



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

Board of Commissioners

Regular Meeting

6:00 PM Monday, June 08, 2026

Train Depot, 614 Broad Street

Call to Order/Pledge of Allegiance

Mayor Harker called the meeting to order at 6:00 PM and invited those present to join in the Pledge of Allegiance.

Roll Call

PRESENT:

Mayor Harker
Mayor Pro Tem Gillikin
Commissioner Spiegler
Commissioner Matthews
Commissioner LoPiccolo

Absent: Commissioner Cooper

Commissioner Gillikin made a motion to excuse Commissioner Cooper from the meeting.

The motion carried unanimously with a (4-0) vote.

Agenda Approval

Mayor Harker proposed an amendment to the agenda, requesting that the Quasi-Judicial Proceeding for Case #26-14 be moved to follow the Manager's Report. The Mayor explained that the applicant was in route to the meeting and that the adjustment would provide additional time for the applicant to arrive and participate in the hearing.

Commissioner Gillikin made a motion to amend the agenda as proposed and approve the agenda as amended.

The motion carried unanimously with a (4-0) vote.

Items of Consent

1. Meeting Minutes: May 11 & 14, 2026
2. SUP Order: Case #26-06 Special Use Permit (Minuteman Gas Station, 110 Towns Drive)
3. SUP Order: Case #26-08 Special Use Permit (Beaufort Bar Outdoor Operation, 410 Live Oak Street)

4. FY 26 Budget Amendment #5

Commissioner Spiegler made a motion to approve the Items of Consent as presented.

The motion carried unanimously with a (4-0) vote.

Public Hearing

1. Proposed Fiscal Year 2027 Budget

Commissioner Gillikin made a motion to open the public hearing.

The motion carried unanimously with a (4-0) vote.

Town Manager Matt Zapp presented the proposed FY 2026-2027 Budget, noting that much of the information had been discussed during prior budget workshops, while additional materials had been prepared to provide further detail. He confirmed that all statutory requirements related to the budget process, including public notice and advertising requirements, had been satisfied and reminded the Board that state law requires adoption of a balanced budget prior to the end of June.

Manager Zapp provided an overview of the Town's four primary operating funds: the General Fund, Water and Sewer Fund, Beaufort Town Docks Fund, and Stormwater Fund. He explained the purpose of each fund and emphasized the importance of maintaining separate accounting for each. The General Fund, totaling approximately \$15.1 million, supports core governmental services such as public safety, administration, public works, planning, and parks. The Water and Sewer Fund, budgeted at approximately \$5.5 million, supports the operation and maintenance of the Town's utility systems. The Stormwater Fund, budgeted at approximately \$180,000, reinvests stormwater fees into drainage and stormwater infrastructure improvements. He noted that FY 2026-2027 would be the first full fiscal year of Town-operated management of the Beaufort Town Docks, with the Waterfront Fund budget revised from approximately \$4.2 million to \$4.4 million following recommendations from the Beaufort Waterfront Operations and Finance Committee (BWOFF). He noted those changes were reflected in a revised budget ordinance and fee schedule which was distributed to the Board and shared on the screen as reference.

Manager Zapp reviewed the Town's fund balance position, describing fund balance as the municipality's financial reserves and emphasizing its importance in maintaining fiscal stability and responding to emergencies, natural disasters, and unforeseen expenses. He reported approximate prior-year fund balances of \$9 million in the General Fund, \$5 million in the Water and Sewer Fund, \$300,000 in the Town Docks Fund, and \$160,000 in the Stormwater Fund. He also highlighted the Town's capital reserve accounts, which are maintained for future equipment replacements and infrastructure needs, including fire apparatus, street maintenance, and dock system improvements.

The proposed FY 2026-2027 budget totals approximately \$25 million across all funds. Manager Zapp highlighted a proposed reduction in the property tax rate from 28.84 cents to 28.75 cents per \$100 of assessed valuation, attributing the reduction to continued growth, reinvestment, and sound fiscal management. He noted that while the tax rate is decreasing, a modest utility rate adjustment is recommended to support approximately \$31 million in water, sewer, and stormwater infrastructure investments. The adjustment would increase in-town water and sewer base rates by \$1 each per month, for a total increase of \$2 per month, while out-of-town customers would see a \$4 monthly increase.

Manager Zapp outlined several planned investments included in the budget. These include converting a part-time/temporary position in the Utilities Department to full-time status; purchasing a public works dump truck, pickup truck, one-ton truck, and replacement forklift; acquiring a sewer truck for the Utilities Department; and replacing four police vehicles in accordance with the Town's vehicle replacement schedule. He also noted that the budget includes a 3% cost-of-living adjustment for all Town employees, consistent with regional inflation trends.

To provide context for taxpayers, Manager Zapp explained that the average home in Beaufort is valued at approximately \$535,000, which would result in an annual property tax bill of approximately \$1,540, or roughly \$130 per month, under the proposed tax rate. He noted that those revenues support a wide range of municipal services, including police, fire, public works, solid waste collection, parks, utilities, engineering, administration, and planning functions.

Manager Zapp concluded by discussing the Town's fund balance policy and overall financial position. He reported that the General Fund balance, which stood at approximately \$9.5 million at the close of the prior fiscal year, is projected to be between \$7.2 million and \$7.3 million at the end of the current fiscal year after planned expenditures and transfers. He noted that this amount remains well above the Town's minimum fund balance policy of 20 percent and provides an appropriate level of financial stability for a coastal community. He concluded by outlining the remaining budget adoption timeline and noted that the Board could take action that evening or defer adoption until the June 22, 2026 meeting, provided the budget is adopted before the statutory deadline of June 30.

Commissioner Spiegler asked whether a \$25 million budget was typical for a municipality the size of Beaufort and how increasing property values had enabled the Town to maintain services while reducing the tax rate.

Manager Zapp responded that Beaufort's budget is generally comparable to similarly sized communities that provide full-time police, fire, water, sewer, and stormwater services. He noted that the Town's ownership and operation of the Town Docks represents a unique enterprise fund that generates revenue, attracts visitors, and has the potential to offset costs that would otherwise be borne by taxpayers.

Regarding property values and tax rates, Manager Zapp explained that Beaufort has experienced significant growth in property values driven by new development and continued investment in the community. He noted that commercial development contributes substantially to the tax base while helping support the cost of municipal services. He stated that more than \$200 million in investment has occurred in recent years, resulting in sufficient revenue growth to support municipal services while allowing reductions in the tax rate.

Commissioner LoPiccolo asked for clarification regarding the decrease in the Town's unassigned fund balance from approximately \$9.67 million at the end of FY 2025 to approximately \$7.28 million in the proposed budget.

Manager Zapp explained that the Town previously designated approximately \$1.5 million for future asphalt paving projects. Because major utility infrastructure improvements were still underway, those funds were instead utilized to acquire 611 Front Street, a strategic property acquisition that restored necessary water access for the Town. He noted that the property remains a valuable Town asset and could either contribute to future fund balance levels or be leveraged for future community investments.

Manager Zapp also provided an update on paving and infrastructure projects, noting that the Town is planning a major paving initiative with an estimated cost of approximately \$5 million. He explained that the Town expects to contribute between \$2 million and \$2.5 million in matching funds to supplement USDA funding. The goal is to complete the majority of paving work by the end of 2026, with any remaining work associated with utility construction continuing into early 2027. He further stated that the Town's fund balance remains well above the State's minimum recommended threshold and is comparable to peer coastal communities.

Commissioner Matthews requested information regarding the Town's vehicle replacement policy and the distinction between cost-of-living adjustments (COLAs) and merit-based compensation.

Manager Zapp explained that the vehicle replacement policy was updated to allow either leasing or purchasing vehicles, depending on which option provides the greatest financial benefit to the Town. He noted that lease arrangements can allow the Town to capitalize on vehicle resale values, while the current budget cycle analysis indicated that purchasing certain replacement vehicles outright was the more cost-effective approach, particularly for equipment with longer service lives.

Regarding employee compensation, Manager Zapp explained that the proposed 3% COLA is tied to inflation and is intended to help employees maintain purchasing power. Merit-based increases, by contrast, are awarded based on performance, professional certifications, and educational achievements in accordance with Town policy. He stated that the Town's overall compensation philosophy focuses on employee recruitment, retention, and career advancement.

Mayor Harker opened the floor for public comment on the FY 27 Budget.

No members of the public came forward to speak.

Commissioner Gillikin made a motion to close the public hearing.

The motion carried unanimously with a (4-0) vote.

Mayor Harker invited the Board to discuss whether the FY 2027 Budget should be adopted at the current meeting or deferred until the June 22, 2026, meeting.

Commissioner LoPiccolo stated that the Board had devoted significant time to reviewing the proposed budget with Manager Zapp and indicated that he was prepared to move forward with adoption.

Commissioner Matthews agreed, noting the extensive budget discussions that had taken place and expressing appreciation for staff's responses to both Board and public questions throughout the budget process. He stated that he was comfortable with the proposed budget and looked forward to evaluating a full year of Town Dock operations under municipal management.

Commissioner Gillikin clarified that the Beaufort Waterfront Oversight (BWO) Committee's recommended dock rate structure, finalized at its recent meeting, had been incorporated into the proposed FY 2027 Budget.

The Board acknowledged that the budget under consideration reflected the updated dock fund revenue projections and fee schedule recommended by the BWO Committee.

The Board expressed consensus that the proposed budget accurately reflected the revisions discussed during the budget development process and was ready for consideration.

Commissioner Gillikin made a motion to approve the FY 27 Budget, including the updated budget ordinance and updated fee schedule with the BWO rate structure recommendations incorporated.

The motion carried unanimously with a (4-0) vote.

The approved FY27 Budget Ordinance and Fee Schedule have been attached and incorporated as part of the meeting minutes.

Public Comment

The Town Clerk confirmed that no individuals had signed up to provide general public comment.

New Business

1. Volunteer Board Appointment: Historic Preservation Commission

Mayor Harker introduced the item, noting that one position on the Historic Preservation Commission was available for a three-year term, and that two applications had been received from Tina Proctor and Joseph Provenzano.

Commissioner Gillikin made a motion to open the floor for nominations.

The motion carried unanimously with a (4-0) vote.

Commissioner Spiegler nominated Tina Proctor for the position.

No additional nominations were made.

Commissioner Matthews made a motion to close the floor for nominations.

The motion carried unanimously with a (4-0) vote.

With one position and one nominee, Mayor Harker indicated that the appointment could be made by acclamation. Tina Proctor was appointed to serve a three-year term on the Beaufort Historic Preservation Commission.

Mayor Harker offered congratulations to Ms. Proctor.

2. FY 26 Budget Amendment #6

Finance Director Christi Wood presented Budget Amendment #6 for the Utility Fund and introduced Utilities Director Donovan Willis, who was available to answer technical questions regarding the proposed amendment.

Ms. Wood explained that the amendment was necessary due to the failure of several critical utility system components. The amendment included funding for replacement of an influent pump at the Wastewater Treatment Plant, including interim rental pump costs during the estimated 11-week replacement lead time, as well as replacement of a pump, check valve, and associated piping at Lift Station #9. The total amendment amounted to \$241,000 and was proposed to be funded through Utility Fund balance reserves.

Ms. Wood noted that while portions of the work may extend into FY 2027, appropriation of the funds was necessary immediately to allow equipment orders to be placed and avoid further delays associated with manufacturer lead times.

Commissioner LoPiccolo inquired about the cost estimates associated with Lift Station #9 and whether additional factors could increase project costs or extend the replacement timeline.

Ms. Wood explained that the figures were based on contractor estimates and represented the best available information at the time.

Manager Zapp stated that staff believed the estimates were sufficient, barring unforeseen conditions encountered during installation.

Utilities Director Willis confirmed that the anticipated manufacturer lead time had been verified and emphasized the importance of placing orders as soon as possible.

Commissioner Gillikin asked whether the failed equipment had reached the end of its expected service life.

Utilities Director Willis responded that the influent pump at the Wastewater Treatment Plant had been operating continuously for approximately six to seven years and had reached the end of its useful life. He noted that the Lift Station #9 equipment had likewise been in service for a considerable period.

Manager Zapp stated that the equipment failures highlighted the importance of long-term capital improvement planning within the Utility Fund. He explained that staff is continuing to evaluate infrastructure replacement needs and identify opportunities to proactively

address aging equipment. He further noted that future system growth and additional utility customers could help offset future rate pressures.

Commissioner Matthews emphasized the importance of completing the repairs promptly to avoid service disruptions or environmental compliance issues.

Commissioner Spiegler asked for additional information regarding the cost of the replacement pumps.

Utilities Director Willis explained that the influent pumps are specialized 25-horsepower units that operate with dedicated electrical components, contributing to their overall cost.

Manager Zapp added that maintaining standardized equipment throughout the system provides operational benefits, including the ability to keep replacement units in inventory for emergency situations.

Mayor Harker commented on the importance of maintaining adequate fund balance reserves to address unexpected infrastructure failures and noted that utility system maintenance and replacement needs are an ongoing responsibility as the community continues to grow.

Commissioner Matthews made a motion to approve FY 2026 Budget Amendment #6.

The motion carried unanimously with a (4-0) vote.

