



# Historic Preservation Commission Agenda

## Town of Swansboro

Tuesday, February 21, 2023

### I. Call to Order

- a. Election of Chair and Vice Chair

### II. Approval of Minutes

- a. December 20, 2022, Regular Meeting Minutes

### III. Old Business

- a. **Dock Walk Extension and Public Day Docks**  
**Presenter: Andrea Correll, AICP – Planner**

The Town of Swansboro proposes to extend the existing Bicentennial Park public boardwalk, replace a deteriorated bulkhead with riprap per North Carolina Department of Transportation (NCDOT) requirements, and construct seven public day docks to serve visitors traveling by small boat to the historic downtown waterfront. The Town has received a North Carolina Public Beach and Coastal Waterfront Access grant for financial assistance for construction of the boardwalk extension and public day docks. NCDOT has agreed to provide some financial assistance for replacement of the deteriorating bulkhead with stone riprap.

The project will be built in the riparian corridors of the Town-owned southern section of Bicentennial Park, the Mattocks House property owned by Swansboro Bridge Basin, LLC (107 Front Street), and Town-owned street-end at Moore Street. Work will also occur in the riparian corridor of the NCDOT right-of-way associated with the NC Highway 24 White Oak River Bridge under a recently issued encroachment agreement between the Town and NCDOT.

*Recommended Action:*

*1 – Hold Public Hearing;*

*2 – Discuss Staff Report; and*

*3 – Issue COA for Dock Walk Extension and Public Day Docks*

### IV. Chairman/Board Thoughts/Staff Comments

### V. Public Comments

### VI. Adjournment

**TOWN OF SWANSBORO  
HISTORIC PRESERVATION COMMISSION  
DECEMBER 20, 2022, REGULAR MEETING MINUTES**

**Call to Order**

The meeting of Swansboro Historic Preservation Commission was called to order at 5:31PM. Those in attendance were Patrick Larkin, Christina Ramsey, Kim Kingrey and Jonathan McDaniel and ALT members Gregg Casper and Elaine Justice. Absent Ed Binanay.

**Approval of Minutes**

On a motion by Christine Ramsey, seconded by Kim Kingrey, the November 15, 2022, regular meeting minutes were unanimously approved.

**Old Business**

**A. Text Amendment related to Massing standards in the Historic District**

Following review of Massing Standards, draft ordinances, specific statutes, and recent legal case laws related to such, staff prepared a text amendment to the UDO Appendix III Historic District Design Standards, Section 11 New Construction.

Items highlighted in yellow below were the amendment recommendations to submit to the Planning Board for recommendation. Those items in blue, the HPC added.

**A. Intent**

It is the intent of these regulations to assure that new construction including additions is congruous with the special character of the district. In considering new construction, the Commission and/or the Planner shall direct design that is harmonious with the character of the district.

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 recommended.

Having a N.C. licensed architect or engineer prepare a massing study is required. The massing study shall include an existing conditions plan (showing topography, any significant less, utilities, etc.) 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 or the Swansboro Historic Commission. Massing studies enable graphic analysis of the shape, form, size and building envelope of proposed new construction. The massing study provides the applicant 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.

**BUILDING HEIGHT/SCALE**

8) 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.

## MATERIALS

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

## TEXTURE

17) 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 ~~fishscale~~ 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.

## FORM AND RHYTHM

23) 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 ~~feature~~ 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.

### *Board discussion and comments concerning massing:*

- In response to inquiries from the board Mrs. Correll clarified the following:  
If a house was rebuilt it would have to go back in the same footprint as original structure, but all construction must be consistent with the Unified Development Ordinance and NC General Statutes.
- How does massing affect the flood zone? As an example, Mrs. Correll explained that the area of Water Street along the intercoastal was in a VE floodplain. Any building was likely to be elevated 10 feet so when you are working with new construction the building may be limited to one story or story and a half to meet the height restrictions.

