



Historic Preservation Commission Meeting Agenda Item Submittal

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

Board Meeting Date: **September 15, 2026**

Prepared By: **Alissa Fender, MMC – Town Clerk**

Overview: An application for a Certificate of Appropriateness has been submitted by Anne Schuller for the replacement of the front entrance door at 137 Front Street.

The property is located within the Town's Historic District and is contributing, construction in approximately 1930, and commonly known as the former Jim Canady Fish House, currently operating as commercial retail space.

The application is being presented as an after-the-fact request. The front door was replaced prior to approval by the Swansboro Historic Preservation Commission. According to the applicant, the existing door had deteriorated to the extent that it could no longer be secured properly. The applicant states that the replacement was performed by a tenant who was unaware that a Certificate of Appropriateness was required prior to installation.

The replacement door is a wood French-style 15-lite door located on the primary façade facing Front Street. The applicant submitted photographs of the completed installation and supporting documentation for Commission review.

The appropriate after-the-fact application and enforcement fees were assessed and collected upon application submittal. Public hearing notices were mailed to adjoining property owners and the subject property was posted on September 3, 2026, in accordance with the notice requirements of the Unified Development Ordinance.

Pursuant to Section 152.065 of the Unified Development Ordinance, the Commission shall follow quasi-judicial procedures in determining certificates of appropriateness.

Background Attachment(s):

1. Applicable Ordinance Sections – Hearing Procedures, Historic District & Design Standards
2. COA Application Package (Revision to application write up submitted after publication of packet 9/10/2026)
3. Public Notice Documentation

Recommended Action:

1. Conduct the Public Hearing; and
2. Motion to approve, approve with modifications, deny, or table the requested Certificate of Appropriateness for 137 Front Street.

Action: _____
