

Town of Swansboro
Historic Preservation Commission
Regular Meeting Minutes
June 16, 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 were absent. Two alternate seats were vacant.

Approval of Minutes

On a motion by Mrs. Ramsey seconded by Mrs. Justice the April 21, 2026, Regular Meeting Minutes were unanimously approved.

Business

Certified Local Government Status Update

Planner Rebecca Brehmer provided an update on FY 2024-2025 Certified Local Government (CLG) Program activities and status through North Carolina's Historic Preservation Office. She explained that each year the Town was required to submit an annual activity report to the State Historic Preservation Office, which then reviewed the submission to confirm that the Town of Swansboro continued to meet the criteria necessary to maintain its designation as a Certified Local Government.

Planner Brehmer outlined the five criteria required to participate in the Certified Local Government (CLG) program as follows:

1. Maintaining a qualified Historic Preservation Commission
2. Enforcing state and local legislation for the designation and protection of historic resources through the Town's Historic Design Standards.
3. Maintaining a system for the survey and inventory of historic properties.
4. Providing adequate public participation in the historic preservation program.
5. Reviewing National Register nominations through a qualified local Historic Preservation Commission.

Planner Brehmer further explained that the Certified Local Government (CLG) program promoted local historic preservation and provided technical assistance and grant opportunities. She reported that the State Historic Preservation Office had determined Swansboro had met all program requirements for fiscal year 2024–2025 and would continue as a Certified Local Government. The State Historic Preservation Office's confirmation letter attached hereto.

Swansboro Historic Commission Training Update

Planner Brehmer informed commission members of the Certified Local Government (CLG) Program training requirements for each federal program year (October–September). She noted that Swansboro had not yet met this requirement for the current program year but had until September 30, 2026, to do so.

She shared two options to satisfy the training requirement: attending the in-person CLG training on July 31, 2026, or completing the state's virtual training option, which required three webinars and submission of a participation form.

Mrs. Justice expressed a preference for the in-person training option, noting that she learned better in that setting, but was willing to complete whichever option was selected. Mrs. Kingrey confirmed her availability to attend the July 31, 2026, training event.

In response to an inquiry from the board Planner Brehmer advised that any proposed training would need to meet the State's criteria to satisfy the CLG requirement and stated that she would coordinate with the appropriate state contact to explore that possibility.

The Commission directed staff to proceed with the July 31, 2026, in-person training in Wilmington, with Mrs. Kingrey and Mrs. Justice confirmed they could attend and the virtual training option would remain available as an alternative if needed.

Minor Work/Staff Approval Application Report May-June

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

- 119 Front Street- Relocate HVAC system from side of building to the rear.
- 120 Front Street- Paint the outside of building black and replace the metal roof in kind.
- 301 Church Street- In-kind HVAC replacement
- 305 Church Street- Replace back metal roof in-kind due to a hole in the roof.
- 117 Front Street- Construct a new deck in the existing back patio area.

Chairman/Board Thoughts/Staff Comments

Planner Brehmer shared that the Town Planner position had been posted and advised that it would remain open until filled.

Public Comments

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

Adjournment

On a motion by Mrs. Ramsey, seconded by Mrs. Justice, the meeting adjourned at 5.45pm



**North Carolina Department of Natural and Cultural Resources
State Historic Preservation Office**

Ramona M. Bartos, Administrator

Governor Josh Stein
Secretary Pamela Brewington Cashwell

Office of Archives and History
Deputy Secretary Darin J. Waters, Ph.D.

May 29, 2026

Rebecca Brehmer
Town Planner
Town of Swansboro
601 W. Corbett Ave.
Swansboro, NC 28584

Email: rbrehmer@ci.swansboro.nc.us

Dear Ms. Brehmer:

Thank you for the annual report regarding the Swansboro Historic Preservation Commission's activities during FY2024-2025 as a Certified Local Government (CLG) in North Carolina's preservation program. As a CLG, Swansboro continues to play an important role in a national initiative to preserve the unique and valuable historic character of over 2,100 communities across the country. The CLG program provides for increasing local involvement in preservation and offers technical assistance and grants to participating local governments.

