrs. Kingrey the August 19, 2025, Regular Meeting Minutes were approved unanimously.

Business

Staff Review of Historic District Violations

Planner Rebecca Brehmer and Building Inspector Paul Ingram presented information on ongoing historic district violations, focusing primarily on a demolition by neglect case at 211 Elm Street.

Planner Brehmer detailed the process followed under DEMOLITION BY NEGLECT §152.485 of any historic building, which includes property evaluations, establishing standards for determining a demolition by neglect case, sending notices, and working with the property owner. She noted that, although the homeowner had indicated an intention to complete the required work, various issues had delayed immediate action. Planner Brehmer explained that they had exhausted the resources outlined in the ordinance, and the next step would require involving the town attorney.

Planner Brehmer stated that she had consulted with the Town Attorney, whose recommendation was to review the file to ensure all criteria had been met before proceeding with potential legal action. She clarified that such a decision would not be made by staff or the Historic Preservation Commission but would require approval from the Town Manager or the Board of Commissioners.

Chief Building Inspector Ingram added that an engineer had evaluated the property and determined that foundation repairs were needed to stabilize the structure. The estimated cost was \$6,350, which included installing 11 interior masonry block piers, replacing damaged or poorly installed piers, and repairing and modifying existing exterior brick piers with leveling. Mr. Ingram noted that the contractor had backed out because the cost exceeded what the property owner was willing to pay. He also discussed potential enforcement options under building code authority, including the possibility of condemning the structure, which could lead to demolition, taking ownership, or placing a lien on the property.

Board members expressed frustration about the situation, raising concerns regarding the following:

- The impact on the neighborhood and historic district
- Safety issues with people trespassing in the deteriorating structure
- The potential loss of a historic property

- The precedent being set for other properties

The board had discussed enforcement options, including fines, but Planner Brehmer explained that fines often did not change behavior when property owners had already refused to cooperate. The board had also discussed potential incentives, such as preservation easements, that might encourage restoration. Planner Brehmer had agreed to research this option.

Mr. McDaniel suggested that the Town Attorney develop a “worst-case enforcement procedure” and present this specific case to the Board of Commissioners, as it would involve the use of town funds. Planner Brehmer agreed to discuss this approach with the Town Manager to determine whether they could proceed with having the attorney prepare options for presentation to the Board of Commissioners.

Chief Building Inspector Ingram committed to reaching out to the property owner at 211 Elm Street again to determine why he backed away from the repairs and to encourage action.

Minor Work/Staff Approval Application Report September – October

Planner Brehmer reviewed the minor work and staff approval applications for September – October. The following applications were approved:

- 131 Front Street - convert a wet slip finger dock to boat lift.
- 210 Water Street - replace HVAC system in the same location.
- 307 West Church Street – replace 3-ton heat pump package unit.
- 215 Water Street – Install aluminum standing seam roof system
- 214 Walnut Street - tree maintenance and pruning.

Chairman/Board Thoughts/Staff Comments

Mr. Phillips inquired about follow-up procedures once Certificates of Appropriateness (COAs) had been approved, asking whether a tracking system existed to ensure compliance with the approved plans. Planner Brehmer acknowledged that no formal inspection system had been in place, but that she had worked closely with the building Inspection department to monitor projects. She noted that enforcement had become significantly more difficult when work was completed contrary to the approved plans.

Chief Building Inspector Ingram suggested he and Planner Brehmer could develop a checklist for inspectors to use while on site.

Planner Brehmer reported that the Emmerton School historic preservation work was in its final stages, with storm windows scheduled to be installed within the next two weeks. She invited the Historic Preservation Commission members to tour the building once the work was complete to view the successful preservation efforts, including refurbished windows, brickwork, storm windows, door updates, and ceiling tile restoration.

Adjournment

On a motion by Mr. Phillips, seconded by Mrs. Justice, the meeting adjourned at 6:33pm.



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Certificate of Appropriateness/ 206 Walnut Street**

Board Meeting Date: **December 12, 2025**

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

Overview: The owners of 206 Walnut Street or the “Fannie B. Oglesby House” have requested a Certificate of Appropriateness for exterior alterations of the home. This home is contributing to the Swansboro Historic District and is zoned R6SF.

