

Applicant: Zack and Kelsey Cyrus

Property Owner(s): Same

Received: 10/3/2026

Meeting Date: 10/20/2026

Zoning District: R-6 SF

LHD Status: Contributing

Additional Approval/Permits Needed:

Zoning Approval

Building Official – Prior to permitting

Nature of Project:

The applicant is restoring the exterior of their home at 211 Elm Street. The contributing 1898 house currently has wood siding with a front facing gable roof with a broad-shed roofed front porch and intersecting side roof planes.

Roof will be painted metal color/silver (4A). All rotten siding and trim will be replaced with new wood and painted. Green shutters will either be removed or painted. Per NC State Historic Preservation Restoration Specialist, Wade Rogers, shutters are not original to home. May remove porch railings. May remove decorative brackets between porch posts. Porch ceiling will be painted. Porch floor will be painted (matching shutters, if kept). Current light fixtures will be removed and replaced with 2 electric fixtures, one to the right of front right door and one to the left of front left door (4B). Flicker flame bulbs will be added to light fixtures to imitate gas lanterns. Right front door will either remain the same or replaced to match left front door. Front doors will be painted or stained. May replace glass in front door window to obscure glass for privacy (4C). Screen doors will be replaced and painted white (same as trim) or stained (4D). Trees and bushes in front of porch will be removed and replaced with undetermined species. Front pavers will be replaced with reclaimed brick pavers or flagstone. Historic reclaimed brick pavers will be added to left side of house for designated parking (4E).

Foundation skirting between brick pillars will be replaced with historic lattice (4F). Lattice will be stained. Rain diverter will be added on left side of house where power lines attach to fix water erosion issues or replace gutter to full length matching existing

gutters instead of rain diverter (4G). External electrical box will be added beside meter box.

Demo back deck and side porch as needed and replace rotten wood. Deck will be painted or stained. Extend back porch by 3 feet and connect back and side porch to return the section of the porch that connected the side and the rear. Historic lattice will be added under back and side deck and stained. Deck stair layout will remain the same or feature a strait staircase. May place stairs on left side (current) or rear. An outdoor shower may be installed below or beside deck – flush and blended into existing products used i.e. lattice and decking materials, adding a wood/lattice door to back of deck for shower entry. May extend roofline to return covered porch to right side and rear porch. Remove plexiglass on back of house and return siding. Repair or replace French doors with no change to design, either painted or stained. Door on right side of house will be repaired or replaced, and screen door will be added, either painted or stained, may replace glass with matching privacy glass from front doors (4C & 4H). Replace broken glass in back windows. Add wooden storm windows to each window, painted same color as window to preserve historic nature of windows (4I). Replace light fixture on right side of house with light fixture to match fixtures on front porch. Add 2 matching light fixtures to each side of French doors. Build 36" historic lattice or picket fence (4J) around trash cans to conceal and keep historic curbside appeal of property, fence will either be painted or stained.



Background Exhibits:

Application (Exhibit 1)

Historic Photographs (Exhibit 2)

Photographs of Current State (Exhibit 3)

Examples of Materials (Exhibit 4)

FACTS**Applicable Sections of Standards and Guidelines****A. Section 152.479 Certificate of Appropriateness List**

This request is considered to be minor & major work based on the Certificate of Appropriateness list referenced below:

23. Construction of new decks

24. Removal of existing decks

27. Removal of doors

30. Construction of new driveways

37. Alteration of exposed foundations

39. Installation of gutters or downspouts

44. Removal of gardens, planting beds or shrubbery

46. Removal of trees less than 8 inches in diameter, measured 4-1/2 feet above ground level

52. Installation/alteration of exterior lighting fixtures

53. Removal of exterior lighting fixtures

55. Installation of mechanical equipment, such as heating and air conditioning units

58. Painting when there is a change in color which conforms to the approved color palette.

82. Removal of exterior stairs, steps and handrails

95. Alteration of existing windows

96. Addition/installation of new windows

Exhibit 1 – Application



SWANSBORO HISTORIC PRESERVATION COMMISSION CERTIFICATE OF APPROPRIATENESS

Application # 2026-05

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: Kelsey and Zack Cyrus

MAILING ADDRESS: 953 Jones Wynd Wake Forest, NC 27587

ADDRESS OF AFFECTED PROPERTY: 211 S Elm Street Swansboro, NC 28584

PHONE NUMBERS: (Home) 252-474-4366 (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: KRC
- 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: KRC
 - ☒ 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: KRC
 - ☒ 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: KRC

ALL SKETCHES, DRAWINGS, COLOR CHIPS, ETC. MUST BE SUBMITTED IN
MULTIPLES OF TWO (2) and "8 1/2 x 11" SIZE PAPER IS PREFERRED.

