



Town of Beaufort, NC
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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, March 3rd 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Acting Chair Hedrick called the March 3rd, 2026 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Bradley Hedrick, Vice-Chair; Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Members Absent: Joyce McCune, Chair; Bradley Cummins

A quorum was declared with five members present.

Staff Present: Mr. Kyle Garner, Planning Director; Mr. Brad Fockler, Code Enforcement Officer; Ms. Jill Quattlebaum, Town Attorney; Ms. Laurel Anderson, Board Secretary

Agenda Approval

Member Davis made the motion to approve the Agenda as presented and Member Morris made the second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Minutes Approval

1. HPC Draft Minutes 010626

Member Davis made the motion to approve the Minutes as presented and Acting Chair Hedrick made the second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Administration of Oaths

Acting Chair Hedrick gave the Quasi-Judicial Statement as follows: This hearing is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. The board must base its decision upon competent, relevant and substantial evidence in the record. It is a decision constrained by the standards in the ordinance and based on the facts presented. All applications for Certificates of Appropriateness must be consistent with the Design Guidelines for the Beaufort Historic District & Landmarks; however, regardless of compliance with these Design Guidelines, the HPC will not approve a COA that is not congruous with the special nature of the Beaufort Historic District as a whole. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion. Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. Parties may present evidence, call witnesses and make legal arguments. Parties are limited to the applicant, the local government and individuals who can show they will suffer special damages. Other individuals may serve as witnesses when called by the board. For certain topics, this board may hear opinion testimony from expert witnesses. Individuals providing expert opinion must be qualified as experts and provide the factual evidence upon which they base their expert opinion. Witnesses must swear or affirm their testimony.

Secretary Anderson then administered the Oath to Kyle Garner.

Items of Consent

1. Approval of the Order for 217 Front Street, 122 Queen Street, & 131 Turner Street – Certificate of Appropriateness

Member Morris made the motion to approve the Order as presented and Member Davis made the second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

New Business

1. Case # 26-02 618 Ann St – Side Porch Enclosure

Acting Chair Hedrick introduced Case #26-02 and asked if any commission members needed to recuse themselves and none did. Mr. Garner provided the staff summary, explaining that the item was for 618 Ann Street with a request for a side porch enclosure on the Pollock Street side. He included the staff report, application, elevation drawings, and vicinity maps as part of the record. The applicant was requesting to enclose a side porch on the Pollock side that had previously been enclosed, then had the enclosure removed, and now wanted to re-enclose the area. Minor landscaping items were also included in the request.

Secretary Anderson administered the Oath to John Engelhard of Owens Construction.

Mr. Engelhard stated there had been a previous porch enclosure with a metal roof, and their new proposal would be an improvement with an asphalt roof matching the existing structure. He pointed out that the handrail shown in the drawings was purely decorative, not functional, as there would be no door access to create a deck. The handrail was intended to mirror the Ann Street side for continuity. He also clarified that the hardscaping would not exceed the existing footprint of the house, staying within the current four to five feet from the corner.

Member Davis asked about the brick base, and Mr. Engelhard confirmed they would be demolishing the existing brick and starting fresh with Savannah brick, which was included in their materials list.

Acting Chair Hedrick asked about the date of the previous porch installation, which was unknown, though photographs existed. He also confirmed that the rail above was strictly decorative and not part of any deck, and that the window

would not be changed to a door for access. Mr. Engelhard confirmed these details, explaining that while they originally considered a door, the layout wouldn't accommodate it, so it was purely for appearance.

Member Davis had an additional question about what appeared to be a fireplace on the plans. Mr. Engelhard clarified that was from the original set of drawings, and the updated set included in their package showed no fireplace would be installed, just a straight wall.

Acting Chair Hedrick asked if there were any parties with standing who wished to comment, and if there were any other witnesses who wanted to comment. There were none.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-02. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-02, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Porches and Entrances Guidelines 6.5.1, 6.5.4, 6.5.7; Window and Door Guidelines 6.4.2, 6.4.3, 6.4.7, 6.4.10; Decks on Historic Buildings Guidelines 7.9.1, 7.9.2, 7.9.3, 7.9.4; Landscaping Guidelines 8.1.11; Additions to Historic Buildings Guidelines 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.6, 7.8.7.

Member Morris made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-02.

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 Commission conclude 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 #26-02 be issued for the proposed work.

Member Davis made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick thanked the applicant for bringing the matter before them and explained that once the historic commission adopts the minutes and findings of fact at the April meeting, they would receive their COA from the town.

2. Case #26-05 907 Ann St – Historic Plaque

Acting Chair Hedrick introduced Case #26-05 and asked Mr. Garner for an overview of the case.