The request is to replace the exterior sliding glass door on the rear elevation of the home to a fiberglass full light door with sidelights, similar in style to the front door of the home. This replacement is not visible from street view, and the door being replaced is not original to the home.

Background Attachment(s):

1. COA-2025-02 Application
2. National Register Description
3. Aerial Location Map
4. Section 5 Windows and Doors

Recommended Action:

1. Hold a public hearing
2. Approve or deny COA-2025-02 for exterior alterations at 206 Walnut Street based on the standards provided.

Action: _____



SWANSBORO HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS

Application # COA-2025-02

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: Larry Spears

MAILING ADDRESS: 501 Kershaw, St Cheraw, South Carolina 29520

ADDRESS OF AFFECTED PROPERTY: 206 S Walnut St Swansboro

PHONE NUMBERS: (Home) 843 537 7733 (Work) 843 910 7966

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:

- 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. Provide sufficient detail to allow the Swansboro Historic Preservation Commission (SHPC) to make an informed decision regarding appropriateness.
- 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.

☐ **NEW CONSTRUCTION:** 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.

☐ **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.

ALL SKETCHES, DRAWINGS, COLOR CHIPS, ETC. MUST BE SUBMITTED IN MULTIPLES OF TWELVE (12) and "8 ½ x 11" SIZE PAPER IS PREFERRED.

PROJECT DESCRIPTION (Attach additional sheets if necessary):

Replacing a sliding glass door with a standard door with side lights

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.

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.

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 Code Enforcement Department at least seventeen (17) days **before** the Swansboro Historic Preservation Commission meeting at which the application may be considered.

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 SHPC in any way.