Manager Report

Manager Zapp thanked the Board for adopting the FY 2027 Budget and fee schedule. He expressed appreciation for the work of the Beaufort Waterfront Operations and Finance (BWOF) Committee and F3 Marina Management in developing a financial plan for the Town Docks. He reported that the Town's investment in new dockside fuel pump systems had already been recovered through fuel sales since becoming operational and noted that the marina was well-positioned heading into the Big Rock Blue Marlin Tournament.

Manager Zapp thanked residents and business owners who participated in the budget process by contacting staff with questions and comments. He stated that staff worked to respond to all inquiries and expressed appreciation for the efforts of Public Works employees and the F3 team in supporting operations along the downtown waterfront.

Manager Zapp highlighted a recent waterfront beautification project completed through a partnership involving local volunteers, grant funding, and Town staff. The project included the installation of custom flower boxes along the waterfront docks. He noted that the effort enhanced the appearance of the area while minimizing costs to taxpayers through volunteer contributions and grant support.

Manager Zapp reported that the Town's Rock the Docks event series had been well attended and successfully completed several events, with additional events scheduled throughout the season. He also noted that representatives from various educational institutions had recently visited Beaufort to learn about the community's initiatives and successes. Additionally, he advised that a public update regarding the USDA-funded asphalt replacement program would be released in the coming days and would include project information, imagery, and video updates.

Manager Zapp reported continued growth in the Town's community engagement and social media platforms, noting significant increases in both followers and audience reach over recent months.

Quasi-Judicial Proceeding

1. Case #26-14: Special Use Permit (217 Turner St, Accessory Dwelling Unit)

Commissioner Gillikin made a motion to open the hearing for Case #26-14.

The motion carried unanimously with a (4-0) vote.

The Mayor Harker read the full quasi-judicial hearing procedural statement into the record, advising all parties that the hearing would be conducted similarly to a court proceeding, that the Board's decision must be based on competent, material, and substantial evidence, and that testimony must be focused on facts and ordinance standards rather than personal preference or opinion. Mayor Harker noted the applicable statutes, N.C.G.S. 160D-406 and 160D-1402, and outlined the rights of parties with standing.

Town Clerk Elizabeth Lewis administered the oath to all individuals providing testimony, including Town staff, Michelle Eitner, and the applicant, Debbie Aiken.

Mayor Harker invited any individuals with standing to come forward and provide testimony regarding the application.

No individuals came forward.

The Mayor then inquired whether any member of the Board had engaged in ex parte communications or had any conflicts of interest that would impair their ability to fairly and impartially consider the evidence presented.

No such communications or conflicts were disclosed.

Planner Michelle Eitner presented Case #26-14, a Special Use Permit request for an Accessory Dwelling Unit (ADU) at 217 Turner Street, located at the southwest corner of Broad Street and Turner Street.

Ms. Eitner described the property as being located within the R-8 Residential Medium Density District, where ADUs are permitted as a special use. She noted that the abutting properties are also primarily zoned R-8, while properties across Turner Street and at the intersection are located within the TR Transitional Zone. The Future Land Use Map classifies the area as Traditional Neighborhood Residential, a designation that specifically identifies single-family homes with accessory dwelling units as a typical land use.

Ms. Eitner noted that the property is located within Beaufort's Local Historic District and, therefore, any proposed improvements would also require approval of a Certificate of Appropriateness (COA) from the Historic Preservation Commission (HPC) following any zoning approval. She explained that approval of the Special Use Permit is a prerequisite to applying for a COA and that the HPC's design guidelines, which govern visible features such as walls, roofs, decks, paving, landscaping, and lighting, would regulate the appearance of the proposed development.

Ms. Eitner stated that the principal structure on the property bears a historic plaque identifying it as the Delamar Gible House, constructed in 1866, and that the property had historically operated as the Inn at Turner Bed and Breakfast. She explained that the current owners purchased the property earlier in the year and intend to utilize it as a single-family residence. Their proposal to convert an existing storage shed located in the rear yard into an accessory dwelling unit prompted the Special Use Permit application. She further noted that the proposed addition to the structure was designed to comply with all applicable setback requirements.

Regarding parking, Ms. Eitner reported that three existing on-site parking spaces would remain. She noted that the property's use intensity would be reduced from that of a bed and breakfast inn to a single-family residence and that the three parking spaces exceed the minimum parking requirements for the principal dwelling and proposed ADU. She further explained that the Land Development Ordinance does not require a separate parking space specifically for an accessory dwelling unit.

Addressing compatibility with surrounding development, Ms. Eitner explained that Section 20.E.3 of the Land Development Ordinance requires consideration of compatibility for special uses located within residential zoning districts. She stated that the subsequent Certificate of Appropriateness review process would provide an additional level of oversight and ensure compatibility with the historic district in terms of scale, massing, height, proportion, materials, and color. She acknowledged that properties within the

historic district are subject to both zoning and historic preservation review standards but characterized the dual review process as an added safeguard. She noted that staff had provided the required responses and exterior elevation details for consideration as part of the record. Ms. Eitner reported that the Planning Board unanimously recommended approval of the request at its May 18, 2026, meeting. She further confirmed that all statutory notification requirements had been satisfied, including posting a notice sign on the property on May 22, 2026, mailing notices to adjoining property owners, and publishing legal advertisements in the newspaper on May 27, 2026, and June 3, 2026.

Ms. Eitner offered all exhibits contained within the agenda packet, together with her presentation materials, for inclusion in the record and invited questions from the Board.

Mayor Harker confirmed the exhibits and presentation materials to be accepted into the record.

Commissioner LoPiccolo asked whether the property's nonconforming status, due to the lot containing less than the minimum 8,000 square feet required within the R-8 District, had any impact on the Special Use Permit request.

Ms. Eitner responded that it did not and stated that the ordinance permits consideration of the application notwithstanding the lot's nonconforming status.

Commissioner LoPiccolo also inquired about parking requirements for accessory dwelling units.

Ms. Eitner clarified that the ordinance does not require an additional parking space specifically for an ADU and reiterated that the three existing on-site parking spaces exceed the minimum parking requirement for the principal dwelling. She further confirmed that no changes to the existing parking configuration were proposed.

Ms. Debbie Aiken appeared on behalf of herself and her husband, who was unable to attend the hearing. Ms. Aiken thanked the Board for accommodating her arrival by adjusting the agenda order. She shared that she generally agreed with and relied upon the information presented by staff regarding the application. She explained that she and her husband purchased the property earlier in the year after selling another residence in Beaufort. She testified that their intent is to use 217 Turner Street as a second home and, ultimately, as their retirement residence. Ms. Aiken stated that the proposed Accessory Dwelling Unit would provide additional living space for family members visiting the property and could also serve as housing for caregivers or other assistance that may be needed as she and her husband age.

The Board had no further questions for Ms. Aiken.

Mayor Harker reviewed the seven required Findings of Fact (A through G) for granting the Special Use Permit, which addressed: allowability of the use in the zoning district; completeness of the application; conformity with the town's land use and comprehensive planning elements; adequacy of traffic circulation features; non-substantial injury to adjacent property values; compatibility and harmony with adjoining land use patterns; and absence of material danger to public health or safety.

Commissioner Matthews made a motion that the Finding of Fact A through G, as set forth on page 168 of the agenda packet and reviewed by Mayor Harker had been met.

The motion carried unanimously with a (4-0) vote.

Commissioner Gillikin made a motion to approve Special Use Permit Case #26-14 for an Accessory Dwelling Unit at 217 Turner Street.

The motion carried unanimously with a (4-0) vote.

Commissioner Gillikin made a motion to close the hearing. The motion carried unanimously with a (4-0) vote.

Mayor/Commissioner Comments

Commissioner LoPiccolo thanked staff and community engagement personnel for their efforts in preparation for the Big Rock Blue Marlin Tournament. He commented on positive community events such as Rock the Docks and road race fundraisers that have been happening the past few weeks. He also reflected on the budget process, commending the detailed reviews of the Utility Fund and Town Docks Fund. He emphasized the importance of continuing to monitor expenditures, transfers, capital replacement schedules, and reserve funding within the Town's enterprise funds as additional operational data becomes available.

Commissioner Gillikin thanked residents who participated in the budget process by submitting comments and questions. She noted that citizen feedback was carefully considered and addressed by staff throughout the budget development process. She expressed confidence in the future of the Town Docks enterprise and commended the work of the Beaufort Waterfront Operations and Finance (BWOFF) Committee in developing a fee structure designed to attract boaters while supporting economic activity in the downtown area. He also thanked F3 Marina Management, Town staff, and fellow Commissioners for their collaborative efforts and adaptability during the marina transition.

Commissioner Spiegler expressed appreciation for the continued service of the BWOFF Committee and noted the value of its volunteer contributions over the past two years. She commented on the importance of maintaining a competitive rate structure that responds to seasonal boating trends and supports continued utilization of the Town Docks. She also welcomed participants and visitors attending the Big Rock Blue Marlin Tournament.

Commissioner Matthews echoed the comments of his fellow commissioners regarding the budget process and staff efforts. He emphasized the importance of continued financial oversight across all Town funds and expressed support for maintaining detailed budget reviews and discussions throughout the fiscal year.

Mayor Harker thanked Town staff for their dedication and commitment to serving the community, noting that residents frequently express appreciation for the responsiveness and professionalism of Town employees. She reflected on the extensive budget process and commended both staff and the Board for their efforts to balance fiscal responsibility with community needs.

Mayor Harker also recognized Manager Zapp for his efforts to improve public understanding of the budget process through enhanced communication and public outreach initiatives. She expressed appreciation for Finance Director Christi Wood and Town staff for their responsiveness to citizen inquiries throughout the budget season.

Mayor Harker highlighted the success of the Rock the Docks event series and thanked sponsors, Public Works staff, and Town personnel who contributed to its continued growth and success. She also recognized several upcoming community events, including Juneteenth celebrations and Carteret County's 250th anniversary activities.

Mayor Harker noted the significance of the Town's ongoing management of the waterfront and expressed appreciation for the leadership of Commissioners Spiegler and Gillikin in their roles with the Beaufort Waterfront Operations and Finance (BWOFF) Committee. She commended the committee members for their dedication, collaboration, and commitment to supporting the long-term success of the Town Docks.

Mayor Harker concluded by thanking the Board of Commissioners for their service and continued commitment to advancing the interests of the Town of Beaufort.

There being no further business to come before the Board, Mayor Harker requested a motion to adjourn the meeting.

Adjourn

Commissioner Gillikin made a motion to adjourn the meeting at 7:25 PM.

The motion carried unanimously with a (4-0) vote.

Sharon E. Harker, Mayor

Elizabeth Lewis, Town Clerk

All exhibits, documents, presentations, and other materials admitted into the record during the quasi-judicial proceeding are attached hereto and incorporated by reference as part of the official record of the proceedings.



STAFF REPORT



To: Mayor and Board of Commissioners
From: Michelle Eitner, Town Planner
Date: June 8, 2026
Case No. 26-14 Special Use Permit – 217 Turner St Accessory Dwelling Unit

THE REQUEST: Approve or deny proposed Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 217 Turner St.

INFORMATION:

Location: 217 Turner Street (SW corner of Broad St & Turner St)
Property Owner: George and Debbie Aiken
Zoning District: Residential Medium Density District (R-8)
LUP Future Land Use: Traditional Neighborhood Residential
Size: 0.136 acres / 5,955sf
Existing Land Use: Single-Family Residence with shed
Proposed Land Use: Single-Family Residence with Accessory Dwelling Unit (ADU)
Adjoining Uses/Zoning: North (Across Broad): Single-Family Residential (R-8)
North & East (across corner): Carteret County Courthouse (TR)
East (Across Turner): Church (TR)
Utilities: South: Single-Family Residential (R-8)
Water and wastewater provided by Town

OPTIONS:

1. Approve the special use permit as presented
2. Approve the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Deny the special use permit based on specific failures to meet requirements
4. Table the request pending additional information necessary to make a decision

ATTACHMENTS:

- Exhibit A – Staff Report
- Exhibit B – Vicinity Map
- Exhibit C – Zoning Map
- Exhibit D – Application Package
- Exhibit E – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Exhibit F – LDO Section 7.C Residential Medium Density District (R-8)
- Exhibit G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification
- Exhibit H – Notification Certification

STAFF COMMENTS:

George & Debbie Aiken, property owners of 217 Turner Street, has applied for a Special Use Permit to establish an Accessory Dwelling Unit.

This property, on the southwest corner of Broad Street and Turner Street, formerly hosted The Inn at Turner bed-and-breakfast. George and Debbie purchased the property this February and are now using it as a single-family home. There is an accessory structure (shed) in the backyard (adjacent to Broad Street). The application proposes renovation and addition of a covered porch to the existing shed in order to use it as an Accessory Dwelling Unit (ADU).

With the reduced intensity and use of the property (from 4-room bed and breakfast to single-family residence), the need for parking has significantly decreased. There are currently three gravel parking spaces on site which would remain following the renovation.

