

**TOWN OF SWANSBORO  
HISTORIC PRESERVATION COMMISSION  
REGULAR MEETING AGENDA**

**Zoom Meeting Link: <https://us02web.zoom.us/j/84200696511>**

**January 18, 2022  
Tuesday 5:30 PM**

**Town Hall Community Room  
601 W. Corbett Avenue**

**1. Call to Order**

**2. Meeting Minutes**

- A. December 8, 2021 Special Meeting

**3. New Business**

- A. Election of Chair, Vice-Chair and Historic Commission Representative (Planning Board)
- B. Fee Comparison and Certificate of Appropriateness List

**4. Old Business**

- A. Design Guideline Examples
  - [Town of Beaufort](#)
  - [City of New Bern](#)
  - [City of Washington](#)
- B. Oak Ridge Historic Heritage Month Proclamation
- C. Historic Stakeholder Survey Discussion
- D. Joint Meeting Task List

**5. Chairman/Board/Staff Comments**

- A. Visitor's Center Project and Contributing Status Determination
- B. Architectural Survey Grant

**6. Public Comments**

**7. Adjournment**

**TOWN OF SWANSBORO  
HISTORIC PRESERVATION COMMISSION  
December 8, 2021 SPECIAL MEETING MINUTES**

**Call to Order:**

The meeting of Swansboro Historic Preservation Commission was called to order at 5:31 PM. Those in attendance were Patrick Larkin, Jeff Conaway, Kim Kingrey, Christina Ramsey, and April Clark.

**Approval of Minutes:**

On a motion by Christine Ramsey seconded by Kim Kingrey the August 17, 2021 regular meeting and September 21, 2021 joint meeting minutes were unanimously approved. A note was made to correct Joan Deaton's name (misspelled) in the September 21, 2021 joint meeting minutes.

**Witnesses Sworn In:**

None.

**Old Business:**

Continued discussion of the items discussed during the September 21, 2021 joint meeting with the Board of Commissioners.

Patrick Larkin stated that at each meeting hereafter they would tackle two to three topics. The Commission discussed the following:

**Enforcement**

- All members agreed more staff is needed for enforcement purposes. Mr. Larkin made a motion to recommend to the Board of Commissioners the addition of a staff member. Mr. Conaway seconded. All in favor, the motion was approved unanimously.

**Education**

- Workshops could be held twice a year for homeowners in the Historic District, the first in May 2022. They could partner with other towns to cover some of the expenses, have John Wood come in to speak; and cover areas such as restoration, repairs, yard maintenance, etc.
- Mrs. Ansell would prepare a Survey Monkey survey and bring the proposed questions to the Board in January for review. She stated she would reach out to Amelia Dees Gillette for input.
- Staff would continue to send out the Historic District flyer to new property owners in the district. Mrs. Ansell explained that it had been added to the Town's website with the map that had been previously created in conjunction with the Historic Association. She stated that Onslow County GIS had also added two layers to their online mapping system for the district, which was also available to the public.
- The Commission inquired if they could create a Facebook page to push out information on the district. Mrs. Ansell will check into the specifics.

**Partnerships**

- The Commission appointing Kim Kingrey as liaison to attend the Historic Association meetings.

**Chairman/Board Thoughts/Staff Comments:**

The Commission agreed they would discuss their design requirements in January. They asked Staff to pull examples from other communities.

Jeff Conaway thanked the Commission for the time he had served and stated that he had learned a lot.

Mrs. Ansell stated that board appointments would be conducted at the December 13<sup>th</sup> Board of Commissioners meeting. When the Commission meets in January, we will elect a chair and vice-chair.

She also made the Commission aware that at the January 24<sup>th</sup> Board of Commissioners meeting they would be addressing sign amendments, which would include the changes they had previously reviewed related to the Historic District.

She explained that they had sent out request for proposals on the downtown survey, but received only one application. She was waiting to hear back from the State as to whether or not it would have to be readvertised.

**Public Comments:**

None.

**Adjournment:**

The meeting was adjourned at 6:37 PM.