Signature of Applicant

12/05/2025

Date

STAFF USE ONLY

Application received by: _____

Date: _____

Application reviewed with applicant by: Rebecca Bunn

Date: _____

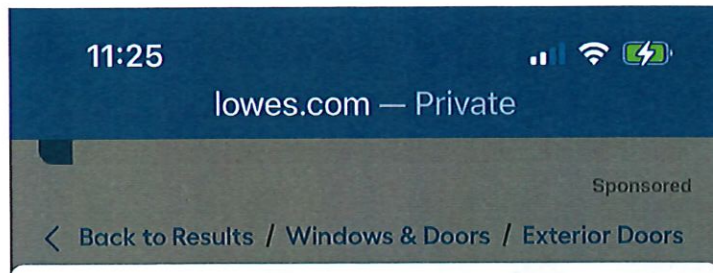
How: In person _____

By Phone ☒

Fee Paid: \$200

Receipt Number 200019422

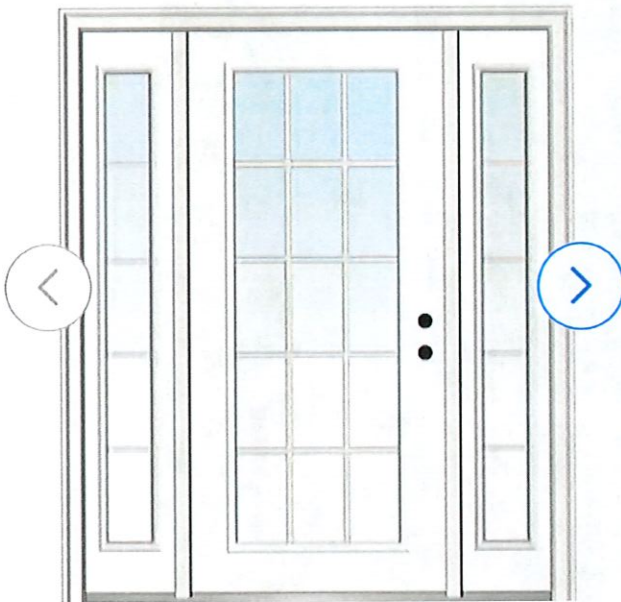
Comments: _____



Gallery



Double Tap or Pinch to Zoom



Replacement door- Fiberglass full light door with sidelights



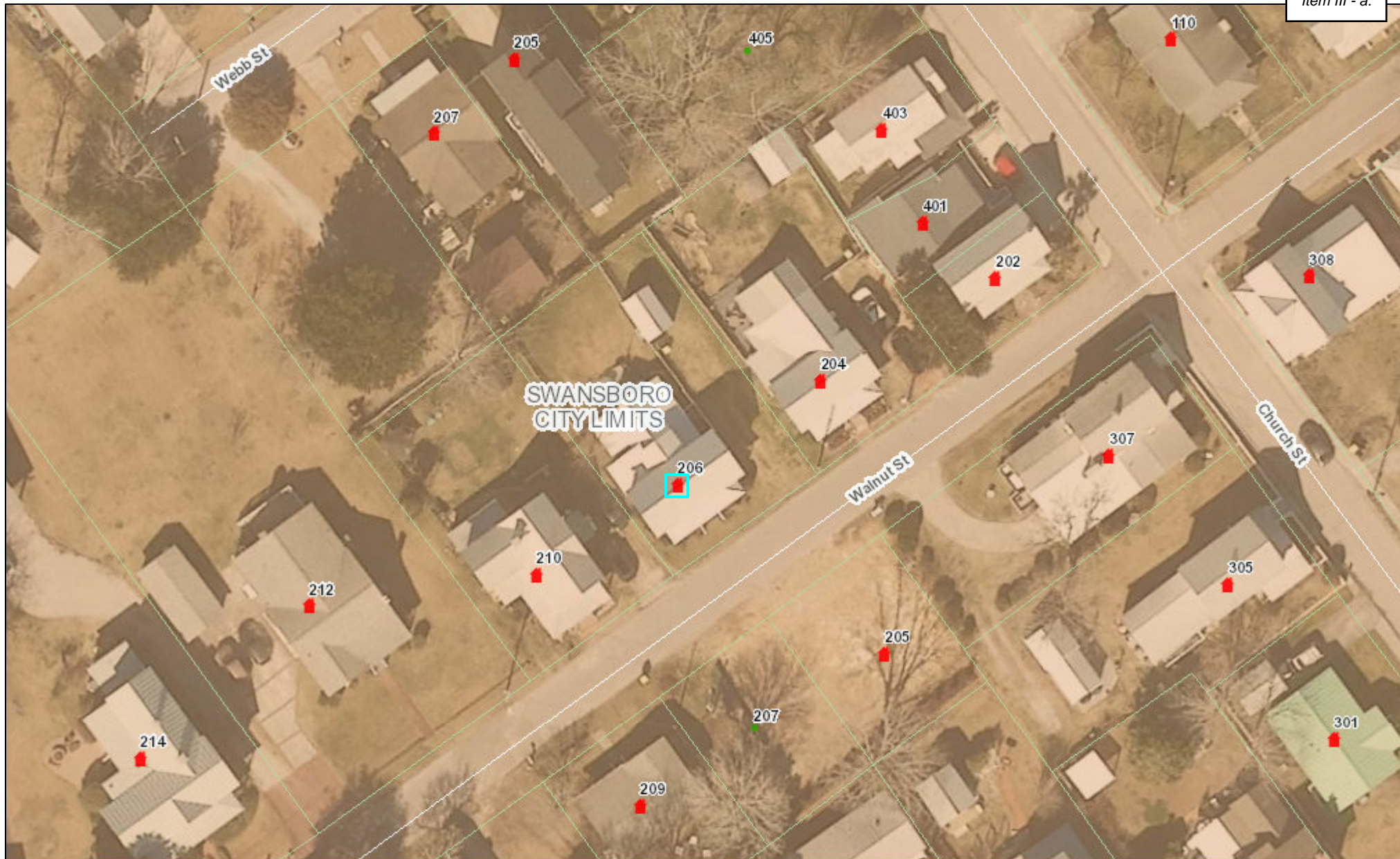
Existing door to be replaced

United States Department of the Interior
National Park ServiceNational Register of Historic Places
Continuation Sheet Swansboro Historic District, Onslow CountySection number 7 Page 17