Mr. Garner stated that this was a request for a historic plaque for 907 Ann Street and he requested that the packet be included as part of the official record. The house was known as the Captain Ned Lewis house, and he appreciated that the applicant had included an old photograph and pictures of both the house and the captain. Staff had reviewed the information provided and found it to be a structure over a hundred years old in the craftsman style. He noted that while the property was not in the local district, it was in the national historic district.

Secretary Anderson administered the Oath to Charles Llewellyn.

Member Morris commented that she appreciated the complete history shared in the application, noting that they don't always get the full picture of who the owner was at the time, and she found the history behind the home particularly valuable.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-05. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-05, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Plaque Guidelines 4.2.1,4.2.2, 4.2.3.

Member Sabiston made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Mrs. Llewellyn requested to make a comment.

Secretary Anderson administered the Oath to Deborah Llewellyn.

She emphasized the value of the Old Homes Tours and garden tours to the historic knowledge about Beaufort. Having previously lived on Marsh Street in a 1778 house and now at the Ann Street house, she noted that each time they'd participated in tours, generational family members would come from out of town, walk in, and share stories about houses their grandfathers had built or other historic elements. While they dreaded putting houses on tour, the amazing stories from people who knew the history made it worthwhile and brought the history alive.

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-05.

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 Commission conclude 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 #26-05 be issued for the proposed work.

Member Tennant made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Mr. Garner explained that they would encourage the applicants to go to the Beaufort Historic Association, as they now had someone who manufactured the plaques and would include the name and circa date approved by the commission.

3. Case #26-06 117 Ann Street – Roof Replacement

Mr. Garner presented the case for 117 Ann Street, requesting a roof replacement. He asked that the staff report and included information be made part of the record. The applicants were requesting to replace their metal roof with asphalt architectural shingles.

John Engelhard, contractor for the homeowners, addressed the commission and stated that according to the owners, the roof was installed at least 20 years prior to their 2005 purchase, putting it in the mid-1980s or earlier. He noted that the rear addition already had asphalt shingles and they were matching those. He brought a color sample for the commission to review and emphasized that the roof was difficult to see from anywhere. The existing metal roof, supposedly silver, had rusted through significantly.

Member Davis asked if the current metal roof has a hand-rolled standing seam, and Mr. Engelhardt confirmed that was correct. Member Davis also inquired about a detached building, and Engelhardt explained there was a detached building with a newer black metal standing seam roof that was being replaced like-for-like under a separate approval, as was the rear asphalt shingles section. Only the main portion of the house couldn't fall under like-for-like replacement rules.

Acting Chair Hedrick asked if there were any parties with standing who wished to comment and there were none.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-06. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-06, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Roof Guidelines 6.1.1, 6.1.2, 6.1.3.

Member Sabiston made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-06.

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 Commission conclude 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 #26-06 be issued for the proposed work.

Member Tennant made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

4. Case #26-07 105 Front Street – Perimeter Wall, Elevation of Garage & Tree Preservation

Mr. Garner introduced Case #26-07 for 105 Front Street, noting this was probably one of the most anticipated applications ever submitted in Beaufort's historic preservation history. This was for the Duncan House property, with an application from Filter Design for a new perimeter wall with elevation of a garage and tree preservation.

This was the first phase of the project for the Duncan House property since the fire destroying the house on December 15th, 2025. The primary purpose was to stabilize the site and bring it up to federal flood standards, which became applicable since the structure was damaged more than 50% in the event. The structure had been listed as having statewide significance, and the state had previously worked with the property owner to elevate it with a variance for federal flood standards to only bring it to a certain level. However, since the structure was now demolished more than 50%, they had no choice but to meet the current federal standards.

Mr. Garner wanted to be clear that this was just the first phase to stabilize the property. He appreciated that the packet included a potential future elevation drawing of what the structure would look like, though he wanted to be extremely clear they were not asking for approval of that tonight - only the stabilization of the property.

The acting chair asked for clarification that they were deciding on appearance only since the building elevation was required, which Mr. Garner confirmed, and he added they were looking at the tree preservation also.

Secretary Anderson administered the Oath to Jay Horton of Filter Design Studio.

Mr. Horton they were looking for the ability to raise the site, with the main effect being on the Front Street side where they needed a two-foot wall. There would be perimeter walls around the property, but the highest was only the two feet on Front Street, with grades sloping down elsewhere.

Member Davis asked for clarification that they were discussing the aesthetics of the wall, mainly on Front Street, which would be brick masonry. Mr. Horton confirmed it would be a concrete masonry unit (CMU) wall with a parge coat finish - a traditional CMU approach, and Member Davis noted there were plenty of similar examples in town.