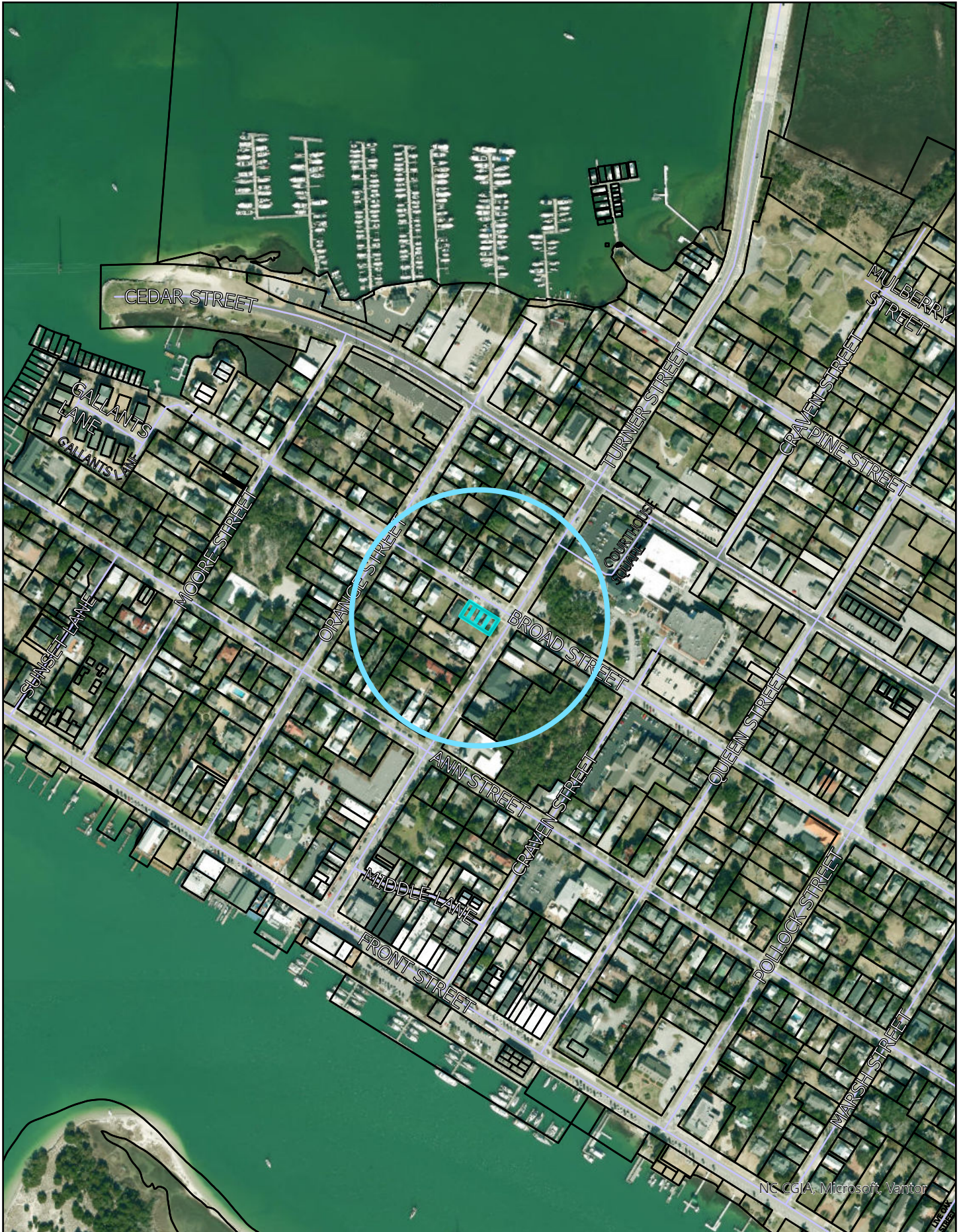
As this property is within Beaufort's Local Historic District, the "Design Guidelines for the Beaufort Historic District & Landmarks" apply to the appearance of the structure, landscaping, and site features. The applicant understands that a Special Use Permit must be granted prior to submitting a Certificate of Appropriateness application for HPC approval.

While the Design Guidelines are administered by the Historic Preservation Commission (HPC) and are not part of the Special Use Permit review, the location of this request within a residential zone does require review of compatibility with adjoining buildings. The application provides details in accordance with Section 20.E.3, exterior elevations, and proposed materials to be used for the renovation.

The Technical Review Committee (TRC) received this item for review digitally and all responded with no comments or issues.

LDO Section 20.C identifies, "The Planning Board will review and make recommendations regarding all applications for a special use permit." The Planning Board met on May 11, 2026 to review this application and unanimously recommended approval as presented.

Case 26-14 SUP 217 Turner Street ADU
Vicinity Map



Case 26-14 SUP 217 Turner Street ADU
Zoning Map





APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

Please complete the form below including all required attachments, a **\$400.00 application fee**, and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: George G. Aiken

Applicant Address: 217 Turner St, Beaufort, NC 28516

Phone Number: 919-270-2313 Email: georgeaiken2018@gmail.com

Property Owner Name: GEORGE G. & DEBORAH M. AIKEN

Address of Property Owner: 217 Turner St., Beaufort, NC 28516

Phone Number: 919-279-2313 Email: georgeaiken2018@gmail.com

PROPERTY INFORMATION

Property Address: 217 Turner St., Beaufort, NC 28516

15-Digit PIN: 730617117047000 Lot/Block #: PART L103 T

Size of Property (in square feet or acres): 0.136 acres Current Zoning: R-8

Current Use of Property: Acessory Shed Requested Use: Studio/1 BR/BTH-ADU

An application fee of **\$400.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Land Development Ordinance**, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is www.beaufortnc.org.

Applicant Signature

April 27, 2026

Date of Applicant's Signature

Property Owner Signature (if different than above)

Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

Date: _____

Reviewed for Completeness By: _____

Received by: _____

Date Deemed Complete and Accepted: _____

Comments in Support of Findings Required

We considered below the findings required per Section 20 of the Land Development Ordinance:

a) The proposed use is an allowable special use in the zoning district it is being located within;

217 Turner St is located in the R-8 Residential medium Density District and an Accessory Dwelling Unit is allowable with a Special Use Permit.

b) The application is complete:

I have reviewed the application with Town Staff and believe it is complete.

c) The location and character of the use will be in conformity with the Town’s land use plan and other comprehensive planning elements;

This is a renovation and repair of a 1945 existing structure on the property, including new 4’x13’ porch additions to the rear west side of the structure. The proposed site design is consistent with Traditional Neighborhood Residential as per the CAMA Future Land Use Plan. See reference maps for location.

d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use:

As part of the project, the applicant plans to utilize existing parking area to accommodate the intended use of the main structure and ADU.

e) The proposed special use will not substantially injure the value of adjoining or abutting properties:

The renovation of the structure will not take away from the surrounding properties. The structure is existing, but will be enhanced with certain architectural features such as exposed rafter tails, new standing seam metal roofing, a shed roof porch, shed dormer, brick pavers on the 4’x13’ porch, decretive shutters, exterior lighting, and exterior doors and windows in keeping with the original 1866 home and the surrounding structures.

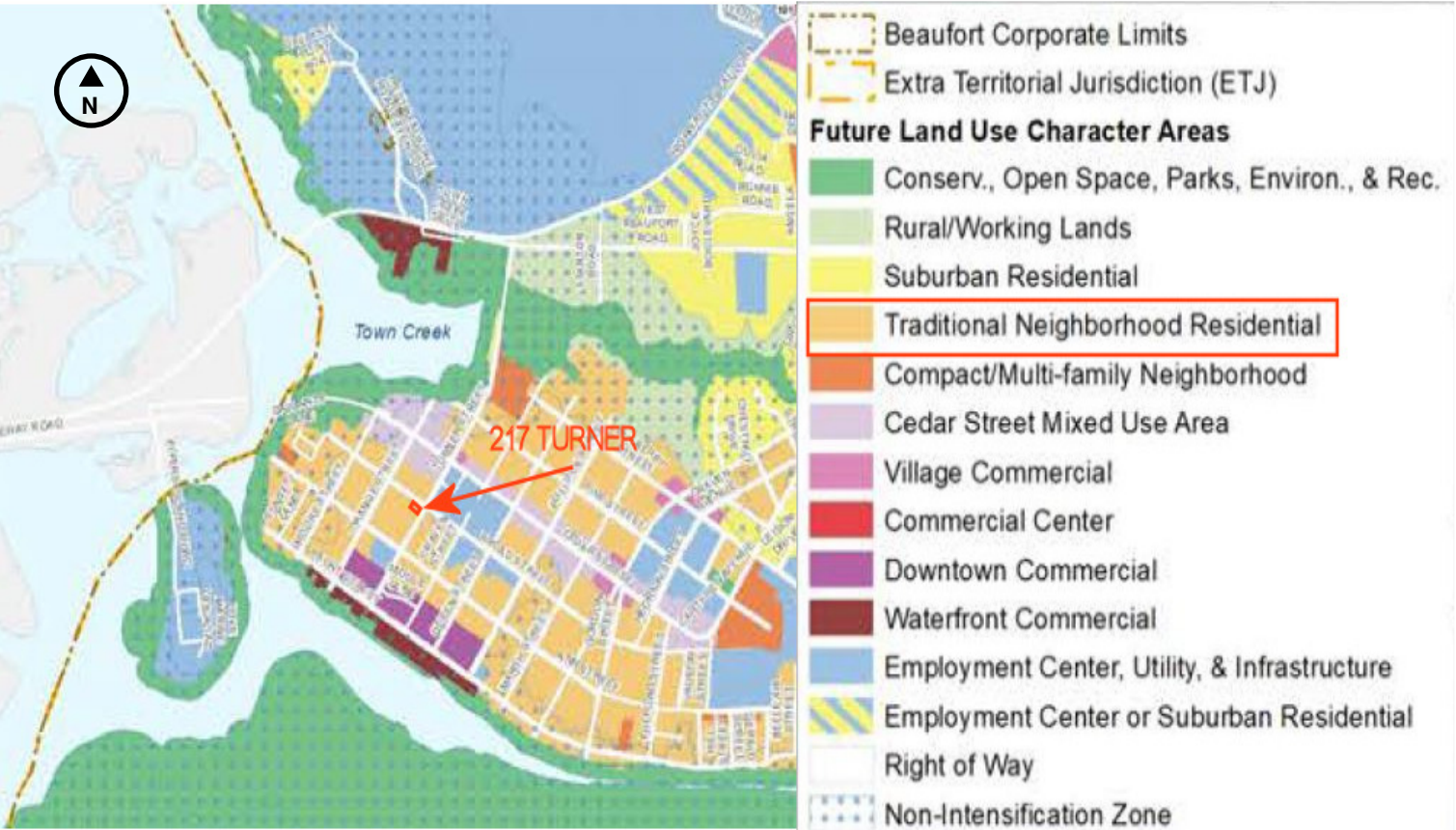
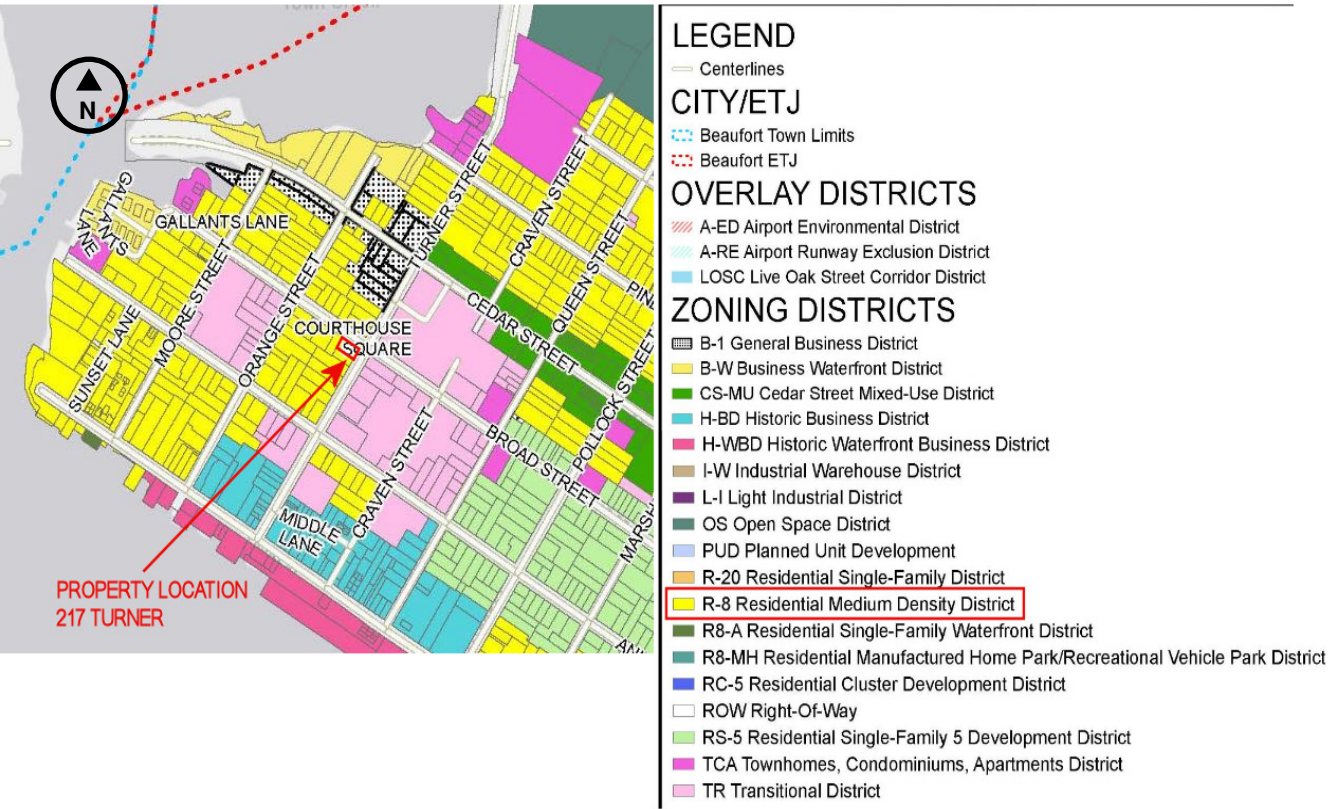
If SUP is approved the plans will be submitted to the Historic Preservation Commission for full review.

f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area:

Several accessory dwelling units exist on Turner Street and have been designed to be compatible with the main house and nearby structures. The plans call for conversion of interior space and the addition of a porch and will include details, such as exterior trim and exposed rafters characteristic of the main 1866 Delamar Gibble House.

g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

The proposed accessory dwelling unit is readily accessible from Broad Street for emergency and fire department access. The use is allowed per the Town of Beaufort, NC Land Development Ordinance, and the CAMA Future Land Use Plan.



