

**TOWN OF SWANSBORO
HISTORIC PRESERVATION COMMISSION
REGULAR MEETING MINUTES
JANUARY 18, 2022**

Call to Order

The meeting of Swansboro Historic Preservation Commission was called to order at 5:30PM. Those in attendance were Patrick Larkin, Kim Kingrey, Joan Denton, Christina Ramsey, Ed Binanay, and alternate member April Clark.

Approval of Minutes

On a motion by Kim Kingrey, seconded by Ed Binanay the December 8, 2021, special meeting minutes were unanimously approved.

New Business

- A. Election of Chair, Vice-Chair and Historic Commission Representative for the Planning Board.

On a motion by Ed Binanay, seconded by Joan Deaton, Patrick Larkin was nominated for chairperson. The motion was approved unanimously.

On a motion by Joan Deaton, seconded by Ed Binanay, Kim Kingrey was nominated for vice chairperson. The motion was approved unanimously.

On a motion by Patrick Larkin, seconded by Kim Kingrey, Ed Binanay was nominated for Historic Commission Representative to the Planning Board. The motion was approved unanimously.

- B. Fee Comparison and Certificate of Appropriateness List:
- Mrs. Ansell provided fee examples from several communities for review. The Certificate of Appropriateness List was included for reference.
 - Ms. Deaton expressed her concerns with enforcement. She asked if the Board of Commissioners was going to look at adding an enforcement position during the budget discussions. Mrs. Ansell stated it would be requested. She explained that she and Darla currently worked with the Building Inspector on enforcement in the district.
 - The Commission asked if monies collected as application fees and enforcement penalties could be used to assist historic property owners with maintenance. Mrs. Ansell stated that she would have to consult with the Town Manager and Town Attorney on the legality of it, she didn't know how it would be administered.
 - Discussion was held by the Commission on amending the fees specific to the Historic District.

On a motion by Christina Ramsey, seconded by Joan Deaton, the COA Application fee for Major Work was proposed to be reduced to \$200.00. The motion was approved unanimously.

On a motion by Kim Kingrey, seconded by Joan Deaton, the Minor Work application fee was proposed to be increased to \$50.00. The motion was approved unanimously.

On a motion by Christina Ramsey, seconded by Joan Deaton, a \$1,000.00 enforcement fee was proposed for non-compliance. The motion failed 2 to 3.

On a motion by Kim Kingrey, a \$500.00 non-compliance fee (after the fact) fee was proposed for Major Work projects, a \$100.00 fee for Minor Work projects, and a \$2,000.00 fee for demolition. The motion passed 4 to 1 (Deaton).

Mrs. Ansell stated she would present the fee changes to the Board of Commissioners as a Schedule of Fees amendment at their next meeting.

Witnesses Sworn In:

N/A

Old Business:

A. Design Guidelines

Commission discussion:

- Have a historic appreciation day in conjunction with a workshop.
- Include the Historic Association. Amelia Dees-Gillette was present and as a representative for the Association, stated they would be interested.
- It was asked if the Historic Association could work with the Historic Commission to hold a fundraiser using their 5013C status. Amelia stated that would be something they could look into.
- Amelia and Kim plan to work together to present ideas to the commission.

B. Oak Ridge Historic Heritage Month Proclamation

Mr. Ansell provided this as an example of a proclamation establishing a Historic Preservation Month.

C. Historic Stakeholder Survey Discussion

On a motion by Patrick Larkin, seconded by Kim Kingrey, Ed Binanay was nominated to work with Mrs. Ansell to finalize the survey. The motion was approved unanimously. The Commission stated that they would like it to go to the entire Town, not just property owners within the district.

D. Joint Meeting Task List

On a motion by Patrick Larkin, seconded by Christina Ramsey, Kim Kingrey and Joan Deaton were appointed as a sub-committee to review the Design Guidelines (Standards) and present 50 percent of the revisions that they deem necessary at the next meeting.

Mrs. Ansell stated that the Board of Commissioners had asked for an update monthly from the Historic Commission on the status of the workshop meeting topics. She explained that she would provide a summary each month in her Departmental Report.

Chairman/Board Thoughts/Staff Comments:

A. Visitor's Center Project and Contributing Status Determination

Mrs. Ansell gave an overview of the determination letter received from John Wood (included in agenda packet). On a motion by Joan Deaton, seconded by Kim Kingrey requested that the Board of Commissioners do not act on the town's visitors center project until the Historic Commission receives more information from John Wood on bringing it back to a contributing status. Members expressed that they need more time to make recommendations concerning the building. The motion was approved unanimously.

Mrs. Ansell was asked to check with the Town's attorney concerning raising funds for maintenance of properties within the district.

B. Architectural Survey Grant

Mrs. Ansell explained that Grubb & Associates had been selected to provide consulting services for the architectural survey update. She had notified the State of the Town's selection, as was awaiting execution of the contract.

Public Comments:

None.

Adjournment:

The meeting adjourned at 6:47 PM.