On a motion by Christina Ramsey seconded by Jonathan McDaniel the amendments were recommended for approval as shown above. All members were in favor.

### **A. Reconsider Action on Fence Review**

In May of 2022, the Historic Commission took action to remove fences as staff review and for them to be reviewed under minor work. Planner, Andrea Correll proposes that HPC reconsider its action and leave fences under staff review. With the notable experience she has with historic preservation, she was confident that she could monitor and approve fences in the historic district.

On a motion by Kim Kingrey, seconded by Jonathan McDaniel fence review/approval to remain with staff. All members were in favor.

### **Chairman/Board/Staff Comments**

#### *Staff comments*

- The board was informed that owners at 220 Elm Street had replaced a worn-out roof with “in kind” material.
- The Fiscal 2021-2022 Certified Local Government Annual report for Swansboro was submitted.

#### *Board comments*

The board requested an update on sending out flyers informing local historic district property owners of the required standards. Mrs. Correll shared that she planned to do this early 2023.

- The historic district residence survey in “Survey Monkey” on the Town website.
- Deliver by email or deliver a packet to historic district residence containing the matrix of approval process and forms to submit.

Board members offered to assist with delivering information door to door. They would also like to see some type of receipt that the owners received the information distributed, either by email, hand deliveries and return receipt from mailings.

### **Public Comments**

A board member read a letter that was written by Amelia Dees-Killette the chairperson with the Swansboro Historical Association concerning massing.

### **Adjournment**

The meeting adjourned at 6:07pm.



# Historic Preservation Commission Meeting

## Agenda Item Submittal

Item To Be Considered: **Dock Walk Extension and Public Day Docks**

Board Meeting Date: **February 21, 2023**

Prepared By: **Paula Webb, Town Manager**

**Overview:** The Town of Swansboro proposes to extend the existing Bicentennial Park public boardwalk, replace a deteriorated bulkhead with riprap per North Carolina Department of Transportation (NCDOT) requirements, and construct seven public day docks to serve visitors traveling by small boat to the historic downtown waterfront. The Town has received a North Carolina Public Beach and Coastal Waterfront Access grant for financial assistance for construction of the boardwalk extension and public day docks. NCDOT has agreed to provide some financial assistance for replacement of the deteriorating bulkhead with stone riprap.

The project will be built in the riparian corridors of the Town-owned southern section of Bicentennial Park, the Mattocks House property owned by Swansboro Bridge Basin, LLC (107 Front Street), and Town-owned street-end at Moore Street. Work will also occur in the riparian corridor of the NCDOT right-of-way associated with the NC Highway 24 White Oak River Bridge under a recently issued encroachment agreement between the Town and NCDOT.

Proposed structures include (a) add one 8' x 100' floating dock, one 6' x 12' platform/dock extension, one 4' x 30' gangway, two 4' x 30' floating finger piers, and six tie pilings; (b) construct a 12' x 150' boardwalk with guardrail along the shoreline to connect the existing boardwalk in Bicentennial Park with the existing town dock at Moore Street; (c) install accessible ramps over the existing bulkhead where it connects with the new boardwalk; (d) remove and replace a 5' x 45' wooden walkway; and (e) remove a deteriorated wooden bulkhead located within the NC Highway 24 right-of-way and replace it with 28 linear feet of granite riprap for slope protection, all as depicted on the attached workplan drawings.

Materials to be used in construction of the project include treated lumber for construction of floating docks and walkway (2 x 8 decking), aluminum gangway, and Class II granite riprap (per NCDOT).

A major modification to major CAMA permit #112-05 was issued on December 14, 2022 for construction of the project.

