

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES
FEBRUARY 20, 2024**

Call to Order

The meeting of Swansboro Historic Preservation Commission was called to order at 6:00 PM. Those in attendance were Jonathan McDaniel, Kim Kingrey, Elaine Justice, Lauren Brown, Christina Ramsey, and ALT member Gregg Casper. Eric Young was not present.

Approval of Minutes

On a motion by Mrs. Kingrey, and seconded by Mrs. Justice, the following meeting minutes were unanimously approved:

- a. August 15, 2023, Regular Meeting Minutes
- b. September 19, 2023, Regular Meeting Minutes

Election of Chair, Vice Chair, and Planning Board Representative

On a motion by Mrs. Kingrey, seconded by Mrs. Ramsey, a nomination was made for Jonathan McDaniel to remain as chair. All members were in favor.

On a motion by Mrs. Justice, seconded by Ms. Brown, a nomination was made for Kim Kingrey to remain as vice-chair. All members were in favor.

On a motion by Mrs. Kingrey, seconded by Mrs. Justice, a nomination was made for Lauren Brown to be appointed as the Representative to the Planning Board. All members were in favor.

Business

The following individuals were sworn in and/or addressed the board.

Rebecca Brehmer
Jordan Proctor
Vinnie Day
Harriett Proctor

Certificate of Appropriateness/209 Water Street

Projects/Planning Coordinator Brehmer presented the owners request for the construction of a 5' x 104.6' wooden pier with a hog slat walkway, a 9' x 20.5' platform, as well as set pilings for a future boat lift. The property was zoned R6SF, and the house was a noncontributing structure to the Historic District, and known as the Jesse Moore House. The request appeared to be consistent with Section 24 Docks, Piers, and Boardwalks.

Public Hearing was opened at 6:10 pm.

Projects/Planning Coordinator Brehmer shared that Mrs. Jordan Proctor was present for questions.

The board thanked Mrs. Proctor for rescuing the Jesse Moore House from demolition and were happy with the progress.

Public hearing was closed at 6:12 pm

On a motion made by Mrs. Kingrey, seconded by Mrs. Ramsey, COA 2024-01 was unanimously approved based on the criteria from the UDO Section 24: Docks, Piers, and Boardwalks.

Certificate of Appropriateness/224 Water Street

Projects/Planning Coordinator Brehmer presented the owners request for exterior alterations of the home which included amended color palette to add the exterior color “white truffle”, removed rotten porch pickets, rails, and steps, and constructed new with similar style wooden pickets and rails and brick steps to code. The owners also requested to add an overhang over the side door on the left side of the home with same material as the roof. The property was zoned R6SF, and the house was a contributing structure to the Historic District, and known as the Bell House. The request appeared to be consistent with Section 6 Porches and Entrances and Section 10 Paint and Exterior Colors.

Public Hearing was opened at 6:13 pm.

Mrs. Kingrey shared her concern with the pickets being proposed for the porch. The porch pickets currently installed on the house were the actual original design. The proposed pickets would encroach on the district’s design guidelines and standards, if not historically accurate. The new pickets would have needed to be accurate for the style/era house. The owner was given an opportunity to get a second opinion from the State Historic Preservation Office for approval.

Mrs. Harriett Proctor agreed with the option that Staff contact the State Historic Preservation Office for a second opinion to find out if the pickets were appropriate for the era of her house.

Public Hearing was closed at 6:23 pm.

On a motion made by Mrs. Kingrey, seconded by Mrs. Ramsey, COA 2024-02 was unanimously approved based on the criteria from the UDO Section 6: Porches and Entrances 6.1, 1 through 8, and Section 10: Paint and Exterior Colors, 10.1, 1 through 5, contingent upon the required approval from the State Historic Preservation Office for the proposed rails and pickets. Currently approved for replacement of the pickets in kind.

Certificate of Appropriateness/212 Walnut Street

Projects/Planning Coordinator Brehmer presented the owners request for a major addition to the rear of the house. The property was zoned R6SF and the house was a noncontributing structure to the Historic District. As required by the UDO in Section 11 New Construction, the application included a massing study completed by Dunn & Dalton Architects that met all criteria. The proposed addition was a 48’ x 13’ 9” (600 Sq. ft.) 1 bedroom/1bathroom addition with an 8’ x 13’ 9” screened front porch, and an 8’ x 12’ all wood gable roof side porch attached to the existing house by a 6’ x 8’ covered screened breezeway. The existing house’s deck would be removed and a new 10’ x 10’ deck was built in its place.

Public Hearing was opened at 6:26 pm, then closed. No comments were given.

On a motion made by Mrs. Kingrey, seconded by Ms. Brown, COA 2024-03 was unanimously approved based on the criteria from the UDO Section 3 Roofs: 3.1, 1 through 7, Section 5 Windows and Doors: 5.1, 1 through 11, and Section 11 New Construction.

Roof and Window Design Standards Discussion

Projects/Planning Coordinator Brehmer reviewed that staff was directed to hold a discussion for a future text amendment for Section 3: Roofs and Section 5: Windows and Doors from the UDO, Appendix III Historic District Design Standards including “terne roofs” and “clad windows”.

