



Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, November 19, 2024

I. Call to Order

II. Approval of Minutes

[a.](#) June 18, 2024, Regular Meeting Minutes

[b.](#) July 16, 2024, Regular Meeting Minutes

III. Business

[a.](#) ***Historic Resilience Project Update***

Presenter: Rebecca Brehmer, Town Planner, CFM, CZO

After two Swansboro Historic Preservation Commission members and staff attended the Historic Resilience Workshop held by the NC School of Government back in December of 2023, using “A Handbook for Historic Resilience Community Planning”, Step 1 of Identifying Flood- Hazard Areas in the Community has been completed.

Recommended Action: Discuss details of Step 1 and what is to come with Step 2.

[b.](#) ***Staff Approval Application Report: October-November 2024***

Presenter: Rebecca Brehmer, Town Planner, CFM, CZO

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES
June 18, 2024**

Call to Order

The meeting of Swansboro Historic Preservation Commission was called to order at 5:30 PM. Those in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, Lauren Brown, and ALT member Gregg Casper. Elaine Justice and Eric Young were not present.

Approval of Minutes

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey, the December 19, 2023, regular meeting minutes were unanimously approved.

Business

Preston's Corner Bar & Grill Staff Approval Discussion

Planner Brehmer reviewed that the owners of Preston's Corner Bar & Grill had submitted a Staff Approval Application for the painting of a mural on the back concrete steps of the restaurant along the intersection of Moore Street and Front Street. Their item was brought for discussion due to the UDO not having any direction on murals.

Planner Brehmer responded to the inquiries from the board:

- The owners of Preston's offered to paint the historic street marker if they were allowed to paint the mural.
- The stairs were probably not historic or part of the original building but would be researched.
- Usually, masonry surfaces were considered brick walls and surfaces in the UDO.
- Some people considered paint to be temporary.
- The owner's idea was to be a focal point to have had a photo spot for tourists and to have drawn attention to the business.
- The mural could be considered signage.
- Concrete steps were researched and could be interpreted in different ways. If the board wanted to interpret §10.1, item 3, Paint and Exterior Colors, if it was the correct section for the concrete steps, the board could have denied the request.
- Murals could be considered artwork or painted surface.

The board decided the requested mural would violate §10.1 item 3, Paint and Exterior Colors and directed staff to deny the approval.

Mrs. Kingrey shared that the Historical Association was contacted about a year ago about the seven (7) street markers that were in the backyard of a resident on Main Street Extension which needed to be retrieved, touched up/repainted, and installed. The signs were included on the National Registry.

Planner Brehmer would contact Public Works to discuss the arrangements for picking up the street markers, have them stored, and painted until the markers were installed. The placement of the markers would need to be researched prior to being installed.

Review of Staff Approvals

Planner Brehmer reviewed the following Staff Approvals:

- 307 Church Street – Painted shutters pantone 2380C (navy blue).
- 206 Walnut Street – Painted exterior of house white, painted porch roof light blue, painted shutters off white, and replaced wooden patio with brick in yard.
- 119 Water Street – Installed 4 ft white picket fence around empty lot.
- 228 Elm Street – Replaced HVAC unit in-kind, same location.
- 106 Front Street – Installed new roof overlay over existing and new PVC single-ply membrane system. Not visible from the street.
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Planner Brehmer responded to the board's inquiry that 307 Church Street were vinyl shutters, since there were existing shutters, they were grandfathered in for compliance.

Chairman/Board Thoughts/Staff Comments

Planner Brehmer shared the following information:

- The owners of a few empty lots on Walnut Street were interested in building cottage type houses. Setbacks were currently 25 feet along the front of the house. The Planner was allowed to grant an exception for the front setbacks as per §152.196. The research was done and the Planner allowed for the exception for the front setback line to be 12.5 feet.
- The COA application was revised to address the requirement of samples and Compliance and Enforcement.
- The town was recertified to be part of the Certified Local Government program (CLG).

Planner Brehmer shared the next meeting may have a COA for a renovation project and details would be reviewed to begin the flood resilience process to adopt the standards.

Planner Brehmer responded to the board that if the Building Inspector executed code enforcement, the information would be included as an agenda item in future meetings.