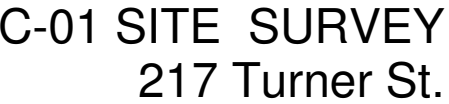
CLIENT
George G. Aiken

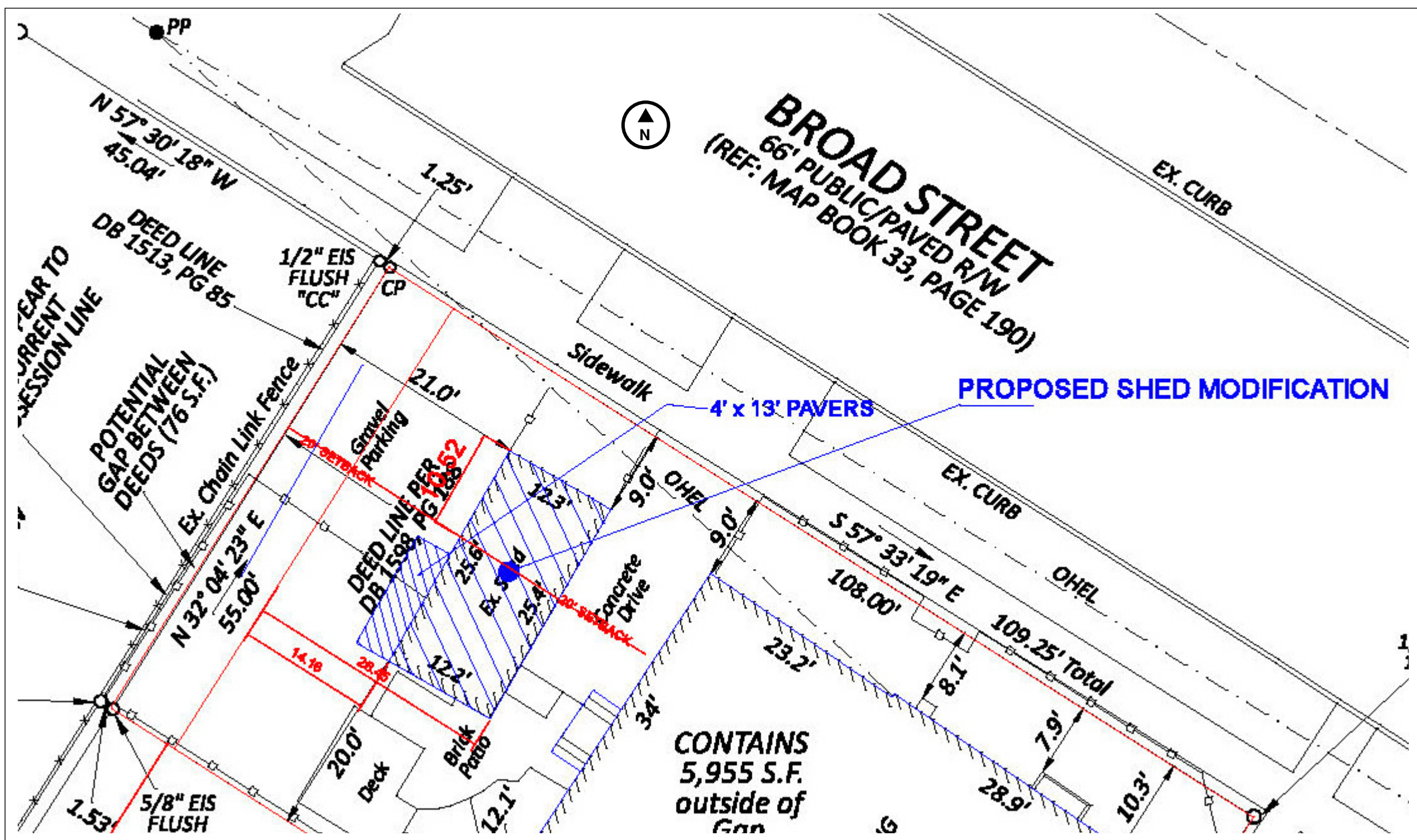
PROJECT
Modifications to Existing Shed
217 Turner Street

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04.27.26

Application for a Special Use Permit
Delamar Gibble House ca 1866
217 Turner St.





LIST OF ADJACENT PROPERTY OWNERS

312 BROAD STREET - KRALICK SHARON ETVIR CHARLES
 215 TURNER STREET - GRIFFIN JOHN ETUX ANNA
 211 TURNER STREET - THE MARK C BENYUNES REV TR
 214 TURNER STREET / 402 BROAD STREET - COUNTY OF CARTERET
 212 TURNER STREET - GRAND LODGE OF NC IOOF BEAUFORT MUSEUM & ARCHIVES INC
 301 TURNER STREET - BROWN BENJAMIN W BROWN GRACE H
 311 BROAD STREET - DASCOMBE GABRIELLE DASCOMBE ADDISON

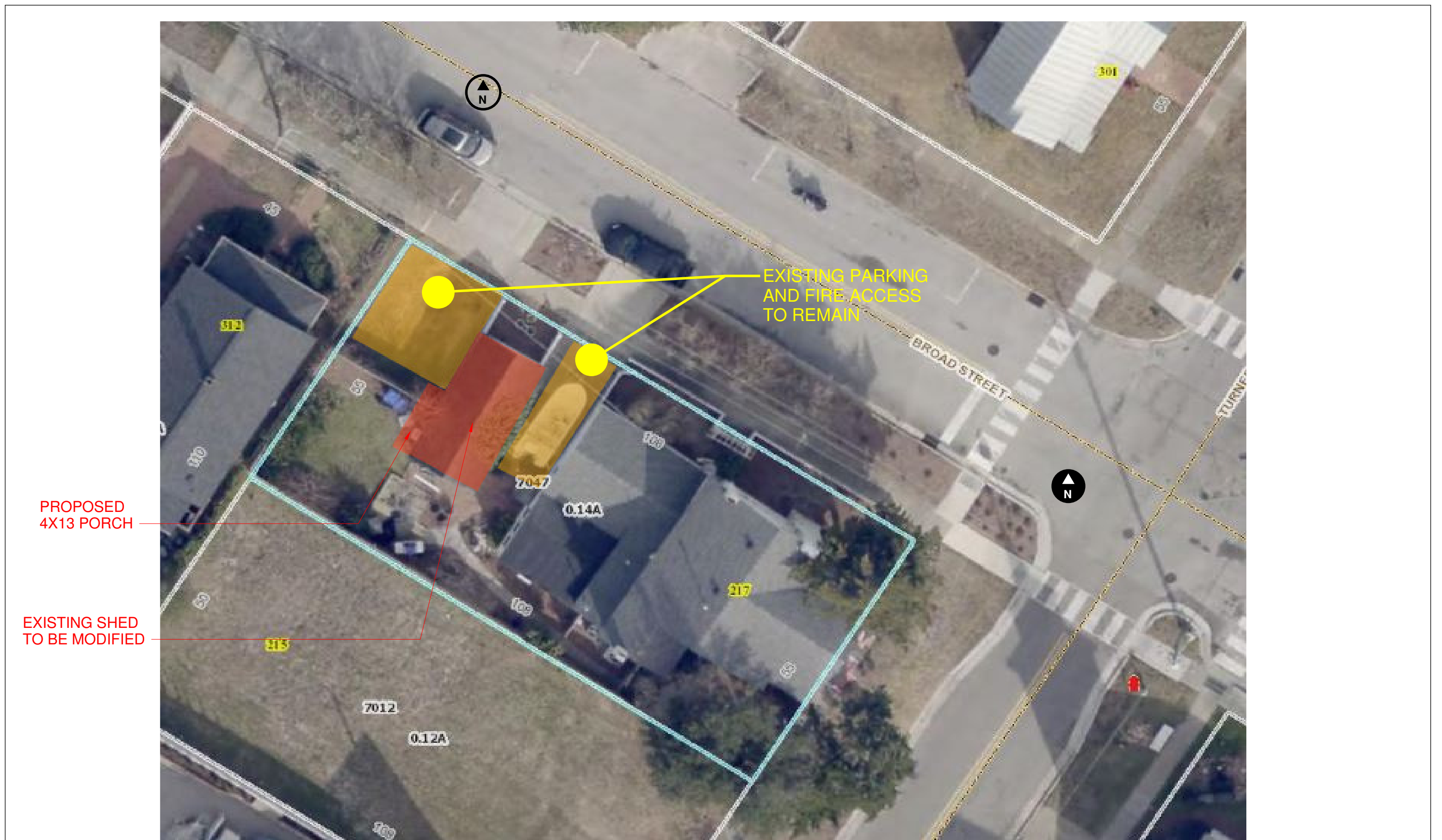
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217 Turner Street

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C-02 ENLARGED SURVEY
 & ADJACENT PROPERTY OWNERS
 217 Turner St.



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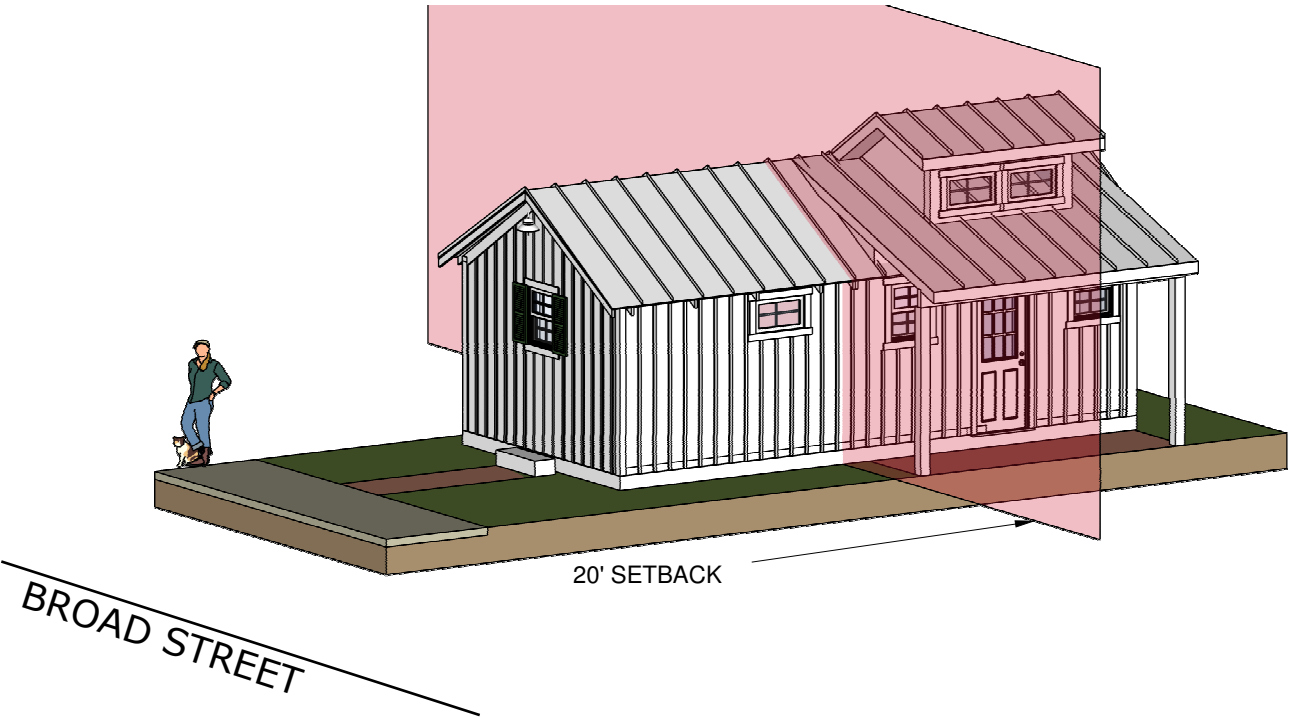
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C-03 PARKING AND FIRE ACCESS
217 Turner St.