## **Fee Comparison**

<b>Jurisdiction</b>	<b>Major Work</b>	<b>Minor Work</b>	<b>Staff Approval</b>	<b>Routine Maintenance</b>
Town of Swansboro	\$400	\$0	\$0	\$0
Town of Beaufort	\$50	\$50	N/A	
City of Washington	\$50	\$0	N/A	
City of New Bern	\$107 (design review) \$27 (no design review)	\$22	N/A	
City of Wilmington	Min \$0, Max \$100 See attached breakdown	Min \$20, Max \$100 See attached breakdown	N/A	
City of Asheville	Residential \$260 Commercial \$416	\$52	N/A	
City of Raleigh	\$160 to \$1,263 See attached breakdown	\$31 to \$62 See attached breakdown	N/A	
City of Durham	\$315 to \$887 See attached breakdown	\$78 or \$156 (after-the-fact)	N/A	
City of Winston Salem	No charge unless work completed after-the-fact (\$75 first offense, Max \$200)		N/A	
Currituck County	\$25		N/A	
City of Albemarle	No Charge		N/A	
City of Greensboro	No Charge		N/A	

# CERTIFICATE OF APPROPRIATENESS APPLICATION

## Application for major work in local historic districts and local landmarks

### Historic Preservation Commission (HPC)

The HPC generally meets on the second Thursday of the month at 5:30 PM. See the meeting schedule below.

### Application Submittal

1. Applications are due by 1:00 PM and are submitted by appointment only at the planning office at 305 Chestnut Street, 3rd floor. Call 910-254-0900 to schedule an appointment.
2. Do not drop off, email, or mail in an application.
3. Application fees must be paid at the time of submission. If you wish to pay over the phone, please call 910-254-0900 to make arrangements for credit card payment.
4. Applications will be reviewed for completeness before they are accepted. Incomplete applications will not be scheduled for HPC review.
5. A pre-application meeting is **required** for all major works applications; applications cannot be accepted without a pre-application meeting. Pre-application meetings may be scheduled by calling 910-254-0900.
6. Applicants are responsible for posting sign(s) before hearings. If signs are not posted, the case cannot be heard by the HPC.
7. All applicable items listed on the submittal checklist (page 4) are required for an application to be considered complete.

#### Application Fees

Estimated Project Cost	Application Fee
Up to \$17,999	None
\$18,000—\$24,999	\$20
\$25,000—\$49,999	\$25
\$50,000—\$99,000	\$35
\$100,000—\$499,000	\$50
\$500,000 or more	\$100

Approval after-the-fact (work completed without a COA) \$100, plus base fee (above)

#### 2022 Historic Preservation Commission Meetings

Meeting Date	Submission Deadline
January 13	December 7, 2021
February 10	January 4
March 10	February 1
April 14	March 8
May 12	April 5
June 9	May 3
July 14	June 7
August 11	July 5
September 8	August 2
October 13	September 6
November 10	October 4
December 8	November 1
January 12, 2023	December 6
February 9, 2023	January 3, 2023

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**Project Description** describe the project in detail; use additional sheets if necessary

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**Application Fee**

Estimated Project Cost	Fee
Up to \$17,999	None
\$18,000 — \$24,999	\$20
\$25,000 — \$49,999	\$25
\$50,000 — \$99,000	\$35
\$100,000 — \$499,000	\$50
\$500,000 or more	\$100

Approval after-the-fact  
(work completed without a COA)

\$100, plus any project cost-  
based fee (above)

COMPREHENSIVE AND LONG RANGE PLANNING				
	Fee Description	Fee	Unit of Measure	Indices
<b>Comprehensive Planning Fees</b>				
Master Plan	A visual component required when a rezoning application is submitted for a Planned Development or Campus rezoning request.	\$3,209	per application	CPI
Waiver petition of 24 months waiting period	A request for a waiver from the requirement prohibiting the Planning Department to accept a new rezoning petition for property which has been heard within the past 24 months.	\$193	per application	CPI
Comprehensive Plan Amendment	A request to amend the Comprehensive Plan that may affect plan text/policies, Future Land Use Map, or attached area plans.	\$642	per application	CPI
Conditional use rezoning case	A request to modify the City's Official Zoning Map with additional restrictive conditions offered by the applicant.	\$1,284	per application	CPI
General use rezoning case	A request to modify the City's Official Zoning Map.	\$642	per application	CPI
Text Change for Zoning Conditions	A request to modify the zoning conditions that regulate development entitlement for particular parcel(s) that will not modify the City's Official Zoning Map.	\$1,284	per application	CPI
Annexation	A petition to annex or deferred annexation into the City of Raleigh in order to connect to City services.	\$634	per petition	New
Annexation (1 or 2 family lot)	A petition to annex or deferred annexation into the City of Raleigh in order to connect to City services.	\$317	per petition	New
<b>Raleigh Historic Development Commission Fees</b>				
Historic Landmark Designation	Collected from applicants of privately-initiated transactions; partially covers cost of plaque	\$321	per application	CPI
Minor Work – Administrative	Collected from applicants of privately-initiated transactions	\$31	per application	CPI
After-the-fact Minor Work Administrative	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$62	per application	CPI
Major Work – Public Meeting (except large addition & new building)	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$160	per application	CPI
After-the-fact Major Work - Public Meeting (except large addition & new building)	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$316	per application	CPI
Major Work – New Building Construction/Additions greater than 25% of building square footage	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$321	per application	CPI
After-the-fact Major Work - New Building Construction/Additions greater than 25% of building square footage	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$632	per application	CPI
Major Work- Demolition of building or structure	Collected from applicants of privately-initiated transactions; includes cost of legal noticing requirements	\$642	per application	CPI
After-the-fact Demolition of building or structure	Certificate of Appropriateness applications that are filed after the requested work has begun or has been completed are referred to as after-the-fact applications.	\$1,263	per application	CPI
Post-approval COA Issuance Re-Review of Conditions of Approval	Collected from applicants of privately-initiated transactions	\$96	per application	CPI

