

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES
May 16, 2023**

Call to Order

The meeting of Swansboro Historic Preservation Commission was called to order at 5:30 PM. Board members in attendance Kim Kingrey, Christina Ramsey, Jonathan McDaniel, Ed Binanay. alternate Gregg Casper, alternate member Eric Young. Elaine Justice was absent.

Approval of Minutes

On a motion by Christina Ramsey, seconded by Kim Kingrey the April 18, 2023, regular meeting minutes were unanimously approved.

Business

A. Certificate of Appropriateness/222 Elm Street

The public hearing was opened at 5:34 PM.

Ed Binanay recused himself and Alternate Eric Young was seated in order to hear Certificate of Appropriateness for Mr. Binanay's property.

Rebecca Brehmer, Projects/Planning Coordinator presented the board with the owners' request for removal of an overgrown tree (over 8" in diameter) in front of their home.

Cynthia Binanay, owner of the property stated the reason for the request was due to the tree becoming a source of concern with its roots burrowing and growing into the home's foundation. The tree is also obstructing the electrical wire outside.

The public hearing was closed at 5:36 PM.

On a motion by Kim Kingrey and seconded by Christina Ramsey COA 2023-05 was unanimously approved based on the criteria from the UDO Section 8 Foundations.

SECTION 8 FOUNDATIONS.

8.1 Foundations - Standards

- 1) Retain and preserve original and historic foundations and related elements wherever possible, including pier size, vents, grilles, lattice, materials, and other significant details.
- 2) Retain and preserve existing historic materials wherever possible, rather than replace. For repairs or rebuilding, select new brick, mortar, ballast stones, and other materials to match the historic materials as closely as possible in all respects.
- 3) New vents or access doors should be centered between piers. Use inconspicuous vents, such as black iron or dark plastic, rather than unpainted aluminum. Locate access doors and other new openings in areas not visible from public view.
- 4) For infilling between existing brick piers, construct a curtain wall that is recessed approximately 1" to 2" back from the outer face of the piers so the original piers stand out; use this treatment for both old and new foundations. Flush foundations and infill are not appropriate.

Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. Leave foundations under porches open wherever possible to promote air circulation to prevent rot and deterioration; use wood lattice or grilles to enclose.

5) Wood grilles or lattice are appropriate infill if compatible with the period or style of the structure. Stock or lightweight wood lattice is not appropriate in areas in the public view.

6) Existing unpainted historic foundations should not be painted. Previously painted foundations should be repainted an appropriate color, such as white or whitewash, dark green, or brick red. Avoid removing paint from a previously painted foundation. (See Brickwork and Masonry standards).

7) Locate new utilities and mechanical equipment such as package unit furnaces, heat pumps, and air conditioning coils at the rear or other area not seen from public view. Utilities should never be located at the front of a structure or site. Provide screening with plantings, fences, or paint treatments.

Review of Staff Approvals

Rebecca Brehmer, Projects/Planning Coordinator reviewed the following staff approvals.

- 106 S. Walnut Street replace siding on the front of garage with same wood material, siding, and paint color, as the house.

OUASI-Judicial Development Decisions

Planner Andrea Correll, Presented The UNC School of government Development Decisions Power Point attached herein as *Attachment A*.

Chairman/Board Thoughts/Staff Comments:

Andrea Correll, Planner informed the board that the workshop that John Wood presented on April 22, 2023, concerning window restoration was very informative and it was a success. The board received educational credit. The Board members were interested and would like to be informed if he has any other workshops in the area.

Board comments

- Kim Kingrey would like to continue to update the ordinance, for example on disallowing palm trees, vinyl windows, etc.
- Kim Kingrey requested that anyone that would like to speak on a case needs to be instructed that their information must be factual, and a time limit be placed on how long someone would be able to speak.

Public Comments

None

Adjournment

The meeting adjourned at 6:35 PM.

Quasi-Judicial Development Decisions

for Boards of Adjustment
and Other Boards Making Planning and Zoning Decisions

Remote Workshop

October 2022



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Quasi-Judicial Decision

Process of adjudicating how the general law applies to a particular situation based on an evidentiary record – G.S. 160D-406

Two key responsibilities:

- 1) Determine contested facts
- 2) Apply standards that require judgment and discretion



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Quasi-Judicial Decision

What it is not

Opportunity to decide what standards should be applied

Must apply only the standards already in ordinance

Based on public opinion

Must be based on competent, substantial, material evidence properly in the record

Due Process

- Clear guiding standards
- Notice
- Opportunity to be heard
- Impartial decision-makers
- Decision based on the evidentiary record
- Right to appeal

Steps in the Process

1. Notice of Hearing
2. Hearing Preliminaries (including recusal of members with conflicts)
3. Evidentiary Hearing (including swearing in of witnesses)
4. Voting and Final Decision
5. Appeals

Statutory reference: G.S. 160D-406

Bias

Board member cannot participate if member has a fixed opinion that is not susceptible to change

