



# Historic Preservation Commission Board of Commissioners Joint Special Meeting Agenda

**Town of Swansboro**

Tuesday, February 17, 2026

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## **I. Call to Order**

## **II. Approval of Minutes**

- a. January 20, 2026 Regular Meeting Minutes

## **III. Business**

- a. Election of Chair, and Vice-Chair

- b. State Historic Preservation Office Presentation**

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

State Historic Preservation Office Presenter:

Lauren A. Poole  
Historic Preservation Specialist  
NC State Historic Preservation Office, Eastern Office  
NC Dept. of Natural and Cultural Resources

## **IV. Chairman/Board Thoughts/Staff Comments**

## **V. Public Comments**

## **VI. Adjournment**

**Town of Swansboro**  
**Historic Preservation Commission**  
**Regular Meeting Minutes**  
**January 20, 2026**

Item II - a.

**Call to Order**

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

**Approval of Minutes**

On a motion by Mrs. Kingrey seconded by Mrs. Ramsey, the December 16, 2025, Regular Meeting Minutes were unanimously approved.

**Business**

Mr. McDaniel read the opening statement aloud:

Quasi-Judicial Decisions are based on competent, substantial, material evidence properly in the record. All that wish to speak must be sworn in at the beginning of the meeting. If your testimony meets these standards, then sign up and please be sworn in to speak.

Certificate of Appropriateness requests must be in keeping with the special character of the historic district and decisions must be based on the review criteria, contained in §152.482 of the Town Unified Development Ordinance.”

***Certificate of Appropriateness/ 209 Main Street***

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

- Planner, Rebecca Brehmer
- Property owner, Christine Dery

Planner Brehmer reviewed that the owner of 209 Main Street or the “Ringware House” had requested a Certificate of Appropriateness for alterations to the accessory structures and property. This home was contributing to the Swansboro Historic District and was zoned R-6SF.

Ms. Brehmer highlighted the following details about the request:

- Addition of a deck seating area on the brick foundation of the existing shed.
- Removal of a tree and large bush causing damage and nuisance to the garage foundation and the exterior of the home.
- Improvements to the garage, including painting in the existing color, replacement of broken window glass in kind, replacement of the garage door in kind, and installation of exterior lighting at the door area and on the right side of the garage.

Planner Brehmer noted that the applicable design standards were found in Section 13 (Decks) of the Historic District regulations and Section 16 (Exterior Lighting), and that the requests appeared consistent with those standards.

Planner Brehmer also shared that the shed had been the subject of multiple prior applications, with demolition approved in August 2022 subject to a 365-day delay. She stated that the shed was ultimately found to be structurally unsound and could not be relocated or preserved; therefore, the owner elected to proceed with demolition while retaining the brick foundation for the proposed deck seating area.

In response to an inquiry from the board, Ms. Dery explained that none of the wood could be salvaged for restoration due to the presence of lead.

The Public Hearing was closed at 5:56 pm.

On a motion by Mr. Phillips, seconded by Mrs. Kingrey COA 2026-01 for exterior alterations to the accessory structures and property at 209 Main Street was unanimously approved.

### **Chairman/Board Thoughts/Staff Comments**

Planner Brehmer shared the following updates with the board:

- A joint meeting with the Board of Commissioners and a representative from the State Historic Preservation Office (SHPO) was planned for February to provide education and clarification on matters including the loss of historic resources, potential impacts to the Historic district, and options for district expansion.
- Two alternate seats on the Historic Preservation Commission were vacant, with no applications received to date. Board members were encouraged to share the opportunity with interested community members.
- The Town was considering increasing the after-the-fact penalty fees for work completed without proper approvals.
- The board discussed forming a subcommittee to review and refine standards related to windows and roofing materials, with particular focus on cedar shake roofs and acceptable alternatives. Board members, Mrs. Justice and Mrs. Ramsey, volunteered to serve on the subcommittee.

Mrs. Kingrey requested that the minutes from the meeting at which the historic survey was presented be located.

### **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 5:59pm.



# Historic Preservation Commission Meeting Agenda Item Submittal

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Item To Be Considered: **State Historic Preservation Office Presentation**

Board Meeting Date: **February 17, 2026**

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

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**Overview: State Historic Preservation Office Presenter:**

Lauren A. Poole  
Historic Preservation Specialist  
NC State Historic Preservation Office, Eastern Office  
NC Dept. of Natural and Cultural Resources

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

**Recommended Action:** None.

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