**7. Historic Properties – Certificate of Appropriateness (COA) - Planning**

- Fee includes 4% technology fees and, for Major and Master COAs, notice, and 1 sign\*. Additional signs, as required to provide sufficient notification, are \$104 + [Processing fees](#). [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Major COAs are required for modifications to building or site elements that may impact the original character of the structure, construction of new structures, and additions to and demolition of historically-significant structures. See [Work Requiring a Certificate of Appropriateness](#).
- Applications fees are doubled for “after-the-fact” or “retroactive” applications submitted after work has begun or been completed.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.1a. Minor Certificate of Appropriateness (COA)	Planning staff approval; payment includes technology	<b>\$78** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$75.00 + \$3.00 \$78.00	Base Fee** + 4% Technology Fee Total Fee**
7.1b. After-the-Fact Minor COA	Minor COA application made after work begun or completed	<b>\$156 + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 \$156.00	Base Fee** + 4% Technology Fee Total Fee**
7.2a. Major COA with NO new construction, NO demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$315* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$150.00 + \$6.00 + \$159.00 \$315.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.2b. After-the-Fact Major COA, NO new construction, NO demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$471* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 + \$159.00 \$471.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3a. Major COA with EITHER new construction OR demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$419* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$250.00 + \$10.00 + \$159.00 \$419.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.3b. After-the-fact Major COA with EITHER new construction OR demolition	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$679* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$500.00 + \$20.00 + \$159.00 \$679.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4a. Major COA with BOTH new construction AND demolition	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$523* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$350.00 + \$14.00 + \$159.00 \$523.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **
7.4b. After-the-Fact Major COA with BOTH new construction AND demolition	After-the-fact application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$887* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$700.00 + \$28.00 + \$159.00 \$887.00	Base Fee** + 4% Technology Fee + Notice Fees* Total Fee* **

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

**7. Historic Properties – Certificate of Appropriateness (COA) (Continued)**

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
7.5a. Master COA for Public Projects	Historic Preservation Commission review and approval; includes letter notice, 1 sign*, and technology	<b>\$471* ** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$300.00 + \$12.00 <u>+ \$159.00</u> \$471.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **
7.5b. After-the-Fact Master COA for Public Projects	After-the-fact Historic Preservation Commission application made after work begun or completed; includes letter notice, 1 sign*, and technology	<b>\$783* + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as COA-Project Name</i>	\$600.00 + \$24.00 <u>+ \$159.00</u> \$783.00	Base Fee** + 4% Technology Fee <u>+ Notice Fees*</u> Total Fee* **

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

**8. Historic Properties – Governing Body Approvals - Planning**

- Includes 8.1, Historic District Designation, 8.2, Historic Landmark Designation, and 8.3, Landmark Sign Designation. Fee includes required notification fees for 1 governing body hearing†, 1 sign\*, and 4% technology fees.
- [Processing fees](#) apply according to payment method and are extra and added at checkout.
- Additional signs, as required to provide sufficient notification, are \$104 each + [Processing fees](#).
- Application fees are doubled for after-the-fact designation of a Historic Landmark or Landmark Sign, for work begun or completed without required approvals, plus required notification fees and technology as listed below.

