



# Board of Commissioners Meeting Agenda Item Submittal

---

Item To Be Considered: **Text Amendment to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors**

Board Meeting Date: **April 23, 2024**

Prepared By: **Rebecca Brehmer – Projects/Planning Coordinator, CFM, CZO**

---

**Overview:** The Historic Preservation Commission has recommended amendments to Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

**Background:** At the February 20, 2024, Swansboro Historic Preservation Commission meeting, the historic board made a motion to appoint a subcommittee consisting of town staff, Elaine Justice, Lauren Brown, and Kim Kingrey to review and draft a text amendment to Section: 3 Roofs and Section 5: Windows and Doors found in our Historic District Design Standards. This draft was reviewed by the historic board at the March 19, 2024, meeting, and was passed along for the planning board’s review. The planning board recommended both text amendments to the Board of Commissioners at the April 2, 2024, meeting along with the comp plan consistency statements.

Overall, the amendments to Section 3: Roofs and Section 5: Windows and Doors are to add more standards on the best practices and materials to continue maintaining and preserving the historic roofs, windows, and doors in our historic district as well as ensure new material is historically accurate and consistent. Details about terne or double lock roof forms were added as well as appropriate material and color options for new or replacement roofs. We had a roof expert come to the March 7, 2024, subcommittee meeting as well as the March 19, 2024, historic board meeting and he provided valuable input and technical terminology. The goal is to also to educate homeowners on resources such architectural salvage companies that are available for replacement options, if necessary.

**Background Attachment(s):**

1. Ordinance 2024-09
3. Comprehensive Plan Consistency Statement for Section 3: Roofs
4. Comprehensive Plan Consistency Statement for Section 5: Windows and Doors

**Recommended Action:**

1. Hold a public hearing
2. Motion to approve Ordinance 2024-09 amending Appendix III Historic District Design Standards, Section 3: Roofs and Section 5: Windows and Doors.

---

**Action:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_