- | | | | | | | |
|----------|---|------|-------|------------------|---|--|
| ON 876 | C | 119. | #214a | Early
20th c. | | Board-and-batten sided outbuilding |
| (ON 876) | N | 120. | #212 | ca.1950 | 1 | Aluminum-sided house with engaged front porch. |
| ON 851 | C | 121. | #208 | 1908 | 2 | <u>Cicero Davis House</u> ; L-shaped house with wrap-around one-story porch and side and back additions, wood-shingling in front gables. Davis was a ship captain and employee of the Swansboro Land and Lumber Company. |
| ON 877 | C | 122. | #206 | ca.1901 | 2 | <u>Fannie B. Oglesby House</u> ; three-bay I-house, former with center-hall plan, with decorative two-tier front porch, one-story ell. |
| ON 818 | C | 123. | #204 | ca.1901 | 1 | <u>Abram Bell House</u> ; three-bay two-room plan house, front porch, ell. Bell was a sailor. |
| ON 914 | C | 124. | #202 | ca.1901 | 2 | <u>Robert Lee Smith House</u> ; three-bay I-house with center-hall plan, two-tier front porch, one-story ell now detached and located on adjoining property. Smith was Swansboro's most prolific early 20th century carpenter - he participated in the construction of at least thirteen structures between 1900 and 1940 - and also built many boats. This was Smith's own residence from ca.1901 until 1913. |
| (ON 875) | N | 125. | #110 | ca.1920 | 1 | Gable-fronted bungalow with reworked porch, later brick veneer. |
| (ON 918) | N | 126. | #108 | ca.1901 | 2 | <u>(Former) Swansboro Baptist Parsonage</u> ; Triple A three-bay I-house, with two-story ell, modern two-tier front porch, fenestration, and vinyl siding. |
| ON 907 | C | 127. | #106 | ca.1901 | 2 | <u>John P. Rogers House</u> ; three-bay I-house, with center-hall plan, one-story ell, reworked two-tier front porch. Rogers was a carpenter. |

Onslow County

Item III - a.



December 12, 2025

Address Points

- Other
- Addressable Structure
- Advertising Sign

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

0 20 40 80 120 Feet



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

5.1 Windows and Doors - Standards

- 1) Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, and moldings.
- 2) Repair existing historic windows and doors, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. If replacement is needed and authorized by following § 152.479, appropriate materials can be sourced from architectural salvage companies. Existing original frames should be retained and reused with the addition of new siding tracks to hold the replacement sashes.
- 3) Use replacement windows and doors that match the existing historic elements as closely as possible. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions and detailing as closely as possible.
- 4) Use storm windows to improve energy efficiency where needed. New storm units should have a baked-on paint finish compatible with the color of the house. Unpainted aluminum is not appropriate. Storm windows for double-hung sashes shall have horizontal dividers that are in alignment with the horizontal meeting rails or the original upper and lower sashes. Interior storm windows are also available.
- 5) Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Storm windows and doors should be used.
- 6) Tinted glass is not appropriate in the historic district in any area visible from the public view. Energy-saving or "low-E" glass may be used only if it is not tinted.
- 7) Replacement windows shall be wooden, or wood clad on historic non-contributing structures (75 years and older) and contributing structures.
- 8) Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full-view or large single-pane type are most appropriate because they do not obscure the original door. Louvered wood doors are also appropriate. Metal storm doors should be the full-view type and have a baked-on enamel paint finish in a color that is compatible with the colors of the structure. Standard or non-historic storm doors are appropriate only on the rear or other area not visible from public view. Screen doors shall be appropriate for the period and style of the structure.
- 9) Preserve and repair original or historic shutters, or replace in-kind. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had shutters. All new shutters shall be of wood, and installed so that they will fit the window frame opening when closed and shall be of the correct proportions for each window. New shutters shall be provided with operable hardware, consisting of hinges, pintles, and holdbacks located in the appropriate position. Shutters made of synthetic or substitute materials, such as vinyl, are not appropriate.
- 10) Original or historic windows or doors and their related frames and trim shall not be altered or removed on the main facades visible from the public view unless this action is part of a documented restoration to an earlier appearance.
- 11) New windows and doors should not be added to the primary facades or front elevation, and are usually not appropriate on any other area seen from the public view. New window and door openings shall not alter the historic character of the building nor cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure .
- 12) If new doors are necessary, source from architectural salvage company or have one built in-kind.
- 13) For projects involving painting doors, please reference the approved color palette.