- Attachments:** 1. Plans showing new construction on proposed site, including proposed design and typical photos of materials to be used in construction; and  
2. Staff Report addressing Section 24.1 Docks, Piers, and Boardwalks

**Recommended Action:** 1 – Hold Public Hearing; 2- Discuss Staff Report; and  
3 – Issue COA for Dock Walk Extension and Public Day Docks

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





SWANSBORO HISTORIC PRESERVATION COMMISSION  
CERTIFICATE OF APPROPRIATENESS

Application # 2023-1

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: Town of Swansboro

MAILING ADDRESS: 601 W. Corbett Ave. Swansboro NC 28584

ADDRESS OF AFFECTED PROPERTY: White Oak River, adjacent to William Edward Mattocks House (409 Front St) and Bicentennial Park / Southside

PHONE NUMBERS: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Indicate if you need a pre-application review: Completed 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. Existing deteriorated bulkhead

ALL SKETCHES, DRAWINGS, COLOR CHIPS, ETC. MUST BE SUBMITTED IN MULTIPLES OF TWELVE (12) and "8 1/2 x 11" SIZE PAPER IS PREFERRED.

PROJECT DESCRIPTION (Attach additional sheets if necessary):  
Project description provided on agenda memo. Existing  
conditions map, map with materials of boardwalk also  
attached.

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.

