



# Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, June 16, 2026

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## I. Call to Order

## II. Approval of Minutes

- a. April 21, 2026 Regular Meeting Minutes

## III. Business

### a. Certified Local Government Status Update

**Presenter: Rebecca Brehmer, CFM, CZO- Town Planner**

To provide an update on FY 2024-2025 Certified Local Government (CLP) Program activities and status through North Carolina's Historic Preservation Office.

*Recommended Action: None*

### b. Swansboro Historic Commission Training Update

**Presenter: Rebecca Brehmer, CFM, CZO- Town Planner**

To inform SHPC members and staff of the Certified Local Government (CLG) Program training requirements for each federal program year (October–September).

*Recommended Action: Provide direction regarding satisfaction of the training requirements by September 30, 2026.*

### c. Minor Work/Staff Approval Application Report May-June

**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**  
**April 21, 2026**

Item II - a.

**Call to Order**

The meeting was called to order at 5:31pm. Board members in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, and Elaine Justice. Brad Phillips was absent. Two alternate seats were vacant.

**Approval of Minutes**

Mrs. Ramsey complimented the preparation of the minutes for the Joint Special Meeting with the Board of Commissioners stating that an excellent job had been done by summarizing the presentation from the North Carolina State Historic Preservation Office.

On a motion by Mrs. Ramsey seconded by Mrs. Kingrey the February 17, 2026, BOC & HPC Joint Special Meeting Minutes were unanimously approved.

**Business**

The public hearing was opened at 5:36pm, and the following individuals were sworn in by Deputy Clerk Aliette M. Cuadro.

- Planner Rebecca Brehmer
- Jonathan McDaniel

***Certificate of Appropriateness/114 Elm Street***

Planner Brehmer reviewed that the owner of 114 Elm Street or the “Jonathan Greene House” had requested a Certificate of Appropriateness for an exterior alteration to replace the roof with cedar shake shingles. This home was contributing to the Swansboro Historic District and was zoned R-6SF.

Planner Brehmer shared how the restoration restored the integrity of the original roof and could have improved the application for local landmark designation while providing potential tax credit benefits. The Commission found the application to be well prepared and in full compliance with the design standards.

The commission moved on to the next agenda item to simultaneously handle both COA’s.

***Certificate of Appropriateness/Bartley House Privy/Post Office (114 Main Street)***

Planner Brehmer reviewed that the Swansboro Historic Association had requested a Certificate of Appropriateness for an exterior alteration to the Bartley House Privy & Post Office also for a roof replacement to cedar shake shingles. The commission found this interpretation acceptable and consistent with the historic district design standards.

With the public hearing already opened, public comment was offered for both the Certificate of Appropriateness at 114 Elm St. and 114 Main Street. There were no comments offered from the public. The Board proceeded and voted without formally closing the public hearing.

On a motion by Mrs. Kingrey, seconded by Mrs. Ramsey, COA 2026-02 for exterior alterations of home at 114 Elm Street was unanimously approved.

On a motion by Mrs. Kingrey, seconded by Mrs. Ramsey COA 2026-03 for exterior alterations of an accessory structure at 114 Elm Street, was unanimously approved.

**Preston’s Corner Rooftop Bar Discussion**

Planner Brehmer reviewed that Preston’s Corner Bar & Grill, located at 106 Front Street, had requested the Swansboro Historic Preservation Commissions opinion on an addition of a rooftop bar to the restaurant.

Planner Brehmer shared that the building, originally the Buckmaster Store, was considered non-contributing to the historic district due to numerous alterations over the years. She noted that the proposed addition would create additional usable space and include railings, stairs, and an expanded dormer area and that a Certificate of Appropriateness and compliance with all applicable ordinance standards would be required; however, Section 11 of the Historic District Design Standards, which addressed new construction, did not specifically address additions to commercial buildings. The existing standards required a massing study to be completed by an architect for additions to homes of 250 square feet or more, but the language did not explicitly state whether this requirement applied to commercial spaces. Planner Brehmer sought the Commission’s interpretation on whether a massing study should be required for this type of commercial addition.