Fee Type	Description	Total Fee \$ and Type with Label	Parts of Total	Fee Details
8.1. Historic District Designation	New or expanded local Historic District; includes all notice with 1 sign*, and technology, and 1 governing body hearing†	<b>\$21,482*† + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as HDD-Project Name</i>	\$20,000.00 + \$800.00 <u>+ \$682.00</u> \$21,482.00	Base Fee + 4% Technology Fee <u>+ Notice Fees*†</u> Total Fee*†
8.2a. Historic Landmark Designation	Designation or removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fee	<b>\$1,437.04*†** + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as LDMARK-Project Name</i>	\$800.00 + \$32.00 + \$578.00 <u>+ \$27.04</u> \$1,437.04	Base Fee** + 4% Technology Fee + Notice Fees*† <u>+ Recordation Fee</u> Total Fee*†**
8.2b. After-the-Fact Historic Landmark Designation	After-the-fact removal of landmark designation; 1 governing body hearing†; includes all notice with 1 sign*, technology, and in-person recordation fees	<b>\$2,269.04*† + <a href="#">Processing Fee</a></b> 4-Planning; <i>Label as LDMARK-Project Name</i>	\$1,600.00 + \$64.00 + \$578.00 <u>+ \$27.04</u> \$2,269.04	Base Fee** + 4% Technology Fee + Notice Fees*† <u>+ Recordation Fee</u> Total Fee*†**

\* If multiple signs are necessary to adequately notify neighbors, \$104.00 per extra sign will be charged + the applicable [Processing Fee](#).

\*\* Application fees are doubled for COAs, Historic Sign designations, and Sign Permits begun or completed without required approvals.

† If the case must be heard by both governing boards, newspaper notification fees are increased by \$479.00 + the applicable [Processing Fee](#).

**§ 152.479 CERTIFICATE OF APPROPRIATENESS LIST.**

Certificates of appropriateness shall be required for properties identified as contributing (C) and non-contributing (N) in the Historic District according to the chart which follows. In the chart, and “N” entry applies to those homes built after 1938, and a “C” entry applies to those homes built before 1938. An “X” entry applies to both Contributing and Non-contributing structures.

<i>Type of Work</i>		<i>Routine Maintenance</i>	<i>Minor Work (M.C.)</i>	<i>Major Work (SHP)</i>	<i>Staff Approval</i>
<i>Type of Work</i>		<i>Routine Maintenance</i>	<i>Minor Work (M.C.)</i>	<i>Major Work (SHP)</i>	<i>Staff Approval</i>
1	New construction or additions to principal structures or buildings			X	
2	Demolition of any structure or building			X	
3	Demolition of any part of a structure or building			X	
4	Relocation of structures or buildings			X	
5	Removal/alteration of architecturally significant features		N	C	
6	Removal/alteration of contributing historical features			X	
7	Repair/replacement of existing accessory buildings and outbuildings when there is no change in design, materials, or general appearance	X			
8	Alteration/additions to existing accessory buildings and outbuildings		X		
9	New accessory buildings or outbuildings up to 144 sq. ft.		X		
10	New accessory buildings or outbuildings greater than 144 sq. ft.			X	
11	Removal of existing accessory buildings and outbuildings which are not architecturally or historically significant		N	C	
12	Removal of existing accessory buildings and outbuildings which are architecturally or historically significant		N	C	
13	Repair or replacement of architectural details when there is no change in design, materials, or general appearance	X			
14	Alteration/addition of architectural details		X		

15	Removal of architectural details		N	C	
16	Repair/replacement of awnings, canopies, or shutters when there is no change in design, materials, or general appearance	X			
17	Alteration of existing awnings, canopies, or shutters		X		
18	Addition of awnings, canopies, or shutters		X		
19	Removal of awnings, canopies, or shutters		X		
20	Removal of carports with historical or architectural significance			X	
21	Repair/replacement of decks when there is no change in design, materials, or general appearance	X			
22	Alteration/addition to existing decks		N	C	X
23	Construction of new decks		N	C	
24	Removal of existing decks		N	C	
25	Alteration/addition of doors		N	C	
26	Installation of storm doors		X		
27	Removal of doors		N	C	
28	Repair/replacement of existing driveways when there is no change in design, materials, or general appearance	X			
29	Alteration/addition to existing driveways				X
30	Construction of new driveways				X
31	Removal of driveways				X
32	Repair/replacement of existing fences or walls when there is no change in design, materials, or general appearance	X			
33	Addition/alteration of fences or walls				X
34	Construction of new fences and walls				X
35	Removal of existing fences and walls				X
36	Repair/replacement of exposed foundations when there is no change in design, materials, or general appearance	X			
37	Alteration of exposed foundations		N	C	