Public Comments

Citizens were offered an opportunity to address the board. No comments were given.

Adjournment

The meeting adjourned at 6:05 pm.

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES
July 16, 2024**

Call to Order

The meeting of Swansboro Historic Preservation Commission was called to order at 5:51 PM. Those in attendance were Jonathan McDaniel, Kim Kingrey, Elaine Justice, and Christina Ramsey. Lauren Brown and Gregg Casper were not present. An alternate seat was vacant.

Approval of Minutes

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey, February 20, 2024, regular meeting minutes were unanimously approved.

Business

The following individuals were sworn in and/or addressed the board.

Rebecca Brehmer
Amelia Dees-Killette

Certificate of Appropriateness/106 Water Street

Planner Brehmer reviewed that the Swansboro Historic Association requested the relocation of the J.T. Bartley Privy/Post Office from 106 Water Street to 114 Main Street.

The Public Hearing was opened at 5:53 pm.

Planner Brehmer shared the Privy/Post Office, which was owned by the Swansboro Historical Association and was not in its original location. It was currently a contributing structure on a site with non-contributing buildings that would soon adjoin the parking lot of a new high turnover business which would make it hard to see and vulnerable to damage. The property was zoned B-2HDO. This request appeared to be consistent with Section 21 Relocation of Buildings.

Amelia Dees-Killette shared the following:

- The owner of 114 Main Street, Mr. Smithson, agreed to place the Privy/Post Office on his property. There was a memorandum of agreement with Mr. Smithson which included a clause detailing if the Privy/Post Office was requested to be moved, they would have 60 days to do so.
- The homeowner of the Barley House shared they were hesitant to have the Privy/Post Office relocated to there since it would have blocked the water view.
- If Mr. Smithson requested the Privy/Post Office to be moved in the future, a possible location could be the Emmerton School.

Planner Brehmer shared the idea was to have a kiosk with a placard to tell the history of the Privy/Post Office near the street to provide information on it.

The Public Hearing was closed at 6:06 pm.

On a motion by Mrs. Kingrey, seconded by Mrs. Ramsey, the COA-2024-06 was unanimously approved the relocation of the J.T. Bartley Privy/Post Office from 106 Water Street to 114 Main Street as per UDO Section 21 Relocation of Buildings, Sections 1-7.

Review of Staff Approvals

Planner Brehmer reviewed the following Staff Approvals:

- 118 Front Street – Removed existing heat pump and installed new in-kind.
- 204 West Main Street – Removed a small portion of brick ledge and installed pavers to create a driveway.
- 106 Front Street – Removed three existing rooftop heat pumps and replaced in kind.
- 119 Water Street – Painted shutters black and painted doors white.

Planner Brehmer reviewed the following Staff Approval which was denied as previously discussed in the Swansboro Historic Preservation Commission regular meeting dated June 18, 2024:

- 106 Front Street – Painted mural on the back steps of Preston’s Corner Bar & Grill.

Review of Minor Work Approvals

Planner Brehmer reviewed the following Minor Work Approvals:

- Parcel ID 13451, Front Street – Repaired and extended dock.

Chairman/Board Thoughts/Staff Comments

Planner Brehmer shared the following:

- Eric Young, an alternate member of the board, had resigned. The Board of Commissioners would appoint a new member.
- 209 Water Street had requested a flood variance. The goal was to have the property placed back on the National Register as a contributing property. The owner was at the step of getting the state involved to make that goal.
- Palm trees were planted without permission and were being addressed.
- 224 Water Street was an ongoing code enforcement. The Staff requested an in-person meeting with the property owners to discuss the non-compliance issues.
- If there were any code enforcement issues or complaints in the Historic District, it was requested that Planner Brehmer be contacted to handle.

Public Comments

Planner Brehmer answered questions about the street markers located on a resident’s property on Main Street Extension:

- Public Works had agreed to do their part on moving the street markers when they were ready.
- Volunteers would be needed to paint the posts.
- The property owner, Mr. Wendling, who housed the street markers, requested they not be removed all at once. Only when ready to be installed and one or two at a time.
- The first step would be to decide where they could be installed, and a survey would have to be obtained.