Discussion focused on the original intent of the massing study requirement, which members noted had been implemented to address concerns about the scale and character of smaller historic residential structures and streetscapes. Members also discussed the potential visual impact of the proposed rooftop addition, noting that it could improve the appearance of the building and entrance to town, while confirming that downtown businesses are subject to different parking standards and that additional parking analysis would likely not be required for the proposed addition to an existing business. Members further acknowledged that significant engineering and design reviews would still be necessary to determine whether the structure could support the addition. Following discussion, the Commission reached consensus that a massing study should not be required for this type of commercial addition, noting that the requirement had originally been intended for residential applications.

**Chairman/Board Thoughts/Staff Comments**

Planner Brehmer reviewed that she had not prepared the usual staff approval report due to the length of time since the last meeting but noted that the full file was available for review if members wished to examine routine approvals, which primarily consisted of HVAC units and other minor items.

The Commission discussed the need for future text amendments to the Unified Development Ordinance. Planner Brehmer suggested forming a subcommittee to review potential amendments and develop a more targeted draft for consideration at a future meeting. Mrs. Kingrey and Mrs. Justice volunteered to serve on the subcommittee.

Mrs. Kingrey requested a meeting between the Town Manager and Town Attorney to discuss historic district enforcement authority under the Unified Development Ordinance. Planner Brehmer shared that the Town Attorney occasionally arrives early before Board of

Commissioners meetings and she could review specific situations and clarify what the current ordinance allows with him.

**Public Comments**

Cynthia LaCorte of 220 S. Elm Street, expressed concerns about fence standards, urging the Commission to establish clearer requirements for fence placement within the historic district in addition to fence type, noting that recent approvals could have created long-term negative visual impacts on the district's character. Additionally, she recommended that the Commission consider whether properties with grandfathered nonconforming uses, such as duplexes, that had not actively operated under that use for an extended period should continue to retain their grandfathered status, citing concerns about the effect of such uses on surrounding properties.

**Adjournment**

On a motion by Mrs. Kingrey, seconded by Mrs. Justice, the meeting adjourned at 6:05pm.



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Certified Local Government Status Update**

Board Meeting Date: **June 16, 2026**

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

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**Overview:** To provide an update on FY 2024-2025 Certified Local Government (CLP) Program activities and status through North Carolina's Historic Preservation Office.

Staff must report the annual activity of the SHPC yearly to the state historic preservation office and meet the following minimum criteria to continue participating in the certified local government program:

1. Maintain a qualified historic preservation commission.
2. Enforce state and local legislation for the designation and protection of historic resources.
3. Maintain a system for survey and inventory of historic properties.
4. Provide for adequate public participation in the historic preservation program.
5. Review National Register nominations through a qualified local historic preservation commission.

The CLG program provides for increasing local involvement in preservation and offers technical assistance and grants to participating local governments. As outlined in the report attached, Swansboro has met the program requirements during FY 2024-2025 and will continue to be designated as a CLG.

**Background Attachment(s):**

1. FY2024-2025 CLG Report
2. FY2024-2025 CLG Report Review

**Recommended Action:** None.

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

# #44

**COMPLETE**

**Collector:** Web Link 1 (Web Link)  
**Started:** Monday, December 29, 2025 3:51:05 PM  
**Last Modified:** Monday, December 29, 2025 5:12:05 PM  
**Time Spent:** 01:21:00  
**IP Address:** 24.106.223.242

Page 2: Commission Staff

## Q1

Name of Preservation Commission

Swansboro Historic Preservation Commission

## Q2

Staff Contact (the city or county employee that provides staff services to the commission)

|                          |                                    |
|--------------------------|------------------------------------|
| Name                     | <b>Rebecca Brehmer</b>             |
| Title                    | <b>Town Planner</b>                |
| Name of Local Government | <b>Town of Swansboro</b>           |
| Mailing Address          | <b>601 W Corbett Ave</b>           |
| City                     | <b>Swansboro</b>                   |
| ZIP                      | <b>28584</b>                       |
| Telephone                | <b>910-326-4428</b>                |
| E-mail                   | <b>rbrehmer@ci.swansboro.nc.us</b> |

## Q3

**The local government**

The commission staff person is employed by:

## Q4

In addition to the preservation planner how many local government staff are assigned to work on commission-related tasks? (Please list names and email addresses.)

