



**Town of Beaufort, NC**  
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**Town of Beaufort Historic Preservation Regular Meeting**  
**6:00 PM Tuesday, January 24, 2024 - Train Depot, 614 Broad Street, Beaufort, NC 28516**  
**Minutes**

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**Call to Order**

Chair McCune called the January 24, 2024 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

**Roll Call**

Members Present: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris

Members Absent: Ian Huckabee

A quorum was declared with six members present.

Staff Present: Town Attorney Jill Quattlebaum, Laurel Anderson, and Deputy Clerk Rachel Johnson

**Agenda Approval**

*Vice-Chair Flowers made the motion to approve the Agenda and Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

**Minutes Approval**

*Vice-Chair Flowers made the motion to approve the Minutes and Member Morris made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

**Administration of Oaths**

Chair McCune gave the Quasi-Judicial Statement and Deputy Clerk Johnson administered the Oath to Laurel Anderson.

## Items of Consent

*Vice-Chair Flowers made the motion to approve the Order for Cases #23-30 308 107 Sunset Lane, #23-31 120 & 120A Craven Street, #23-33 100 Sunset Lane, #23-35 121 Craven Street, and Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

## Old Business

### 1. Case #23-07; 307 Moore St – Retaining Wall

Chair McCune introduced Case #23-07 and asked for the Staff Report. Ms. Anderson explained that the request was to build a retaining wall. In March 2023 the Commission approved the construction of a new structure at 308 Moore St. except for the metal roof which was tabled. In October 2023 the Commission approved a Certificate of Appropriateness (COA) to paint the front door color, eliminate the diamond pattern from gable window mullions and garage door, shingle the garage instead of using metal roofing, change the back of garage window to a door (with window), elimination of part of the front yard fence, straighten the walkway from front door to street, and increase the rear privacy fence from 66” to 72”.

Ms. Johnson administered the Oath to Ben Lapsley, property owner, and Craven Gardner, general contractor for the project. Mr. Lapsley noted that the request was for a concrete block retaining wall with no stucco, and as there were low areas between the lots the wall was proposed to help with drainage.

Chair McCune asked if there were any Members who needed to recuse themselves and Member Morris stated that she requested to be recused. Hearing no objections to the recusal, Chair McCune took a vote:

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Tammy Hunsucker*

Member Hedrick asked about there being no footer for the wall and Mr. Gardner explained that as this was a landscape style wall there would be a stone footing to give weight stability and there would be tiebacks back into the fill.

Vice-Chair Flowers asked if the driveway would be tilted toward the house after the ground was graded out, and Mr. Gardner explained that the water coming from the higher lot next door would partially be absorbed into the grass and the retaining wall would be a factor, along with a ribbon driveway, in stopping any water sheeting into the next lot below.

Member Cummins asked if the lot had been graded for building the new house and Mr. Gardner stated that the lot was at the original grade.

Chair McCune stated that she had no issues with the material and brick color and Mr. Lapsley offered to match the brick in the walkway. Mr. Lapsley showed the Members color photos of another type of wall that could be considered and these photos were entered into evidence. Chair McCune then asked if there were any parties with standing who would like to speak.

Ms. Johnson administered the Oath to Nancy Raines, 310 Moore St. Ms. Raines stated that the retaining wall was for the benefit of all the neighbors, noted that they appreciated the current silt fence, and how grateful the neighbors were that the Lapsley’s were requesting the installation of the retaining wall.

Member Cummins noted that though HPC Guidelines 8.2.4 stated that “such walls should be constructed of brick or concrete block covered with a true sand-finish stucco,” the location and height of the proposed wall should be taken into consideration. Chair McCune agreed and noted that the original Timberline color appeared to be the

best match, and she had no objection to the wall. Member Hedrick also liked the difference in material and felt that it aided in differentiating that the wall was new.

*Chair McCune asked for a motion for a Finding of Fact for Case #23-07. Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #23-07, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Fences and Walls 8.2.4.*

*Member Hunsucker made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Tammy Hunsucker*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #23-07.

*Member Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #23-07 be issued for the proposed work.*

*Vice-Chair Flowers made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Tammy Hunsucker*

Chair McCune then declared Case #23-07 closed and notified Mr. Lapsley that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

Chair McCune then requested a vote to bring Member Morris back to the board.