(Ord. 2005-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

Item To Be Considered: **Minor Work/Staff Approval Application Report October-November**

Board Meeting Date: **December 12, 2025**

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

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

Staff Approval

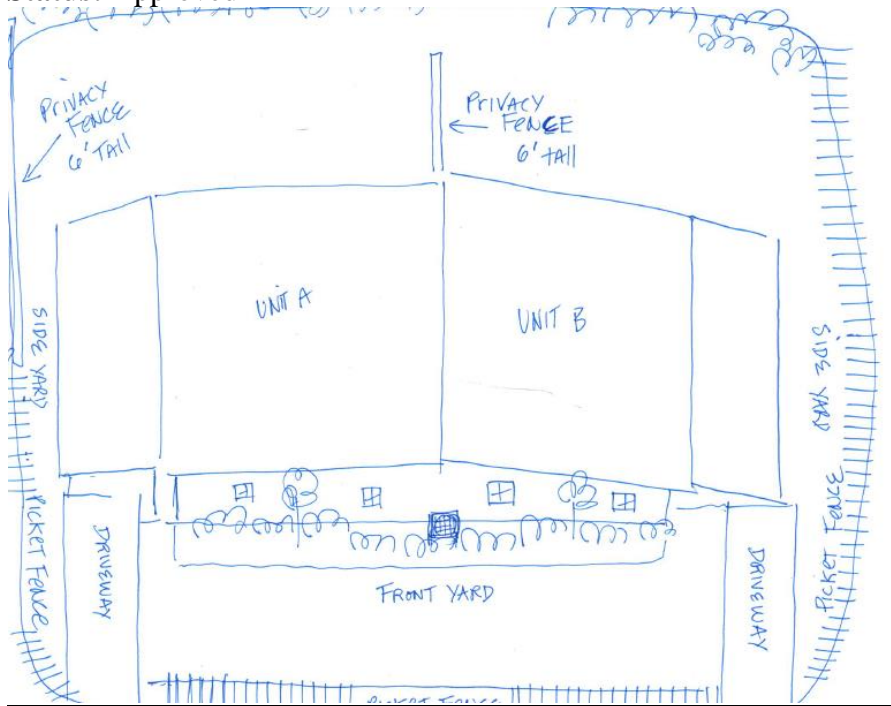
Date: October 7, 2025

Applicant: James Newman

Address: 105 Walnut Street

Action: Install new HVAC system in front yard screened with plants and add patio to the back of the property.

Status: Approved



Action: _____

Date: October 19, 2025

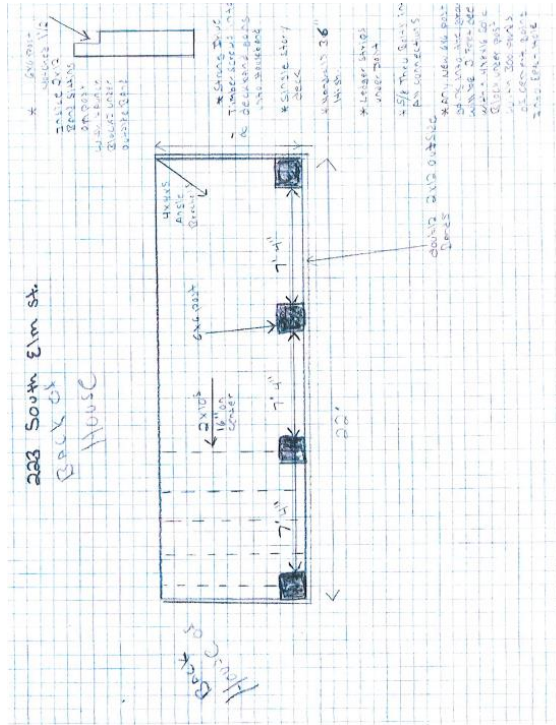
Applicant: Bill and Elaine Justice

Address: 223 Elm Street

Action: Tree trimming and replacement of rear deck in-kind.

Status: Approved

Item III - b.



Date: November 3, 2025

Applicant: Jennifer Ketner

Address: 114 Water Street

Action: Paint home Pantone 5565 (green/blue) and paint trim and shutter existing color.

Status: Approved



Date: November 12, 2025

Applicant: Jennifer Ketner

Address: 114 Water Street

Action: Replace shower enclosure attached to rear detached garage with matching Hardie board siding as the house.

Status: Approved