



Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, August 18, 2026

I. Call to Order

II. Approval of Minutes

- [a.](#) July 21, 2026 Regular Meeting Minutes

III. Business

- [a.](#) **Review and Discuss Certificate of Appropriateness Application Fees**

Presenter: Jonathan Barlow- Town Manager

A Review of the Certificate of Appropriateness (COA) application fee structure will be provided.

Recommended Action: Review and provide direction to staff.

- [b.](#) **Review and Discuss Minor Work Committee Procedure**

Presenter: Jonathan Barlow- Town Manager

A review of the Minor Work Committee review process will be provided.

Recommended Action: Review and provide direction to staff.

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment

**Town of Swansboro
Historic Preservation Commission
Regular Meeting Minutes
July 21, 2026**

Item II - a.

Call to Order

The meeting was called to order at 5:30pm. Board members in attendance were Kim Kingrey, Christina Ramsey, and Elaine Justice, Jonathan McDaniel, and Brad Phillips. Two alternate seats were vacant.

Approval of Minutes

On a motion by Mrs. Ramsey seconded by Mrs. Kingrey the June 16, 2026, Regular Meeting Minutes were unanimously approved.

Business

Minor Work/Staff Approval Application Report June-July

Planner Rebecca Brehmer reviewed the minor work and staff approval applications for May – June. The following applications were approved:

- 218 Elm Street- Paint front door red and paint trim black.
- 120 Front Street- Install new sign.
- 105 Front Street- After the fact approval for new deck.
- 101 Church Street- Removal of trees causing foundation issues.

Handoff Discussion

The Board identified the following items for future discussion and consideration as part of the Planning transition:

- Continue coordination with the Town on the street markers sign project.
- Explore options for allowing virtual Certificate of Appropriateness (COA) hearings for applicants.
- Review the COA application fee to determine whether it could serve as an incentive tool.
- Minor Work Committee Procedures.
- Coordinate with the State Certified Local Government (CLG) Coordinator to gather information on historic preservation incentive programs offered in other communities.
- Revise the Historic District Design Standards by replacing the existing color palette with guidance on appropriate paint types.

Chairman/Board Thoughts/Staff Comments

Planner Brehmer reported that the Certified Local Government (CLG) training scheduled for July 31, 2026, had sufficient registered participants to satisfy the Town's annual training requirements and maintain its CLG status. She noted that Deputy Clerk Aliette Cuadro would attend as the Town's staff representative and expressed appreciation to the Commission members who registered to participate.

The Board inquired about how future meetings would be handled if the Planning position remained vacant in August. Planner Brehmer explained that meetings would continue to be scheduled as needed. If there were items requiring Board review or action, the meeting would proceed. If there were no agenda items, staff would consult with the Chair, and the Board would be notified regarding the status of the August meeting.

The Board expressed appreciation for Planner Brehmer's work and leadership throughout her tenure. Several members acknowledged her contributions and thanked her for her service.

Public Comments

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

Adjournment

On a motion by Mrs. Kingrey, seconded by Mrs. Ramsey, the meeting adjourned at 6:17pm



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Review and Discuss Certificate of Appropriateness Application Fees**

Board Meeting Date: **August 18, 2026**

Prepared By: **Jonathan Barlow- Town Manager**

Overview: A Review of the Certificate of Appropriateness (COA) application fee structure will be provided.

In 2022 the Historic Preservation Commission (HPC) reviewed the Certificate of Appropriateness (COA) fee structure recommended revisions to the existing fees to the BOC.

Subsequently the following was approved:

- Reduced the Major COA application fee from \$400 to \$200;
- Established a \$50 Minor Work application fee, which previously had no fee; and
- Established after-the-fact penalties of \$500 for Major COAs and \$100 for Minor Work. These fees were established to address the HCOA application process and work undertaken without the required approval.

Any proposed changes would be presented to the Board of Commissioners for consideration.

Background Attachment(s):

1. Historic Design Standards – Section 1: Commission Procedures, §1.1–1.5
2. UDO §152.487 – Compliance and Enforcement
3. N.C.G.S. §§ 160D-402(d) and 160D-947
4. Certificate of Appropriateness (COA) Application
5. Certificate of Appropriateness (COA) Fee Schedule
6. January 18, 2022 Historic Preservation Commission COA fee Review

Recommended Action: Review and provide direction to staff.

Action: _____

1.1 Obtaining A Certificate of Appropriateness (COA)

A Certificate of Appropriateness (COA) is a permit that a property owner receives indicating that a proposed exterior change has been reviewed and approved by the historic preservation commission for consistency with established historic district standards. A COA is required for any type of building exterior alteration, new construction, relocation, demolition, utility installation, placement of vending machines and other street furniture in public areas, dock installation, and substantial landscaping. No COA is required for interior modifications or the ordinary maintenance or replacement "in-kind" of a property feature. Replacement "in-kind" refers to the replacement of damaged or deteriorated building or site features with the same design and material so that the integrity of the original design is maintained.

Upon consideration of exterior work, contact the Administrator at (910) 326-4428 to determine if a COA is required. Applications for a COA may be obtained from the _____, between _____ and _____, Monday through Friday. Contact the Administrator for assistance with the application process.

1.2 Completing and Filing the COA Application

After obtaining a certificate of appropriateness application form from the Town of Swansboro, it is important that the form be filled out completely. Proposed changes should be clearly explained in a narrative scope of work and presented in sufficient detail with accompanying photographs, drawings, and materials lists. These application components are important in helping the commission evaluate the proposal request promptly. Once the COA application has been completed, it, along with the supporting materials, must be returned to the town Administrator not less than 14 working days prior to the regularly scheduled meeting of the Swansboro Historic Preservation Commission (SHPC). A fee to cover administrative and legal notification costs is charged to all applicants. This fee must be paid at the time of application submission.

1.3 COA Application Review and Processing

Once a completed COA application has been received by the town, it is reviewed by the Administrator for compliance with all applicable town zoning ordinances and codes. Applications that are not in compliance with zoning and other town code provisions will be returned to the applicant and will not be forwarded to the commission for review. Applicants should note that additional permits may be required (e.g., building permit, CAMA permit, or Army Corps of Engineers approval). Early consultation with applicable permit agencies is advisable so that the impact of requirements on the COA proposal may be assessed. The commission may choose to delay consideration of an application to consult with applicable federal, state, or local agencies. This is particularly important when the North Carolina State Historic Preservation Office (NC-SHPO) is asked to review and comment on the project as part of a required environmental review process.