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Tammy Hunsucker*

## 2. Case #23-33; 100 Sunset Ln – Fencing, Parking & Landscaping

Chair McCune introduced Case #23-33 and asked if any members needed to recuse and hearing none, she asked for the Staff Report. Ms. Anderson noted that the Ruth Little survey showed a house circa 1970 on that site which had been demolished. She explained that at the December 2023 HPC meeting the Commission discussed a revised landscaping and parking plan with the applicant. Since the meeting the applicant has submitted a new plan which includes a detailed fencing plan, shrub species along Sunset Lane, and a new parking area near the structure. The proposed work included installing fencing, new pavers, and exterior lighting & landscaping.

Ms. Johnson administered the Oath to the applicant, Jay Horton, of Filter Design Studio. He explained that since last presented in December, the application was updated to delete some of the pavers by Sunset Lane and make a larger parking area near the house to allow for cars to park off of Sunset Lane and create a safer transition onto the porch. He stated the only changes were to move the fence back and add the pavers near the house, and acknowledged the condition placed in December to exchange the Mary Nell hollies on the west side to Dwarf Yaupon hollies.

Chair McCune asked how large the parking pad would be and Mr. Horton stated it would be approximately 36' x 20' to fit up to four cars. She then asked if there were any parties with standing and there were none.

*Chair McCune asked for a motion for a Finding of Fact for Case #23-33. Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #23-33, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Fences and Walls 8.2.2, 8.2.3, 8.2.6; Off-Street Parking 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.5, 8.5.6, 8.5.7; Landscaping 8.1.1, 8.1.2, 8.1.4, 8.1.6,*

8.1.7, 8.1.10.

*Member Cummins made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #23-33.

*Member Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #23-33 be issued for the proposed work.*

*Vice-Chair Flowers made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then declared Case #23-33 closed and notified Mr. Horton that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

## **New Business**

### 1. Case #24-01 115 Front Street - Dock & Boat Lifts

Chair McCune introduced Case #24-01 and asked if any members needed to recuse themselves and hearing none, she asked for the Staff Report. Ms. Anderson explained that the application requested the installation of a new dock and boat lift at 115 Front Street and noted that the CAMA Permit had been issued and included as part of the application.

Vice-Chair Flowers stated that he did not see where the boat lifts would be installed and asked if other nearby docks had received COA's.

Ms. Johnson administered the Oath to the applicant's contractor, Dillon Rose of D.J. Rose & Sons.

Mr. Rose explained that the boat lifts were shown on the CAMA permit and would be located about halfway down the floating docks. In response to Vice-Chair Flowers' question regarding a gate on the dock, Mr. Rose stated that they would not be adding a gate but they do have an approved COA for a fence.

Member Cummins asked about the 18' x 5' deck to be constructed and Mr. Rose explained it would provide access to access the dock. Member Hunsucker asked if a gazebo would be constructed and the height of the boat lifts and Mr. Rose stated that a gazebo was not requested and the boat lifts were the same height as the dock.

*Chair McCune asked if there were any parties with standing, and hearing none and no further questions, asked for a motion for a Finding of Fact for Case #24-01. Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-01, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Docks, Piers, and Boardwalks: 8.7.1.*

*Member Morris made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #24-01.

*Member Cummins made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #24-01 be issued for the proposed work.*

*Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then declared Case #24-01 closed and notified Mr. Rose that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

## 2. Case #24-02 122 Craven St – Window Replacement

Chair McCune introduced Case #24-02 and asked if any members needed to recuse themselves. Vice-Chair Flowers stated that he did and Chair McCune asked for a motion to recuse him.

*Member Cummins made a motion to recuse Vice-Chair Flowers and Member Morris made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune asked for the Staff Report. Ms. Anderson explained that the owner requested installing new composite windows to replace wood windows for 122 Craven Street.

Ms. Johnson administered the Oath to the applicant and property owner, Brent Greenberg, and Robert Griffin of Andersen Windows. Mr. Greenberg explained that most of the windows on the house were painted shut and there was also water intrusion from the windows, and he was looking for a long-term solution.

Member Hunsucker pointed out Window and Door Guidelines 6.4.3 and Mr. Greenberg explained that the new Fibrex windows have a much longer life and stated the existing windows and Fibrex windows looked the same.

Member Hedrick noted the windows on the front appeared to have wavy glass signifying they were made in the 19<sup>th</sup> century and also denoted Guidelines 6.4.3 to maintain historical integrity, and stated that he had restored and reglazed his own windows and had improved efficiency. He asked Mr. Greenberg if he was proposing to change the windows entirely with the Fibrex windows and Mr. Greenberg stated that he was.

Member Cummins added that it would be disappointing to see the windows changed and challenged Mr. Greenberg to find another solution. Mr. Greenberg stated that he and his wife were fighting a losing battle to keep the windows recaulked and reglazed. Member Cummins asked if he had heard of possible tax credits which would help with restoration.