1  
 Alissa Fender  
 afender@ci.swansboro.nc.us

**Q5**

**No**

Has your community experienced staff turnover for the staff member(s) who work with the local preservation commission?

Page 3: Commission Members

**Q6**

**Directly contacted professionals known to reside within the CLG's jurisdiction**

If you had commission vacancies during this reporting period, please indicate the method(s) your local government used to seek professionals to serve on the commission.

**Placed announcements in local media specifically recruiting professional members**

**Q7**

**Yes**

Were all vacancies filled within 60 days?

Page 4: Commission Meetings & Procedures

**Q8**

**Once a month**

How frequent is the preservation commission's regularly scheduled meeting?

**Q9**

When does the commission normally meet? (e.g., second Tuesday of each month.)

Third Tuesday of each month

**Q10**

**No**

Does your commission have an active, maintained website?

**Q11**

**No**

Does your commission have an annual retreat or check-in?

**Q12**

**Yes**

Was the local preservation ordinance updated or amended during the reporting period? If so, please send the HPO a copy of the updated ordinance or amendment by email.

Page 5: Commission Partnerships

**Q13**

Does your community have a preservation-oriented non-profit organization?

Yes or Other (please specify):  
Swansboro Historic Association

**Q14**

Does your commission have community partnerships? Examples would be a paint shop discount for local historic district residents or educational programs with the local school system.

No

**Q15**

Does your commission work with local real estate agencies/agents and independent home sellers ("FSBO") to notify potential buyers of the local designation status of the properties in a local district or individual landmarks? This can be through the MLS listing or a brochure.

Yes (please explain how you work together) or Other (please specify):  
We have a real estate agent on the commission that notifies potential buyers

**Q16**

Is commission staff coordinating with the local fire department and property owners to ensure properties that are locally designated or eligible for local designation are not removed by the fire department by a controlled burn or for "practice"?

Yes

**Q17**

Has your commission been part of a Section 106 of the National Historic Preservation Act process for addressing adverse effects to properties listed in or eligible for listing in the National Register?

No.

**Q18**

If you answered yes to the question above, please elaborate. Tell us what the project was, the role the commission played, the outcome, and if you were satisfied with the outcome.

N/A

Page 6: Preservation Planning

**Q19**

Has your local government adopted a historic preservation plan? (If yes, please put year adopted in "Other" comment box.)

**Yes,**

Other (If plan was adopted, please include the year.):

There is not a specific preservation plan, but similar objectives are found in multiple of Swansboro's community plans

**Q20**

Are historic and cultural resources explicitly included in your local hazard mitigation plan?

**Yes.**

**Q21**

Have you taken any steps toward disaster resilience planning to reduce the effects of, and enhance recovery from, a disaster?

**Yes.,**

Please elaborate.:

adopting flood resiliency measures from NCSOG to historic ordinance

**Q22**

How is your commission and/or local government working toward the goals of the North Carolina State Historic Preservation Plan? Please see - <https://www.hpo.nc.gov/administration/north-carolina-historic-preservation-plan-2025-2034/open>

Education: Create new educational opportunities and support existing programs for citizens, students, leaders, professionals, and elected officials

-Swansboro Staff and Commission member attended the CLG training hosted in New Bern in April of 2025

-Swansboro Staff and Commission member hosted a presentation on the historic district at the local library in order to educate the public

Page 7: Annual Reporting

**Q23**

Does your commission compile an annual report for your governing board and/or the public? If so, please email a copy of this report to [kristi.brantley@dncr.nc.gov](mailto:kristi.brantley@dncr.nc.gov) .

**Yes**

Page 8: Historic Resources

**Q24**

Please indicate the incentives your local government offers to historic property owners.

**None at the moment**

**Q25**

No

Has your commission acquired or protected property through NC G.S. 160D-942(3) (former 160A-400.8(3)) in this reporting period? This can include the use of a revolving fund or house museum properties.