Upon completion of local zoning and code review, the Administrator will forward the applications to the SHPC for review and action. Notification of the meeting date, time, and place will be sent to the applicant and adjoining property owners by mail no less than seven (7) working days prior to the meeting. Attendance at the meeting by the applicant or his/her representative is required should any questions or concerns regarding the project arise. The failure of the applicant or the applicant's representative to attend a meeting may result in unnecessary delay if the SHPC fails to obtain information deemed necessary to make an informed decision. Any interested party is also welcome to attend the meeting or to review the application at town hall prior to the SHPC hearing.

Most certificate of appropriateness applications are reviewed and decided upon the day of the meeting. The commission must issue or deny a COA within 60 days after a completed application has been filed, except when the time limit has been extended by mutual agreement between the applicant and the historic preservation commission or more time is needed to obtain comments from other federal, state, or local agencies involved in the permitting, funding, or approval of the project. All commission decisions are furnished in writing and mailed to the applicant within 30 days of the meeting. There will be two identical certificates mailed - one for posting and one for records. The mailed Certificate of Appropriateness must be visibly displayed at the project site during the entire duration of the project.

Once issued, a Certificate of Appropriateness is valid for six months and may be renewed at the written request of the applicant. An approved COA may also be transferred to a new property owner if that owner certifies in writing that he has reviewed the approved application and agrees to comply with all of the terms and conditions of the COA.

An approved or pending COA application may be modified by a written request from the applicant to the commission. The request should include a description of the proposed changes, as well as drawings, a site plan, and other appropriate documentation if necessary. If the Swansboro Historic Preservation Commission finds that the modifications constitute a substantial change from the previous application, a new application submission will be required and all public notification procedures will be followed.

1.4 Treatment of "Minor Works" Projects

In an effort to expedite the review of Certificate of Appropriateness applications, the Swansboro Historic Preservation Commission recognizes that certain proposed building and/or site changes are minor in nature and will have no discernible impact on the special character of the building, site, and district. Given this, the SHPC has instituted a category of exterior activities known as "minor works" that may be undertaken without review by the commission. These projects must be consistent with the SHPC's standards and approved by the Minor Works Committee. "Minor works" activities do require the submission of a completed Minor Works COA application form. (Note: The town does not provide notice to adjoining property owners for a "minor works" submission.)

The following is a list of exterior work items that fall under the “minor work” category:

- Installation of “full-view” storm or louver wooden storm doors or “full-view” metal storm doors with baked-on paint finish;
- Installation of metal storm windows with baked on paint finish and horizontal dividers that are in alignment with the horizontal meeting rails of the original upper and lower sashes;
- Installation of half-round gutters and downspouts made of copper or with painted finish;
- Fence installation in rear yards or other areas not visible from the public view;
- Installation of window air conditioning units, window fans, and TV antennas ;
- Installation of skylights and solar collectors in areas not visible from public view;
- Installation of HVAC units and other mechanical equipment in areas not visible from public view;
- Removal of existing incongruous synthetic siding if original siding exists underneath; and
- Installation of private walkways or back yard patio areas (decks not included).

Note: The Minor Works Committee shall forward a “minor works” item to the SHPC for full review if the activity does not fall directly into one of the above categories or is inconsistent with the commission’s established standards.

1.5 Pre-Application Review of Projects

Property owners considering projects in the Swansboro historic district are encouraged to take advantage of free technical advice and design assistance provided by the SHPC prior to the submission of a Certificate of Appropriateness application. This pre-review, usually held with a preappointed subcommittee of the commission during the regularly scheduled work session, may help expedite the review process because it familiarizes the applicant in the early stages of project development with the applicable standards that will be used to evaluate the project proposal. It also gives commissioners an opportunity to discuss the project concept informally and identify issues that may be of concern. Informal meetings to become familiar with the SHPC’s design standards may be arranged by contacting the Administrator. The Administrator can determine if a preapplication review is needed. However, a preapplication review is required for any exterior project involving:

- New construction (excluding accessory structures under 500 square feet).
- Any exterior building or site alteration involving a cost of more than \$10,000.

Property owners requesting a preapplication review should provide commissioners with photographs of the subject property showing existing conditions and preliminary drawings indicating desired changes. A site plan of the property should also be furnished. This information is necessary to facilitate a reasonable discussion of the project. Preapplication review materials shall be submitted to the Administrator at least fourteen (14) working days prior to the meeting of the preapplication review subcommittee.

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

(A) Compliance with the terms of the certificate of appropriateness shall be enforced by the Administrator and when appropriate by the Board of Commissioners. The discontinuance of work or the lack of progress toward achieving compliance with a certificate of appropriateness for a continuous period of six months shall be deemed a failure to comply with the certificate of appropriateness, and, without further action, the certificate of appropriateness shall be null and void. In addition to any other remedy provided by this chapter or by law, this chapter may be enforced in the same manner and violations hereof are punishable according to the procedures and penalties for violations of the zoning ordinance and town codes. In case any building, structure, site, area or object within the Historic District is about to be demolished, whether as a result of deliberate neglect or otherwise, materially altered, remodeled, removed, or destroyed except in compliance with the ordinance, the Town Board, the Commission, or other party aggrieved by such action may institute any appropriate action or proceeding to prevent such unlawful demolition, destruction, material alteration, remodeling, or removal; to restrain, correct or abate such violation, or to prevent any illegal act or conduct with respect to such a building or structure.

(B) Additionally, nothing contained in this ordinance shall prohibit, impair, or limit in any way, the power of the Town of Swansboro to prevent the construction, reconstruction, alteration, restoration, or removal of buildings, structures, appurtenant fixtures, or outdoor signs in the Historic District in violation of the provisions of this chapter. The enforcement of any remedy provided herein shall not prevent the enforcement of other remedy or remedies provided herein or in other ordinances or laws. (See G.S. §§160A-175 and 160A-389).

(C) When DBN properties have been identified and added to the DBN List, the general steps, actions, decision points, and offender's needed responses when receiving notice of violation from the Town Planner, are as follows:

(1) A completed DBN complaint form is submitted to the Town Planner and stamped with the received date and initials. Staff may fill out the complaint form based on email or phone call from a complaint. Email or regular mail is preferred. However, if a phone call is received, the Town Planner will respond by email, which should be sent to the complainer and the Swansboro Historic Preservation Commission ("SHPC"). The Town Planner will report to the SHPC at the next regular meeting.

(2) The Town Planner shall investigate any complaint. Within 14 days following receipt of the DBN complaint, the Town Planner shall send a status report of the complaint investigation and actions taken to the complainant and, if warranted, send a notice of violation to the offender. The Town Planner shall report the complaint investigation to the SHPC at its next regular meeting if there is a basis for the complaint.

