Board of Commissioners Meeting
Agenda Item Submittal

Item To Be Considered: **Fee Schedule Amendment for Certificate of Appropriateness**

Board Meeting Date: November 10, 2026

Prepared By: Michael Tata – Town Planner

Overview: The Swansboro Historic Preservation Commission has recommended a reduction to the Major Work Certificate of Appropriateness fee.

During recent meetings of the Historic Preservation Commission, the commission discussed the current fee structure associated with Certificate of Appropriateness applications. Under direction from the Historic Commission, staff researched regional fee comparisons across nearby coastal jurisdictions (including Beaufort, Edenton, and New Bern) to evaluate our local rate. Following this review and discussion, the Historic Commission formally recommended that the Board of Commissioners consider lowering the Major Work application fee from $200 to $100 to reduce financial barriers for historic property owners undertaking major work in the Historic District.

The town's fee schedule currently sets the application fee for Major Work COAs at $200. Major Work applications require detailed review and quasi-judicial public hearings before the Historic Commission. Adjusting the fee downward could help to encourage proactive historic preservation and alleviate costs for applicants, however may not cover the administrative cost (sometimes legal cost), as well as cost associated with notification requirements and/or property postings.

Background Attachment(s):

1. Fee Comparison Document
2. Fee Schedule Amendment

Recommended Action: Approve or deny the proposed amendment to the Town Fee Schedule, adjusting the Major Work Certificate of Appropriateness application fee from $200 to $100.

Action: _____