The following are minimum responsibilities, per the National Park Service, for continued participation in the CLG program:

1. Maintain a qualified historic preservation commission.
2. Enforce state and local legislation for the designation and protection of historic resources.
3. Maintain a system for survey and inventory of historic properties.
4. Provide for adequate public participation in the historic preservation program.
5. Review National Register nominations through a qualified local historic preservation commission.

Based on the information contained in the report, we are pleased that Swansboro is meeting the responsibilities for continued participation in the CLG program.

The report indicates commission, and staff were actively engaged during FY2024-2025 in fulfilling duties outlined in NC GS §160D-942. In addition to reviewing COA applications, Swansboro staff and HPC appointed a subcommittee to help homeowners prepare local landmark reports, and began discussing implementing a quarterly newsletter to share information with the community. We applaud you for your efforts and dedication to preservation.

In addition to the basic responsibilities noted above, CLGs must meet certain, more specific requirements set forth in the *Guidelines for North Carolina's Certified Local Government Program*. One of these requirements is to participate in annual training as the local community benefits from the commission's

increased knowledge and expertise. We commend Swansboro's staff and commission members' commitment to meeting these training requirements this past year.

Please keep in mind that the North Carolina State Historic Preservation Office is here to support you in your preservation efforts. We love to hear from you and encourage you to continue to call upon us for:

- Technical assistance – Restoration Specialist Wade Rogers at wade.rogers@dncr.nc.gov or 252-540-6508.
- National Register information – Historic Preservation Specialist Lauren Poole at lauren.poole@dncr.nc.gov or 252- 540-6507.
- Any additional support or questions - CLG Coordinator Kristi Brantley at kristi.brantley@dncr.nc.gov or 919-623-2412.

We congratulate you on the continued certification of Swansboro as an important local government partner in North Carolina's historic preservation program. We thank the town, the historic preservation commission, and the citizens for all they do to preserve Swansboro's unique and irreplaceable historic resources and for the contribution their efforts make to its overall quality of life.

Best,

A handwritten signature in black ink that reads "Kristi Brantley". The signature is written in a cursive, flowing style with a long, sweeping underline that extends to the right.

Kristi Brantley
Preservation Commissions Coordinator

Cc: Ramona Bartos, Deputy State Historic Preservation Officer

#44

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Monday, December 29, 2025 3:51:05 PM
Last Modified: Monday, December 29, 2025 5:12:05 PM
Time Spent: 01:21:00
IP Address: 24.106.223.242

Page 2: Commission Staff

Q1

Name of Preservation Commission

Swansboro Historic Preservation Commission

Q2

Staff Contact (the city or county employee that provides staff services to the commission)

Name	Rebecca Brehmer
Title	Town Planner
Name of Local Government	Town of Swansboro
Mailing Address	601 W Corbett Ave
City	Swansboro
ZIP	28584
Telephone	910-326-4428
E-mail	rbrehmer@ci.swsansboro.nc.us

Q3**The local government**

The commission staff person is employed by:

Q4

In addition to the preservation planner how many local government staff are assigned to work on commission-related tasks? (Please list names and email addresses.)

1
Alissa Fender
afender@ci.swansboro.nc.us

Q5

No

Has your community experienced staff turnover for the staff member(s) who work with the local preservation commission?

Page 3: Commission Members

Q6

Directly contacted professionals known to reside within the CLG's jurisdiction

If you had commission vacancies during this reporting period, please indicate the method(s) your local government used to seek professionals to serve on the commission.

,

Placed announcements in local media specifically recruiting professional members

Q7

Yes

Were all vacancies filled within 60 days?

Page 4: Commission Meetings & Procedures

Q8

Once a month

How frequent is the preservation commission's regularly scheduled meeting?

Q9

When does the commission normally meet? (e.g., second Tuesday of each month.)

Third Tuesday of each month

Q10

No

Does your commission have an active, maintained website?

Q11

No

Does your commission have an annual retreat or check-in?

Q12

Yes

Was the local preservation ordinance updated or amended during the reporting period? If so, please send the HPO a copy of the updated ordinance or amendment by email.

Page 5: Commission Partnerships

Q13

Does your community have a preservation-oriented non-profit organization?

