

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

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

**February 15, 2022  
Tuesday 5:30 PM**

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

- 1. Call to Order**
- 2. Meeting Minutes**
  - A. January 18, 2022 Regular Meeting
- 3. New Business**
  - A. None.
- 4. Old Business**
  - A. Marketing Discussion
  - B. Historic Stakeholder Survey Discussion
  - C. Design Standards
  - D. Establishing a Preservation Fund
  - E. 2021 Actions
  - F. Joint Meeting Task List Update
- 5. Chairman/Board/Staff Comments**
- 6. Public Comments**
- 7. Adjournment**

**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 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.

## **Marketing and Communication Plan** **Swansboro Historic District** *( Suggestions )*

### **Marketing goal introduction:**

This is a summary of how to “market” the Historic Swansboro district. It will include activities and strategies that will spread the message of who we are, promoting the historic district, listing events, and Commission Board strategic priorities. It will highlight information we want to communicate to our stakeholders both inside and outside the historic district.

#### **1. Establish a Swansboro historic district social media presence.**

Social Media platforms allow us to tell the Swansboro Historic District story. We can help engage our supporters, stakeholders and tourists to capture and retain their attention to our lovely town.

- We should establish and follow the town of Swansboro’s social media guidelines.
- Assign an admin to assist us with social media postings.
- Utilize Facebook, Instagram, and Twitter.

#### **2. Develop a hard copy brochure highlighting our Historic District**

- Distribute in the Visitor Center and our Town Hall.
- Have an E-brochure we can share.

#### **3. Create and produce a short promotional video highlighting the Swansboro historic district.**

- A short video of less than 2 minutes is ideal. The audience has a short attention span.
- Define our message?

**4. Develop background information data and curate ALL our Historic buildings/homes to include:**

- When it was built, who built it, etc.
- Old photos
- Interview current owners.
- Can be put on our Town website and social media.
- Hard copies available when needed.

**5. Establish a monthly or quarterly newsletter**

**6. Signs (Oh no, signs)**

- Better signage (on HWY 24 welcoming visitors to our historic district)



# SWANSBORO

FRIENDLY CITY BY THE SEA

*North Carolina*

## Historic District Stakeholder Survey

The Friendly City by the Sea's Historic District includes 123 resources, mostly residential and commercial in character. The Period of Significance for the district extends from 1770 to 1938, encompassing the town's significance in the naval stores, lumber, fishing, and boatbuilding industries.

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?

- |   |  |
|---|--|
| <input type="checkbox"/> Property Owner (residential/commercial)  | <input type="checkbox"/> Visitor                                 |
| <input type="checkbox"/> Tenant (residential/commercial)          | <input type="checkbox"/> Swansboro Resident (Town Limits or ETJ) |
| <input type="checkbox"/> Owner or employee of a downtown business |  |
| <input type="checkbox"/> Other (please specify)                   |  |

2. The Swansboro Historic District was listed in the National Register in 1990. The Town has recently obtained a grant to update the inventory of properties within the Historic District as many have changed significantly since the 1990 study.

Do you favor maintaining Swansboro's Historic District designation?

- ☐ Yes
- ☐ No

Why or Why Not?

\* 3. What do you feel are some of the biggest challenges facing the Historic District (please select your top three)?

- ☐ 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)

\* 4. Do you feel enough is being done to preserve Swansboro's Historic District?

- ☐ Yes
- ☐ No
- ☐ Don't know

Other (please specify)

\* 5. 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)



\* 6. How can the Historic District Commission assist property owners in enhancing the quality of the district and its attractiveness?

\* 7. Would you be interested in attending regular workshops conducted by the Town?

☐

Yes

☐

No

☐

Other (please specify)

\* 8. If you answered yes, 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)

\* 9. Were you aware of the Historic Ordinances and Design Standards before purchasing or occupying property in the district?

☐

Yes

☐

No

Other (please specify)

\* 10. What ideas do you have for how we can better inform the public about these ordinances/standards?

\* 11. 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)

\* 12. What would you like to see the Town focus on next in the Historic District?

- ☐ Maintain a vibrant downtown
- ☐ Creation of a grant program for the maintenance of historic properties
- ☐ Attract more tourism/marketing
- ☐ Other (please specify)

\* 13. Is there anything else you would like us to know?

\* 14. Please provide your contact information. We are committed to keeping your personal information confidential. We do not sell, rent, or lease our contact data or lists to third parties, and we will not provide it to any third-party individual, government agency, or company.