EXISTING VIEW FROM BROAD STREET



PROPOSED VIEW FROM BROAD STREET



Comments in Support of Findings Required

We considered below the findings required per Section 20 of the Land Development Ordinance:

- Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
- a) Size (footprint); *The existing building footprint (approx. 12' x 25') will remain the same with the addition of a brick paver porch (4' x 13') will be added to the southwest rear side of the structure. Note: no changes to the building dimensions.*
 - b) Height; *The existing structure is approximately 12' high, a dormer will be added to the rear half of the structure which will be approximately 14' High. Note: no changes to the roof height will be done within the 20' corner setback.*
 - c) Proportion and scale; *No significant changes will be made to the geometry of the existing structure.*
 - d) Roof shape(s); *A shed porch and shed dormer will be added outside the 20 corner setback. The Northernmost 5' of the existing roof will be rebuilt as it has settled approximately 3-1/2" and has deteriorated. The pitch of the main roof will remain the same (approximately 8:12). There will be no material geometric changes to the existing roof structure within the 20' corner setback.*
 - e) Setbacks; *217 Turner is on a the corner of Turner and Broad and has a 20' setback, which does tot allow significant changes within this setback.*
 - f) Location, size, and number of openings (doors and windows); *Are indicated on this document.*
 - g) Materials; *The existing 1945 structure was build using standard 2x4 and 2x6 studs and rafters. The structure has been repaired over the years with similar materials. The structure is sheathed with 1x8 vertical siding with 1x2 vertical battens. Rafters will be repaired with like materials. Some rafters will be "sistered" 2x6 or 2x8 as required. New Rafters on the dormer will be 2x6 and 2x8.*
 - h) Color; and, *the existing structure is white and will be repainted with matching paint. The new standing seam metal roof will be "Dove Gray".*
 - i) Texture. *The existing board and batten texture will be repaired and maintained. The existing shingle roof material will be replaced with standing seam metal.*

PROPOSED MATERIALS



Therma-Tru 2868 - S262 Exterior Door



Anderson Series 100 Single Hung Windows



ENGLERT
Standard COLORS and COATINGS
PERMACOLOR 3500 PERMAMETALLIC 3500
Full Strength 70% Kynar 500®/Hylar 5000®
All colors available in Galvalume and Aluminum
To view current SRI values, please visit the Englert website.
Colors shown are close to actual finishes however, due to the limitations of printing processes, slight variations may exist. Please contact Englert for actual color chips before ordering.
ENGLERT Metal Roofing from A-D Roofing (Dove Grey)

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Beaufort, NC
Tel: 919.279.2313

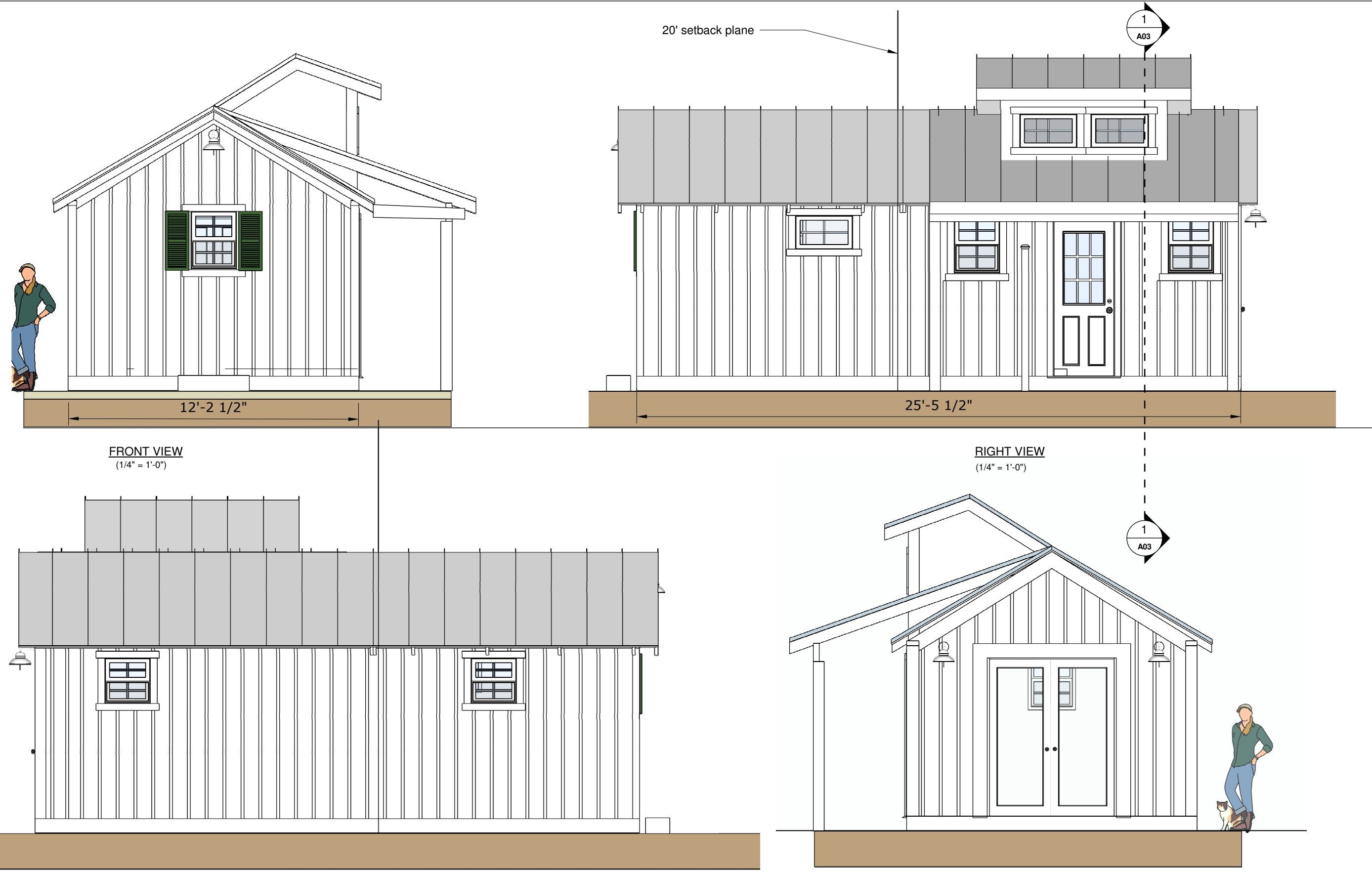
CLIENT
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PROJECT
Modifications to Existing Shed
217 Turner Street
PROJECT NO.
0001

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NE Isometric
& Materials

A.01



FRONT VIEW
(1/4" = 1'-0")

RIGHT VIEW
(1/4" = 1'-0")

LEFT VIEW
(1/4" = 1'-0")

REAR VIEW
(1/4" = 1'-0")

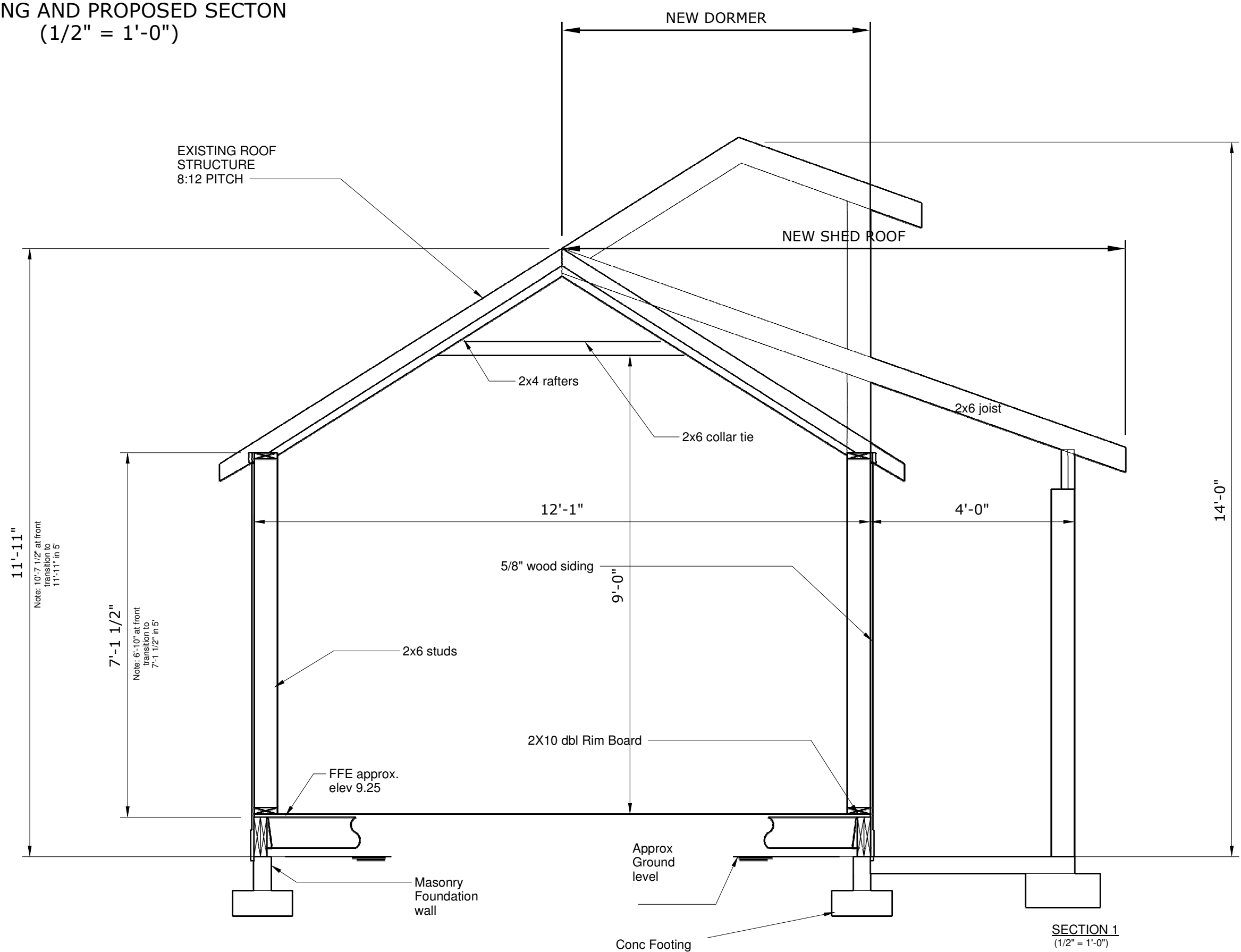
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217 Turner Street
PROJECT NO.
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EXISTING AND PROPOSED SECTION
(1/2" = 1'-0")



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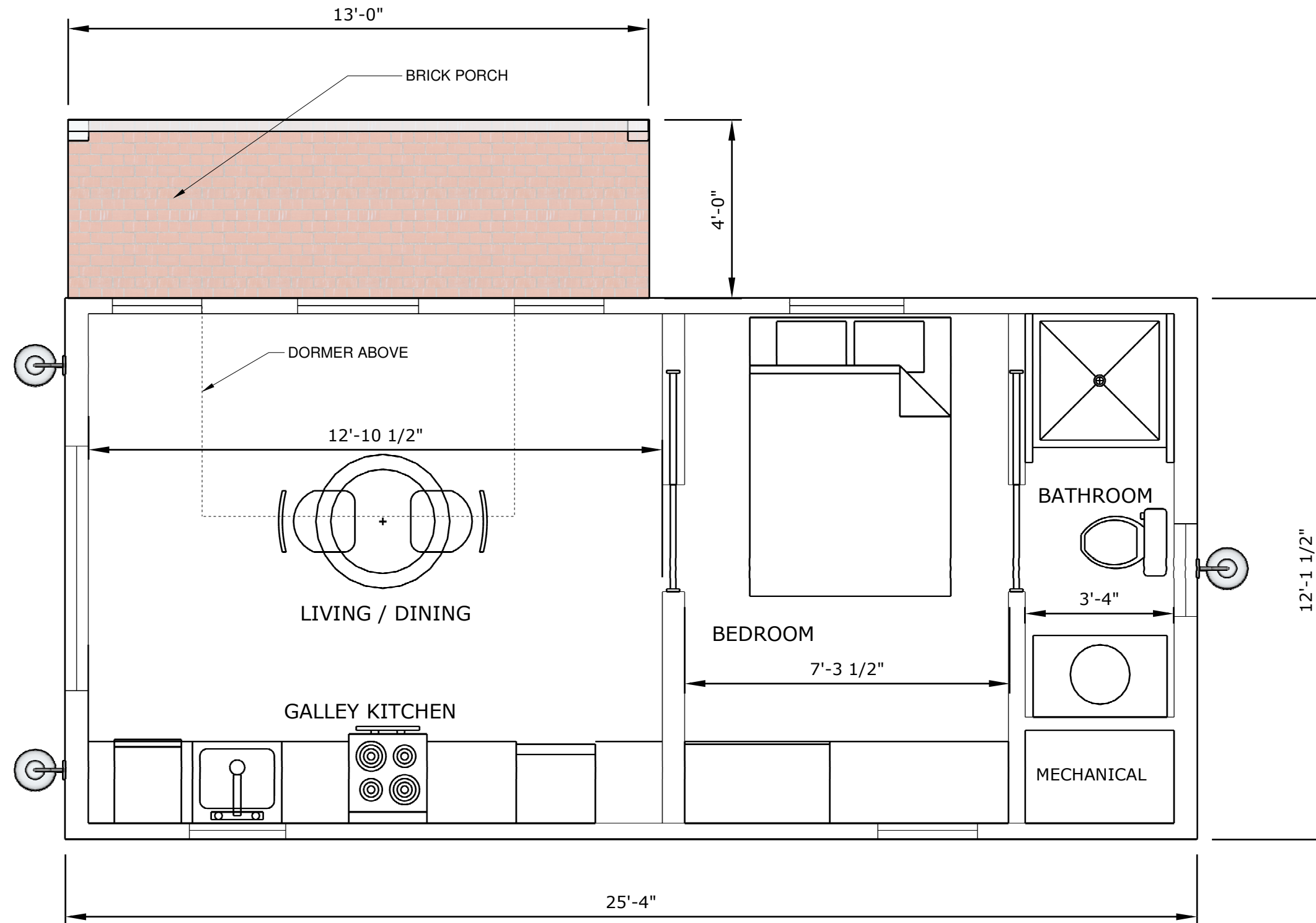
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217 Turner Street
PROJECT NO.
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SECTION

A.03



PRELIMINARY FLOOR PLAN
(3/8" = 1'-0")

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PROJECT
Modifications to Existing Shed
217 Turner Street
PROJECT NO.
0001

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SECTION 20 Special Use Permits

A) *General.*

Special uses are practices which are not permitted by right in any zoning district in the Town but may only be granted after due consideration by the BOC. The consideration of a special use application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is a permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

B) *Special Use Permit Application Procedures.*

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 of this Ordinance and all applicable administrative regulations. The application shall include:
 - a) A proposed use site plan which contains information documented in Section 18(C) of this Ordinance and the specific information below:
 - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
 - ii) A legend identifying all symbols on the map;
 - iii) A North arrow and a scale;
 - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
 - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
 - vi) The map book, page number, and deed book information;
 - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
 - viii) Any other related information requested by Town staff, the Planning Board, or the BOC.
 - ix) All required environmental permit improvements needed for the property.
 - b) The special use permit sought; and,
 - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.

- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
 - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
 - b) The submitted site plan shall also include all street front architectural elevation drawings to ensure the compatibility of the building(s) with the surrounding residential structures; and,
 - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) *Quasi-Judicial Proceeding Notification Requirements.*

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

D) *Procedures on Special Use Applications.*

In considering whether to approve an application for a special use permit, the BOC shall proceed as follows:

- 1) The BOC shall conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary hearing for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed and may table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

E) *Required Findings.*

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
 - a) The proposed use is an allowable special use in the zoning district it is being located within;
 - b) The application is complete;
 - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.

o) Management of the Recreational Vehicle Park.

- i) It shall be unlawful for a person to park or store a manufactured home in a recreational vehicle park for longer than seven days. However, one manufactured home may be allowed within an RV park to be used as an office and/or residence of the persons responsible for the operation and maintenance of the park.
- ii) It shall be the duty of the operator of an RV park to keep an accurate ledger containing a record of all occupants of the RV park. The operator shall keep the ledger available at all times for inspection by law enforcement officials, public health officials, and other officials whose duties necessitate acquisition of the information contained in the ledger.
- iii) The ledger shall contain the following information:
 - Name and permanent address of the occupants of each space;
 - Dates entering and exiting the park; and,
 - The vehicle license plate number with the state of issuance for the license plate, make, and type of vehicle for each car, truck, camping vehicle, etc. staying within the RV park.

C) ***R-8 Residential Medium Density District.***

This residential zoning district is established as a medium density zoning district in which the principle use of the land is for single-family dwelling units. The regulations of this zoning district are intended to provide areas of the community for those persons desiring residences in relatively medium density areas. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in Section 2(H) of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft²).

2) Minimum Lot Width.

All lots in the R-8 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 7-9 Interior Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	25 feet	8 feet	35 feet

Table 7-10 Corner Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

Table 7-11 Double Frontage Lot Requirements

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA or the regulations promulgated thereunder.

4) Accessory Building Setback Requirements.

All accessory buildings shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Park, Public
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Family Care Homes	Swimming Pool (Personal Use)
Garage, Private Detached	Temporary Construction Trailer
Government/Non-Profit Owned/Operated Facilities & Services	Utility Minor
Group Home	Vehicle Charging Station
Home Occupation	

6) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Produce Stand/Farmers' Market
Club, Lodge, or Hall	Public Safety Station
Concealed (Stealth) Antennae & Towers	Religious Institution
Day Care/Child Care Home	Satellite Dish Antenna
Golf Course, Privately-Owned	School, Post-Secondary
Golf Driving Range	Utility Facility

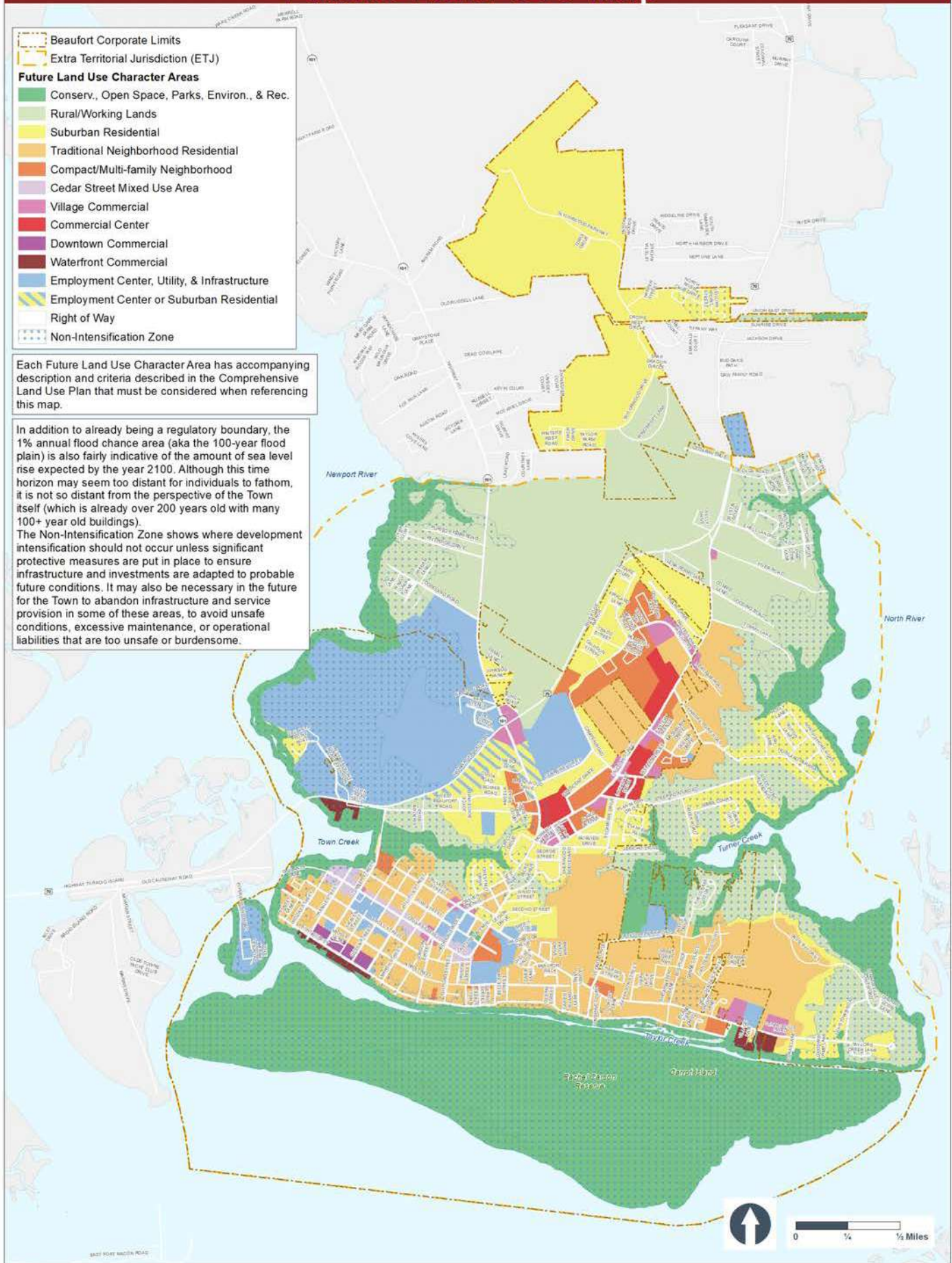
Future Land Use Map



Each Future Land Use Character Area has accompanying description and criteria described in the Comprehensive Land Use Plan that must be considered when referencing this map.

In addition to already being a regulatory boundary, the 1% annual flood chance area (aka the 100-year flood plain) is also fairly indicative of the amount of sea level rise expected by the year 2100. Although this time horizon may seem too distant for individuals to fathom, it is not so distant from the perspective of the Town itself (which is already over 200 years old with many 100+ year old buildings).

The Non-Intensification Zone shows where development intensification should not occur unless significant protective measures are put in place to ensure infrastructure and investments are adapted to probable future conditions. It may also be necessary in the future for the Town to abandon infrastructure and service provision in some of these areas, to avoid unsafe conditions, excessive maintenance, or operational liabilities that are too unsafe or burdensome.



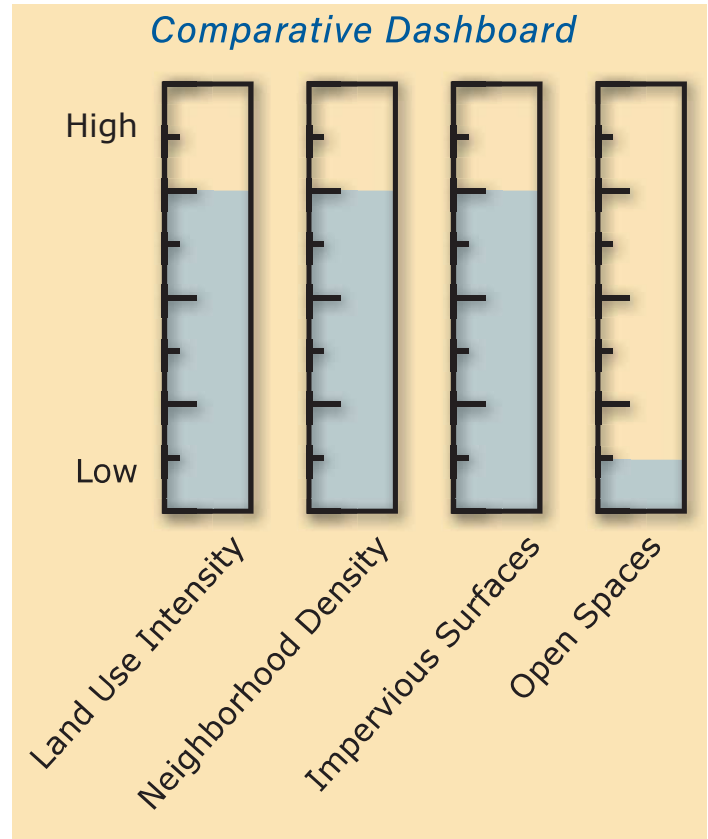
Traditional Neighborhood Residential

General Description:

These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown. Lots are typically smaller and closely packed with residential densities generally around 3 to 5 dwelling units per acre, although some areas may approach 7 dwelling units per acre. The historic development pattern prioritizes people and accommodates cars. Off-street parking is often to the side or around back, with homes pulled up close enough to the street to allow neighbors to engage with people on the sidewalk.

Streets and Circulation:

Streets are typically low volume and prioritize pedestrians, with sidewalks on both sides and street trees whenever possible. Connectivity is high because blocks are generally 500' or less. On-street parking is either formal or informal, depending on context. Low speed limits allow bicycles to share the travel lanes.



EXAMPLE USES:

Typical Uses:

Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.

Traditional Neighborhood Residential

Other Concerns:

In the historic district, these neighborhoods have significant restrictions that preserve their quaint appearance and character. Although there may not be full support to extend all of these requirements to other areas, it may be possible to extract some of the more defining characteristics (buildings close to the street, parking in the rear, street trees, narrow streets, etc.) and bring those design elements to other neighborhoods.



Examples of the traditional neighborhood development style.

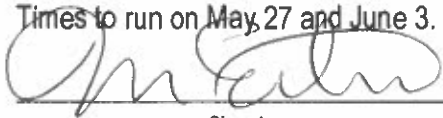


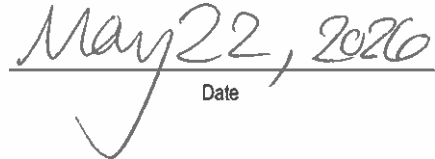
Town of Beaufort
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2142 • 252-728-3982 fax
www.beaufortnc.org

Notification Certification
Case #26-14 217 Turner Street Abutting Neighbors
Special Use Permit Request

COUNTY OF CARTERET 302 COURT HOUSE SQ SUITE 200 BEAUFORT, NC 28516-6709	KRALICK SHARON ETVIR CHARLES 5770 HARVEST RIDGE ROAD BATTLEBORO, NC 27809-
GRIFFIN JOHN ETUX ANNA 10217 LOBLEY HILL LANE RALEIGH, NC 27613-	AIKEN GEORGE G & DEBORAH M 600 BROAD ST ORIENTAL, NC 28571-9776
BROWN BENJAMIN W & GRACE H 2308 COLEY FOREST PL RALEIGH, NC 27612-5104	

I, *Michelle Eitner*, Town Planner for the Town of Beaufort do hereby certify the above subject property owners and adjacent property owners were notified that a special use permit request will be heard at the June 8, 2026 Board of Commissioners meeting at the Train Depot, 614 Broad Street, Beaufort, NC, at 6:00 p.m. Each of the above property owners was mailed a letter and vicinity map on May 22, 2026, regarding a request for a special use permit at 410 Live Oak Street. A sign was posted on the subject property on May 22, 2026 regarding the same. A public notice advertising the hearing was submitted to the Carteret County News Times to run on May 27 and June 3.

