



Historic Preservation Commission Agenda

Town of Swansboro

Tuesday, June 17, 2025

I. Call to Order

II. Approval of Minutes

- [a.](#) April 15, 2025, Regular Meeting Minutes

III. Business

- [a.](#) **Appointment of Representative to the Planning Board**

Presenter: Rebecca Brehmer, CFM, CZO – Town Planner

Due to the resignation of a regular commission member that also served as the Planning Board representative, appointment of a representative to the planning board is needed.

Recommended Action: Motion to appoint a commission member to serve as the representative on the Planning Board

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

Presenter: Rebecca Brehmer, CFM, CZO- Town Planner

IV. Chairman/Board Thoughts/Staff Comments

V. Public Comments

VI. Adjournment

Town of Swansboro
Historic Preservation Commission
April 15, 2025, Regular Meeting Minutes

Item II - a.

Call to Order

The meeting of the Swansboro Historic Preservation Commission was called to order at 5:30 pm. Commission members in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, and Elaine Justice. Lauren Brown was on leave of absence and alternate member Jerry Seddon was not present. An alternate seat was vacant.

Approval of Minutes

On a motion by Mrs. Kingrey seconded by Ms. Ramsey the February 18, 2025, Regular Meeting Minutes were unanimously adopted.

Business

Training Opportunity/Update

Rebecca Brehmer, Town Planner, provided an update on recent and upcoming training opportunities for the Historic Preservation Committee (HPC). She reported on a successful workshop held at the library on March 27th in coordination with Lauren. The presentation was well attended, with engaged participants asking questions. Rebecca suggested that similar presentations could be organized with the library in the future.

Planner Brehmer also informed the committee about an upcoming Certified Local Government (CLG) training opportunity in New Bern on Friday, April 25th. The all-day event, from 9:00 AM to 4:30 PM, is free to attend, though lunch may be on the attendees' own. Topics to be covered include rehabilitation, historic tax credits, disaster resilience, commission and CLG responsibilities, architectural history, and community engagement. Rebecca and Kim had already registered, and she encouraged other members to join if interested. The registration deadline was noted as April 17th.

A recommendation to provide a presentation similar to the workshop held at the library to high school students was suggested.

Minor Work/Staff Approval Application Report March-April

Planner Brehmer reviewed the minor work and staff approval applications for March-April, noting that activity had been light. The following applications were reported:

- 220 Walnut Street: Installation of a brick patio. Approved, using the same brick already present at the house.
- 430 Church Street: Replacement of HVAC unit in kind. Approved.
- 115 Main Street: Replacement of HVAC unit in kind. Approved.
- 220 Walnut Street: Addition of brick steps with wooden handrails off the left side of the front porch. Approved as a minor work, using the same brick and handrails present on the front porch.

Chairman/Board Thoughts/Staff Comments

The committee discussed the ongoing work at the Heritage Center. Planner Brehmer shared that while there was no set reopening date, significant progress had been made. Windows in the auditorium had been expertly restored, rust on ceiling tiles was being addressed, and repointing work on the exterior had been completed.

Planner Brehmer provided an update on ongoing enforcement issues. She reported active communication with the owner of a property under demo by neglect proceedings. The owner had obtained an engineer's report on necessary work and was considering options. She expressed optimism about the direction of this case due to the owner's responsiveness.

In response to an inquiry from the board, Planner Brehmer clarified the following:

- Explained that while the ordinance includes code enforcement procedures, strict enforcement by involving the attorney isn't always pursued due to potential costs to the town. She agreed to add this topic to her list for further discussion with relevant parties.
- She would reach out to Ms. Brandt with the state historic department to find out more on code enforcement options and grants available.

Adjournment

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey, the meeting adjourned at 5:49 pm.



Historic Preservation Commission Meeting Agenda Item Submittal

Item To Be Considered: **Appointment of Representative to the Planning Board**

Board Meeting Date: **June 17, 2025**

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

Overview: Due to the resignation of a regular commission member that also served as the Planning Board representative, appointment of a representative to the planning board is needed.

Section 152. 447 (4) reads “The Chairman of the Commission or his/her designee shall serve on the Swansboro Planning Board, as the Commission’s representative and shall have all rights and responsibilities of any other Planning Board member, including the right to vote.”

Background Attachment(s): None

Recommended Action: Motion to appoint a commission member to serve as the representative on the Planning Board

Action: _____



Historic Preservation Commission Meeting Agenda Item Submittal

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

Board Meeting Date: **June 17, 2025**

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

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

Staff Approval

Date: April 11, 2025

Applicant: Brad Phillips

Address: 204 Walnut Street

Action: Install picket fence panel to cover HVAC and propane tank from street view and convert existing plant bed into brick walkway to connect to driveway.

