

**Town of Swansboro
Planning Board
Regular Meeting Minutes
January 3, 2023**

Call to Order

The meeting was called to order at 5:30 pm. Board members in attendance were Christina Ramsey, Scott Chadwick, Laurent Meilleur, Edward Binanay, and Ed McHale. Michael Favata, and Sherrie Hancock was absent.

Minutes

On a motion by Mr. Scott Chadwick, seconded by Mr. Edward Binanay, the minutes for the December 6, 2022, Regular Meeting were approved unanimously.

Business

Text Amendment related to Massing Standards in the Historic District

Planner Correll provided the board with a revised draft ordinance recommended by Mr. Meilleur. She reviewed the below text amendment massing standards, other community ordinances and specific statutes, as well recent case law related to such, staff has prepared UDO text amendments to Appendix III Historic District Design Standards, Section 11 New Construction. The Historic Preservation Commission reviewed the draft ordinance on December 20, 2022, made minor revisions and recommends the draft ordinance as submitted.

Draft Ordinance_____

Appendix III

HISTORIC DISTRICT DESIGN STANDARDS

SECTION 11 NEW CONSTRUCTION

11.1 New Construction Standards

(Text highlighted in yellow are amendments that need to be added to the Unified Development Ordinance. Text struck through should be deleted.)

A. Intent

It is the intent of these regulations to assure that new construction including additions is congruent with the special character of the district. In considering new construction, the Commission and/or the Planner shall direct design that is harmonious with the character of the district.

Consultation with the Swansboro Historic Preservation Commission in the early stages of a new construction project to become familiar with its procedures and aspects of design recommended.

Having a N.C. licensed architect or engineer prepare a massing study is required. The massing study shall include an existing conditions plan (showing topography, any significant trees, utilities, etc.) and a proposed condition site plan. Plans shall be prepared with a scale of 1 inch = 20 feet or of a size easily reviewed by staff or the Swansboro Historic Commission. Massing studies enable graphic analysis of the shape, form, size and building envelope of proposed new construction. The massing study provides the applicant a way to document the proposed building height and scale and other elements of the proposed construction as they relate to nearby existing

buildings, especially in the block. This massing study can then be employed by the Swansboro Historic Preservation Commission to help determine if the proposed new development structure is congruent with neighboring properties and the historic district overall. This determination can then block, or help enable the development's CERTIFICATE OF APPROPRIATENESS granted by the Swansboro Historic Preservation Commission.

BUILDING HEIGHT/SCALE

8) Make the scale (the relationship of a building's mass and details to a human being) of the proposed building compatible with the scale of other contributing structures in the historic district. This relationship to building mass should include nearby buildings in the block and adjoining open space.

MATERIALS

11) Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the historic district. The physical elements of the building, such as stone or wood walls, brick, fencing, landscaping mass, building facades and other elements, or combinations thereof shall be included.

TEXTURE

17) Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. However, concentrate on the ability to blend rather than duplication. Texture is the relief on a building surface that is achieved through the use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fishscale fish scale shingles, and beaded board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the "texture" of a building surface.

FORM AND RHYTHM

23) Create form and rhythm in new construction through the use of architectural elements and details. Study neighboring historic structures on the block to see if a consistent treatment of elements exists and emulate this feature pattern in the new construction. However, limit the amount in which one new building emulates a contributing building unless the building is a reproduction of an existing contributing building from the Town's Historic District. In which case, a key stone should be imbedded in the foundation to identify when the new building was built.

In response to inquiries from the board the following was clarified by Mrs. Correll:

- Plans are submitted to Town Hall and the Planner gathers all the information and details are brought to the Historic Preservation committee.
- Process applies to additions and renovations as well.

On a motion by Mr. Chadwick seconded by Edward Binanay the proposed text amendment related to Massing Standards in the Historic District was unanimously recommended for approval to the Board of Commissioners.

Adjournment

On a motion by Mr. Chadwick, seconded by Mr. McHale, the meeting adjourned at 5:50 pm.