(3) If the Town Planner determines there is a basis for the complaint, the offender has 30 calendar days to respond to the notice of violation, documenting violation(s) contributing to the DBN. The offender may respond by phone, email or in writing. The Town Planner shall send a follow-up email in the event the offender responds by phone. The Town Planner shall send a copy of that email to the SHPC within two business days of the call. The Town Planner shall maintain a record of communication with the offender. The Town Planner is the responsible party to prepare and present the reports to the SHPC.

(4) If the offender fails to respond or fails to address the violation(s) by the required deadline, the town may take all action allowed under this chapter or other applicable law related to code enforcement. The Town Planner shall report any town enforcement action at the next SHPC meeting.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2023-O1, passed 3-13-2023)

§ 160D-947. Certificate of appropriateness required.

(a) Certificate Required. - After the designation of a landmark or a historic district, no exterior portion of any building or other structure, including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features, nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished on the landmark or within the district until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the preservation commission. The local government shall require such a certificate to be issued by the commission prior to the issuance of a building permit granted for the purposes of constructing, altering, moving, or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this Part. A certificate of appropriateness is required whether or not a building or other permit is required.

For purposes of this Part, "exterior features" include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior features" mean the style, material, size, and location of all such signs. Such "exterior features" may, in the discretion of the local governing board, include historic signs, color, and significant landscape, archaeological, and natural features of the area.

Except as provided in subsection (b) of this section, the commission has no jurisdiction over interior arrangement. The commission shall take no action under this section except to prevent the construction, reconstruction, alteration, restoration, moving, or demolition of buildings, structures, appurtenant fixtures, outdoor advertising signs, or other significant features in the district that would be incongruous with the special character of the landmark or district. In making decisions on certificates of appropriateness, the commission shall apply the rules and standards adopted pursuant to subsection (c) of this section.

(b) Interior Spaces. - Notwithstanding subsection (a) of this section, jurisdiction of the commission over interior spaces is limited to specific interior features of architectural, artistic, or historical significance in publicly owned landmarks and of privately owned historic landmarks for which consent for interior review has been given by the owner. The consent of an owner for interior review binds future owners and/or successors in if the consent has been filed in the office of the register of deeds of the county in which the property is located and indexed according to the name of the owner of the property in the grantee and grantor indexes. The landmark designation shall specify the interior features to be reviewed and the specific nature of the commission's jurisdiction over the interior.

(c) Rules and Standards. - Prior to any action to enforce a landmark or historic district regulation, the commission shall (i) prepare and adopt rules of procedure and (ii) prepare and adopt principles and standards not inconsistent with this Part to guide the commission in determining congruity with the special character of the landmark or district for new construction, alterations, additions, moving, and demolition. The landmark or historic district regulation may provide, subject to prior adoption by the preservation commission of detailed standards, for staff review and approval as an administrative decision of applications for a certificate of appropriateness for minor work or activity as defined by the regulation; provided, however, that no application for a certificate of appropriateness may be denied without formal action by the preservation commission. Other than these administrative decisions on minor works, decisions on certificates of appropriateness are quasi-judicial and shall follow the procedures of G.S. 160D-406.

(d) Time for Review. - All applications for certificates of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the regulation or the commission's rules of procedure. As part of its review procedure, the commission may view the premises and seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances.

(e) Appeals. -

- (1) Appeals of administrative decisions allowed by regulation may be made to the commission.
- (2) All decisions of the commission in granting or denying a certificate of appropriateness may, if so provided in the regulation, be appealed to the board of adjustment in the nature of certiorari within times prescribed for appeals of administrative decisions in G.S. 160D-405(d). To the extent applicable, the provisions of G.S. 160D-1402 apply to appeals in the nature of certiorari to the board of adjustment.
- (3) Appeals from the board of adjustment may be made pursuant to G.S. 160D-1402.

- (4) If the regulation does not provide for an appeal to the board of adjustment, appeals of de-
certificates of appropriateness may be made to the superior court as provided in G.S. 1402.

Item III - a.

- (5) Petitions for judicial review shall be taken within times prescribed for appeal of quasi-judicial
decisions in G.S. 160D-1405. Appeals in any such case shall be heard by the superior court of
the county in which the local government is located.

(f) Public Buildings. - All of the provisions of this Part are hereby made applicable to construction,
alteration, moving, and demolition by the State of North Carolina, its political subdivisions, agencies, and
instrumentalities, provided, however, they do not apply to interiors of buildings or structures owned by the State
of North Carolina. The State and its agencies may appeal to the North Carolina Historical Commission or any
successor agency assuming its responsibilities under G.S. 121-12(a) from any decision of a local preservation
commission. The North Carolina Historical Commission shall render its decision within 30 days from the date
that the notice of appeal by the State is received by it. The current edition of the Secretary of the Interior's
Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings shall be the sole principles and
guidelines used in reviewing applications of the State for certificates of appropriateness. The decision of the
North Carolina Historical Commission is final and binding upon both the State and the preservation commission.
(2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, ss. 24, 51(a), (b), (d).)

§ 160D-402. Administrative staff.

(a) Authorization. - Local governments may appoint administrators, inspectors, enforcement officers, planners, technicians, and other staff to develop, administer, and enforce development regulations authorized by this Chapter.

(b) Duties. - Duties assigned to staff may include, but are not limited to, drafting and implementing plans and development regulations to be adopted pursuant to this Chapter; determining whether applications for development approvals are complete; receiving and processing applications for development approvals; providing notices of applications and hearings; making decisions and determinations regarding development regulation implementation; determining whether applications for development approvals meet applicable standards as established by law and local ordinance; conducting inspections; issuing or denying certificates of compliance or occupancy; enforcing development regulations, including issuing notices of violation, orders to correct violations, and recommending bringing judicial actions against actual or threatened violations; keeping adequate records; and any other actions that may be required in order adequately to enforce the laws and development regulations under their jurisdiction. A development regulation may require that designated staff members take an oath of office. The local government shall have the authority to enact ordinances, procedures, and fee schedules relating to the administration and the enforcement of this Chapter. The administrative and enforcement provisions related to building permits set forth in Article 11 of this Chapter shall be followed for those permits.

(c) Alternative Staff Arrangements. - A local government may enter into contracts with another city, county, or combination thereof under which the parties agree to create a joint staff for the enforcement of State and local laws specified in the agreement. The governing boards of the contracting parties may make any necessary appropriations for this purpose.