Status: Approved



Action: _____

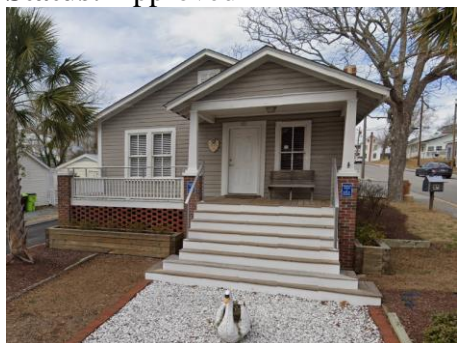
Date: April 21, 2025

Applicant: Driver Heating and Cooling

Address: 203 Church Street

Action: HVAC unit and ductwork changeout

Status: Approved



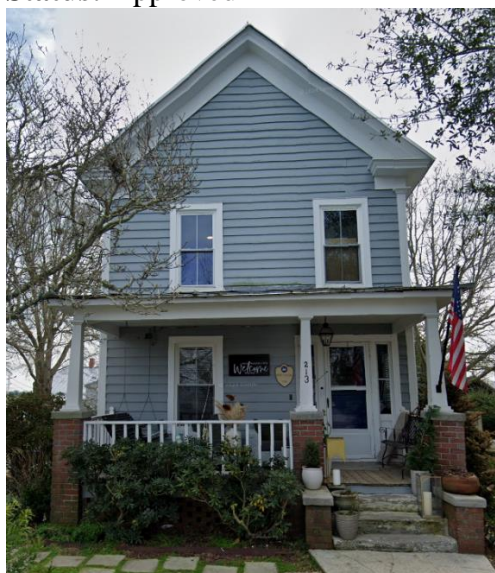
Date: April 30, 2025

Applicant: Edward Venters

Address: 213 Walnut Street

Action: Replace rotten wood on front porch and install drip edge, prevent water from entering attic, repair siding like for like, apply coat of silicone coating to chimney.

Status: Approved



Date: May 15, 2025

Applicant: Coressa Robinson

Address: 214 Walnut Street

Action: Exterior painting all conforming to color palette

Status: Approved



Date: May 19, 2025

Applicant: Jaclyn Shrader

Address: 308 Church Street

Action: In-kind HVAC replacement

Status: Approved



Date: May 28, 2025

Applicant: Carolina Foundation Repairs, Inc.

Address: 211 Elm Street

Action: Replace damaged or spalled existing brick piers in-kind,

Status: Approved



Date: June 5, 2025

Applicant: Anne Shuller

Address: 140 Front Street

Action: Exterior painting consistent with color palette and replace rotten bead board on back of house in kind.

Status: Approved



Date: June 11, 2025

Applicant: Brad Phillips

Address: 204 Walnut Street

Action: Remove rotten handrail and replace existing rotten porch posts

Status: Approved



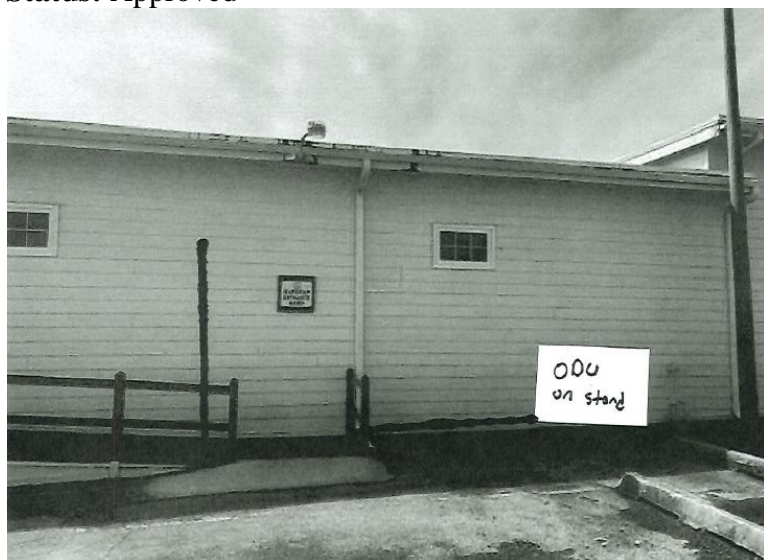
Date: June 12, 2025

Applicant: Carteret Heating & Cooling

Address: 106 Front Street

Action: Install ductless mini split outdoor unit on stand next to building by parking lot and provide screening for the unit

Status: Approved



Minor Work

Item III - b.

Date: April 10, 2025

Applicant: Melissa Anderson

Address: 99 Church Street

Action: Remove 2 diseased trees between Saltwater Grill stairs and building at 101 Church Street

Status: Approved