Paula W. Webb  
Signature of Applicant

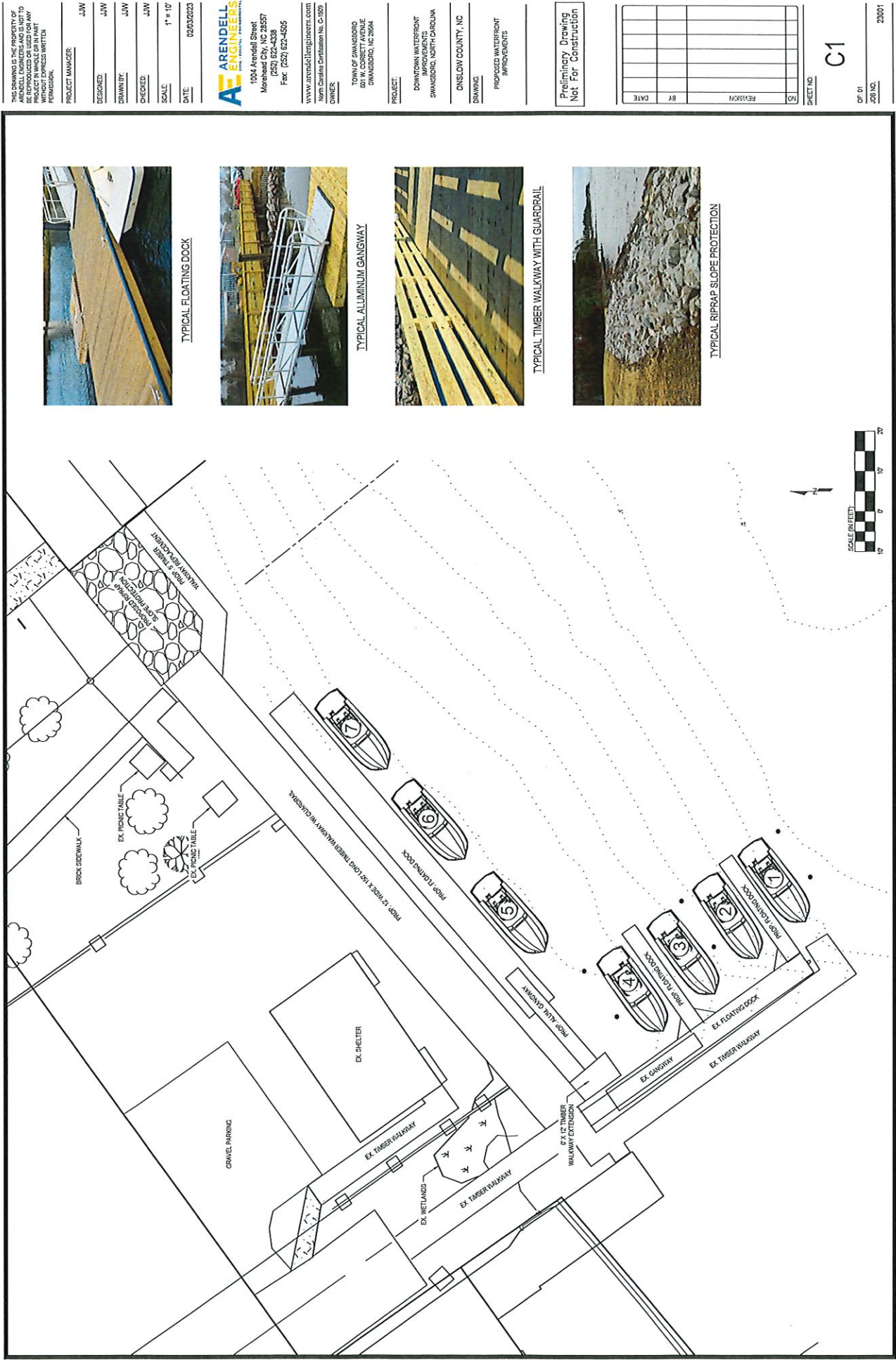
January 24, 2023  
Date

STAFF USE ONLY

Application received by: Paula Webb Date: 1/24/23  
Application reviewed with applicant by: Paula Webb Date: 1/24/23  
How: In person ☒ By Phone ☐  
Fee Paid: NA Receipt Number NA

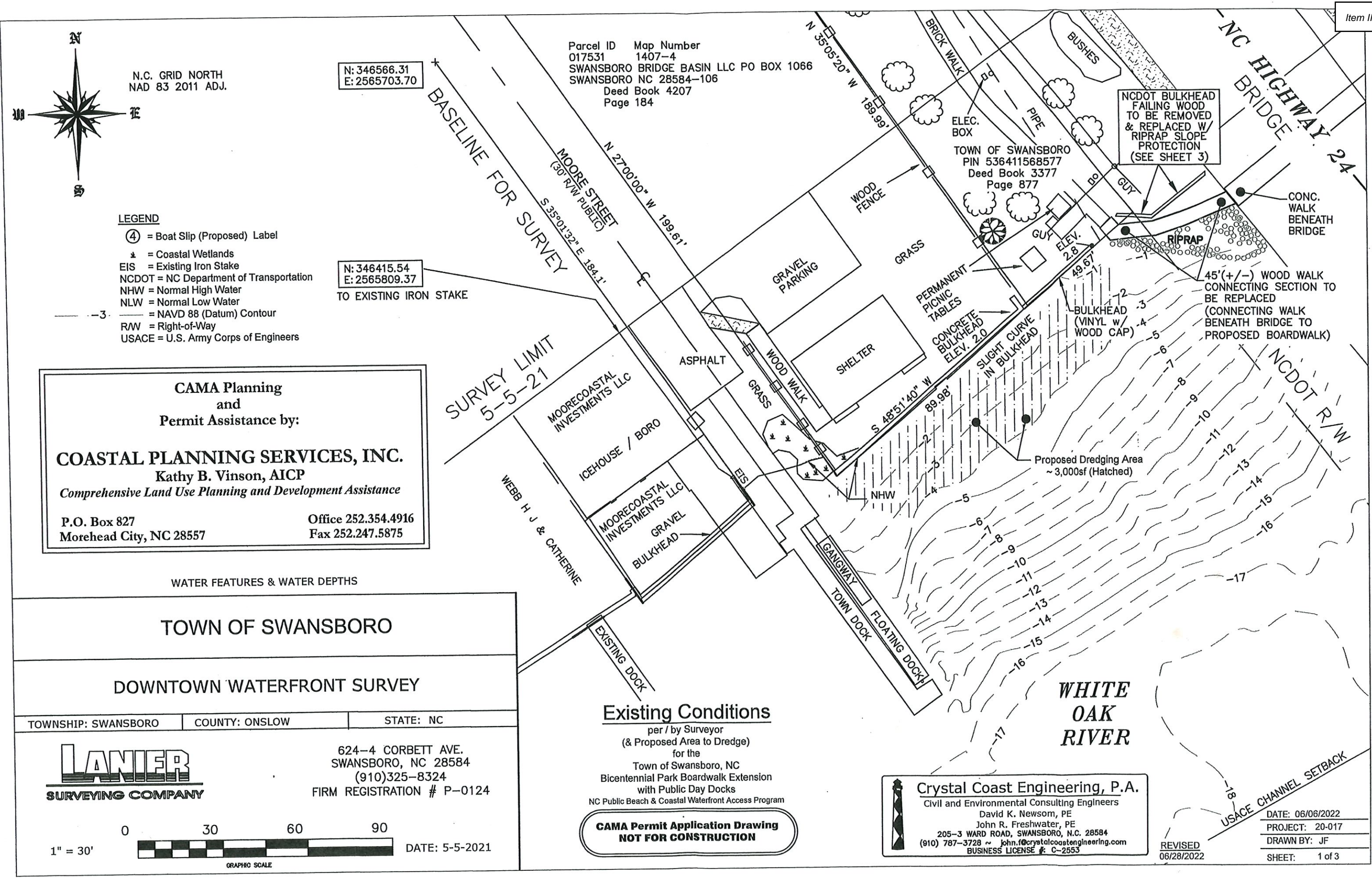
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