Amelia Dees-Killette shared that Mr. Ormond, who previously owned the property, acquired the markers from the town for storage. When Mr. Ormond moved, they were left with the new property owner, Mr. Wendling. Volunteers were allowed to go on his property to paint since the paint had disintegrated. Currently, two posts were located in the Historic District.

Adjournment

The meeting adjourned at 6:20 pm.



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Historic Resilience Project Update**

Board Meeting Date: **November 19, 2024**

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

Overview: After two Swansboro Historic Preservation Commission members and staff attended the Historic Resilience Workshop held by the NC School of Government back in December of 2023, using “A Handbook for Historic Resilience Community Planning”, Step 1 of Identifying Flood- Hazard Areas in the Community has been completed.

Going forward, Step 2 was to identify historic resources located in flood-hazard areas. The purpose of this step was to identify the historic resources that were located in these flood-hazard areas that were located in Step 1. This would provide a list of the historic resources that were most vulnerable to flooding impacts. In Step 2, staff would need to elicit help of the Onslow County GIS team, as the Town had limited resources when it comes to GIS mapping software and overlaying data layers.

Background Attachment(s):

1. Map of Flood-Hazard Areas in Swansboro Historic District
2. Pg. 9-14 from “A Handbook for Historic Resilience Community Planning”

Recommended Action: Discuss details of Step 1 and what is to come with Step 2.

Action: _____

Item III - a.





STEP 2. IDENTIFY HISTORIC RESOURCES LOCATED IN FLOOD-HAZARD AREAS

PURPOSE

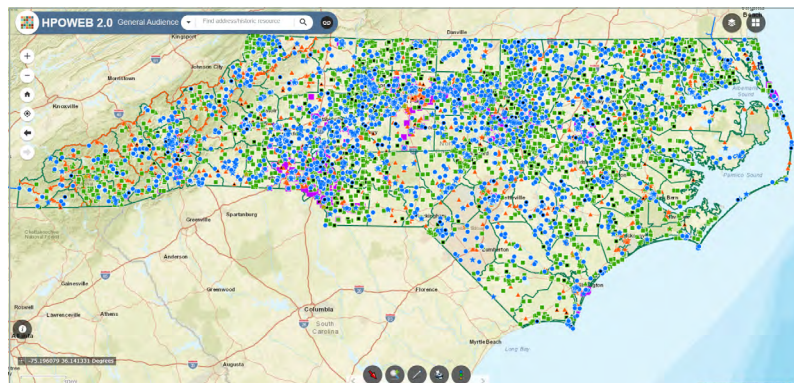
Once the flood-hazard zones have been mapped, it is time to identify the historic resources that are located in these areas. This will provide a list of the historic resources that are most vulnerable to flooding impacts.

PRODUCTS

The primary products of this step are a map and a table showing the historic resources in the community that are located in flood-hazard zones.

ESSENTIAL TASKS

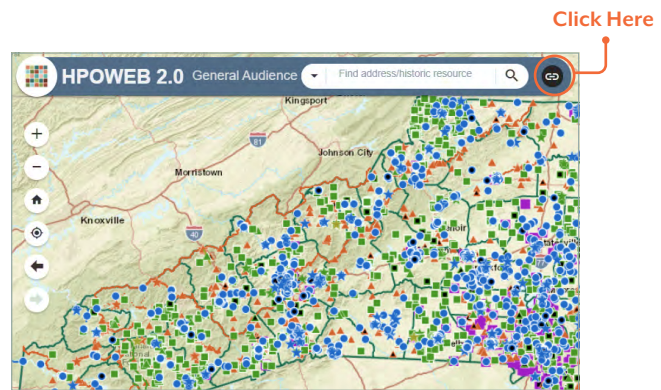
Like Step 1, this step is conducted in-house by project staff, partners, and/or consultants. You will acquire data on the historic resources in your community and overlay it on your map of flood-hazard areas to identify which ones are most vulnerable to flooding.



The N.C. Historic Preservation Office's HPOWEB 2.0 online database and mapping tools include a wealth of information about historic sites across North Carolina.