Page 9: Designation of Historic Properties

**Q26**

How many local designation reports did the commission process during this reporting period?

0

**Q27**

No

Does your commission charge a fee to submit a local landmark or historic district report?

**Q28**

The applicant

For local landmark or historic district reports, who is responsible for paying for the report preparation? This can include consultant fees.

**Q29**

How many of the following were designated by the historic preservation commission during the FY 2024-2025 reporting period?

|   |   |
|---|---|
| Local Landmarks   | 0 |
| Local Residential Historic Districts                        | 0 |
| Local Commercial Historic Districts                         | 0 |
| Local Combination Residential/Commercial Historic Districts | 0 |
| Local Historic District Boundary Increases                  | 0 |

**Q30**

Did your commission receive requests for any de-designations of locally designated properties during this reporting year? (If yes, please elaborate)

No

**Q31**

Please provide additional information regarding any other designation activity in your community during the reporting period. This can include National Historic Landmarks, properties of Statewide Significance, or historic markers.

The SHPC appointed a subcommittee to help homeowners prepare Local Landmark Designation reports, none have been submitted yet to date.

Page 10: Commission Education & Outreach Programs

**Q32**

Please describe your education and outreach programs, especially ones that you are planning or those that have been successful in past. Website and program names would be nice to have. (Other commissions are especially eager to hear the great things their fellow commissions are doing! Your responses will be shared.)

Our commission is interested in implementing a quarterly newsletter via a blog and mailing updating the residents of the historic district and town on educational opportunities and historic district ordinance changes.

Page 11: COA Review and Regulation

**Q33**

Yes

Does your commission accept electronic COA applications or can a property owner submit a COA application online?

**Q34**

What is the fee for COA applications?

Major Work COA is \$200 and a Minor Work is \$50, we also have after the fact fees for certain actions

**Q35**

Please provide the number of COA application rulings during the reporting period.

|                                |    |
|--------------------------------|----|
| Total                          | 10 |
| Approved                       | 10 |
| Approved with conditions       | 1  |
| Denied                         | 0  |
| Withdrawn/Deferred/Resubmitted | 0  |
| Other                          | 0  |

**Q36**

Please provide the type of COA applications received during the reporting period.

|  |    |
|--|----|
| Total  | 10 |
| Minor works  | 9  |
| Major works (includes demolition and new construction) | 1  |
| After-the-fact COAs                                    | 0  |

**Q37**

How many COA applications did your commission receive during this reporting period for demolition or relocation?

0

**Q38**

Considering the number COA applications for demolition or relocation you noted in the previous question, please respond to the following questions:

|  |     |
|--|-----|
| How many were denied?  | N/A |
| How many were approved?  | N/A |
| How many were approved with conditions?  | N/A |
| How many were withdrawn or deferred?   | N/A |
| How many were acted upon? (This can also include approved COAs reported in a previous reporting period that were not acted on during that reporting period.) | N/A |
| Other.   | N/A |

**Q39**

No

Were any COA decisions appealed during the reporting period?

**Q40**

If your commission dealt with after-the-fact COAs during this reporting period, please indicate how many and other information on the circumstances.

None

Page 12: Commission Training

**Q41**

Yes

Did the commission staff person and at least two commissioners attend training between the period of October 1, 2024, and September 30, 2025?

**Q42**

CLG/Commission Training in New Bern (April 25, 2025)

Please indicate which of the following training opportunities you and/or your commissioners attended/participated in during the period of October 1, 2024 through September 30, 2025.

**Q43**

Please share training topics that would be most beneficial to your preservation commission.

Demolition by neglect and tax credits

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Page 13: Evaluation of HPO Services

**Q44**

Please rate the following resources offered by our office.

|  |                               |
|--|-------------------------------|
| Website  | <b>4 - Good to have</b>       |
| GIS maps   | <b>4 - Good to have</b>       |
| Staff consultations (including Restoration Branch, National Register and Survey Branch, and office branches) | <b>5 - Extremely valuable</b> |
| Training   | <b>4 - Good to have</b>       |

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**Q45**

Please suggest ways in which the North Carolina State Historic Preservation Office can better serve your community.