38	Repair/replacement of gutters and downspouts when there is no change in design, materials, or general appearance	X			
39	Installation of gutters and downspouts				X
40	Removal of gutters and downspouts	X			
41	Installation of house numbers and mailboxes	X			
42	Minor plantings of flowers and shrubbery in existing beds	X			
43	Alteration/addition of gardens, planting beds, or shrubbery	X			
44	Removal of gardens, planting beds, or shrubbery	X			
45	Minor pruning of trees and/or shrubbery	X			
46	Removal of trees less than 8 inches in diameter, measured 4-1/2 feet above ground level		X		
47	Removal of trees 8 inches and greater in diameter, measured 4-1/2 feet above ground level			X	
48	Significant pruning of trees 8 inches and greater in diameter, measured 4-1/2 feet above ground level		X		
49	Addition of trees	X			
50	Removal of dead, diseased, or dangerous trees		X		
51	Repair/replacement of exterior lighting fixtures when there is no change in design, materials, or general appearance	X			
52	Installation/alteration of exterior lighting fixtures		X		
53	Removal of exterior lighting fixtures		X		
54	Repairs/replacement, including repointing, to existing masonry when the color and composition of the mortar match the original, and new brick or stone matches the original	X			
55	Installation of mechanical equipment, such as heating and air conditioning units				X
56	Installation of air conditioners in windows				X

57	Painting when there is no change in color	X			
58	Painting when there is a change in color which conforms to the approved color palette				X
59	Painting when there is a change in color which does not conform to the approved color palette			X	
60	Repair/Replacement of existing parking lots when there is no change in design, materials, or general appearance	X			
61	Alteration/addition to existing parking lots	X			
62	Construction of new parking lots	X			
63	Removal of parking lots	X			
64	Repair/replacement of existing patios when there is no change in design, materials, or general appearance	X			
65	Alteration/addition to existing patios				X
66	Construction of new patios				X
67	Removal of existing patios				X
68	Repair/replacement of sloped roof coverings when there is no change in design, materials, or general appearance (staff approval required when the color changes)	X			X
69	Alteration of sloped roof coverings		N	C	
70	Repair/replacement of flat roof coverings when there is no change in design, materials, or general appearance (staff approval required when the color changes)	X			X
71	Alteration of roof form to prevent damage to the resource		X		
72	Installation of satellite dishes and/or television antennas		X		
73	Repair/replacement of exterior surfaces when there is no change in design, materials, or general appearance	X			
74	Alteration/addition of exterior surfaces		N	C	
75	Removal of exterior surfaces		N	C	
76	Repair/replacement of Signs when there is no change in design, materials, or general appearance	X			
77	Installation of signs				X

78	Removal of existing signs	X			
79	Repair/replacement of exterior stairs , steps and handrails when there is no change in design, materials, or general appearance	X			
80	Alteration to exterior stairs, steps and handrails		N	C	
81	Construction of exterior stairs, steps and handrails		X		
82	Removal of exterior stairs, steps and handrails		N	C	
83	Repair to existing swimming pools when there is no change in design, materials, or general appearance	X			
84	Construction of swimming pools			X	
85	Alteration/construction/ removal of temporary features that are necessary to ease difficulties associated with a medical condition that will be removed when no longer needed	X			
86	Repair/replacement of existing vents and ventilators when there is no change in design, materials, or general appearance	X			
87	Alteration/installation of vents and ventilators				X
88	Removal of vents and ventilators	X			
89	Repair/replacement of existing walks when there is no change in design, materials, or general appearance	X			
90	Alteration/addition to existing walks	X			
91	Construction of new walks				X
92	Removal of walks	X			
93	Walls (see fences )				
94	Repair/replacement of windows when there is no change in design, materials, or general appearance	X			
95	Alteration of existing windows		N	C	
96	Addition/installation of new windows		N	C	
97	Installation of storm windows				X
98	Removal of windows		N	C	
99	Caulking and weather stripping windows when there is no change in design, materials, or general appearance	X			

100	Repair/replacement of other appurtenant Features and accessory site features not specifically listed when there is no change in design, materials, or general appearance	X			
101	Addition/alteration/ removal of other appurtenant features and accessory site features not specifically listed			N	C
102	Changes to previous certificates of appropriateness			X	
103	Renewal of expired certificates of appropriateness			X	
104	Emergency installation of temporary features to protect a historic resource (that do not permanently alter the resource); six month duration; replacement with in-kind reconstruction or an approved certificate of appropriateness	X			

(Ord. 2005-O3, passed 3-15-2005) (Am. Ord. 2008-O33, passed 10-21-2008, Am. Ord. 2016-O10, passed 9-13-2016)