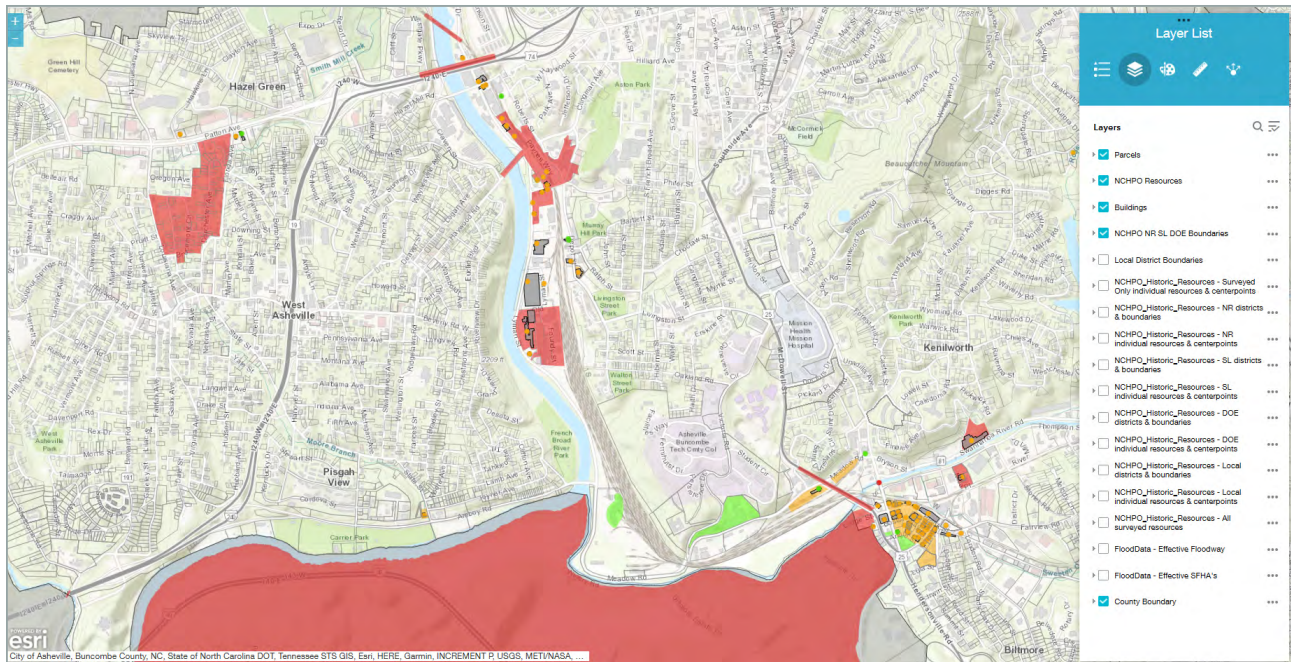
A. Acquire the latest state data on historic resources.

- i. Click on the following link for HPOWEB 2.0, the N.C. Historic Preservation Office’s online historic-resources database: nc.maps.arcgis.com/home/group.html?id=d56ec9c8aa77423b931f4d359f103ae6&view=list&categories=%5B%22%2FCategories%2FHPOWEB%22%5D#content.
- ii. Click on the “Advanced User” version of HPOWEB 2.0.
- iii. Click on the “link” icon to the right of the HPOWEB 2.0 search box (see graphic) and select “Data Download” from the drop-down menu.
- iv. This will take you to a webpage that explains how to download data from the HPOWEB database (scroll down to find the appropriate instructions and the GIS-data zipped file).
- v. You can only download the complete HPOWEB dataset for all of North Carolina, which is updated monthly.
- vi. Clip the data in GIS based on the flood-hazard areas that you identified in Step 1. If you are unsure of how to do this, ask someone who is familiar with GIS (see the “Finding GIS Mapping Support” sidebar in Step 1).
- vii. Note that the link icon in HPOWEB 2.0 provides access to additional resources, including a tutorial on using the database.



