

**Town of Swansboro
Historic Preservation Commission
Regular Meeting Minutes
September 15, 2026**

Call to Order

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

Approval of Minutes

On a motion by Mrs. Ramsey seconded by Mrs. Kingrey the August 18, 2026, Regular Meeting Minutes were unanimously approved.

Business

Employee Introduction

Town Manager Jon Barlow introduced the new Town Planner, Mickey Tata, who began work on September 14, 2026. The Commission welcomed him, and Mr. Tata thanked the Commission and expressed enthusiasm about working with them.

***After-the-Fact Certificate of Appropriateness 2026-04 for Replacement of Front Door:
137 Front Street***

The public hearing was opened at 5:34pm, and the following individuals were sworn in by Deputy Clerk Aliette M. Cuadro.

- Town Manager Jon Barlow
- Anne Shuller

Town Manager Barlow reviewed that the owner of 137 Front Street, also known as the former Jim Canady Fish House, currently operating as commercial retail space had requested an After-the-Fact Certificate of Appropriateness for the replacement of the front entrance door.

Town Manager Barlow shared that the door had been replaced prior to approval by the Swansboro Historic Preservation Commission. According to the applicant, the existing door had deteriorated to the point that it could no longer be properly secured, and the tenant who replaced it was unaware that a Certificate of Appropriateness was required before installation.

Mrs. Shuller apologized for not obtaining prior approval and explained that the original door had deteriorated despite repeated repairs and could no longer be secured properly. The original door was retained but was in poor condition.

The Commission discussed whether it had the authority to waive the after-the-fact fee given the circumstances surrounding the door replacement. Town Manager Barlow shared that the fee was established by the Unified Development Ordinance and that waiving it would be inconsistent with the existing requirements. He further clarified that any disagreement with the fee would need to be addressed separately by reviewing how the Unified Development Ordinance was interpreted and applied by the administrator.

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey COA 2026-04 for replacement of front door at 137 Front Street, was unanimously approved.

Minor Work/Staff Approval Application Report July-September

Town Manager reviewed the minor work and staff approval applications for May – June. The following applications were approved:

- 202 W Church Street- Removal of pecan tree in front/side yard.
- 99 Church Street- Extended raised deck behind building 8ft.
- 104 S Water Street- White siding and black shutters.

Chairman/Board Thoughts/Staff Comments

The commission inquired on whether the recommendation to reduce the Major Work COA application fee from \$200 to \$100 had been presented to the Board of Commissioners. Town Manager Barlow stated that the recommendation had not yet been presented and that comparative fee information from other municipalities was still being compiled for review at the next Commission meeting.

The Commission also discussed improving communication with Historic District property owners through periodic mailings, postcards, or a newsletter to share preservation requirements, UDO updates, and educational resources. Members also discussed potential costs for mailings and preservation events. Town Manager Barlow noted that a detailed cost estimate and breakdown of anticipated expenses would be needed before submitting a funding request to the Board of Commissioners.

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. Justice, the meeting adjourned at 6:05pm.