Yes or Other (please specify):
Swansboro Historic Association

Q14**No**

Does your commission have community partnerships?
Examples would be a paint shop discount for local historic district residents or educational programs with the local school system.

Q15

Does your commission work with local real estate agencies/agents and independent home sellers ("FSBO") to notify potential buyers of the local designation status of the properties in a local district or individual landmarks? This can be through the MLS listing or a brochure.

Yes (please explain how you work together) or Other (please specify):
We have a real estate agent on the commission that notifies potential buyers

Q16**Yes**

Is commission staff coordinating with the local fire department and property owners to ensure properties that are locally designated or eligible for local designation are not removed by the fire department by a controlled burn or for "practice"?

Q17**No.**

Has your commission been part of a Section 106 of the National Historic Preservation Act process for addressing adverse effects to properties listed in or eligible for listing in the National Register?

Q18

If you answered yes to the question above, please elaborate. Tell us what the project was, the role the commission played, the outcome, and if you were satisfied with the outcome.

N/A

Page 6: Preservation Planning

Q19

Has your local government adopted a historic preservation plan? (If yes, please put year adopted in "Other" comment box.)

Yes,

Other (If plan was adopted, please include the year.):

There is not a specific preservation plan, but similar objectives are found in multiple of Swansboro's community plans

Q20

Are historic and cultural resources explicitly included in your local hazard mitigation plan?

Yes.

Q21

Have you taken any steps toward disaster resilience planning to reduce the effects of, and enhance recovery from, a disaster?

Yes.,

Please elaborate.:

adopting flood resiliency measures from NCSOG to historic ordinance

Q22

How is your commission and/or local government working toward the goals of the North Carolina State Historic Preservation Plan? Please see - <https://www.hpo.nc.gov/administration/north-carolina-historic-preservation-plan-2025-2034/open>

Education: Create new educational opportunities and support existing programs for citizens, students, leaders, professionals, and elected officials

-Swansboro Staff and Commission member attended the CLG training hosted in New Bern in April of 2025

-Swansboro Staff and Commission member hosted a presentation on the historic district at the local library in order to educate the public

Page 7: Annual Reporting

Q23

Does your commission compile an annual report for your governing board and/or the public? If so, please email a copy of this report to kristi.brantley@dn-cr.nc.gov .

Yes

Page 8: Historic Resources

Q24

Please indicate the incentives your local government offers to historic property owners.

None at the moment

Q25**No**

Has your commission acquired or protected property through NC G.S. 160D-942(3) (former 160A-400.8(3)) in this reporting period? This can include the use of a revolving fund or house museum properties.

Page 9: Designation of Historic Properties

Q26

How many local designation reports did the commission process during this reporting period?

0

Q27**No**

Does your commission charge a fee to submit a local landmark or historic district report?

Q28**The applicant**

For local landmark or historic district reports, who is responsible for paying for the report preparation? This can include consultant fees.

Q29

How many of the following were designated by the historic preservation commission during the FY 2024-2025 reporting period?

Local Landmarks	0
Local Residential Historic Districts	0
Local Commercial Historic Districts	0
Local Combination Residential/Commercial Historic Districts	0
Local Historic District Boundary Increases	0

Q30

Did your commission receive requests for any de-designations of locally designated properties during this reporting year? (If yes, please elaborate)

No

Q31

Please provide additional information regarding any other designation activity in your community during the reporting period. This can include National Historic Landmarks, properties of Statewide Significance, or historic markers.

The SHPC appointed a subcommittee to help homeowners prepare Local Landmark Designation reports, none have been submitted yet to date.

Page 10: Commission Education & Outreach Programs

Q32

Please describe your education and outreach programs, especially ones that you are planning or those that have been successful in past. Website and program names would be nice to have. (Other commissions are especially eager to hear the great things their fellow commissions are doing! Your responses will be shared.)

Our commission is interested in implementing a quarterly newsletter via a blog and mailing updating the residents of the historic district and town on educational opportunities and historic district ordinance changes.

Page 11: COA Review and Regulation

Q33**Yes**

Does your commission accept electronic COA applications or can a property owner submit a COA application online?