B. Acquire municipal and county data on historic resources.

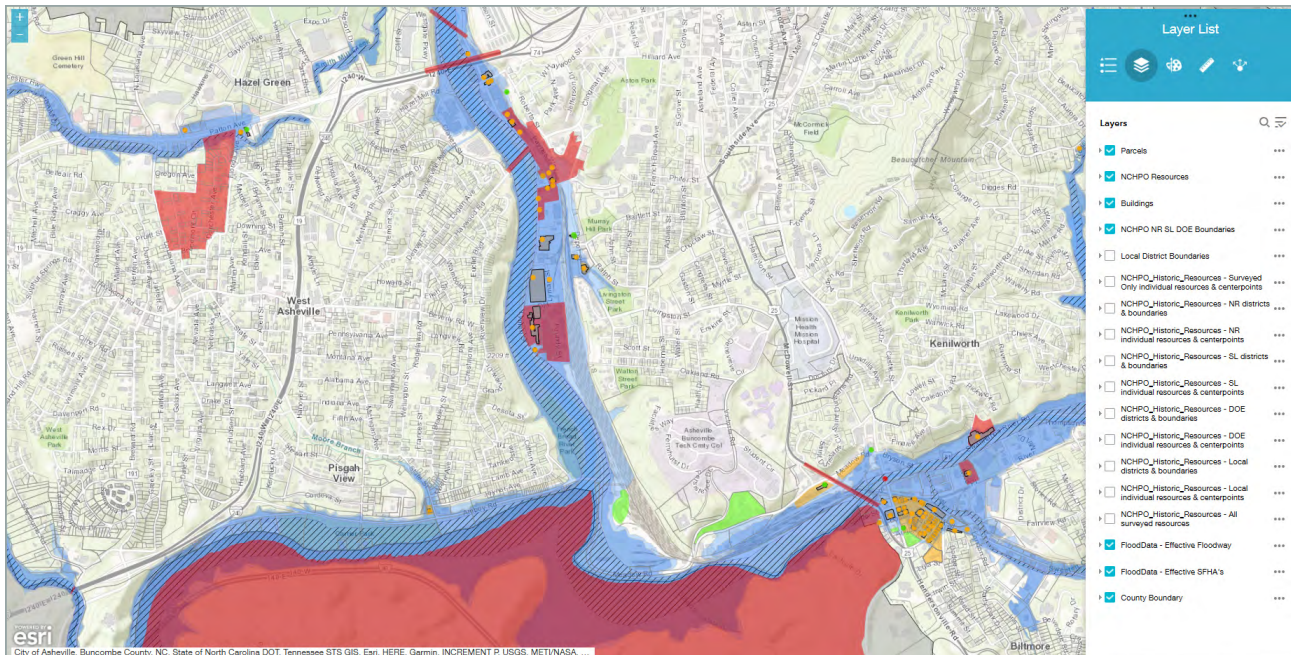
- i. Contact historic preservation and GIS staff in your municipality and/or county to identify additional data on historic resources.
- ii. Seek to identify traditionally under-recognized or underappreciated resources, such as African-American settlement communities, by reaching out to local residents and leaders. See also the African American Heritage & Culture of North Carolina Digital Asset Map developed by the N.C. African American Heritage Commission and the Conservation Trust for North Carolina (nc.maps.arcgis.com/apps/webappviewer/index.html?id=e5684374f26b496eb2202bcb1c1c2c02).
- iii. Add any new information that you find to the dataset you downloaded from HPOWEB 2.0 to create a single data layer of historic resources. If you are unsure of how to do this, ask someone who is familiar with GIS (see the “Finding GIS Mapping Support” sidebar in Step 1).



To identify vulnerable historic resources, historic preservation and GIS staff from the City of Asheville prepared the above map of local historic properties, clipped to the flood-prone areas.

C. Overlay the historic-resources data on the flood-hazard-areas data.

- i. Using GIS, overlay your historic-resources data layer on your flood-hazard-areas data layer to identify the resources that are located in flood-prone areas. If you are unsure of how to do this, ask someone who is familiar with GIS (see the “Finding GIS Mapping Support” sidebar in Step 1).
- ii. The location of the symbols for each historic resource in HPOWEB 2.0 do not correspond to the full area covered by historic structures on the ground. For a more precise analysis, use your community’s planimetric data showing building footprints to see which structures may be at increased risk from flooding.
- iii. In addition to identifying which historic structures are located in flood-hazard areas, you should also identify which historic *districts* are located in those areas.
- iv. We recommend removing highly maintained infrastructure resources such as bridges and water features such as lakes from your list of vulnerable historic resources, since these resources are generally designed to be less vulnerable to flooding.
- v. Finally, we recommend also removing any data without information value, such as historic resources that no longer exist. Sometimes these records are still listed in the state or local dataset. The remaining information will constitute your historic-resources dataset.