Chair McCune observed that the windows in the front part of the house were quite old and possibly original, and windows were important to keep the integrity of the historic district, and replacing all the windows in the oldest part of the house would be doing himself a disservice in the historic value of the house. She noted when you own a home built in 1830 in the historic district you are a steward of that home. She stated that there were several options for his application including tabling the item until he had the chance to request advice from the State Historic Preservation Office (SHPO), and there was further discussion regarding tax credits.

*Chair McCune asked if there were any parties with standing, and hearing none and no further questions, asked*

*for a motion to table Case #24-02. Member Cummins made a motion to table Case #24-02 and Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then declared Case #24-02 closed.

*Member Hedrick made a motion to restore Vice-Chair Flowers to the Board and Member Cummins made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

### 3. Case #24-03 211 Turner St – Window Addition

Chair McCune introduced Case #24-03 and asked if any members needed to recuse themselves and hearing none, she asked for the Staff Report. Ms. Anderson explained that the application was to replace a single window on the south side of the house with two windows and noted this section of the house appeared to be a newer addition.

Ms. Johnson administered the Oath to the applicants and property owners, Laura and Isaac Adams. Ms. Adams stated that the outside wall was built in the 1950s to enclose a porch and there was no historic siding on that part of the house. The request is to replace the non-historic window in this wall with two windows that match the historically appropriate windows for the house as determined by John Wood, SHPO, during a 2013 renovation. The smaller single window in the middle of the south-facing side of the house will be replaced with a wood, double hung, two-over-two window in same size and location as existing.

Ms. Johnson administered the Oath to Robert Wilson, neighbor at 209 Turner St, who expressed his support of the project.

*Chair McCune asked if there were any parties with standing, and hearing none and no further questions, asked for a motion for a Finding of Fact for Case #24-03. Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-03, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Windows and Doors: 6.4.1, 6.4.2, 6.4.3, 6.4.7.*

*Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #24-03.

*Member Morris made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #24-03 be issued for the proposed work.*

*Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then declared Case #24-03 closed and notified Mr. and Mrs. Adams that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

4. Case #24-05 112 Moore St - Landscaping, Gutters, Hardscape Repair

Chair McCune introduced Case #24-05 and asked if any members needed to recuse themselves and hearing none, she asked for the Staff Report. Ms. Anderson explained that the application was to install landscaping with hardscape repair and add gutters to main structure and noted that in August 2012, a COA was issued for the addition of fence to the existing fence in the driveway area, beginning at 4 feet tall and tapering to 5 feet towards the rear of the property.

Ms. Johnson administered the Oath to the applicant, Charles Haskins of Heritage Designs. He explained that there was water intrusion under the house so they were requesting gutters and landscaping to address the deteriorating visible hardscaped paths.

Chair McCune noted that Mr. Haskins had showed the Commission members the gutter material.

*Chair McCune asked if there were any parties with standing, and hearing none and no further questions, asked for a motion for a Finding of Fact for Case #24-05. Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-05, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Roof Guidelines: 6.1.6; Landscaping Guidelines 8.1.4, 8.1.5, 8.1.10, 8.1.11.*

*Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #24-05.

*Member Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #24-05 be issued for the proposed work.*

*Member Morris made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune then declared Case #24-03 closed and notified Mr. Haskins that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

### **Commission / Board Comments**

- a. Chair McCune mentioned the upcoming 50<sup>th</sup> anniversary celebration of the town's inclusion on the National Register of Historic Places. She also stated that the Dock House had submitted a Minor Works application to change the cedar shake shingles back to the original asphalt shingles. She discussed the new Resilience Standards to be included in the new Standards and noted that at tonight's meeting each member had received a jump drive with the latest draft Standards to begin reviewing.
- b. Member Morris asked about the application process for membership to the HPC and Ms. Johnson explained the deadline had passed and the Board of Commissioners would be voting in February. She then asked about the recusal process and Town Attorney Quattlebaum explained the member should request recusal and the Board would vote to recuse them, and the recused member was automatically restored after the item was concluded.

## Staff Comments

- a. Ms. Anderson thanked Ms. Johnson for her support during the meeting. She also discussed the 50<sup>th</sup> anniversary celebration.
- b. Ms. Johnson gave an update on signage denoting the historic district.

## Adjourn

*Vice-Chair Flowers made the motion to adjourn and Member Morris made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Tammy Hunsucker, and Marissa Morris*

Chair McCune declared the January 24<sup>th</sup>, 2024 meeting adjourned at 7:35 p.m.

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Chair, Joyce McCune

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Board Secretary, Laurel Anderson