Q34

What is the fee for COA applications?

Major Work COA is \$200 and a Minor Work is \$50, we also have after the fact fees for certain actions

Q35

Please provide the number of COA application rulings during the reporting period.

Total	10
Approved	10
Approved with conditions	1
Denied	0
Withdrawn/Deferred/Resubmitted	0
Other	0

Q36

Please provide the type of COA applications received during the reporting period.

Total	10
Minor works	9
Major works (includes demolition and new construction)	1
After-the-fact COAs	0

Q37

How many COA applications did your commission receive during this reporting period for demolition or relocation?

0

Q38

Considering the number COA applications for demolition or relocation you noted in the previous question, please respond to the following questions:

How many were denied?	N/A
How many were approved?	N/A
How many were approved with conditions?	N/A
How many were withdrawn or deferred?	N/A
How many were acted upon? (This can also include approved COAs reported in a previous reporting period that were not acted on during that reporting period.)	N/A
Other.	N/A

Q39

No

Were any COA decisions appealed during the reporting period?

Q40

If your commission dealt with after-the-fact COAs during this reporting period, please indicate how many and other information on the circumstances.

None

Page 12: Commission Training

Q41

Yes

Did the commission staff person and at least two commissioners attend training between the period of October 1, 2024, and September 30, 2025?

Q42

CLG/Commission Training in New Bern (April 25, 2025)

Please indicate which of the following training opportunities you and/or your commissioners attended/participated in during the period of October 1, 2024 through September 30, 2025.

Q43

Please share training topics that would be most beneficial to your preservation commission.

Demolition by neglect and tax credits

Page 13: Evaluation of HPO Services

Q44

Please rate the following resources offered by our office.

Website	4 - Good to have
GIS maps	4 - Good to have
Staff consultations (including Restoration Branch, National Register and Survey Branch, and office branches)	5 - Extremely valuable
Training	4 - Good to have

Q45

Please suggest ways in which the North Carolina State Historic Preservation Office can better serve your community.

Providing check-in meetings (virtual or in person) to go over questions that often come up.

Page 14: Documentation request: New Commissioner Resumes

Q46 **Not applicable to this commission at the time**

Documentation of new commissioner(s) is:

Page 15: Documentation request: Resources lost or added to the survey

Q47 **Not applicable to this commission at the time**

Documentation of resources lost or added to the survey is:

Page 16: Documentation request: Optional

Q48 **Emailed**

Documentation of other commission/preservation activity is:

Q49

If possible, please provide a brief overview or link to any newspaper articles related to preservation in your community.

N/A

Page 17: Commission Activity Overview

Q50

No.

Have you secured external grant funding, beyond the CLG grant program, to support preservation in your local government?

Q51

Please describe any significant challenges or difficult issues faced by the commission during the reporting period.

- Code enforcement is an on going challenge with select homeowners not following ordinance or approved COA.
 - There is a home that has been labeled as demolition by neglect and the home owner is not willing to invest money to sav the home.
-

Q52

Please share the commission's accomplishments, successes, and significant activities during the reporting period. Include grant projects, educational and public awareness efforts, and innovative collaborations.

Continuing to enhance and improve the design standards for our ordinance, restoration of town owned historic Emmerton School, and hope to hold more educational opportunities and workshops soon.

Page 18: Affirmations

Q53

We affirm.

The designated CLG staff person, the preservation commission chair, and the chief elected local official(s) hereby affirm that the certified local government meets all standards for certification and continues to operate according to the guidelines for certification as set forth in 36 CFR Part 61 and in the "Guidelines for North Carolina's Certified Local Government Program." We affirm that, in accordance with N.C.G.S. 160D-303, all members of the historic preservation commission are qualified to serve, a majority having demonstrated their competence through either their educational or professional experience or through their special interest in, and knowledge of, historic preservation. We affirm that the certified local government has made a good faith effort to appoint to the commission professionals from the disciplines of architecture, history, architectural history, planning, archaeology, or a closely related discipline, and have attached written documentation of such effort. Finally, we affirm that all members meet the residency requirements of N.C.G.S. 160D-202 and 160D-303. (Affirmation below is considered by the HPO as an electronic signature.)