To assess the vulnerability of each property, the City of Asheville staff overlaid the historic resources on the flood-hazard areas and scored them based on the severity of flood exposure.

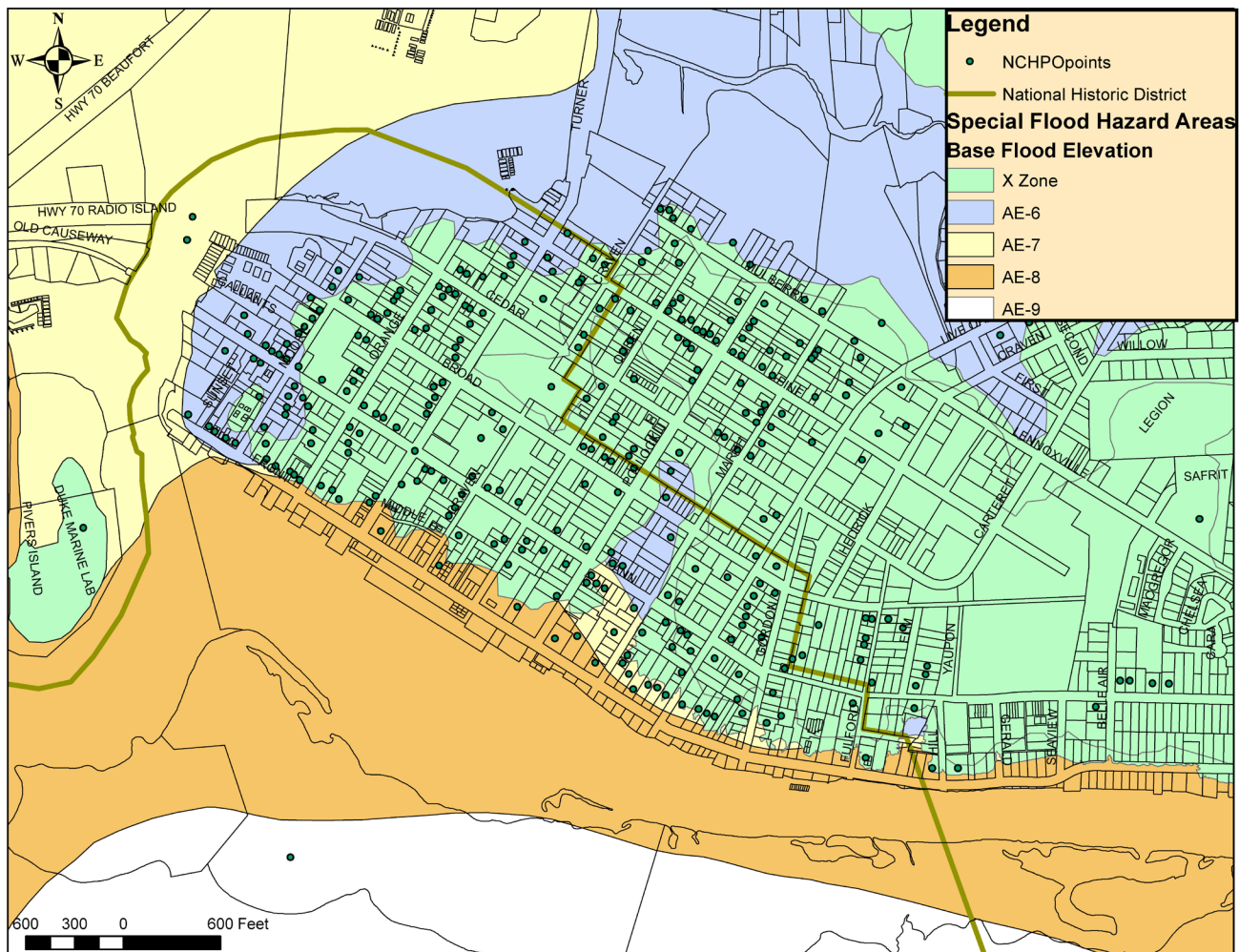
D. Use GIS to score the vulnerability of each historic resource.