**Name**

**Company**

**Address**

**Address 2**

**City/Town**

**State/Province**

**ZIP/Postal Code**

**Country**

**Email Address**

**Phone Number**

Thank you for your feedback!

Town of Swansboro  
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Swansboro, NC 28584  
(910) 326-4428 p  
(910) 326-3101 f  
<https://swansboro-nc.org/>

Certificate of Appropriateness	Description	Meeting Date	Action
COA 2021-01	Randy Swanson; Temporary Structure at 103 Moore Street (Boro/Low Country Broil)	January 19, 2021	Approved
COA 2021-02	Frank Weaver; Demolition of home at 214 Water Street	July 20, 2021 and August 17, 2021	Approved; Delayed 365 days
COA 2021-03	Harriette Nichols; Replacement of Windows at 122 Front Street (Olde Brick Store)	July 20, 2021	Approved
<b>Minor Work</b>	<b>Description</b>	<b>Review Date(s)</b>	<b>Action</b>
MW 2021-01	Mike DeVito; Adding shutters to the first floor windows and doors, maintenance to porch, re-glaze roof at 202 W Church Street	February 9, 2021	Approved
MW 2021-02	Wendy Megyese; Addition of signage at 208 Main Street (Muttigans)	April 22, 2021 and April 26, 2021	Approved
MW 2021-03	Carol Lanier; Adding storm shutters at 219 S. Water Street	August 19, 2021 and August 25, 2021	Approved
MW 2021-04	Town of Swansboro; Adding handrail on Front Street adjacent to Swansboro Food and Beverage Co.	November 2, 2021 and December 9, 2021	Approved
<b>Staff Review</b>	<b>Description</b>	<b>Review Date(s)</b>	<b>Action</b>
Jonathan McDaniel	Install brick paver driveway at 114 Elm Street	March 3, 2021	Approved
Saltwater Grill	Install wooden fence at 99 Church Street	April 1, 2021	Approved
Jaclyn Shrader	Replacing metal roof with steel in "galvalume"	April 7, 2019	Approved (building permit issued 5/28/21)
Jaclyn Shrader	Painting home white	April 13, 2021	Approved
Cynthia Binanay	Install wood fencing at 222 S. Elm Street	May 21, 2021	Approved
E.G. Smithson	Change electrical service and install generator at 208 S. Elm Street	August 12, 2021	Approved
Michael Crose	Exterior Color at 220 Water Street	September 24, 2021	Approved
Jeff Coulter	Replace siding with same material, paint home white at 218 Walnut Street	November 2, 2021	Approved (Routine Maintenance)

## **Permitting**

### *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.

- **December 21, 2021 Regular Meeting**

- Cancelled.

## **Permitting**

### *Historic Preservation Commission*

- January 18, 2022 Regular Meeting
- The Commission held elections for Chair, Vice-chair and Planning Board representative. Patrick Larkin and Kim Kingrey were re-elected Chair and Vice-chair; Edward Binanay was elected Planning Board representative.
- The Commission continued discussion of the following items discussed during the September 21, 2021 joint meeting with the Board of Commissioners:

#### Fees

Fee examples from several communities were provided for review and the Certificate of Appropriateness List was included for reference. The Commission asked if monies collected as application fees and enforcement penalties could be used to assist historic property owners with maintenance. A recommendation was made to amend the Schedule of Fees to:

- 1) Reduce the fee for Major Work from \$400.00 to \$200.00;
- 2) Increase the fee for Minor Work from \$0 to \$50.00; and
- 3) Establish noncompliance (after the fact) fees of \$500.00 for Major Work, \$100.00 for Minor Work and \$2,000.00 for Demolition.

#### Education

Mrs. Ansell provided the Oak Ridge Historic Heritage Month Proclamation as an example of a proclamation establishing a Historic Preservation Month.

The Commission discussed the following initiatives:

- 1) Have a historic appreciation day in conjunction with a workshop; include the Historic Association. Amelia Gillette was present and as a representative for the Association, stated they would be interested.
- 2) 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.
- 3) Amelia and Kim plan to work together to present ideas to the commission on further collaborations.

Ed Binanay was nominated to work with Mrs. Ansell to finalize the Historic Stakeholders survey. The Commission stated that they would like it to go to the entire Town, not just property owners within the district.

#### Design Standards

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 of the Commission.

- The Visitor's Center Project and its Contributing Status Determination were discussed. An overview of the determination letter received from John Wood was provided. The Commission requested that the Board of Commissioners do not act on the project until

more information could be received from John Wood on bringing it back to a contributing status.

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