## Jennifer Ansell

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**From:** ssmith@oakridgenc.com <ncpres@listserv.unc.edu>  
**Sent:** Monday, December 20, 2021 11:05 AM  
**To:** NC Preservation Commissions and Staff  
**Cc:** Nancy McCormick  
**Subject:** RE:[ncpres] Historic Preservation Month Activities  
**Attachments:** Proclamation - Historic Heritage Month-Sept 2017.pdf

Here is something we did a few years ago. That year, we had a tour of historic structures (which we got local businesses to sponsor), published a brochure about the history of the town, and did an online “treasure hunt” where residents had to figure out what a clue referred to and take a photo of the people on their “team” at that location. It was a ton of fun, but also a huge amount of work. The idea then was that we would try to do it again about every 5 years.



**Sandra B. Smith, NCCMC, CMC**  
Town Clerk/HPC Staff  
Town of Oak Ridge  
8315 Linville Road/P.O. Box 374  
Oak Ridge, NC 27310  
(336) 644-7009  
[www.oakridgenc.com](http://www.oakridgenc.com)

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**From:** agrahn@townofchapelhill.org <ncpres@listserv.unc.edu>  
**Sent:** Monday, December 20, 2021 9:45 AM  
**To:** NC Preservation Commissions and Staff <ncpres@listserv.unc.edu>  
**Cc:** Nancy McCormick <nancycm@live.com>  
**Subject:** [ncpres] Historic Preservation Month Activities

Chapel Hill’s Historic District Commission is looking into ways to engage the community on preservation-related topics. One of the initiatives being considered is a historic preservation month resolution to be adopted by the Town Council and other preservation-themed activities. What are other towns and cities doing to observe Preservation Month? If you have a resolution, could you please share it with us?

Thank you in advance for your help!

### **Anya Grahn, Principal Planner**

Long-Range Planning Division | Planning Department  
405 Martin Luther King Jr Blvd. | Chapel Hill NC 27514

Town of Chapel Hill | [www.townofchapelhill.org](http://www.townofchapelhill.org)  
t: 919-969-5059 | [agrahn@townofchapelhill.org](mailto:agrahn@townofchapelhill.org)

*Thank you for contacting the Planning Department. We are working remotely at this time. Due to periodic high volume of email communication at this time, you may not receive an immediate response, depending on the urgency of your message. If you have not received a response within two business days and still have a question for us please resend your message with a reminder.*



## PROCLAMATION

WHEREAS, the Oak Ridge community has a rich and abundant history; and

WHEREAS, Oak Ridge's geographic location, along the highest ridge in Guilford County, was first inhabited by Native Americans who left relics substantiating their existence; and

WHEREAS, the earliest European settlers settled in Oak Ridge in the mid-1700s; and

WHEREAS, Town leaders acknowledge the area's history with icons on the town seal including the Old Mill of Guilford (originally dating to 1767) and Oak Ridge Military Academy (established 1852); and

WHEREAS, a Historic District was established in 1994, and a Historic Preservation Commission appointed, whose mission is to promote and the restoration and preservation of historical structures within the Town and to ensure compatibility when new structures are built; and

WHEREAS, the Town of Oak Ridge celebrates its historic properties and their original owners by purchasing and erecting historic markers; and

WHEREAS, the Town of Oak Ridge recognizes that in order to move forward, it is imperative that we acknowledge our past;

NOW, THEREFORE, I, C. Spencer Sullivan, Mayor of the Town of Oak Ridge, do hereby proclaim September 2017 as

## *Historic Heritage Month*

in the Town of Oak Ridge, North Carolina, and I urge all citizens to celebrate efforts to preserve the Town's history; and

FURTHER, I encourage all citizens to support and attend the Explore Historic Oak Ridge event at various historic Oak Ridge structures on September 16 and Heritage Day in Oak Ridge Town Park on September 30.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Oak Ridge to be affixed this 3<sup>rd</sup> day of August, 2017.


---

C. Spencer Sullivan, Mayor

ATTEST:

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Sandra B. Smith, CMC, NCCMC  
Town Clerk



# SWANSBORO

FRIENDLY CITY BY THE SEA *North Carolina*

## Historic District Stakeholder Survey

Please help us learn more about the experiences of people living and working in the Town's Historic District by completing this short survey! We hope the information gathered will aid us in improving how we serve the community, support the Historic District Commission and make connections to reinforce the Town's goal of historic preservation! ☺

\* 1. What is your relationship to the Historic District? ☺

☐ Property Owner (residential/commercial)

☐ Tenant (residential/commercial)

☐ Owner or employee of a downtown business


☐ Other (please specify)

1

\* 2. What led you to purchase property, rent, open a business or seek employment in the Historic District? ☺

\* 3. What do you enjoy most about living or working in the Historic District? ☺

2

\*4. What do you feel are some of the biggest challenges facing the Historic District?  



