



Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, October 21, 2025

I. Call to Order

II. Approval of Minutes

- [a.](#) August 19, 2025 Regular Meeting Minutes

III. Business

- a. Staff Review of Historic District Violations**

Presenter: Rebecca Brehmer, CFM, CZO - Town Planner

Recommended Action: Recieve report followed by board discussion.

- [b.](#) Minor Work/Staff Approval Application Report September - October**

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
August 19, 2025

Item II - a.

Call to Order

In the absence of the Chair and Vice Chair, Christina Ramsey served as Acting Chair and called the meeting to order at 5:31 pm. Commission members in attendance were Elaine Justice, Brad Phillips, and alternate member Jerry Seddon. Jonathan McDaniel, and Kim Kingrey were absent. An alternate seat was vacant.

Approval of Minutes

On a motion by Mr. Phillips, seconded by Mrs. Justice the June 17, 2025, Regular Meeting Minutes were approved unanimously.

Business

Historic Preservation Commission Training Session

Planner Rebecca Brehmer introduced the Planning and Zoning E-Module, a training resource purchased from the University of North Carolina School of Government, which included a series of short instructional videos relevant to the Historic Commission's responsibilities. Planner Brehmer proposed that the Commission select one video to watch together during the meeting, with the remaining videos shared via email for individual viewing at their convenience.

The Commission selected the Local Historic Districts and Landmarks video and agreed that it would be beneficial to refresh their understanding of the designation process and the benefits of identifying local landmarks.

Following the completion of the video on Local Historic Districts and Landmarks, Planner Brehmer shared the following:

- The National Register district verses the local districts often overlap, which was true for Swansboro. The Town had both districts that were designated here, and their boundaries were largely the same. The Towns local district extended slightly beyond the National Register district, but for the most part.
- The Town has design standards that are referenced when reviewing a COA.

Planner Brehmer further shared that the Town currently has no local landmarks, but there had been recent interest in pursuing the designation process, with one or two district properties under consideration.

Minor Work/Staff Approval Application Report July-August

Planner Brehmer presented the Minor Work/Staff Approval Application Report for July through August. The following applications were approved:

- 209 Main Street. Repair rear portion of picket fence and move a few feet to property line.
- 204 Elm Street. Build new platform for existing condensers.

- 129-2 Front Street. Paint front door pantone 2404 (green) and add street numbers.
- 114 Water Street. Replace HVAC unit in same location.
- 129-2 Front Street. Replace door due to wood rot.

Chairman/Board Thoughts/Staff Comments

In response to inquiries from the board, Planner Brehmer clarified the following

- Identifying additional properties that may no longer meet designation criteria or at risk would require an official survey of the district, which would typically be conducted at the state level for the National Register district.
- The links to all three training videos would be sent via email. The E -Modules would be available till June 2026.

Public Comments

Joseph Brown of 202 Knightheads Drive inquired if there were any local fishing landmark sites.

Planner Brehmer explained that there were currently no officially landmarked sites associated with boat building or similar industries in the area.

Adjournment

On a motion by Mr. Phillips, seconded by Mrs. Justice, the meeting adjourned at 6:11pm



Historic Preservation Commission Meeting Agenda Item Submittal

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

Board Meeting Date: **October 21, 2025**

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

Overview: APPROVALS REPORT FOR LOCAL HISTORIC DISTRICT

Staff Approval

Date: September 9, 2025

Applicant: Jonanthan McDaniel

Address: 131 Front Street (Riverside)

Action: Convert existing wet slip at finger dock to boat lift

Status: Approved



Physical Address: 131 FRONT ST

Action: _____

Date: October 1, 2025

Applicant: Davis Heating & AC

Address: 210 Water Street

Action: Replacement of HVAC system

Status: Approved



Date: October 2, 2025

Applicant: Kathleen Kerensky

Address: 307 W Church Street

Action: Replace 3-ton heat pump package unit

Status: Approved



Minor Work

Date: September 4, 2025

Applicant: Louis James Darmo

Address: 215 Water Street

Action: Install aluminum standing seam roof system

Status: Approved



Date: October 9, 2025
Applicant: Jeff Robinson
Address: 214 Walnut Street
Action: Tree maintenance/pruning
Status: Approved

Item III - b.