Item III - a.





N.C. GRID NORTH  
NAD 83 2011 ADJ.

N: 346566.31  
E: 2565703.70

Parcel ID 017531  
Map Number 1407-4  
SWANSBORO BRIDGE BASIN LLC PO BOX 1066  
SWANSBORO NC 28584-106  
Deed Book 4207  
Page 184

NCDOT BULKHEAD  
FAILING WOOD  
TO BE REMOVED  
& REPLACED W/  
RIPRAP SLOPE  
PROTECTION  
(SEE SHEET 3)

- LEGEND**
- ④ = Boat Slip (Proposed) Label
  - ▲ = Coastal Wetlands
  - EIS = Existing Iron Stake
  - NCDOT = NC Department of Transportation
  - NHW = Normal High Water
  - NLW = Normal Low Water
  - 3- = NAVD 88 (Datum) Contour
  - R/W = Right-of-Way
  - USACE = U.S. Army Corps of Engineers

N: 346415.54  
E: 2565809.37

TO EXISTING IRON STAKE

**CAMA Planning  
and  
Permit Assistance by:**

**COASTAL PLANNING SERVICES, INC.**  
Kathy B. Vinson, AICP  
Comprehensive Land Use Planning and Development Assistance

P.O. Box 827  
Morehead City, NC 28557

Office 252.354.4916  
Fax 252.247.5875

WATER FEATURES & WATER DEPTHS

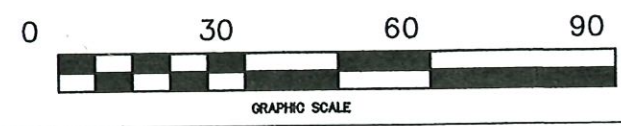
**TOWN OF SWANSBORO**

**DOWNTOWN WATERFRONT SURVEY**

TOWNSHIP: SWANSBORO    COUNTY: ONSLOW    STATE: NC



624-4 CORBETT AVE.  
SWANSBORO, NC 28584  
(910)325-8324  
FIRM REGISTRATION # P-0124



1" = 30'

DATE: 5-5-2021

**Existing Conditions**

per / by Surveyor  
(& Proposed Area to Dredge)  
for the  
Town of Swansboro, NC  
Bicentennial Park Boardwalk Extension  
with Public Day Docks  
NC Public Beach & Coastal Waterfront Access Program

