

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION
DECEMBER 20, 2022, REGULAR MEETING MINUTES**

Call to Order

The meeting of Swansboro Historic Preservation Commission was called to order at 5:31PM. Those in attendance were Patrick Larkin, Christina Ramsey, Kim Kingrey and Jonathan McDaniel and ALT members Gregg Casper and Elaine Justice. Absent Ed Binanay.

Approval of Minutes

On a motion by Christine Ramsey, seconded by Kim Kingrey, the November 15, 2022, regular meeting minutes were unanimously approved.

Old Business

A. Text Amendment related to Massing standards in the Historic District

Following review of Massing Standards, draft ordinances, specific statutes, and recent legal case laws related to such, staff prepared a text amendment to the UDO Appendix III Historic District Design Standards, Section 11 New Construction.

Items highlighted in yellow below were the amendment recommendations to submit to the Planning Board for recommendation. Those items in blue, the HPC added.

A. Intent

It is the intent of these regulations to assure that new construction including additions is congruous with the special character of the district. In considering new construction, the Commission and/or the Planner shall direct design that is harmonious with the character of the district.

Consultation with the Swansboro Historic Preservation Commission in the early stages of a new construction project to become familiar with its procedures and aspects of design recommended.

Having a N.C. licensed architect or engineer prepare a massing study is required. The massing study shall include an existing conditions plan (showing topography, any significant less, utilities, etc.) and a proposed condition site plan. Plans shall be prepared with a scale of 1 inch = 20 feet or of a size easily reviewed by staff or the Swansboro Historic Commission. Massing studies enable graphic analysis of the shape, form, size and building envelope of proposed new construction. The massing study provides the applicant a way to document the proposed building height and scale and other elements of the proposed construction as they relate to nearby existing buildings, especially in the block.

BUILDING HEIGHT/SCALE

8) Make the scale (the relationship of a building's mass and details to a human being) of the proposed building compatible with the scale of other contributing structures in the historic district. This relationship to building mass should include nearby buildings in the block and adjoining open space.

MATERIALS

11) Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the historic district. The physical elements of the building, such as stone or wood walls, brick, fencing, landscaping mass, building facades and other elements, or combinations thereof shall be included.

TEXTURE

17) Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. However, concentrate on the ability to blend rather than duplication. Texture is the relief on a building surface that is achieved through the use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative ~~fishscale~~ fish scale shingles, and beaded board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

FORM AND RHYTHM

23) Create form and rhythm in new construction through the use of architectural elements and details. Study neighboring historic structures on the block to see if a consistent treatment of elements exists and emulate this ~~feature~~ pattern in the new construction. However, limit the amount in which one new building emulates a contributing building unless the building is a reproduction of an existing contributing building from the Town’s Historic District. In which case, a key stone should be imbedded in the foundation to identify when the new building was built.

Board discussion and comments concerning massing:

- In response to inquiries from the board Mrs. Correll clarified the following:
If a house was rebuilt it would have to go back in the same footprint as original structure, but all construction must be consistent with the Unified Development Ordinance and NC General Statutes.
- How does massing affect the flood zone? As an example, Mrs. Correll explained that the area of Water Street along the intercoastal was in a VE floodplain. Any building was likely to be elevated 10 feet so when you are working with new construction the building may be limited to one story or story and a half to meet the height restrictions.

On a motion by Christina Ramsey seconded by Jonathan McDaniel the amendments were recommended for approval as shown above. All members were in favor.

A. Reconsider Action on Fence Review

In May of 2022, the Historic Commission took action to remove fences as staff review and for them to be reviewed under minor work. Planner, Andrea Correll proposes that HPC reconsider its action and leave fences under staff review. With the notable experience she has with historic preservation, she was confident that she could monitor and approve fences in the historic district.

On a motion by Kim Kingrey, seconded by Jonathan McDaniel fence review/approval to remain with staff. All members were in favor.

Chairman/Board/Staff Comments

Staff comments

- The board was informed that owners at 220 Elm Street had replaced a worn-out roof with “in kind” material.
- The Fiscal 2021-2022 Certified Local Government Annual report for Swansboro was submitted.

Board comments

The board requested an update on sending out flyers informing local historic district property owners of the required standards. Mrs. Correll shared that she planned to do this early 2023.

- The historic district residence survey in “Survey Monkey” on the Town website.
- Deliver by email or deliver a packet to historic district residence containing the matrix of approval process and forms to submit.

Board members offered to assist with delivering information door to door. They would also like to see some type of receipt that the owners received the information distributed, either by email, hand deliveries and return receipt from mailings.

Public Comments

A board member read a letter that was written by Amelia Dees-Killette the chairperson with the Swansboro Historical Association concerning massing.

Adjournment

The meeting adjourned at 6:07pm.