- ☐ Parking/Traffic
- ☐ Accessibility
- ☐ Environmental factors (flooding, hurricanes, etc.)
- ☐ Lack of enforcement of Town Codes/Ordinances
- ☐ Restrictive ordinances (building height, flood requirements, paint colors, etc.)
- ☐ Balancing real estate demands with preservation
- ☐ Demolition of historic assets
- ☐ Lack of maintenance of historic properties (deterioration, neglect)
- ☐ Waterfront access
- ☐ Overhead utilities
- ☐ Narrow sidewalks/pedestrian safety
- ☐ Other (please specify)

3

\*5. Do you feel enough is being done to preserve Swansboro's Historic District?  

- ☐ Yes
- ☐ No
- ☐ Don't know

Other (please specify)

\*6. What is your understanding of the role of the Town's Historic District Commission?  

- ☐ Preserve architecture/character of the district
- ☐ Architectural Review/Enforcement of the Design Standards/Local Ordinances
- ☐ Unsure/don't know
- ☐ Other (please specify)

4

\*7. Would you be interested in attending regular workshops conducted by the Town? If so, what topics would be of interest? ☐ ○

☐ Tax incentives for preserving historic properties

☐ Historic building sustainability (construction methods and materials)

☐ Architectural surveys and the benefits of being within a designated Historic District

Other (please specify)

\*8. Were you aware of the Historic Ordinances and Design Standards before purchasing or occupying property in the district? ☐ ○

☐ Yes

☐ No

Other (please specify)

5

\*9. What ideas do you have for how we can better inform the public about these ordinances/standards? ☐ ○

\*10. Where do you most often turn for information on the Historic District? ☐ ○

☐ Town website

☐ Town Hall

☐ Newspaper

☐ Neighbors

☐ Members of the Historic Commission

☐ Other (please specify)

6

\* 11. Have you ever submitted an application to the Historic Commission? ☐ ○

☐ Yes

☐ No

Other (please specify)

\* 12. If yes, when was the last time you brought an application before the Commission? ☐ ○

☐ Within the last year

☐ Within the last two years

☐ More than two years ago

☐ Not applicable

\* 13. How was your experience completing and filing the application? ☐ ○

☐ Not at all difficult

☐ Difficult

☐ Not applicable

Other (please specify)

7

\* 14. In completing the application, did you receive assistance from Town staff, an engineer, an architect or other professional? ☐ ○

\* 15. What other feedback do you have about the application process? ☐ ○

☐ Too cumbersome or complicated

☐ Application fees are too high



☐ No issues



☐ Not applicable


☐ Other (please specify)

\* 16. What would you like to see the Town focus on next in the Historic District? ☐ ○

8

\*17. Is there anything else you would like us to know?  

18. Please provide your contact information  

Name	<input type="text"/>
Company	<input type="text"/>
Address	<input type="text"/>
Address 2	<input type="text"/>
City/Town	<input type="text"/>
State/Province	<input type="text" value="-- select state --"/> 
ZIP/Postal Code	<input type="text"/>
Country	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

# Department Reports for December 2021

## Permitting

### *Planning Board*

- December 7, 2021 Regular Meeting

- The Board voted unanimously to recommend approval of an amendment to remove Section 152.271, Additional Signs as Special Use, from the Unified Development Ordinance and add language under Section 152.270 to require a sign permit for church, school and public building (non-governmental) signage and to establish sign size requirements.

### *Historic Preservation Commission*

- December 8, 2021 Special Meeting

The Commission continued discussion of the following items discussed during the September 21, 2021 joint meeting with the Board of Commissioners:

- 1) Educate the homeowners and public;
- 2) Town Boards to continue to work together/partner for common goals;
- 3) Provide additional staff for better enforcement;
- 4) Rewrite the design requirements;
- 5) Potentially create a preservation fund and/or preservation incentives;
- 6) Improve guidelines and the zoning ordinances; and
- 7) Consider Demo by Neglect regulations.

The Commission agreed to tackle two to three topics at each meeting and discussed the following:

## Enforcement

- All members agreed more staff is needed for enforcement purposes. Mr. Larkin made a motion to recommend to the Board of Commissioners the addition of a staff member. Mr. Conaway seconded. All in favor, the motion was approved unanimously.

