



Town of Beaufort, NC
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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, July 1st, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the July 1st, 2025 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Joyce McCune, Chair; Bradley Hedrick, Vice-Chair; Kris Davis, Jessica Sabiston

Members Absent: Bradley Cummins, Marissa Morris, Tyler Tennant

A quorum was declared with four 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

Chair McCune requested the agenda be amended to include the emailed statement from the applicant for Case #24-05 112 Moore Street.

Vice-Chair Hedrick made the motion to amend the Agenda to include the emailed statement from the applicant for Case #24-05 112 Moore Street and Member Sabiston made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Jessica Sabiston

Minutes Approval

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Jessica Sabiston

Administration of Oaths

Chair McCune 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. A quasi-judicial decision is not a popularity contest. 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. At this time, we will administer the oath for all individuals who intend to provide witness testimony.

Secretary Anderson then administered the Oath to Kyle Garner.

Old Business

1. Case #25-19 118 Moore St – Replace Existing Shed with Larger Shed

Chair McCune introduced Case #25-19 and asked if any Members needed to recuse themselves. Hearing none, she asked for the Staff Report. Mr. Garner requested that the staff report and attachments be included in the record. He stated that the request is to demolish an existing 220 square foot shed and replace it with a 720 square foot accessory building in the rear and the structure is less than 16 feet in height.

There were no questions for Mr. Garner.

Secretary Anderson then administered the Oath to the applicant, Meg Risser.

Ms. Risser requested changing the front door to a single-pane instead of multi-pane and Mr. Garner pointed out that the single-pane door was shown in her packet.

In answer to the Board's questions, Ms. Risser stated that the door would be painted white and the roof would have Georgetown Gray shingles, and the door and windows would be vinyl. She brought samples for the Commission to view and thanked them for allowing her to continue her application two months due to sickness.

There were no parties who wished to comment on the application and no parties with standing.

Member Davis noted that while he would have preferred to see the structure constructed to closely match the house with wood siding, metal roof, and wood doors, he understood the constraints. He acknowledged that while the structure is set back from the street, it does have visibility from two different sides.

Ms. Risser clarified that the existing shed was already built with Hardie board and had a shingled roof, so she was replacing it with similar materials.

Member Hedrick noted that the structure was set so far back that many people wouldn't notice it, stating that "dozens of people walk past it every day and don't even notice that there's a structure back there."

Chair McCune mentioned that the Commission had accepted these materials on other newly built garages, including at 112 Orange Street. She referred to guideline 7.8.0.6, which states that while wood windows are most appropriate for new additions within the historic district, substitute window materials are acceptable for new windows provided they meet the requirements in the windows and doors guidelines.

Chair McCune asked for a motion for a Finding of Fact for Case #25-19. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-19, 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 6.1.3; Wood Siding, Trim, and Ornament Guidelines 6.2.11; Window and Door Guidelines 6.4.7, 6.4.10; Paint and Exterior Colors Guidelines 6.7.2; Landscaping Guidelines 8.1.8, 8.1.13.

Member Sabiston made the second. Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-19.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the 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 #25-19 be issued for the proposed work.

Member Sabiston made the second and Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Jessica Sabiston

Chair McCune then declared Case #24-19 closed and notified Ms. Risser that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

New Business

1. Case #25-22 112 Orange Street – New East Side Roof Dormer and Replaced North Side Window

Chair McCune introduced Case #25-22 and asked if any Members needed to recuse themselves. Hearing none, she asked for the Staff Report. Mr. Garner requested the staff report be included as part of the record as well as any maps and addendum pieces that go along with that to include a booklet that the applicant has provided. He noted that the applicant is applying to add a roof dormer and a side window on the north side.

There were no questions for Mr. Garner.

Secretary Anderson then administered the Oath to the applicant, Geoffrey Adair and his building contractor Shawn Pinzel.

Chair McCune suggested discussing the roof dormer first. Mr. Adair noted that the dormer would not be seen from the street and the purpose of adding it is to make the bathroom functional. The small window will remain and there will be two front windows on the dormer. The bathroom was apparently made out of a closet, making it difficult to use. The dormer would allow for a shower to be installed instead of just the current clawfoot tub.

Mr. Adair confirmed that the dormer would not be visible from the front of the house, as it would be below the roof line. The only way to see it would be from his neighbor's front porch or from the museum parking lot. A small existing window on the north side would remain untouched.

He stated that the shingles will be replaced with matching shingles. The windows will be wood with vinyl cladding, six over six grilles.

Mr. Adair then explained that the north side window replacement is necessary because of damage from Hurricane Florence. The existing storm windows will be eliminated. The replacement windows are also vinyl-clad wood but from a higher series from Andersen.

There were no parties who wished to comment on the application and no parties with standing.

