

**Town of Swansboro**  
**Historic Preservation Commission**  
**June 17, 2025, Regular Meeting Minutes**

**Call to Order**

The meeting of the Swansboro Historic Preservation Commission was called to order at 5:30 pm. Commission members in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, Brad Phillips and Elaine Justice. Alternate member Jerry Seddon was not present, and the board had a vacant alternate seat.

**Approval of Minutes**

On a motion by Mrs. Ramsey, seconded by Mrs. Kingrey, the April 15, 2025, Regular Meeting Minutes were unanimously adopted.

**Business**

*Appointment of Representative to the Planning Board*

Planner Rebecca Brehmer reviewed that due to the resignation of a regular commission member that also served as the Planning Board representative, appointment of a representative to the planning board was needed. She provided the following options for filling the Planning Board representative position:

1. Any current HPC member could volunteer if they have the capacity and time to commit to another board with the execution of Jerry Seddon who was already on the Planning Board therefore, he could not be appointed as the representative.
2. Mrs. Ramsey, who already served on both the HPC and Planning Board, could resign from her regular seat on the Planning Board and be nominated as the HPC representative.

Planner Brehmer explained that if Mrs. Ramsey was open to the third option, she would still serve on both boards with full responsibilities and voting rights, to include remaining as chairman of the Planning Board. This option would also open up an in-town seat on the Planning Board for other interested applicants.

In response to an inquiry about the time commitment required for the Planning Board, Planner Brehmer shared that while the past few months had been slower, historically, the board has had consistent monthly meetings dealing with rezonings, special use permits, and text amendments.

After deliberation, Mrs. Ramsey agreed to resign from her regular Planning Board seat and agreed to be nominated as the HPC representative. Planner Brehmer confirmed with the clerk and manager that this arrangement would comply with the ordinance, which states that "the commission's representative shall have all rights and responsibilities of any other planning board member including the right to vote."

On a motion by Mrs. Kingrey, seconded by Mrs. Justice, unanimous approval was given for Mrs. Ramsey's to serve on the Planning Board in the Historic Preservation Commission member seat.

### **Minor Work/Staff Approval Application Report April-June**

Planner Brehmer presented the Minor Work/Staff Approval Application Report for April through June. The following applications were approved:

- 204 Walnut Street to install picket fence panel to cover HVAC and propane tank from street view and convert existing plant bed into brick walkway to connect to driveway.
- 203 Church Street. HVAC unit and ductwork changeout.
- 213 Walnut Street. Replace rotten wood on front porch and install drip edge, prevent water from entering attic, repair siding like for like, apply coat of silicone coating to chimney.
- 214 Walnut Street. Exterior painting all conforming to color palette.
- 308 Church Street. In-kind HVAC replacement.
- 211 Elm Street. Replace damaged or spalled existing brick piers in-kind.
- 140 Front Street. Exterior painting consistent with color palette and replace rotten bead board on back of house in kind.
- 204 Walnut Street. Remove rotten handrail and replace existing rotten porch posts.
- 106 Front Street. Install ductless mini split outdoor unit on stand next to building by parking lot and provide screening for the unit.
- 99 Church Street. Remove 2 diseased trees between Saltwater Grill stairs and building at 101 Church Street.

### **Chairman/Board Thoughts/Staff Comments**

The commission addressed multiple topics, starting with the challenges in effectively communicating district requirements due to limited budgetary resources. Concerns were raised regarding the potential for some residents to overlook these requirements, raising questions about the effectiveness of distributing additional information. Jimmy Williams with the Tideland shared with the commissioner that he publishes details about COA's and staff approvals in the paper.

In response to inquiries from the board, Planner Brehmer shared that renovations at the Heritage Center/Old Town Hall building were still ongoing and that the commission did not receive funding in the latest budget cycle.

Mrs. Kingry requested that the possibility of developing an online permit database for historic district approvals be created so that she could see who had active approvals for work she sees instead of having to call town staff to check. Planner Brehmer shared that she would see what could be created.

Lastly, the commission discussed the process of refurbishing district signage that was found stored on a property downtown that could be put back in their original places. Several members expressed their willingness to participate.

### **Adjournment**

On a motion by Mrs. Kingrey, seconded by Mrs. Justice, the meeting adjourned at 6:03 pm.