In lieu of joint staff, a governing board may designate staff from any other city or county to serve as a member of its staff with the approval of the governing board of the other city or county. A staff member, if designated from another city or county under this section, shall, while exercising the duties of the position, be considered an agent of the local government exercising those duties. The governing board of one local government may request the governing board of a second local government to direct one or more of the second local government's staff members to exercise their powers within part or all of the first local government's jurisdiction, and they shall thereupon be empowered to do so until the first local government officially withdraws its request in the manner provided in G.S. 160D-202.

A local government may contract with an individual, company, council of governments, regional planning agency, metropolitan planning organization, or rural planning agency to designate an individual who is not a city or county employee to work under the supervision of the local government to exercise the functions authorized by this section. The local government shall have the same potential liability, if any, for inspections conducted by an individual who is not an employee of the local government as it does for an individual who is an employee of the local government. The company or individual with whom the local government contracts shall have errors and omissions and other insurance coverage acceptable to the local government.

(d) Financial Support. - The local government may appropriate for the support of the staff any funds that it deems necessary. It shall have power to fix reasonable fees for support, administration, and implementation of programs authorized by this Chapter. All fees collected by a building inspection department for the administration and enforcement of provisions set forth in Article 11 of this Chapter shall be used to support the administration and operations of the building inspection department and for no other purposes. When an inspection, for which the permit holder has paid a fee to the local government, is performed by a marketplace pool Code-enforcement official upon request of the State Fire Marshal under G.S. 143-151.12(9)a., the local government shall promptly return to the permit holder the fee collected by the local government for such inspection. This subsection applies to the following types of inspection: plumbing, electrical systems, general building restrictions and regulations, heating and air-conditioning, and the general construction of buildings. (2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d); 2023-151, s. 11.84; 2024-49, s. 1.3(a).)



SWANSBORO HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS

Application # _____

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: _____

MAILING ADDRESS: _____

ADDRESS OF AFFECTED PROPERTY: _____

PHONE NUMBERS: (Home) _____ (Work) _____

Indicate if you need a pre-application review: _____ Yes _____ No

(Note: A pre-application review is required for all projects exceeding a cost of \$10,000 and/or involving new construction projects with a minimum square footage of 1,000 sq. ft. or addition of 500 sq. ft.)

INSTRUCTIONS: (Please initial that you read and understood these instructions)

- 1) Each application must include a written property description. In the space provided or on additional sheets, describe the nature and extent of the proposed work to include a listing of materials and dimensions. Physical material samples will be required as part of the application package. Provide sufficient detail to allow the Swansboro Historic Preservation Commission (SHPC) to make an informed decision regarding appropriateness. **Initial here:** _____

- 2) For each specific type of activity, attach the following materials: (check the applicable category)

_____ **EXTERIOR ALTERATION:** Photograph(s) and sketch(es) showing existing conditions and proposed changes for each effected area. **Initial here:** _____

_____ **NEW CONSTRUCTION/ADDITIONS:** a) Plot plan showing all new construction on proposed site; b) preliminary or final drawings showing proposed design of new construction or new addition (elevations required); c) descriptions, samples, and specifications indicating materials and textures used on exterior construction; d) statement by owner of how proposed new construction meets the intent of the SHPC design guidelines for projects involving new buildings with more than 1,000 sq. ft. or addition of 500 sq. ft.; and e) deed of property; f) Massing Study sealed by engineer or architect (find details in Appendix III Section 11 New Construction of the Town Unified Development Ordinance). **Initial here:** _____

_____ **MOVING / DEMOLITION:** a) Photographs of building to be moved or demolished (including photos of all elevations and a streetscape); b) written description of reason for move or demolition; and c) for moving requests, a photograph of proposed site for relocated building and a plot plan showing exact building location with pertinent dimensions. **Initial here:** _____

ALL SKETCHES, DRAWINGS, COLOR CHIPS, ETC. MUST BE SUBMITTED IN MULTIPLES OF TWO (2) and "8 ½ x 11" SIZE PAPER IS PREFERRED.

PROJECT DESCRIPTION (Attach additional sheets if necessary):

The applicant(s) and/or his/her representative(s) are required to appear before the Swansboro Historic Preservation Commission to present, discuss and clarify the application the night of the meeting. If the applicant is not the owner of the property a written statement by the owner is required prior to the meeting for the applicant to pursue the COA. **Initial here:** _____

Any applicant(s) requiring a "CAMA" permit, must submit the approved CAMA application with CAMA official(s) signature(s), prior to the review of the COA by the Swansboro Historic Preservation Commission. **Initial here:** _____

All applications become the property of the Swansboro Historic Preservation Commission for the Town of Swansboro. This application shall be completed and returned to the Planning Department at least **seventeen** (17) days **before** the Swansboro Historic Preservation Commission meeting at which the application may be considered. **Initial here:** _____

Decisions made regarding the COA application by the Swansboro Historic Preservation Commission must be followed. Any changes to the project that are not outlined in the application must go through the COA amendment process. Failure to follow the order of the COA will result in code enforcement as outlined in § 152.487 **COMPLIANCE AND ENFORCEMENT**. **Initial here:** _____

It is the policy of the Swansboro Historic Preservation Commission that the board shall act as one body. Accordingly, individual members should not give personal opinions on applications submitted to the Swansboro Historic Preservation Commission, and no such individual opinion shall bind the Swansboro Historic Preservation Commission in any way. **Initial here:** _____

Signature of Applicant _____

Date _____

STAFF USE ONLY

Application received by: _____ Date: _____

Application reviewed with applicant by: _____ Date: _____

How: In person _____ By Phone _____

Fee Paid: _____ Receipt Number _____

Comments: _____

Historic District COA Application Fee	\$200.00
Historic District Minor Work Application Fee	\$50.00
COA Extension or Amendment Request	\$ 50.00
After the Fact Penalty (Historic District)	\$500.00 Major \$100.00 Minor \$2,000 Demolition

Fee Comparison

Jurisdiction	Major Work	Minor Work	Staff Approval	Routine Maintenance
Town of Swansboro	\$400	\$0	\$0	\$0
Town of Beaufort	\$50	\$50	N/A	
City of Washington	\$50	\$0	N/A	
City of New Bern	\$107 (design review) \$27 (no design review)	\$22	N/A	
City of Wilmington	Min \$0, Max \$100 See attached breakdown	Min \$20, Max \$100 See attached breakdown	N/A	
City of Asheville	Residential \$260 Commercial \$416	\$52	N/A	
City of Raleigh	\$160 to \$1,263 See attached breakdown	\$31 to \$62 See attached breakdown	N/A	
City of Durham	\$315 to \$887 See attached breakdown	\$78 or \$156 (after-the-fact)	N/A	
City of Winston Salem	No charge unless work completed after-the-fact (\$75 first offense, Max \$200)		N/A	
Currituck County	\$25		N/A	
City of Albemarle	No Charge		N/A	
City of Greensboro	No Charge		N/A	

CERTIFICATE OF APPROPRIATENESS APPLICATION

Application for major work in local historic districts and local landmarks

Historic Preservation Commission (HPC)

The HPC generally meets on the second Thursday of the month at 5:30 PM. See the meeting schedule below.