- i. Use the scoring system you created in Step 1 to score the vulnerability of each historic resource, basing your score on whether the resource is located in a floodway, a coastal flooding area, a high-risk flood zone (a 100-year floodplain) outside of a floodway, or a moderate-risk flood zone (a 500-year floodplain) outside of a floodway and a high-risk flood zone.
- ii. We recommend that the vulnerability score assigned to each historic resource be based on the most impactful (highest-scoring) floodplain category that touches a historic property. For example, if the corner of a property containing a historic mill extends into a floodway, then, according to our system, the vulnerability score of that historic resource is 3.

Table 2. Sample Vulnerability Scoring Table

RESOURCE NAME	STREET ADDRESS	APPLICABLE HAZARD AREA	VULNERABILITY SCORE (Step 2)	COMMUNITY VALUE SCORE (Step 5)	TOTAL SCORE
Tobacco Barn	27 Elm St.	Floodway	3	4	7
Stengorse House	81 Oak St.	Moderate-Risk Flood Zone	1	5	6
Billings Stables	35 River Rd.	Other	0	3	3

Resource and Address	Flood Zone
Duncan House 105-107 Front St. CR0040	AE-6
Fulford House 115 Front St. CR0151	AE-6
Mason House 117 Front St. CR0081	AE-6
Davis House Hotel 119-125 Front St. CR0036	AE-6
J. Davis House 127 Front St. CR0032	AE-6
First Citizens Bank 411 Front St. CR0077	AE-8
Beaufort Academy 505 Front St. CR0014	AE-6



As part of a pilot initiative to test the seven-step methodology proposed in this handbook, planning staff from the Town of Beaufort, N.C., created the map and table of vulnerable historic resources shown here. Photos by Ben Hitchings.



E. Create a map and table of vulnerable historic resources. Once you have overlaid the historic resources on the flood-prone areas and scored them, make a map showing the most vulnerable historic resources. In addition, prepare a table listing each historic resource and its flood-vulnerability score (see Table 2, above). We will use these materials in future steps to help prioritize the historic resources that need protection.

OPTIONAL TASKS

- If resources permit, consider using your local information on historic resources to conduct an architectural/historic resources survey update for your community or county. Contact the N.C. Historic Preservation Office to find out whether your community might qualify for a matching grant to do this work. Then add the new information to the historic-resources layer in your GIS.
- If time permits, help identify historic resources by reviewing historic maps, prints, photographs, and other documents at your local library, historical society, the N.C. State Archives, UNC's Wilson Library (and its North Carolina Collection), and/or other locations. Then add the new information to the historic-resources layer in your GIS.

KEY CONSIDERATIONS

- Structures are considered historic if they are at least fifty years old. Therefore, don't overlook mid-century modern structures and other more recent historic sites when compiling your list.
- Some county architectural surveys have not been updated recently. If this is the case in your community, consider contacting the N.C. Historic Preservation Office about available grant funds and assistance to update your county's survey (hpo.nc.gov/grants-historic-preservation-projects).

RESOURCES

North Carolina State Archives, archives.ncdcr.gov.

North Carolina State Historic Preservation Office, County Architectural Surveys, hpo.nc.gov/historic-preservation/architectural-surveys (use this link to find your county's survey).

North Carolina State Historic Preservation Office HPOWEB 2.0 Database, nc.maps.arcgis.com/home/item.html?id=79ea671ebd45639f0860257d5f5ed7.

University of North Carolina, Wilson Library, North Carolina Collection, library.unc.edu/wilson/ncc.



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Staff Approval Application Report: October-November 2024**

Board Meeting Date: **November 19, 2024**

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

Overview: APPROVALS REPORT FOR LOCAL HISTORIC DISTRICT

Staff Approval

Date: October 29, 2024

Applicant: Steve Barber

Address: 106 Walnut Street

Action: Install an exterior water heater on the side of the house.

Status: Approved



106 Walnut Street

Action: _____

Date: October 30, 2024

Applicant: Justin Santariga

Address: 220 Walnut Street

Action: Construction of hen house and enclosure in rear yard.

Status: Approved



220 Walnut Street