Acting Chair Hedrick asked whether raising the elevation would affect the future house height, since it used to sit lower. Mr. Horton explained this was a great question and a good point. They had originally raised the house for coastal

resiliency purposes with a granted variance. Currently in AE7, preliminary maps showed them going to AE8, and they had to meet freeboard requirements. When they first raised the original house, they noticed from photographs and physical evidence like fireplaces and ballast stones that the house could have had a higher profile originally, though they had no factual evidence of exactly how much.

Since they had the variance for coastal resiliency, they planned to use the existing extensive foundation with its hundred helical piers, using the same footprint. Their intent was to create a structure that from Front Street looked like what was there originally. By raising everything two feet minimum, including the rear garage, and probably adding an additional two feet to the structure, they aimed to achieve this goal.

The acting chair indicated they would deal with the future structure application when it came but wanted to understand how this related to the current proposal. Horton explained they knew they were coming up two feet minimum and it would look at least like it did when they were granted the previous variance.

Mr. Horton also mentioned a historic tree in the backyard on the north side that they hoped to raise.

Acting Chair Hedrick asked if there were any parties with standing or other witnesses who wished to comment and there were none.

During board discussion Mr. Garner explained they did have photographic evidence about sidewalk and infrastructure installation. Curb and guttering went in probably around the late 1930s and early 1940s, with photo evidence available. The roundabout or turnaround originally ended before Sunset Lane, and the Duncan property called "Duncan Green" went from Sunset Lane to the water. He again emphasized that what they were looking at was just for reference and not the finished product except for the wall.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-07. Member Morris made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-07, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Fences and Walls Guidelines 8.2.4; Foundations Guidelines 6.6.9; Landscaping Guidelines 8.1.1, 8.1.2.

Member Sabiston made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-07.

Member Davis made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude 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 #26-07 be issued for the proposed work.

Member Tennant made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then declared Case #26-07 closed and notified the applicants that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

5. Case # 26-08 114 Ann Street - West Side Addition, Wall Installation & Landscaping

Mr. Garner presented the case and requested to include the staff report and information as part of the record. This was a request for a lift in the rear for ADA access, a two-foot wall with landscaping, and removal of a non-historic carport. This was an effort to bring the property back to something closer to its original appearance. Mr. Garner felt confident the carport was not original to the structure.

Secretary Anderson administered the Oath to Maggie Chalk from MK Chalk Architecture.

Ms. Chalk explained that the carport extending off the west end of the original main block had deteriorated and wasn't needed for future use. They wanted to remove it and refurbish the side of the building with the same style lap siding and reveal, using cedar for rot resistance. She stated the two-foot high brick wall was necessary to protect the property from flooding during king tides. The lift would be on the back where it wouldn't be seen.

Mr. Tennant asked about pavement work when the carport was removed. Chalk explained that all the carport pavement would be removed, and the whole west side corner would be landscaped as lawn with existing trees remaining. The old driveway would also be removed as part of the demolition. Acting Chair Hedrick confirmed the wall would not exceed two feet and Ms. Chalk agreed. He then asked where the lift would be installed and Ms. Chalk explained it would not be visible from Ann Street and a window would be converted to a door for access, shown as the bottom left corner on the pictures.

Ms. Chalk submitted the brick sample for the fence.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-08. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-08, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Accessibility and Life Safety Guidelines 6.8.1; Fences and Walls Guidelines 8.2.4; Demolition of Buildings Guidelines 10.1.2, 10.1.4, 10.1.5, 10.1.6.

Member Sabiston made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-08.

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 Commission conclude 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 #26-08 be issued for the proposed work.

Member Tennant made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then declared Case #26-08 closed and notified the applicants that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

Commission / Board Comments

Acting Chair Hedrick thanked Member Morris for filling in for the meeting. He noted there were two issues he would like to discuss; the first being that he thought it would be better to wait until the following meeting to hold elections for Chair and Vice-Chair until the next meeting when the Chair would be in attendance. The second issue was whether the commission was interested in having alternates for the board as a few meetings had come close to not having a quorum and

one meeting had been canceled. There was discussion regarding this suggestion and the recommendation was for staff and legal counsel to provide specific parameters for a more complete discussion.

Staff Comments

Mr. Garner provided a brief update on the guidelines and standards work, hoping to have something for the commission to review in April. The process would involve the commission reviewing and discussing modifications, then going to the Board of Commissioners in a public hearing for approval to become official.

Adjourn

Member Davis made the motion to adjourn and Member Morris made the second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick declared the March 3rd, 2026 meeting adjourned at 7:15 p.m.

Acting Chair, Bradley Hedrick

Board Secretary, Laurel Anderson