Application Submittal

1. Applications are due by 1:00 PM and are submitted by appointment only at the planning office at 305 Chestnut Street, 3rd floor. Call 910-254-0900 to schedule an appointment.
2. Do not drop off, email, or mail in an application.
3. Application fees must be paid at the time of submission. If you wish to pay over the phone, please call 910-254-0900 to make arrangements for credit card payment.
4. Applications will be reviewed for completeness before they are accepted. Incomplete applications will not be scheduled for HPC review.
5. A pre-application meeting is **required** for all major works applications; applications cannot be accepted without a pre-application meeting. Pre-application meetings may be scheduled by calling 910-254-0900.
6. Applicants are responsible for posting sign(s) before hearings. If signs are not posted, the case cannot be heard by the HPC.
7. All applicable items listed on the submittal checklist (page 4) are required for an application to be considered complete.

Application Fees

Estimated Project Cost	Application Fee
Up to \$17,999	None
\$18,000—\$24,999	\$20
\$25,000—\$49,999	\$25
\$50,000—\$99,000	\$35
\$100,000—\$499,000	\$50
\$500,000 or more	\$100

Approval after-the-fact (work completed without a COA) \$100, plus base fee (above)

2022 Historic Preservation Commission Meetings

Meeting Date	Submission Deadline
January 13	December 7, 2021
February 10	January 4
March 10	February 1
April 14	March 8
May 12	April 5
June 9	May 3
July 14	June 7
August 11	July 5
September 8	August 2
October 13	September 6
November 10	October 4
December 8	November 1
January 12, 2023	December 6
February 9, 2023	January 3, 2023

[illegible]

Application Fee

Estimated Project Cost		Fee
☐	Up to \$17,999	None
☐	\$18,000 — \$24,999	\$20
☐	\$25,000 — \$49,999	\$25
☐	\$50,000 — \$99,000	\$35
☐	\$100,000 — \$499,000	\$50
☐	\$500,000 or more	\$100
☐	Approval after-the-fact (work completed without a COA)	\$100, plus any project cost-based fee (above)

COMPREHENSIVE AND LONG RANGE PLANNING

	Fee Description	Fee	Unit of Measure	Indices
Comprehensive Planning Fees				
Master Plan	A visual component required when a rezoning application is submitted for a Planned Development or Campus rezoning request.	\$3,209	per application	CPI
Waiver petition of 24 months waiting period	A request for a waiver from the requirement prohibiting the Planning Department to accept a new rezoning petition for property which has been heard within the past 24 months.	\$193	per application	CPI
Comprehensive Plan Amendment	A request to amend the Comprehensive Plan that may affect plan text/policies, Future Land Use Map, or attached area plans.	\$642	per application	CPI
Conditional use rezoning case	A request to modify the City's Official Zoning Map with additional restrictive conditions offered by the applicant.	\$1,284	per application	CPI
General use rezoning case	A request to modify the City's Official Zoning Map.	\$642	per application	CPI
Text Change for Zoning Conditions	A request to modify the zoning conditions that regulate development entitlement for particular parcel(s) that will not modify the City's Official Zoning Map.	\$1,284	per application	CPI
Annexation	A petition to annex or deferred annexation into the City of Raleigh in order to connect to City services.	\$634	per petition	New
Annexation (1 or 2 family lot)	A petition to annex or deferred annexation into the City of Raleigh in order to connect to City services.	\$317	per petition	New
Raleigh Historic Development Commission Fees				
Historic Landmark Designation	Collected from applicants of privately-initiated transactions; partially covers cost of plaque	\$321	per application	CPI
Minor Work – Administrative	Collected from applicants of privately-initiated transactions	\$31	per application	CPI
After-the-fact Minor Work Administrative	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$62	per application	CPI
Major Work – Public Meeting (except large addition & new building)	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$160	per application	CPI
After-the-fact Major Work - Public Meeting (except large addition & new building)	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$316	per application	CPI
Major Work – New Building Construction/Additions greater than 25% of building square footage	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$321	per application	CPI
After-the-fact Major Work - New Building Construction/Additions greater than 25% of building square footage	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$632	per application	CPI
Major Work- Demolition of building or structure	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$642	per application	CPI
After-the-fact Demolition of building or structure	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$1,263	per application	CPI
Post-approval COA Issuance Re-Review of Conditions of Approval	Collected from applicants of privately-initiated transactions	\$96	per application	CPI

7. Historic Properties – Certificate of Appropriateness (COA) - Planning

- Fee includes 4% technology fees and, for Major and Master COAs, notice, and 1 sign*. Additional signs, as required to provide sufficient notification, are \$104 + [Processing fees](#). [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Major COAs are required for modifications to building or site elements that may impact the original character of the structure, construction of new structures, and additions to and demolition of historically-significant structures. See [Work Requiring a Certificate of Appropriateness](#).
- Applications fees are doubled for “after-the-fact” or “retroactive” applications submitted after work has begun or been completed.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.1a. Minor Certificate of Appropriateness (COA)	Planning staff approval; payment includes technology	\$78** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$75.00 + \$3.00 \$78.00	Base Fee** + 4% Technology Fee Total Fee**
7.1b. After-the-Fact Minor COA	Minor COA application made after work begun or completed	\$156 + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 \$156.00	Base Fee** + 4% Technology Fee Total Fee**
7.2a. Major COA with NO new construction, NO demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	\$315* ** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 + \$159.00 \$315.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.2b. After-the-Fact Major COA, NO new construction, NO demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	\$471* + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 + \$159.00 \$471.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3a. Major COA with EITHER new construction OR demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	\$419* ** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$250.00 + \$10.00 + \$159.00 \$419.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3b. After-the-fact Major COA with EITHER new construction OR demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	\$679* + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$500.00 + \$20.00 + \$159.00 \$679.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4a. Major COA with BOTH new construction AND demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	\$523* ** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$350.00 + \$14.00 + \$159.00 \$523.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4b. After-the-Fact Major COA with BOTH new construction AND demolition	After-the-fact application made after work begun or completed; includes letter notice, 1 sign*, and technology	\$887* + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$700.00 + \$28.00 + \$159.00 \$887.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **

* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

** Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

7. Historic Properties – Certificate of Appropriateness (COA) (Continued)

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.5a. Master COA for Public Projects	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	\$471* ** + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 <u>+ \$159.00</u> \$471.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **
7.5b. After-the-Fact Master COA for Public Projects	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	\$783* + Processing Fee 4-Planning; <i>Label as COA-Project Name</i>	\$600.00 + \$24.00 <u>+ \$159.00</u> \$783.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **

* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

** Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

8. Historic Properties – Governing Body Approvals - Planning

- Includes 8.1, Historic District Designation, 8.2, Historic Landmark Designation, and 8.3, Landmark Sign Designation. Fee includes required notification fees for 1 governing body hearing†, 1 sign*, and 4% technology fees.
- [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Additional signs, as required to provide sufficient notification, are \$104 each + [Processing fees](#).
- Application fees are doubled for after-the-fact designation of a Historic Landmark or Landmark Sign, for work begun or completed without required approvals, plus required notification fees and technology as listed below.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
8.1. Historic District Designation	New or expanded local Historic District; includes all notice with 1 sign*, and technology, and 1 governing body hearing†	\$21,482*† + Processing Fee 4-Planning; <i>Label as HDD-Project Name</i>	\$20,000.00 + \$800.00 <u>+ \$682.00</u> \$21,482.00	Base Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*†
8.2a. Historic Landmark Designation	Designation or removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fee	\$1,437.04*†** + Processing Fee 4-Planning; <i>Label as LDMARK-Project Name</i>	\$800.00 + \$32.00 + \$578.00 <u>+ \$27.04</u> \$1,437.04	Base Fee** + 4% Technology Fee + Notice Fees*† <u>+ Recordation Fee</u> Total Fee*†**
8.2b. After-the-Fact Historic Landmark Designation	After-the-fact removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fees	\$2,269.04*† + Processing Fee 4-Planning; <i>Label as LDMARK-Project Name</i>	\$1,600.00 + \$64.00 + \$578.00 <u>+ \$27.04</u> \$2,269.04	Base Fee** + 4% Technology Fee + Notice Fees*† <u>+ Recordation Fee</u> Total Fee*†**

* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

** Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable [Processing Fee](#).

§ 152.479 CERTIFICATE OF APPROPRIATENESS LIST.

Certificates of appropriateness shall be required for properties identified as contributing (C) and non-contributing (N) in the Historic District according to the chart which follows. In the chart, and “N” entry applies to those homes built after 1938, and a “C” entry applies to those homes built before 1938. An “X” entry applies to both Contributing and Non-contributing structures.

Type of Work		Routine Maintenance	Minor Work (M.C.)	Major Work (SHP)	Staff Approval
Type of Work		Routine Maintenance	Minor Work (M.C.)	Major Work (SHP)	Staff Approval
1	New construction or additions to principal structures or buildings			X	
2	Demolition of any structure or building			X	
3	Demolition of any part of a structure or building			X	
4	Relocation of structures or buildings			X	
5	Removal/alteration of architecturally significant features		N	C	
6	Removal/alteration of contributing historical features			X	
7	Repair/replacement of existing accessory buildings and outbuildings when there is no change in design, materials, or general appearance	X			
8	Alteration/additions to existing accessory buildings and outbuildings		X		
9	New accessory buildings or outbuildings up to 144 sq. ft.		X		
10	New accessory buildings or outbuildings greater than 144 sq. ft.			X	
11	Removal of existing accessory buildings and outbuildings which are not architecturally or historically significant		N	C	
12	Removal of existing accessory buildings and outbuildings which are architecturally or historically significant		N	C	
13	Repair or replacement of architectural details when there is no change in design, materials, or general appearance	X			
14	Alteration/addition of architectural details		X		

15	Removal of architectural details		N	C		Item III - a.
16	Repair/replacement of awnings, canopies, or shutters when there is no change in design, materials, or general appearance	X				
17	Alteration of existing awnings, canopies, or shutters		X			
18	Addition of awnings, canopies, or shutters		X			
19	Removal of awnings, canopies, or shutters		X			
20	Removal of carports with historical or architectural significance			X		
21	Repair/replacement of decks when there is no change in design, materials, or general appearance	X				
22	Alteration/addition to existing decks		N	C	X	
23	Construction of new decks		N	C		
24	Removal of existing decks		N	C		
25	Alteration/addition of doors		N	C		
26	Installation of storm doors		X			
27	Removal of doors		N	C		
28	Repair/replacement of existing driveways when there is no change in design, materials, or general appearance	X				
29	Alteration/addition to existing driveways				X	
30	Construction of new driveways				X	
31	Removal of driveways				X	
32	Repair/replacement of existing fences or walls when there is no change in design, materials, or general appearance	X				
33	Addition/alteration of fences or walls				X	
34	Construction of new fences and walls				X	
35	Removal of existing fences and walls				X	
36	Repair/replacement of exposed foundations when there is no change in design, materials, or general appearance	X				
37	Alteration of exposed foundations		N	C		

38	Repair/replacement of gutters and downspouts when there is no change in design, materials, or general appearance	X				Item III - a.
39	Installation of gutters and downspouts				X	
40	Removal of gutters and downspouts	X				
41	Installation of house numbers and mailboxes	X				
42	Minor plantings of flowers and shrubbery in existing beds	X				
43	Alteration/addition of gardens, planting beds, or shrubbery	X				
44	Removal of gardens, planting beds, or shrubbery	X				
45	Minor pruning of trees and/or shrubbery	X				
46	Removal of trees less than 8 inches in diameter, measured 4-1/2 feet above ground level		X			
47	Removal of trees 8 inches and greater in diameter, measured 4-1/2 feet above ground level			X		
48	Significant pruning of trees 8 inches and greater in diameter, measured 4-1/2 feet above ground level		X			
49	Addition of trees	X				
50	Removal of dead, diseased, or dangerous trees		X			
51	Repair/replacement of exterior lighting fixtures when there is no change in design, materials, or general appearance	X				
52	Installation/alteration of exterior lighting fixtures		X			
53	Removal of exterior lighting fixtures		X			
54	Repairs/replacement, including repointing, to existing masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X				
55	Installation of mechanical equipment, such as heating and air conditioning units				X	
56	Installation of air conditioners in windows				X	

