

**Town of Swansboro
Historic Preservation Commission
Regular Meeting Minutes
July 21, 2026**

Call to Order

The meeting was called to order at 5:30pm. Board members in attendance were Kim Kingrey, Christina Ramsey, and Elaine Justice, Jonathan McDaniel, and Brad Phillips. Two alternate seats were vacant.

Approval of Minutes

On a motion by Mrs. Ramsey seconded by Mrs. Kingrey the June 16, 2026, Regular Meeting Minutes were unanimously approved.

Business

Minor Work/Staff Approval Application Report June-July

Planner Rebecca Brehmer reviewed the minor work and staff approval applications for May – June. The following applications were approved:

- 218 Elm Street- Paint front door red and paint trim black.
- 120 Front Street- Install new sign.
- 105 Front Street- After the fact approval for new deck.
- 101 Church Street- Removal of trees causing foundation issues.

Handoff Discussion

The Board identified the following items for future discussion and consideration as part of the Planning transition:

- Continue coordination with the Town on the street markers sign project.
- Explore options for allowing virtual Certificate of Appropriateness (COA) hearings for applicants.
- Review the COA application fee to determine whether it could serve as an incentive tool.
- Minor Work Committee Procedures.
- Coordinate with the State Certified Local Government (CLG) Coordinator to gather information on historic preservation incentive programs offered in other communities.
- Revise the Historic District Design Standards by replacing the existing color palette with guidance on appropriate paint types.

Chairman/Board Thoughts/Staff Comments

Planner Brehmer reported that the Certified Local Government (CLG) training scheduled for July 31, 2026, had sufficient registered participants to satisfy the Town's annual training requirements and maintain its CLG status. She noted that Deputy Clerk Aliette Cuadro would attend as the Town's staff representative and expressed appreciation to the Commission members who registered to participate.

The Board inquired about how future meetings would be handled if the Planning position remained vacant in August. Planner Brehmer explained that meetings would continue to be scheduled as needed. If there were items requiring Board review or action, the meeting would proceed. If there were no agenda items, staff would consult with the Chair, and the Board would be notified regarding the status of the August meeting.

The Board expressed appreciation for Planner Brehmer's work and leadership throughout her tenure. Several members acknowledged her contributions and thanked her for her service.

Public Comments

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

Adjournment

On a motion by Mrs. Kingrey, seconded by Mrs. Ramsey, the meeting adjourned at 6:17pm