Conflicts of Interest

- A board member must recuse himself or herself if:
 1. [*Financial*] The outcome would have a direct, substantial, and readily identifiable financial impact
 2. [*Relationship*] The board member has a close family, business, or associational relationship with an affected person
 3. [*Neutrality*]: The board member has undisclosed ex parte communications or is biased

Ex Parte Communication

- Contacts with a party outside of the hearing
- Should be avoided
- Must be disclosed

Evidentiary Hearing: Common Order

- Opening
- Introduction of the case (staff or chair)
- Applicant presents
- Other parties present
- Non-party witnesses present
- Rebuttal from applicant and other parties
- Deliberation
- Decision



Discussion 1 – Who Can Participate?

The board of adjustment is considering a variance request for a major development downtown. Any recusals?

- 1) Board member **Russell** went to high school with the applicant. His brother-in-law is a business partner with the applicant.
- 2) Board member **Sara** currently serves on the Board of Adjustment and is campaigning for a seat on Town Council. Last week during a campaign event Sara proclaimed "There's just too much development. I'm gonna shut it ALL down. Especially that monstrosity proposed for downtown."
- 3) Board member **Tameka** didn't do a thing. She heard those lawyers from the School of Government talk about bias and ex parte communications so she did not visit the site, nor did she review the application materials or staff report. She arrived with a clear mind and a clean conscience.



Building the Record

“Every quasi-judicial decision shall be based upon ***competent, material,*** and ***substantial*** evidence in the record.”

- Trustworthy and reliable
- Related to the standards
- Sufficient to support a conclusion

Initial Evidence

- Application
- Staff Analysis
- Site Visits

Witness Testimony

Should be:

- Sworn or affirmed
- Factual
- Focused on standards and land use impacts
- Supported by first-hand knowledge or by documentary evidence

Should not be:

- Unsworn
- Personal opinion
- Focused on owner or residents
- Supported by
 - Mere speculation
 - Vague assertions
 - Unsubstantiated fears

Documentary Evidence

- Written materials can be submitted and distributed prior to hearing (application, staff reports, documents)
- Documents (including photos, maps, studies, letters, etc.) submitted become part of record
- Clearly label each
- All objections made at hearing

Outside Evidence

Generally, all evidence must be presented at hearing

Ex parte evidence – site visits permissible, but must avoid discussing substance and must disclose site visit at hearing, along with any key information observed

Hearsay Testimony – can accept, but cannot use as basis for key findings

Application – Can accept and use documents that are part of application

“In quasi-judicial proceedings, no board or council member should appear to be an advocate for nor adopt an adversarial position to a party, bring in extraneous or incompetent evidence, or rely upon ex parte communications when making their decision.”

PHG Asheville, LLC v. City of Asheville

Discussion 2 – Is it good evidence?

- A. A petition signed by 25 neighbors opposing the project and outlining the ways in which it is out-of-character for the neighborhood.
- B. A sworn statement from the minister at Joe Developer's church stating that Joe is an upstanding member of the community and volunteers at the homeless shelter.
- C. Testimony from a neighbor and salon owner that the apartments will injure her property value.
- D. A letter from Joe Developer's traffic engineer about why, in her professional opinion, any traffic impacts will be reasonably accommodated by the proposed street improvements.



Deliberation

- In open session
- Focused on the applicable standards
- Based on the evidence in the record



Burden

- Generally, applicant bears the burden to produce sufficient evidence to show standards are met
- Burden shifts to opponents if applicant provides sufficient evidence to support his or her case



Determine Contested Facts

For example...

- (For a variance) What makes the situation peculiar to the site?
- (For a certificate of appropriateness) What about the property is in keeping with the character of the district?



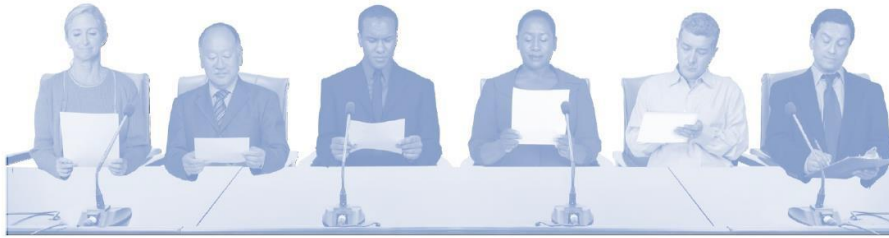
Motion(s)

- Findings of Fact (sometimes separate)
- Approve, approve with conditions, or deny
- Include reasoning based on the evidence and standards



Written Decision

- May prepare draft prior to hearing
- Final document may be prepared after the meeting (usually by staff or attorney)
- Must accurately reflect action and reasoning of the board
- Approved by board
- Signed by chair or authorized member



Appeals

- 30 days from later of effective date or date of decision
- To Superior Court
- On the record