57	Painting when there is no change in color	X				Item III - a.
58	Painting when there is a change in color which conforms to the approved color palette				X	
59	Painting when there is a change in color which does not conform to the approved color palette			X		
60	Repair/Replacement of existing parking lots when there is no change in design, materials, or general appearance	X				
61	Alteration/addition to existing parking lots	X				
62	Construction of new parking lots	X				
63	Removal of parking lots	X				
64	Repair/replacement of existing patios when there is no change in design, materials, or general appearance	X				
65	Alteration/addition to existing patios				X	
66	Construction of new patios				X	
67	Removal of existing patios				X	
68	Repair/replacement of sloped roof coverings when there is no change in design, materials, or general appearance (staff approval required when the color changes)	X			X	
69	Alteration of sloped roof coverings		N	C		
70	Repair/replacement of flat roof coverings when there is no change in design, materials, or general appearance (staff approval required when the color changes)	X			X	
71	Alteration of roof form to prevent damage to the resource		X			
72	Installation of satellite dishes and/or television antennas		X			
73	Repair/replacement of exterior surfaces when there is no change in design, materials, or general appearance	X				
74	Alteration/addition of exterior surfaces		N	C		
75	Removal of exterior surfaces		N	C		
76	Repair/replacement of Signs when there is no change in design, materials, or general appearance	X				
77	Installation of signs				X	

78	Removal of existing signs	X				Item III - a.
79	Repair/replacement of exterior stairs , steps and handrails when there is no change in design, materials, or general appearance	X				
80	Alteration to exterior stairs, steps and handrails		N	C		
81	Construction of exterior stairs, steps and handrails		X			
82	Removal of exterior stairs, steps and handrails		N	C		
83	Repair to existing swimming pools when there is no change in design, materials, or general appearance	X				
84	Construction of swimming pools			X		
85	Alteration/construction/ removal of temporary features that are necessary to ease difficulties associated with a medical condition that will be removed when no longer needed	X				
86	Repair/replacement of existing vents and ventilators when there is no change in design, materials, or general appearance	X				
87	Alteration/installation of vents and ventilators					X
88	Removal of vents and ventilators	X				
89	Repair/replacement of existing walks when there is no change in design, materials, or general appearance	X				
90	Alteration/addition to existing walks	X				
91	Construction of new walks					X
92	Removal of walks	X				
93	Walls (see fences)					
94	Repair/replacement of windows when there is no change in design, materials, or general appearance	X				
95	Alteration of existing windows		N	C		
96	Addition/installation of new windows		N	C		
97	Installation of storm windows					X
98	Removal of windows		N	C		
99	Caulking and weather stripping windows when there is no change in design, materials, or general appearance	X				

100	Repair/replacement of other appurtenant Features and accessory site features not specifically listed when there is no change in design, materials, or general appearance	X				Item III - a.
101	Addition/alteration/ removal of other appurtenant features and accessory site features not specifically listed			N	C	
102	Changes to previous certificates of appropriateness			X		
103	Renewal of expired certificates of appropriateness			X		
104	Emergency installation of temporary features to protect a historic resource (that do not permanently alter the resource); six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness	X				

(Ord. 2005-O3, passed 3-15-2005) (Am. Ord. 2008-O33, passed 10-21-2008, Am. Ord. 2016-O10, passed 9-13-2016)



Historical Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Review and Discuss Minor Work Committee Procedure**

Board Meeting Date: **August 18, 2026**

Prepared By: **Jonathan Barlow- Town Manager**

Overview: A review of the Minor Work Committee review process will be provided.

Per Town Code §152.478(C)(2)(b), “the applicant and/or his designee shall be present at the meeting at which his application is to be considered.”

Background Attachment(s):

1. UDO §152.478(B)(2) & (C) (2)(b) Certificate of Appropriateness
2. §160D-942. Powers of the historic preservation commission
3. Minor Work Application

Recommended Action: Review and provide direction to staff.

Action: _____

(A) *When required.* No person shall be permitted to construct, alter, move or demolish any building or other structure (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features), nor above-ground utility structure, nor any type of outdoor advertising sign, in the Historic District without first applying for and obtaining a certificate of appropriateness for such construction, alteration, moving or demolition. The Historic Preservation Commission shall have the authority to issue a certificate of appropriateness subject to reasonable conditions necessary to carry out the purposes of this ordinance. Any building permit or other such permit not issued in conformity with this selection shall be invalid.

(B) For administrative purposes, exterior work items are divided into four categories: routine maintenance, staff approval, minor work, and major work. The category of review required for various types of exterior work shall be as set forth in the Certificate of Appropriateness List (§ 152.479).

(1) Routine maintenance does not require a certificate of appropriateness for repairs using original materials or designs that do not alter the exterior appearance of the property.

(2) Minor work will require a certificate of appropriateness, and will be reviewed by the Minor Work Committee (M.C.) of the Swansboro Historic Preservation Commission. Minor work may be referred to the full SHPC if the staff/ committee determines that the change involves substantial alterations, additions, or removals that could impair the integrity of the district.

(a) Members of the M.C. will consist of the chairman, vice-chairman of the SHPC, and the non-voting administrator of the SHPC. If either voting committee member is not available, the other member will choose a committee member from among the members of the SHPC including alternate members. If the non-voting administrator is unable to attend, the administrator's assistant will take the position.

(b) The Minor Work Committee (M.C.) will consider minor work applications within seven working days of application submittal. Should the two voting members not agree on the request, it is the right of the applicant to be heard by the full SHPC or if the two M.C. members decide that the item is best heard before the SHPC. The minor work request shall be scheduled for the next regular meeting, as long as the Town's time policy for SUBMITTAL to the SHPC is met. All decisions of the M.C. will be reported in writing to the SHPC at the next regular meeting.

(3) Major work will require a certificate of appropriateness and is reviewed by the Historic Preservation Commission. In general, major work projects involve a change in the appearance of a structure, and are more substantial in nature than routine maintenance or minor work projects. Where a certificate of appropriateness is required, the Town of Swansboro and all public utilities will conform in the same manner as private property owners.

(C) *Required procedures.*

(1) *Application submitted to the Administrator or his or her authorized agent.* An application for a certificate of appropriateness shall be obtained from the town, completed by the applicant, and filed with the town. The SHPC application completed in form and content, and the application is filed within the time frame according to town policy for application submittal, then the application shall be considered by the SHPC at its next regular meeting. Otherwise, consideration shall be deferred to the next regular meeting thereafter. An applicant may file with his/her application any additional information relevant to the application.