Providing check-in meetings (virtual or in person) to go over questions that often come up.

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Page 14: Documentation request: New Commissioner Resumes

**Q46** **Not applicable to this commission at the time**

Documentation of new commissioner(s) is:

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Page 15: Documentation request: Resources lost or added to the survey

**Q47** **Not applicable to this commission at the time**

Documentation of resources lost or added to the survey is:

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Page 16: Documentation request: Optional

**Q48** **Emailed**

Documentation of other commission/preservation activity is:

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**Q49**

If possible, please provide a brief overview or link to any newspaper articles related to preservation in your community.

N/A

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Page 17: Commission Activity Overview

**Q50**

**No.**

Have you secured external grant funding, beyond the CLG grant program, to support preservation in your local government?

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**Q51**

Please describe any significant challenges or difficult issues faced by the commission during the reporting period.

- Code enforcement is an on going challenge with select homeowners not following ordinance or approved COA.
  - There is a home that has been labeled as demolition by neglect and the home owner is not willing to invest money to sav the home.
- 

**Q52**

Please share the commission's accomplishments, successes, and significant activities during the reporting period. Include grant projects, educational and public awareness efforts, and innovative collaborations.

Continuing to enhance and improve the design standards for our ordinance, restoration of town owned historic Emmerton School, and hope to hold more educational opportunities and workshops soon.

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Page 18: Affirmations

**Q53****We affirm.**

The designated CLG staff person, the preservation commission chair, and the chief elected local official(s) hereby affirm that the certified local government meets all standards for certification and continues to operate according to the guidelines for certification as set forth in 36 CFR Part 61 and in the "Guidelines for North Carolina's Certified Local Government Program." We affirm that, in accordance with N.C.G.S. 160D-303, all members of the historic preservation commission are qualified to serve, a majority having demonstrated their competence through either their educational or professional experience or through their special interest in, and knowledge of, historic preservation. We affirm that the certified local government has made a good faith effort to appoint to the commission professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or a closely related discipline, and have attached written documentation of such effort. Finally, we affirm that all members meet the residency requirements of N.C.G.S. 160D-202 and 160D-303. (Affirmation below is considered by the HPO as an electronic signature.)

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**North Carolina Department of Natural and Cultural Resources  
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Josh Stein  
Secretary Pamela Brewington Cashwell

Office of Archives and History  
Deputy Secretary Darin J. Waters, Ph.D.

May 29, 2026

Rebecca Brehmer  
Town Planner  
Town of Swansboro  
601 W. Corbett Ave.  
Swansboro, NC 28584

Email: [rbrehmer@ci.swansboro.nc.us](mailto:rbrehmer@ci.swansboro.nc.us)

Dear Ms. Brehmer:

Thank you for the annual report regarding the Swansboro Historic Preservation Commission’s activities during FY2024-2025 as a Certified Local Government (CLG) in North Carolina’s preservation program. As a CLG, Swansboro continues to play an important role in a national initiative to preserve the unique and valuable historic character of over 2,100 communities across the country. The CLG program provides for increasing local involvement in preservation and offers technical assistance and grants to participating local governments.

The following are minimum responsibilities, per the National Park Service, for continued participation in the CLG program:

1. Maintain a qualified historic preservation commission.
2. Enforce state and local legislation for the designation and protection of historic resources.
3. Maintain a system for survey and inventory of historic properties.
4. Provide for adequate public participation in the historic preservation program.
5. Review National Register nominations through a qualified local historic preservation commission.

Based on the information contained in the report, we are pleased that Swansboro is meeting the responsibilities for continued participation in the CLG program.

The report indicates commission, and staff were actively engaged during FY2024-2025 in fulfilling duties outlined in NC GS §160D-942. In addition to reviewing COA applications, Swansboro staff and HPC appointed a subcommittee to help homeowners prepare local landmark reports, and began discussing implementing a quarterly newsletter to share information with the community. We applaud you for your efforts and dedication to preservation.