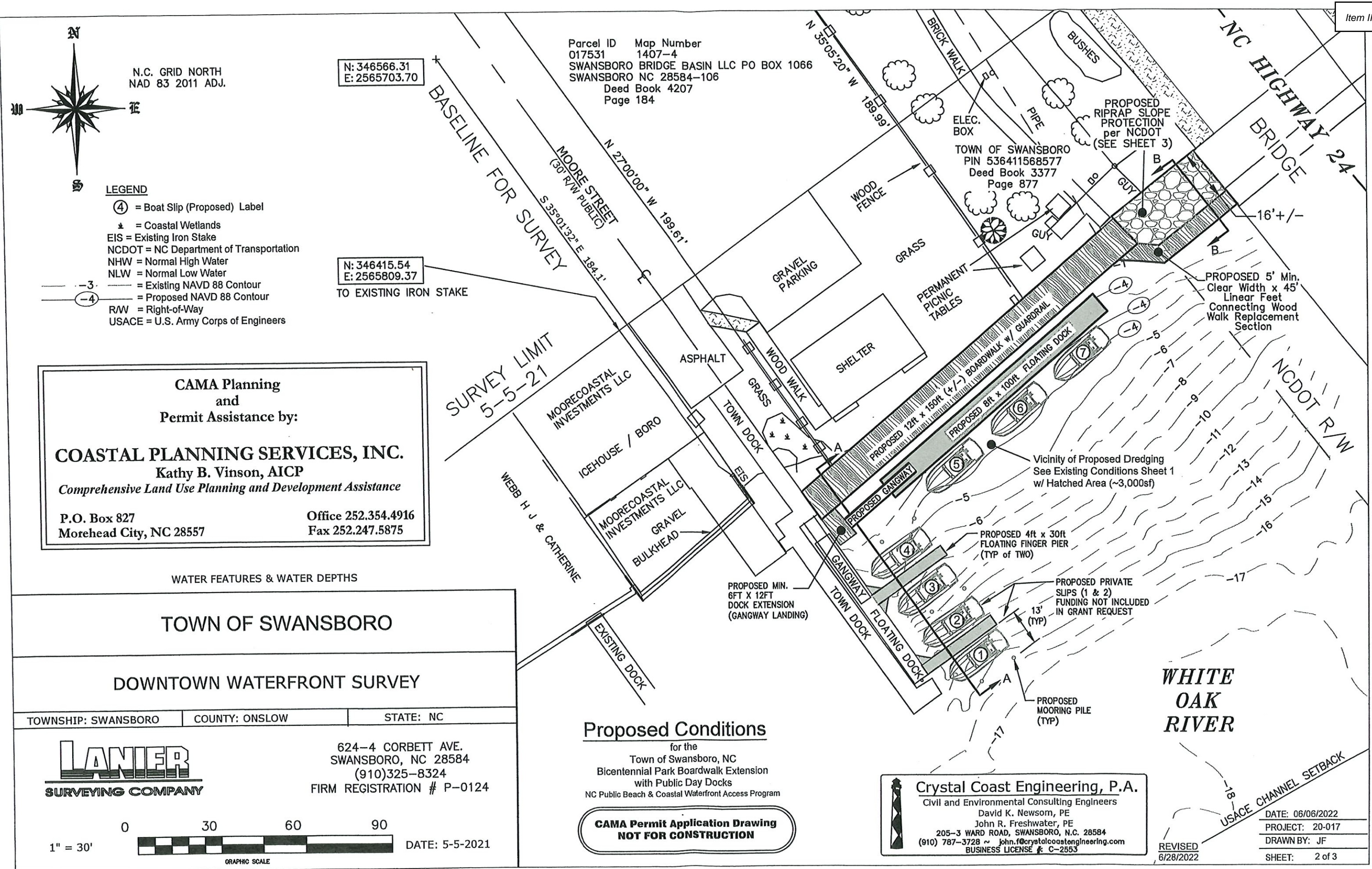
**CAMA Permit Application Drawing  
NOT FOR CONSTRUCTION**