## Education

- Workshops could be held twice a year for homeowners in the Historic District, the first in May 2022. They could partner with other towns to cover some of the expenses, have John Wood come in to speak; and cover areas such as restoration, repairs, yard maintenance, etc.
- Mrs. Ansell would prepare a SurveyMonkey survey and bring the proposed questions to the Board in January for review. She will reach out to Amelia Dees Gillette for input.
- Staff would continue to send out the Historic District flyer to new property owners in the district. It has been added to the Town's website with the map that had been previously created in conjunction with the Historic Association. Onslow County GIS has also added two layers to their online mapping system for the local district and National Register district, which was also available to the public.
- The Commission inquired if they could create a Facebook page to push out information on the district.

## Partnerships

- The Commission discussed appointing a liaison to attend the Historic Association meetings, Kim Kingrey, Vice-Chair, was appointed.



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

Ramona M. Bartos, Administrator

Governor Roy Cooper  
Secretary D. Reid Wilson

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

January 6, 2022

Jennifer H. Ansell, Planner  
Town of Swansboro  
601 West Corbett Avenue  
Swansboro, NC 28584

Via email: [jansell@ci.swansboro.nc.us](mailto:jansell@ci.swansboro.nc.us)

RE: Contributing Status Re-evaluation/Determination: Tucker Littleton House,  
203 Church Street, Swansboro, Onslow County

Dear Jennifer:

Thank you for your request for the re-evaluation of the contributing status of the Tucker Littleton House located at 203 Church Street within the boundaries of both the National Register-listed Swansboro Historic District and Swansboro's locally-designated historic district. The circa 1920 Tucker Littleton House was moved to its present location -- also within the boundaries of the two aforementioned historic districts -- in 2008 to save it from demolition. On its original site at 212 South Water Street, it was a contributing property in the National Register-listed Swansboro Historic District.

Per *National Register Bulletin 15; How to Apply the National Register Criteria for Evaluation*, moving a property destroys the relationship between the property and its surroundings and destroys associations with historic events and persons. As part of the significance of a property is embodied in its site and setting, properties listed in the National Register should only be moved when there is no feasible alternative for preservation on the original site. This is the case for both individually listed building as well as buildings in historic districts.

However, a building moved within a historic district may be considered contributing if the following aspects are maintained: (1) the building retains its historic and architectural integrity and is placed on an appropriate site; and (2) the orientation, spatial placement, setting, and general environment that are comparable to those of its historic location are reestablished on the new site. Applying these rules to the present situation, while the Tucker Littleton House retains a high degree of architectural integrity on the exterior, multiple changes were introduced after its move, including reorientation of the porch access; the design and placement of the new stair on the east elevation; the creation of an extended landing area at the porch level; tall modern railings that extend above the historic porch railings; the amount and placement of hardscape features at the front, west, and rear elevations; and the design of the railings on the ADA access ramp.

Eastern Office

117 West Fifth Street • Greenville, North Carolina 27858 • (252) 830-6580 • Fax: (252) 830-6583

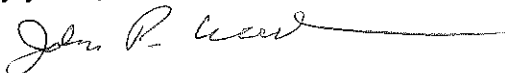
While we applaud the town's efforts to preserve the Littleton House, we find that the building in its present location and setting is no longer a contributing building in either the National Register-listed Swansboro Historic District or Swansboro's locally-designated historic district because of the cumulative changes that have changed the building's orientation, spatial placement, setting, and general environment are incompatible with its original site and setting.

As a technical matter, please note that when a contributing building is moved within a National Register historic district without prior approval from the National Park Service, it remains in a "state of limbo" until it is reevaluated on its new site through preparation of a formal amendment to the National Register nomination, and approval of that amendment by the National Park Service.

We encourage the town to work closely with our office on future proposed building relocation projects prior to the actual move. We would also be happy to work with the town on design options for the Littleton House that could mitigate the above described incompatible features which if implemented could potentially change the building's status from what we believe is non-contributing to contributing. In addition, we would be happy to provide guidance on appropriate flood adaptation and elevation treatments for properties located in the local historic district.

Please do not hesitate to contact me if you have any questions or require additional information. We appreciate the opportunity to be of assistance to the town.

Sincerely yours,



John P. Wood, Restoration Specialist  
Regional Supervisor, Eastern Office

cc: Ramona Bartos, DSHPO  
Sarah Woodard, Survey and National Register Branch Supervisor  
Kristi Brantley, CLG/Local Government Coordinator