In addition to the basic responsibilities noted above, CLGs must meet certain, more specific requirements set forth in the *Guidelines for North Carolina’s Certified Local Government Program*. One of these requirements is to participate in annual training as the local community benefits from the commission’s

increased knowledge and expertise. We commend Swansboro's staff and commission members' commitment to meeting these training requirements this past year.

Please keep in mind that the North Carolina State Historic Preservation Office is here to support you in your preservation efforts. We love to hear from you and encourage you to continue to call upon us for:

- Technical assistance – Restoration Specialist Wade Rogers at [wade.rogers@dncr.nc.gov](mailto:wade.rogers@dncr.nc.gov) or 252-540-6508.
- National Register information – Historic Preservation Specialist Lauren Poole at [lauren.poole@dncr.nc.gov](mailto:lauren.poole@dncr.nc.gov) or 252- 540-6507.
- Any additional support or questions - CLG Coordinator Kristi Brantley at [kristi.brantley@dncr.nc.gov](mailto:kristi.brantley@dncr.nc.gov) or 919-623-2412.

We congratulate you on the continued certification of Swansboro as an important local government partner in North Carolina's historic preservation program. We thank the town, the historic preservation commission, and the citizens for all they do to preserve Swansboro's unique and irreplaceable historic resources and for the contribution their efforts make to its overall quality of life.

Best,



Kristi Brantley  
Preservation Commissions Coordinator

Cc: Ramona Bartos, Deputy State Historic Preservation Officer



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **Swansboro Historic Commission Training Update**

Board Meeting Date: **June 16, 2026**

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

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**Overview:** To inform SHPC members and staff of the Certified Local Government (CLG) Program training requirements for each federal program year (October–September).

In NC, to continue participation in the Certified Local Government program, staff and two SHPC members are required to complete annual CLG training each federal year (October – September). Swansboro has not met this requirement yet this year. Typically, Swansboro hosts its own training or attends a local CLG training held by another community. Please see the options below to meet this criterion by September 30th:

1: July 31, 2026 - CLG/Commission Training in Wilmington (two SHPC members and one staff would have to attend) or

2: Virtual Training Opportunities: 3 educational webinars or educational videos = 1 in-person training

- A virtual participant form must be filled out and submitted
- Staff have links to video options

**Background Attachment(s):** None.

**Recommended Action:** Provide direction regarding satisfaction of the training requirements by September 30, 2026.

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



# Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Minor Work/Staff Approval Application Report May-June**

Board Meeting Date: **June 16, 2026**

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

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

### Staff Approval

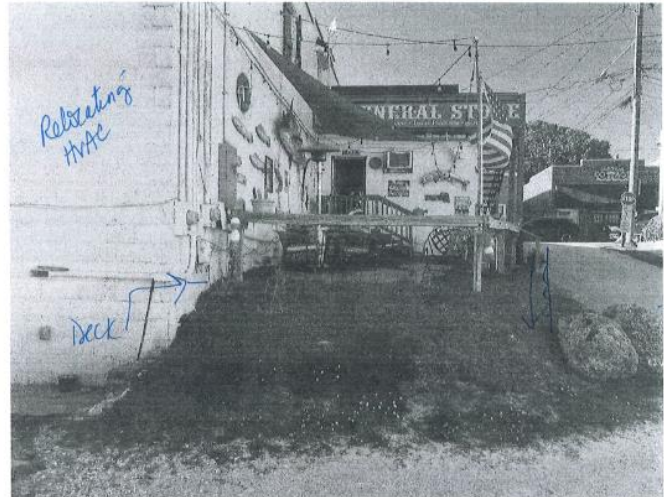
**Date:** May 20, 2026

**Applicant:** Front Street Grocery

**Address:** 117 Front Street

**Action:** Relocate HVAC system from side of building to the rear.

**Status:** Approved



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

**Date:** May 22, 2026

**Applicant:** Jeffrey Stoicescu

**Address:** 120 Front Street

**Action:** Paint the outside of the building black and replace the metal roof in kind.

**Status:** Approved



**Date:** June 1, 2026

**Applicant:** Elizabeth Holz

**Address:** 301 Church Street

**Action:** In-kind HVAC replacement

**Status:** Approved