**Crystal Coast Engineering, P.A.**  
Civil and Environmental Consulting Engineers  
David K. Newsom, PE  
John R. Freshwater, PE  
205-3 WARD ROAD, SWANSBORO, N.C. 28584  
(910) 787-3728 ~ John.F@crystalcoastengineering.com  
BUSINESS LICENSE #: C-2553

REVISED  
06/28/2022

DATE: 06/06/2022  
PROJECT: 20-017  
DRAWN BY: JF  
SHEET: 1 of 3





- LEGEND**
- ④ = Boat Slip (Proposed) Label
  - \* = Coastal Wetlands
  - EIS = Existing Iron Stake
  - NCDOT = NC Department of Transportation
  - NHW = Normal High Water
  - NLW = Normal Low Water
  - 3- = Existing NAVD 88 Contour
  - 4- = Proposed NAVD 88 Contour
  - RW = Right-of-Way
  - USACE = U.S. Army Corps of Engineers

CAMA Planning  
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WATER FEATURES & WATER DEPTHS

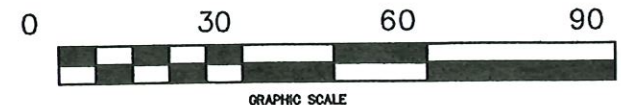
TOWN OF SWANSBORO

DOWNTOWN WATERFRONT SURVEY

TOWNSHIP: SWANSBORO    COUNTY: ONSLOW    STATE: NC



624-4 CORBETT AVE.  
SWANSBORO, NC 28584  
(910)325-8324  
FIRM REGISTRATION # P-0124



DATE: 5-5-2021

Proposed Conditions

for the  
Town of Swansboro, NC  
Bicentennial Park Boardwalk Extension  
with Public Day Docks  
NC Public Beach & Coastal Waterfront Access Program

**CAMA Permit Application Drawing  
NOT FOR CONSTRUCTION**

**Crystal Coast Engineering, P.A.**  
Civil and Environmental Consulting Engineers  
David K. Newsom, PE  
John R. Freshwater, PE  
205-3 WARD ROAD, SWANSBORO, N.C. 28584  
(910) 787-3728 ~ john.f@crystalcoastengineering.com  
BUSINESS LICENSE #: C-2553

WHITE  
OAK  
RIVER

REVISI  
6/28/2022

DATE: 06/06/2022  
PROJECT: 20-017  
DRAWN BY: JF  
SHEET: 2 of 3





# Historic Preservation Commission Meeting Staff Report

Please include in your motion the proposed dock walk project to extend the Bicentennial Park public boardwalk, replace a deteriorated bulkhead, and construct seven public boat docks based on Section 24 standard for Docks, Piers, and Boardwalks. It appears all standards apply to this request. As mentioned in section 24.1 (2) below, the use of railing is likely to be present above dock due to the ADA standards for handicap accessibility and should be enabled in this motion.

## **SECTION 24 DOCKS, PIERS, AND BOARDWALKS.**

### ***24.1 Docks, Piers, and Boardwalks - Guidelines***

- 1) Locate and construct docks, piers, and boardwalks to be compatible with the historic district in terms of design, materials, size, scale, and details. Must meet best engineering practices and blend with the overall waterfront plan.
- 2) Use a design that is simple, functional, and utilitarian. Traditional docks were built of post-and-lintel construction, using wood pilings, cross-members, and decking. Avoid the use of railings or other non-historic features that extend above the deck floor line, unless required by law for safety reasons.
- 3) Use unpainted treated wood for docks, piers, and boardwalks.
- 4) Built-in features such as benches or roofed structures such as pavilions, gazebos, or screened rooms, or other types of roofed structures such as boat sheds are not appropriate.
- 5) The design for any related bulkhead or other construction shall be submitted to the SHPC for review with the application for a Certificate of Appropriateness for a dock, pier, or boardwalk.

(Ord. 2005-O3, passed 3-15-2005)