(a) An application for a certificate of appropriateness shall be obtained from the town, completed by the applicant, and filed with the town. The SHPC application completed in form and content, and the application is filed within the time frame according to town policy for application submittal, then the application shall be considered by the SHPC at its next regular meeting. Otherwise, consideration shall be deferred to the next regular meeting thereafter. An applicant may file with his/her application any additional information relevant to the application.

(b) The Commission shall follow quasi-judicial procedures in acting on applications for certificates of appropriateness as specified in §§ 152.065 through 152.071.

(2) *Contents of application.*

(a) The SHPC shall require data as are reasonably necessary to determine the nature of the application. An application for a Certificate of Appropriateness shall not be considered complete until all required data have been submitted.

(b) The applicant and/or his designee shall be present at the meeting at which his application is to be considered. If a third party is to represent the applicant, such permission must be in writing and become part of the application for certificate of appropriateness. (Nov. 7, 1991)

(c) When the proposed application is also subject to any state/federal regulations, the complete application from the appropriate officials must be made a part of the application for certificate of appropriateness. The certificate of appropriateness application will be put in a holding file pending approval of the state and federal application.

(d) An application fee as established by the Town of Swansboro shall be paid by the applicant upon filing of a major work application with the Administrator. An approved certificate of appropriateness may be re-submitted for minor revisions without payment of an additional application fee. Significant changes will require approval by the Commission in the same manner as the original application and appropriate fee.

(3) *Notification of Swansboro Historic Preservation Commission.* Upon receipt of an application, the Administrator shall

notify the Swansboro Historic Preservation Commission at least five working days before its regularly scheduled meeting.

Item III - b.

(4) *Review of application by SHPC.* As part of its review procedure, the SHPC may view the premises and seek the advice of the Department of Cultural Resources or such other expert advice as it may deem necessary under the circumstances.

(5) *Swansboro Historic Preservation Commission action on application.* The SHPC shall take action on each application for a certificate of appropriateness and shall take such action as shall provide a result that is congruous and in keeping with the special character of the district and the review criteria, contained in § 152.482. The SHPC's action on the application shall be approval, approval with modifications, disapproval or tabled. Prior to final action on an application, the Commission, using the review criteria in § 152.482 and the Historic District Design Guidelines, shall make written findings of fact indicating the extent to which the application is or is not congruous with the historic aspects of the district.

(6) *Reasons for SHPC's actions to appear in minutes.* The SHPC shall cause to be entered into the minutes of its meeting the reasons for its actions, whether it be approval, approval with modifications, or denial.

(7) *Time limits.* All matters will be processed by the SHPC at the meeting when the matter is first considered, if reasonably possible. All applications for certificate of appropriateness shall be reviewed and acted upon within a reasonable time, not to exceed 180 days from the date the application for a certificate of appropriateness is filed, as defined by the ordinance.

(8) *Submission of new application.* If the SHPC determines that a certificate of appropriateness should not be issued, a new application affecting the same property may be submitted, only if substantial change is made in plans for the proposed construction, reconstruction, alteration, restoration, or moving.

(Ord. 2005-O3, passed 3-15-2005; Am. Ord. 2007-O4, passed 4-17-2007; Am. Ord. 2008-O33, passed 11-18-2008; Am. Ord. 2016-O10, passed 9-13-2016; Am. Ord. 2021-O3, passed 5-24-2021)

§ 160D-942. Powers of the historic preservation commission.

A preservation commission established pursuant to this Chapter may, within the planning and development regulation jurisdiction of the local government, do any of the following:

- (1) Undertake an inventory of properties of historical, prehistorical, architectural, and/or cultural significance.
- (2) Recommend to the governing board areas to be designated by ordinance as "Historic Districts" and individual structures, buildings, sites, areas, or objects to be designated by ordinance as "Landmarks."
- (3) Acquire by any lawful means the fee or any lesser included interest, including options to purchase, to properties within established districts or to any such properties designated as landmarks to hold, manage, preserve, restore, and improve such properties, and to exchange or dispose of the property by public or private sale, lease or otherwise, subject to covenants or other legally binding restrictions that will secure appropriate rights of public access and promote the preservation of the property.
- (4) Restore, preserve, and operate historic properties.
- (5) Recommend to the governing board that designation of any area as a historic district or part thereof, or designation of any building, structure, site, area, or object as a landmark, be revoked or removed for cause.
- (6) Conduct an educational program regarding historic properties and districts within its jurisdiction.
- (7) Cooperate with the State, federal, and local governments in pursuance of the purposes of this Part.
The governing board or the commission, when authorized by the governing board, may contract with the State, or the United States of America, or any agency of either, or with any other organization provided the terms are not inconsistent with State or federal law.
- (8) Enter, solely in performance of its official duties and only at reasonable times, upon private lands for examination or survey thereof. However, no member, employee, or agent of the commission may enter any private building or structure without the express consent of the owner or occupant thereof.
- (9) Prepare and recommend the official adoption of a preservation element as part of the local government's comprehensive plan.
- (10) Review and act upon proposals for alterations, demolitions, or new construction within historic districts, or for the alteration or demolition of designated landmarks, pursuant to this Part.
- (11) Negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation, when such action is reasonably necessary or appropriate.
(2019-111, s. 2.4; 2020-3, s. 4.33(a); 2020-25, s. 51(a), (b), (d).)



SWANSBORO HISTORIC PRESERVATION COMMISSION MINOR WORK APPLICATION

Application # _____

NAME _____ PHONE _____

MAILING ADDRESS _____

ADDRESS OF PROPERTY _____

(If someone other than the owner is requesting minor work, a letter from the owner must accompany this application giving applicant permission for request)

INSTRUCTIONS:

- 1) Please give a complete description of the work proposed. This may require drawings, pictures, etc.
Note: The greater the detail of proposed work the quicker the Minor Work Committee can render a decision.
- 2) The applicant or owner representative is required to appear with the Minor Work Committee during the assessment of the proposed work.
- 3) All applications become the property of the Swansboro Historic Preservation Commission (SHPC) for the Town of Swansboro once submitted.
- 4) It is the policy of the SHPC that the Minor Work Committee act as a body, accordingly, individual members should not give personal opinions on applications submitted to the Minor Work Committee, and no such individual opinion shall bind the SHPC in any way.

I CERTIFY THAT ALL INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Signature of Applicant_____
Date

STAFF USE ONLY

Application received by: _____ Date: _____

Application reviewed with applicant by: _____ Date: _____

Application: Approved _____ Denied _____

Facts to Support Decision: _____

SIGNATURES OF MINOR WORK COMMITTEE MEMBERS:
