



SWANSBORO HISTORIC PRESERVATION COMMISSION
CERTIFICATE OF APPROPRIATENESS

Application # COA-2026-03

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: Swansboro Historic Association, Inc. , c/o Amelia Dees-Killette

MAILING ADDRESS: 502 W. Church Street, Swansboro NC 28584

ADDRESS OF AFFECTED PROPERTY: Bartley House Privy / Post Office (114 Main St.)

PHONE NUMBERS: (Home) N/A (Work) 910-467-5875

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:** ADK

- 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:** ADK

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:** ADK

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:** ADK

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 Attached Narrative & Photos

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: ARK

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: ARK

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: ARK

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: ARK

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: ARK

Amelia Deer-Hillatte
Signature of Applicant

4-6-26
Date

STAFF USE ONLY

Application received by: _____ Date: _____
Application reviewed with applicant by: Reken Bant Date: 4/6/26
How: In person / email _____ By Phone _____
Fee Paid: \$200 Receipt Number _____
Comments: _____

114 Main Street – Bartley House Privy & Post Office **2026 Certificate of Appropriateness Narrative**

This COA request is for exterior alteration to the roof at the ca. 1893 Bartley House Privy & Post Office building. The building was moved to its current location at 114 Main Street in December of 2024. The intent is to remove the existing asphalt shingle roof and replace it with cedar shake shingles to make the structure look as historically authentic as possible. Other than the asphalt shingle roof, the Privy / Post Office structure retains its original exterior look including wood siding, door, and Gilded-Age ventilation/Access window(s). The structure was also put on a reconstructed brick pier foundation that would have been similar to and typical of its original placement at the Bartley House property. Though no historical photographs are available to document the original roof of either the Bartley House or Privy, cedar shake shingles were the dominate roofing material prior to the modern era. The old Baptist Church which is right next door (where the Privy / Post Office has been relocated) did have a cedar shake roof previously, and the proposed roof would have been typical of the 1890s. Many other homes in the historic district of Swansboro had cedar shake roofs, and are also visible in photos from Jack Dudley's book on historic Swansboro.

The new roof work will include removal of the existing asphalt shingles, and installation of new cedar shake shingles on top of existing wood decking. The proposed cedar shake shingles will be Premium Grade and Bureau certified, and installed with 316 stainless steel nails. The roof work will be done by Teddy Johnson of Home Improvement Services, Inc. who is a native of Johnston County and a 3rd generation cedar shake roofer. His team has done many cedar shake roofs across eastern NC and on historic homes, and will also be doing a new cedar shake roof on the Jonathan Green, Jr House simultaneously in May (pending approval).



Privy / Post Office current location at 114 Main Street.