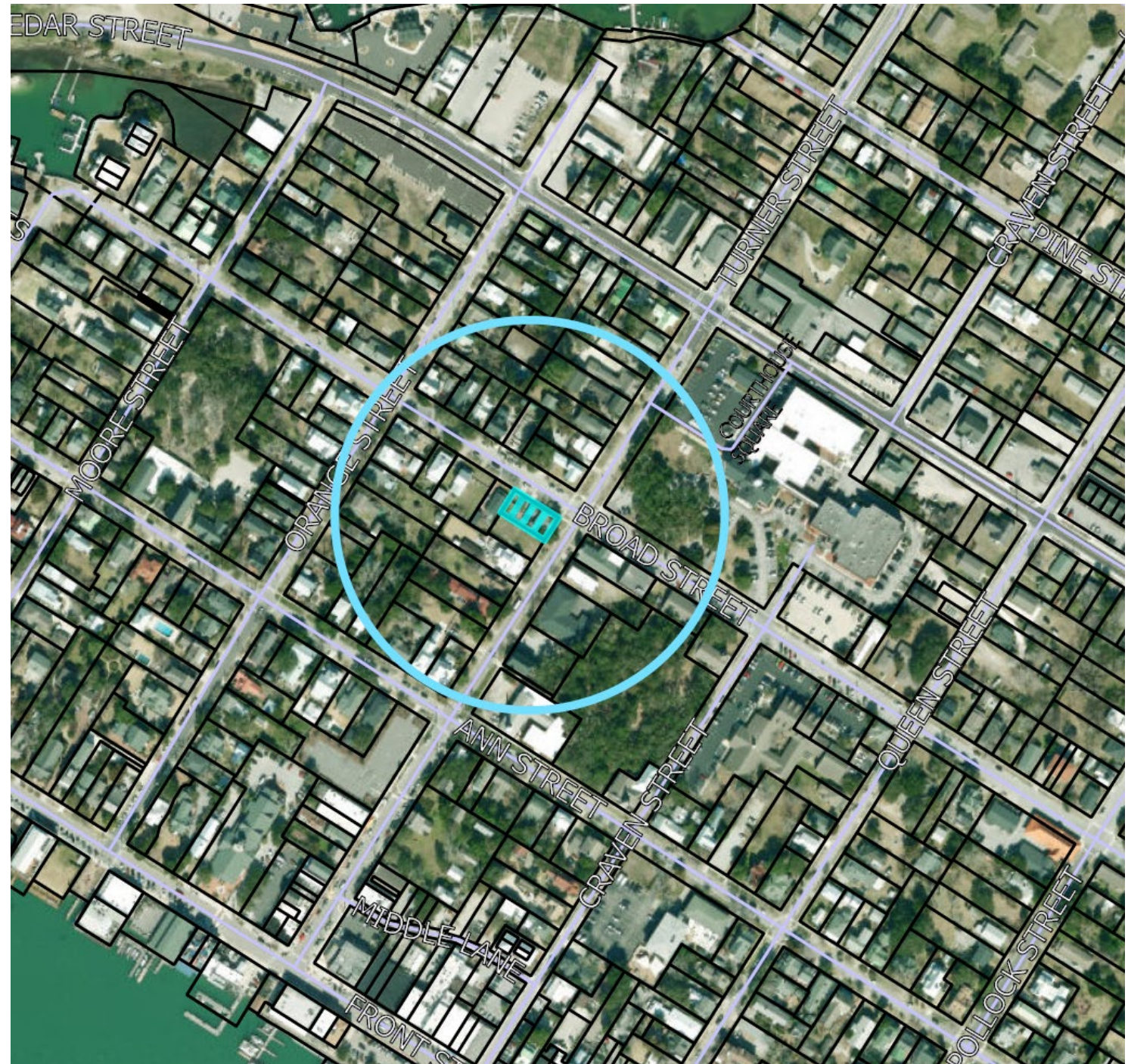

Signed


Date

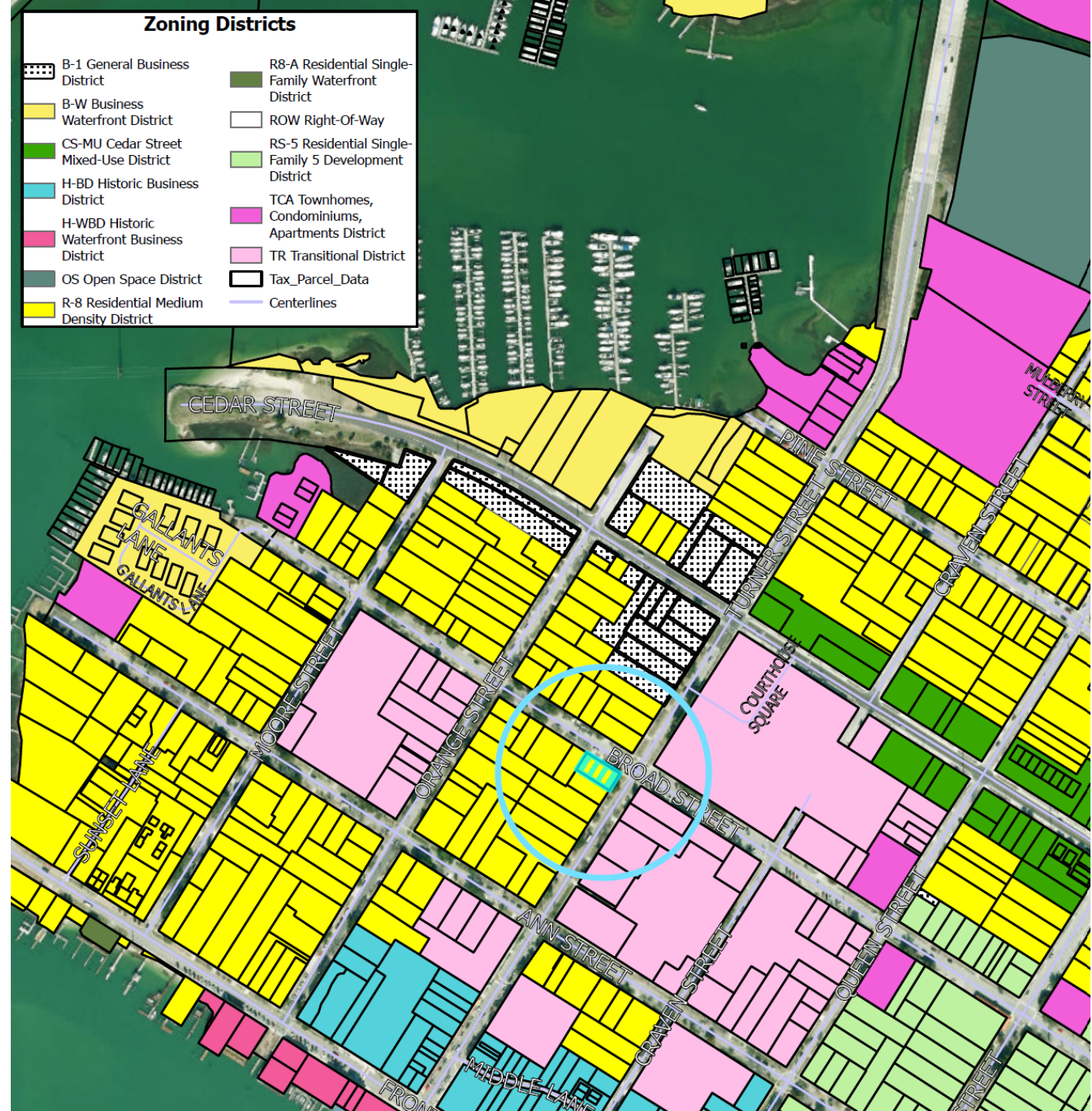
CASE 26-14 SPECIAL USE PERMIT

SUP Request for Accessory Dwelling Unit (ADU)
at 217 Turner Street

26-14 SUP REQUEST
FOR ACCESSORY
DWELLING UNIT (ADU)
AT 217 TURNER STREET



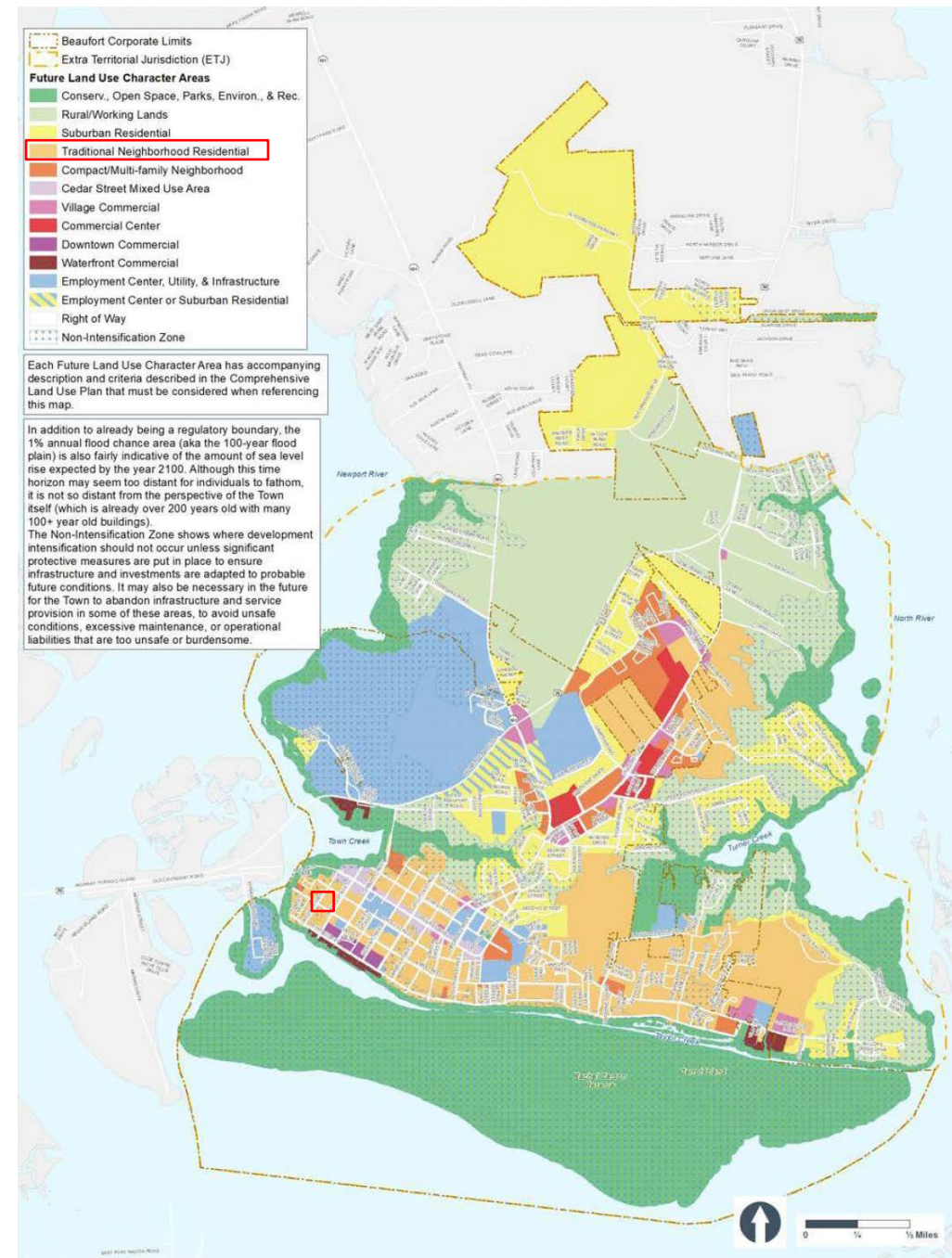
26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