PROJECT DESCRIPTION (Attach additional sheets if necessary):

See Project Description Document

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: KRC

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: KRC

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: KRC

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: KRC

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: KRC

Kelsey Cyrus
Signature of Applicant

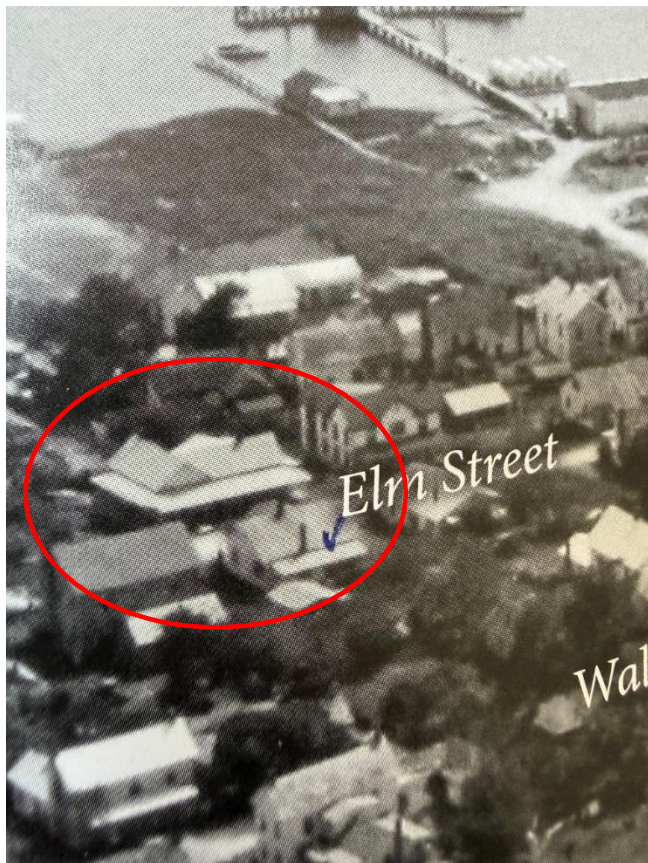
9/20/2026
Date

STAFF USE ONLY

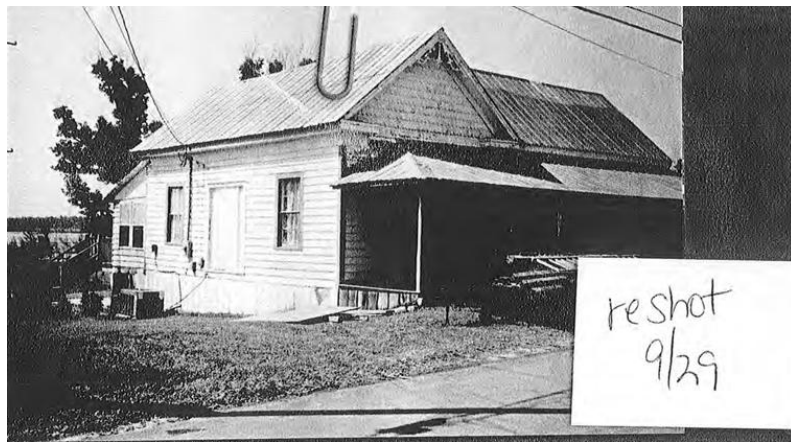
Application received by: Jackie Date: 10/3/20
Application reviewed with applicant by: Andrew Date: 10-5-20
How: In person spoke to applicant + counter By Phone
Fee Paid \$205.00 Receipt Number R00023768

Comments:

Exhibit 2 – Historic Photographs



Wrap around porch



#211 ca.1898 1 Charles R. Webb House; the original I-shaped section of this house faces east, formerly with a center-hall plan, so that the ell is parallel to Elm Street; to the rear are additions and a porch, across the front is a porch, gables have wood shingling and millwork.



Exhibit 3 – Photographs of Current State



Exposed beam shows original house color







Exhibit 4 – Examples of Materials

A. Roof paint



B. Exterior Light Fixture Options



C. Privacy Glass (Front Door)



D. Screen Door Options



E. Paver Options



F. Historic Lattice



G. Rain Diverter Example



H. Side Door Replacement Examples



I. Storm Window Example



J. Picket Fence Examples