Mrs. Kingrey recapped the reason for the discussion was loss of integrity in the historical district, as noted in a previous historical survey, the biggest change over time to put the district in danger were roofs and windows. There were many modern windows available. The previous boards were afraid to find something more appropriate for the design standards which would cost more money. When in fact, there were products out there that met appropriate guidelines and design standards that were not expensive. Standing seam roofs also contributed to the loss of integrity in the historic district. The current board want to educate people who had original roofs, that there was a masking product to go over the roof to help it last 50 to 100 years. The product was about three quarters of the price of a brand-new roof. It was planned to have a roofing contractor present to the board soon.

After discussion from the board, Projects/Planning Coordinator Brehmer shared that staff would request information from John Wood’s presentation on roofs and windows.

On a motion from Mrs. Kingrey, seconded by Mrs. Ramsey, with unanimous approval, staff was directed to form a subcommittee to gather information and research the state’s recommendations for Roofs, Windows, and Doors. Mrs. Kingrey, Mrs. Justice, and Ms. Brown were selected to participate on the subcommittee.

SHPC Funding Request Discussion

Projects/Planning Coordinator Brehmer reviewed that at the regular December 19, 2023, meeting, a motion was made to bring back an agenda item on what budget options were available. It is important to note that funding requests needed to have specific details outlined. The SHPC needed to determine their specific funding request that would then be reviewed by town staff to verify legal conformity and/or avenues for the funding. This funding request would have needed to be received soon to be included in the upcoming budget beginning on July 1, 2024.

On a motion from Mrs. Kingrey, seconded by Mrs. Justice, with unanimous approval, staff was directed to form a subcommittee to gather information and research the budget needs for the SHPC. Mrs. Kingrey, Mrs. Ramsey, and Mr. McDaniel were selected to participate on the subcommittee.

On inquiries from the board, Projects/Planning Coordinator Brehmer clarified the following:

- The budget requests needed to be specific for what the board requested funds for from the Board of Commissioners.
- Topics for the subcommittee to review for budget concerns were workshops, mailings, and refreshments.
- If the budget was approved, funds were not allowed to be used for the Historical Association.

Review of Staff Approvals

Projects/Planning Coordinator Brehmer reviewed the following Staff approvals:

- 140 Front St – Installed wood walkway to connect accessory structure to existing deck.
- 101 Church St – Installed new HVAC units.
- 214 Walnut St – Installed/replaced above ground propane tank.
- 122-2 Front St – Installed retail store signs to building and handrail, painted handrail black and spindles gold.
- 224 Water St – Replaced roof shingles in different color, installed picket fence, installed brick paver patio on left side of the home, and brick paver walkway to front steps.
- 209 Water St – Installed picket fence and privacy fence on property.

Review of Minor Work Approvals

Projects/Planning Coordinator Brehmer reviewed the following Minor Work approvals:

- 209 Water St – Replaced rotten wood on roof and shingles in new color.
- 224 Water St – Installed new brick veneer to existing pillars, new square wooden lattice under home, and replaced porch ceiling with tongue and groove pattern.
- 209 Water St – After the face removed rotten original siding and replaced with milled pine siding painted white.

Chairman/Board Thoughts/Staff Comments

Mrs. Justice shared she was happy that the owners of the Lanier House were doing great work improving the house. The house was saved with help from the board

Projects/Planning Coordinator Brehmer shared the following:

- The Color Palette and Landscaping Standards were both approved by the Planning Board and Board of Commissioners.
- The School of Government had released two more workshops about design standards and project implementation for the community. The two new workshops would have been more useful to attend before the resiliency project was brought back to the board. The two new webinars are on March 18, 2024, and March 26, 2024.
- Public Works Director Bates had updated the staff on the ADA ramp improvement project for downtown. An outline for the affected areas was available. Public Works Director Bates was the contact for the project.

- The historic district stakeholder survey update was provided to the board. There had been 80 online surveys and one handwritten survey submitted. The survey closed on March 1st. The data from the survey would be provided at the next SHPC board meeting.
- Kristi Brantley with the State Historic Preservation Office called to discuss scheduling the workshop. Mrs. Brantley requested a few dates which would be convenient for the board.

The board requested the workshop to be scheduled after the Homes Tour on any Thursday or Friday evening at about 5:30 pm or Saturday morning in May. Mrs. Kingrey requested to have Maggie Gregg with the State Historic Preservation Office attend at the same time to discuss tax credits.

Public Comments

Mrs. Kenna Phillips requested clarification on the massing study requirements for the text amendment going through the approval process.

Project/Planning Coordinator Brehmer stated the massing study text amendment had been approved by the Planning Board. On March 12, 2024, the massing study would go before the Board of the Commissioners for approval. The specifics were that 150 sq feet or less for accessory structures and 250 sq feet for additions would not require a massing study.

Adjournment

The meeting adjourned at 6:55 pm.