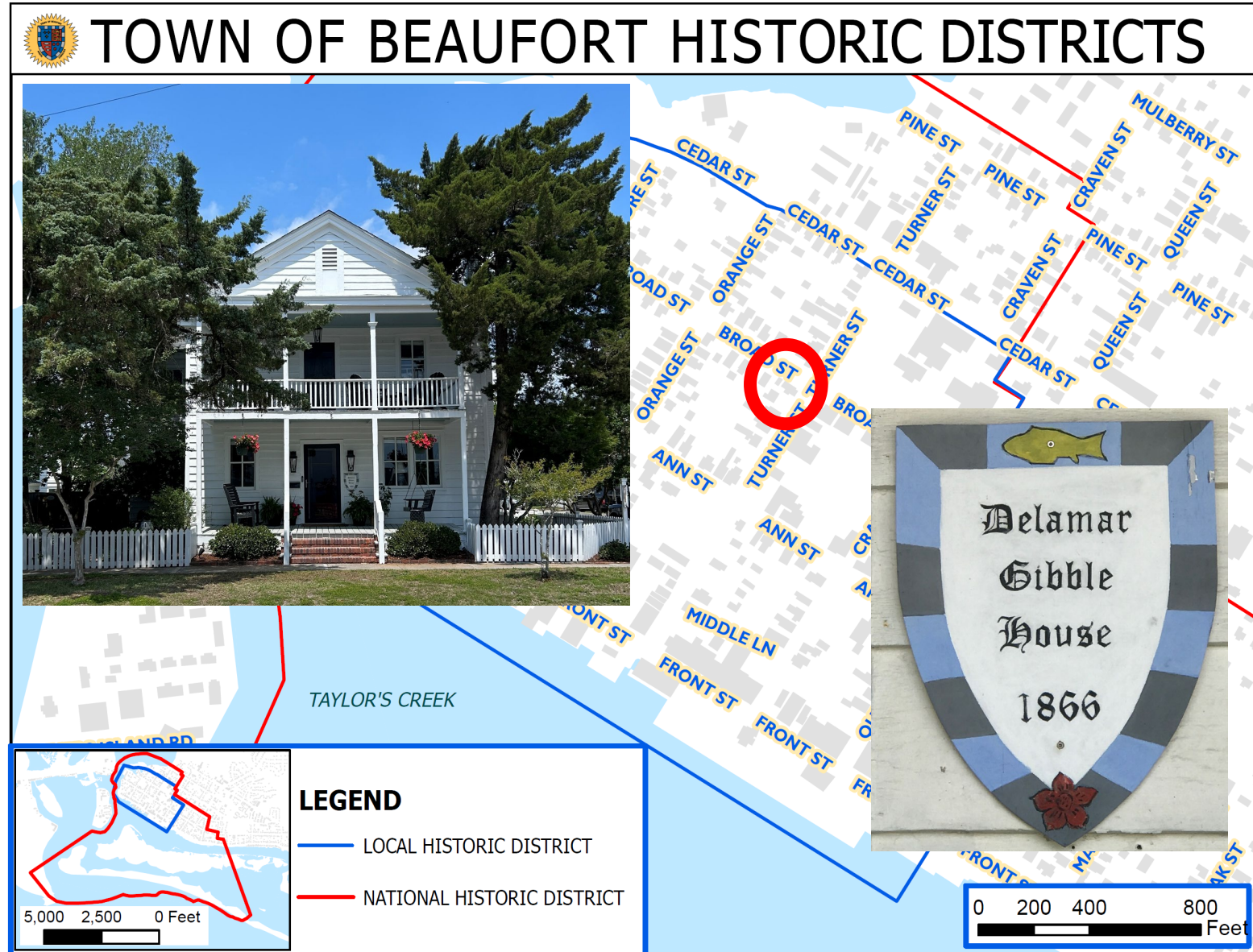
Comprehensive & CAMA Land Use Plan

- Traditional Neighborhood Residential future land use classification notes:
 - “These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown.
 - “Typical Uses: Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.”



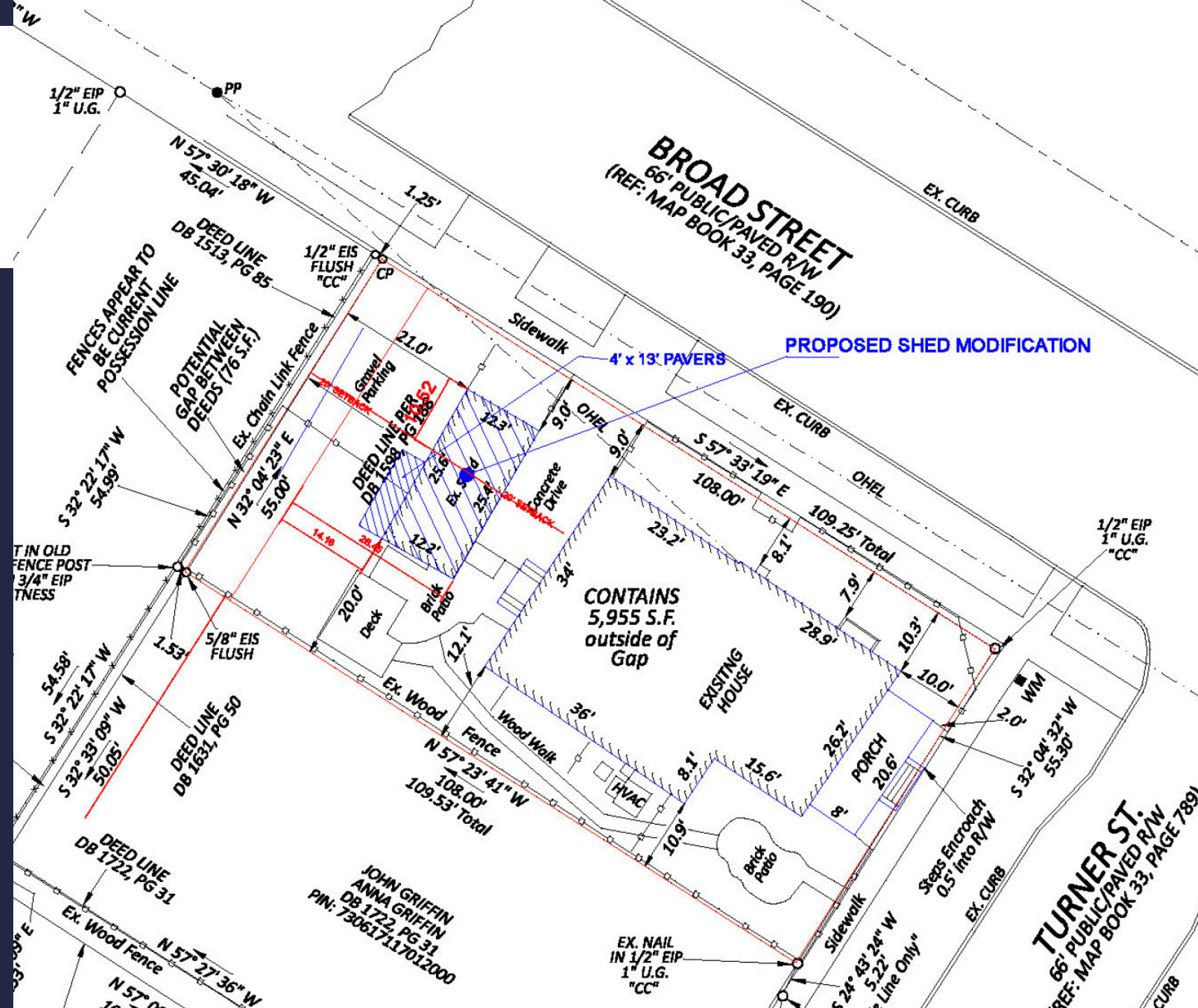
26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

- Subject property is within the Local Historic District and as such this development is subject to approval of a Certificate of Appropriateness by the Beaufort Historic Preservation Commission.
- The property owner must obtain zoning approval (a Special Use Permit, in this case) prior to requesting a COA from the HPC.
- The “Design Guidelines for the Beaufort Historic District & Landmarks” will control visible aspects of this development, including walls, roofs, decks/porches, paving, landscaping, and lighting.
- The primary structure existing on this property hosts a historic plaque identifying it as the Delamar Gible House of 1866.



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

- Existing historic single-family home with shed, formerly The Inn at Turner bed-and-breakfast
- Desire to renovate and add to existing storage shed to create an Accessory Dwelling Unit (ADU)
- Portion of shed within front setback, so addition is within the buildable area of the lot



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

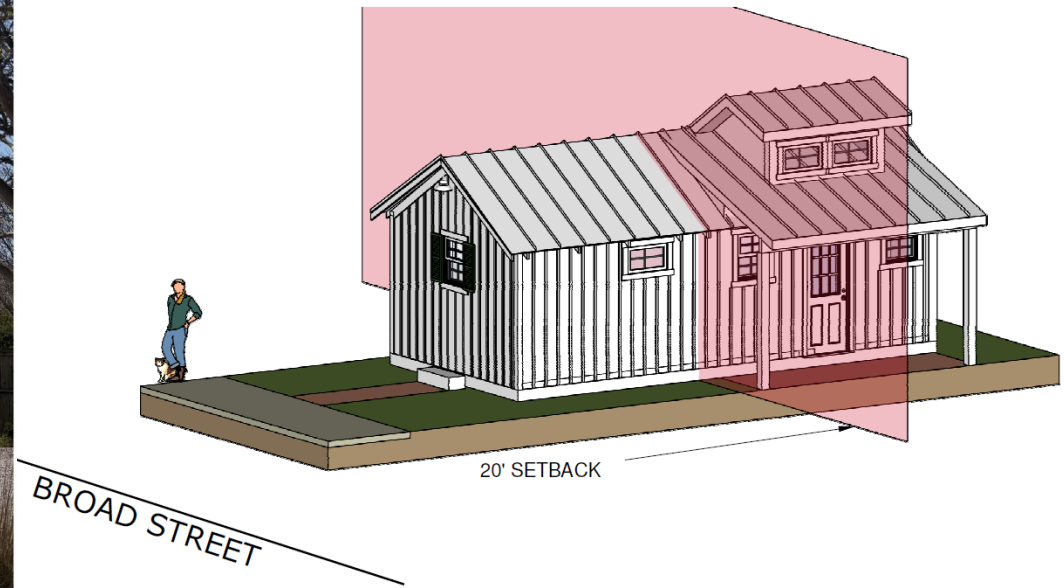
- Three off-street parking spaces will remain
- No adjustments/additions to landscaping is proposed for this project (not applicable)
- No street trees are possible due to overhead electrical lines



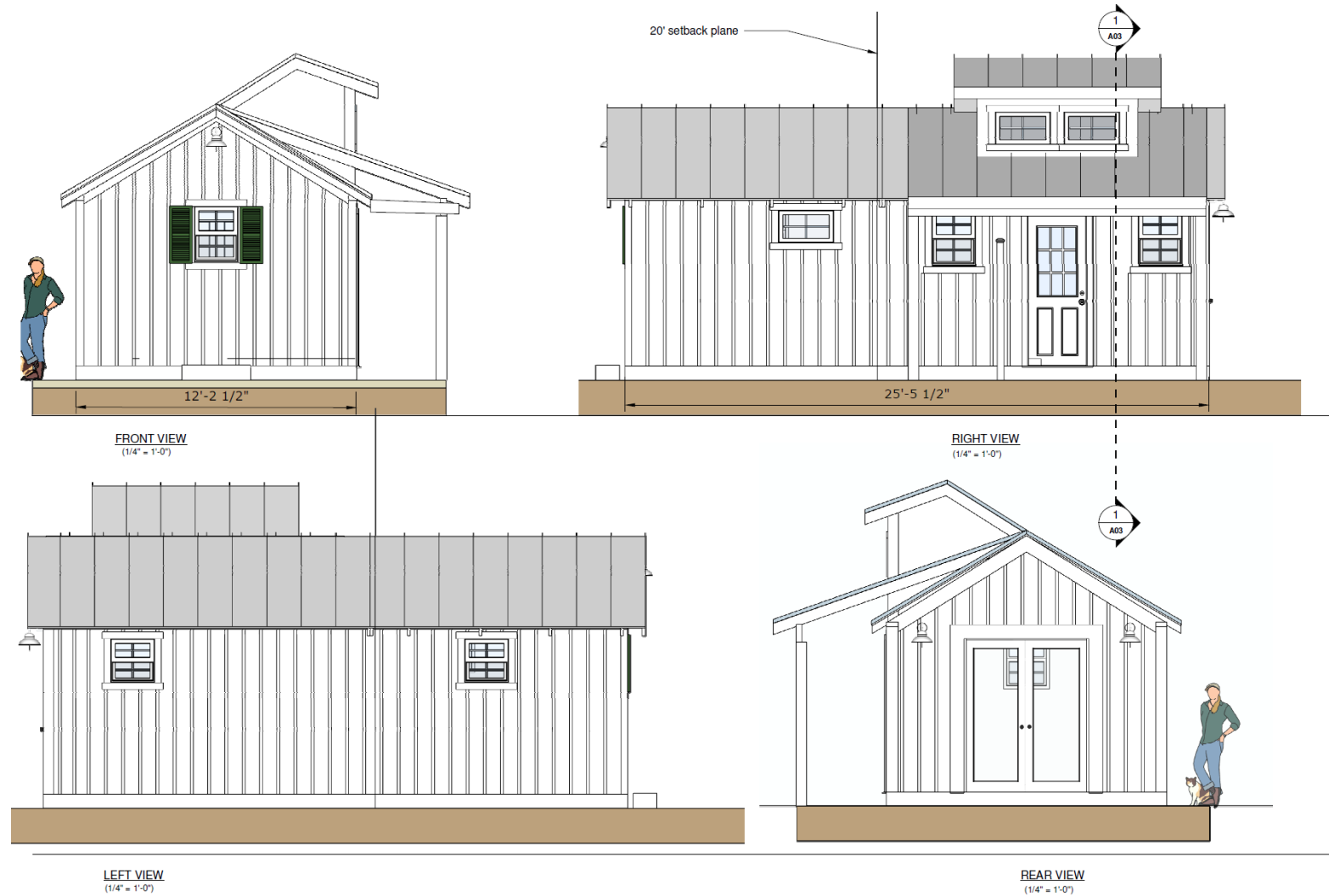
EXISTING VIEW FROM BROAD STREET



PROPOSED VIEW FROM BROAD STREET



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

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Following discussion at their May 18th meeting, the Planning Board unanimously recommended approval of this request as presented.

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Section 20 requires that for a SUP to be approved, all LDO standards must be met as well as the Required Findings:

E) *Required Findings.*

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
 - a) The proposed use is an allowable special use in the zoning district it is being located within;
 - b) The application is complete;
 - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.