

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES
MARCH 19, 2024**

Call to Order

The meeting of Swansboro Historic Preservation Commission was called to order at 5:52 PM. Those in attendance were Jonathan McDaniel, Kim Kingrey, Elaine Justice, Christina Ramsey, Lauren Brown, and ALT member Gregg Casper. Eric Young was not present.

Approval of Minutes

On a motion by Mrs. Ramsey, and seconded by Mrs. Kingrey, the following meeting minutes were unanimously approved:

- a. October 17, 2023, Regular Meeting Minutes
- b. October 30, 2023, Special Meeting Minutes

Business

Projects/Planning Coordinator Brehmer discussed the start time for the Historic Preservation Commission meetings. On a unanimous decision, the board agreed to a 5:30 pm start time for future meetings.

Text Amendment to Section 5: Windows and Doors

At the February 20, 2024, the board made a motion and appointed a subcommittee consisting of town staff, Mrs. Justice, Ms. Brown, and Mrs. Kingrey to review and draft a text amendment to Section 5: Windows and Doors found in the Historic District Design Standards.

Projects/Planning Coordinator Brehmer presented the highlighted changes recommended by the subcommittee for the text amendment to the board and answered the following:

- The changed wording for historic non-contributing structure in the text amendment allowed the board to have more interpretation for window replacements. If there was a historic house that had enough changes made to the historic characteristics, it wasn't deemed contributing. If it had the original windows, the text amendment would allow the board and staff to decide if the owner should or shouldn't keep the original wooden windows.
- The replacement windows verbiage under #7 in the text amendment could be revised to add 75 years and older after non-contributing structures.
- Local contractors did not always have knowledge of historic resources. The staff works to encourage residents to have communication with the town or at the state level to make sure there is not another option for replacing or repairing windows.
- Changing windows was a minor work level for non-contributing and certificate of appropriateness for contributing in the current UDO. The staff works to encourage residents to use wood instead of vinyl windows.

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey, the text amendment for Section 5: Windows and Doors was unanimously approved with the change to add the term "75 years and older" after non-contributing structures in item 7.

Text Amendment to Section 3: Roofs

At the February 20, 2024, the board made a motion and appointed a subcommittee consisting of town staff, Mrs. Justice, Ms. Brown, and Mrs. Kingrey to review and draft a text amendment to Section 3: Roofs found in the Historic District Design Standards.

Projects/Planning Coordinator Brehmer presented the highlighted changes made by the subcommittee for the text amendment to the board.

Brent Tedder, Tedder Exteriors, was requested to explain more detailed options for roofs:

- Holes in roofs were able to be repaired and fixed with patching instead of being replaced.
- Most houses in the district had 1.5-inch rib and 16-inch space panels. Up to 20-inch space was available.
- Different seam styles would be clipped every foot or a machine style with a 1.5- inch rib would be snapped on the rib. Either seam would look the same.
- Ridge caps in the district do not look proper. There was a simple solution to vent through the trim. It would look cleaner, better, and less of an expense.

Projects/Planning Coordinator Brehmer answered the following:

- Cedar shake shingles were not referenced in the changes. Cedar shake shingles could have a separate section in the text amendment. Replacement using cedar shake shingles, unstained or unpainted, was appropriate if there was documentation which showed cedar shakes were the original roof material on the house or appropriate for the time era of the house.
- The new cedar shake shingles section was added between the metal roof and asphalt shingles sections to clarify them as an option.

On a motion by Mrs. Ramsey, seconded by Ms. Brown, the text amendment for Section 3: Roofs was unanimously approved with the change to add a section for cedar shake shingles.

Review of Staff Approvals

Projects/Planning Coordinator Brehmer reviewed the following Staff Approvals:

- 209 Water St – Installed steel pipe to vent fireplaces. Located at the back of the house, not visible.
- 308 Church St – Installed 20’ x 20’ driveway with wood parameter and filled with rock, 4’ wood picket fence painted white to border the driveway and yard, and wood trashcan landing.
- 204 Walnut St – Installed brick driveway.
- 204 Church St – Restored windows.
- 209 Main St – Replaced rotten wood on the front porch and painting of both rear doors to match the front door.
- 119 Water St – Replaced and/or repaired in kind siding, windows, shutters, paint, light fixtures, porch decking, porch railing, water leaks on porch.

- 105 Church St – Replaced rotten wood on steps in kind.

Review of Minor Work Approvals

Projects/Planning Coordinator Brehmer reviewed the following Minor Work Approvals:

- 209 Water St – Removed existing rotten front stoop and back deck and construction of simple steps with railings to enter house.
- 210 Elm St – Replaced rotten wood in kind on pickets, railings, and boards of deck, replaced picture window on the front of the house, and replaced sliding windows on the rear and the side of the house.
- 224 Water St – Amended previous minor work application to change wood lattice approval to brick lattice. (Opinion from the SHPO was a part of this decision.)

Chairman/Board Thoughts/Staff Comments

Ms. Brown recognized Mrs. Kingrey for the efforts on the subcommittees and how she was very helpful in bringing outside resources to help.

Projects/Planning Coordinator Brehmer shared the following:

- The Massing Study amendment was approved by the Board of Commissioners.
- The Local Landmark Designation Workshop was scheduled for May 16, 2024, at 4:00 pm. There was not an available representative for the Tax Credit Workshop. Tax Credit workshop would be scheduled later. Flyers for the Local Landmark Designation Workshop would be mailed.
- On May 17, 2024, Kristi Brantley was presenting a workshop in Beaufort, NC, for their historic district. It was available for the Swansboro Historic Preservation Commission to attend. The materials and times would be provided later.
- The budget subcommittee clarified with the Swansboro Finance Director that the board was able to request money from the Board of Commissioners for the next budget year. The committee discussed having a budget for events, refreshments for events, mailings (printed and mailed), an award system (flags with logo), and more training throughout the year. Quotes had been requested and would be presented later.

Public Comments

Mrs. Amelia Dees-Killette from the Swansboro Historical Association requested the board to participate in the Homes Tour. They needed volunteers for this event, which was April 27, 2024, from 10:00 am to 4:00 pm.

Adjournment

The meeting adjourned at 6:40 pm.