Town of Swansboro
Historic Preservation Commission
Regular Meeting Minutes
October 20, 2026

Call to Order

The meeting was called to order at 5:32pm. Commission members in attendance were Jonathan McDaniel, Kim Kingrey, Christina Ramsey, Elaine Justice, and Brad Phillips. Two alternate seats were vacant.

Approval of Minutes

On a motion by Mrs. Kingrey seconded by Mrs. Ramsey the September 15, 2026, Regular Meeting Minutes were unanimously approved.

Business

Mr. McDaniel read the opening statement aloud:

Quasi-Judicial Decisions are based on competent, substantial, material evidence properly in the record. All that wish to speak must be sworn in at the beginning of the meeting. If your testimony meets these standards, then sign up and please be sworn in to speak.

Certificate of Appropriateness 2026-05/ 211 Elm Street

The public hearing was opened at 5:34pm, and the following individuals were sworn in by Deputy Clerk Aliette M. Cuadro.

- Planner Michael Tata
- Zack Cyrus

Planner Tata reviewed that the owner of 211 Elm Street, also known as the "*Charles R. Webb House"* had requested a Certificate of Appropriateness for exterior alterations and repair to the home. This home was contributing to the Swansboro Historic District and was zoned R-6SF.

Planner Tata shared the following scope of work:

- Roof and siding: Paint the roof silver/metal; replace deteriorated wood siding and trim with matching materials; restore the rear siding by removing non-historic plexiglass; and address water erosion along the left elevation.
- Shutters and front porch: Repaint or remove existing green shutters in accordance with SHPO guidance; repaint the porch ceiling and floor; replace existing fixtures with two electric lantern-style fixtures; and modify or retain the porch railings and decorative brackets.
- Doors and windows: Paint or stain the front doors; make the proposed door and screen door modifications; repair broken glass in rear window sashes; install painted wooden storm windows; and repair or replace rear French doors and side doors, including matching screen doors and lighting fixtures.
- Rear and side porches: Repair deteriorated wood; extend the decking by three feet to connect the rear and side porches; and incorporate the proposed staircase, outdoor shower, and roofline modifications.

- Lattice skirting: Install stained, historic-style wooden lattice between the foundation piers along the house and decks.
- Landscaping and walkways: Remove overgrown front vegetation and install new plantings; replace the front paver walkways with reclaimed brick or flagstone; and construct a left-side parking area using reclaimed brick pavers.
- Electrical and trash screening: Install an exterior electrical box near the meter and screen trash receptacles with a 36-inch painted or stained historic-style lattice or picket fence.

Mr. Cyrus spoke in support of the application, explaining that the proposed color scheme was based on the original colors discovered on the house and included a color from the approved historic color palette, with guidance from staff. He explained that his goal was to restore the home to its original layout and footprint and noted that the existing porch was not historic.

Mr. Cyrus expressed appreciation to Planner Tata, staff, and Commission members for their guidance, education, and assistance throughout the preservation process. He shared that staff had challenged some of his initial assumptions and helped him reconsider certain aspects of the project. He stated that their guidance had been valuable in supporting his preservation goals and expressed his intention to contribute to the community's historic preservation efforts. He also thanked those who had answered his questions and shared information about the history of the house.

In response to the Commission's question, the applicants confirmed that they were utilizing the historic preservation tax credit program and stated that it had been very helpful. The Commission expressed appreciation to the applicants for their efforts to preserve the home and invest in the Town of Swansboro, noting that the home's future had been uncertain and commending the thoroughness and completeness of the application.

The public hearing was closed at 5:48pm.

On a motion by Mr. Phillips, seconded by Mrs. Kingrey COA 2026-05 for exterior alterations and repairs to the property at 211 Elm Street was unanimously approved.

After the Fact Fees

Planner Tata reviewed that, following direction from the Commission at its August 18, 2026, meeting, staff researched the Certificate of Appropriateness and after-the-fact fee schedules of three surrounding coastal jurisdictions:

- Beaufort
- Edenton
- New Bern

The Commission discussed the fee structure, emphasizing the importance of encouraging applicants to obtain approval before beginning work while holding them accountable for noncompliance. Members felt the existing fee structure was sufficient but supported maintaining flexibility to allow full or partial waivers of after-the-fact fees when appropriate. Planner Tata agreed to explore this option. No formal action was taken.

Minor Work/Staff Approval Application Report September-October
Planner Tata reviewed the minor work and staff approval applications for September-October.

The following applications were approved:

- 205 W Maine Street- White German Schmear to all brick (Pantone 000) Paint trim, door, railing, and awning black (pantone black 7)
- 211 S. Elm Street- Change siding color to (Pantone 566), porch floors (Pantone 2163) Porch ceiling (Pantone 2373).
- 212 S. Elm Street- Paint exterior back door farrow and ball bancha which is a green and matches color palate.

Chairman/Board Thoughts/Staff Comments
None were provided.

Public Comments
Citizens were offered an opportunity to address the Board. No comments were made.

Adjournment
On a motion by Mrs. Kingrey, seconded by Mr. Phillips, the meeting adjourned at 6:01pm