Chair McCune asked for a motion for a Finding of Fact for Case #25-22. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-22, 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, 6.1.4, 6.1.5; Wood Siding, Trim, and Ornament Guidelines 6.2.11; Brickwork and Masonry Guidelines 6.3.7; Window and Door Guidelines 6.4.1, 6.4.2, 6.4.3, 6.4.4, 6.4.8, 6.4.10; Paint and Exterior Colors Guidelines 6.7.1; Additions to Historic Buildings Guidelines 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.5, 7.8.6, 7.8.7.

Member Davis made the second. Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-22.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the 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 #25-22 be issued for the proposed work.

Member Sabiston made the second and Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Jessica Sabiston

Chair McCune then declared Case #24-22 closed and notified Mr. Adair that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

2. Case #25-23 207 Moore Street – Application for Historic Plaque

Chair McCune introduced Case #25-23 and asked if any Members needed to recuse themselves. Hearing none, she asked for the Staff Report. Mr. Garner requested the staff report and any additional information, including maps and the application be included as part of the record. He stated that the request is for a historic plaque and noted that under project information the property has been approved for COA work in the past. Submitted information also includes photos of the foundation showing some of the original bricks and timber that are included in the structure.

There were no questions for Mr. Garner.

Secretary Anderson then administered the Oath to the applicant, Frank Hone.

Mr. Hone explained that he and his wife had done extensive research on their property and house and the identity of the original owner to be named on the plaque. They worked with the Registrar of Deeds, Mary Faith Warshaw (a local historian), and the North Carolina State Historic Preservation Office (SHPO), which visited the home the previous month to examine the foundation and provide perspective on the historic timeframe of the home.

Mr. Hone explained that they wanted to determine when the house was built and who should be identified as the original owner on the plaque. Based on data from SHPO and Gray's map, they proposed the plaque read "Forlaw Russell House circa 1876." He explained that John Forlaw was believed to be the original owner, and the Russells had occupied the house from 1962 through 2016 (54 years through three generations). Mary Warshaw had recommended identifying both the original owner and the family that had lived there for a significant period. Mr. Hone also noted that there are two Forlaw houses already with plaques on Ann Street.

There were no parties who wished to comment on the application and no parties with standing.

The Commission discussed the date, with members noting that the 1876 date seemed appropriate based on the evidence provided, including maps and SHPO information.

Chair McCune asked for a motion for a Finding of Fact for Case #25-23. Member Sabiston made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-23, 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 with the name being Forlaw-Russell House circa 1876.

Vice-Chair Hedrick made the second. Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-23.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the 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 #25-23 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Jessica Sabiston

Chair McCune then declared Case #24-23 closed and notified Mr. Hone that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

3. Case #25-24 112 Moore Street – Re-Issuance Landscaping, Gutters & Hardscape

Chair McCune introduced Case #25-24 and asked if any Members needed to recuse themselves. Hearing none, she asked for the Staff Report. Mr. Garner explained that this item was an extension of a previously approved COA from May 2024. The land development ordinance allows property owners to request an extension of an expired COA.

Ms. Quattlebaum clarified that the original COA was granted on May 7, 2024, and the written COA was granted on June 4, 2024. The request for extension was submitted on June 2, 2025, within the one-year timeframe before expiration. She explained that there are two relevant standards: (1) whether circumstances beyond the control of the owner prevented completion of the work within the one-year period, and (2) whether the work has substantially commenced at the time of the request. She also noted that the fence repair included in the original application did not require a COA as it was an exact replacement of an existing fence.

Secretary Anderson then administered the Oath to the applicant, Margeret Abrams.

Ms. Abrams, the applicant, explained that work on the property involved two fences: one on the northern side between 114 and 112 Moore Street, and one on the southern side between 112 and 110 Moore Street. She noted that after they started work under the June COA, their neighbor at 114 Moore Street obtained a survey indicating a potential boundary discrepancy, which remains unresolved and is in litigation. The Abrams stopped all work on the northern side in January 2025 after the survey was conveyed to them. That morning, Ms. Abrams had appeared in court, and the judge had ordered that no work be done in the disputed area pending resolution of the case.

Ms. Abrams explained that they had employed Maggie Chalk to help with design work, who brought to their attention that the original COA was about to expire. She submitted a list of work that had been performed on the property up to the time of the extension request.

The original application for the COA was prompted by a significant drainage issue on the south side of their property. Their neighbors at 110 Moore Street have a long paved driveway along the property line that was pitched toward the Abrams' property, causing water to sheet off and pool in their side yard. They consulted with Charles Haskins at Heritage Landscape Design to install a drainage system. During installation, another historic rain occurred, and the neighbors' drainage pump failed, resulting in about 22 inches of water in the side yard, which inundated their crawl space and ruined their HVAC ductwork.

Ms. Abrams explained that they had to stop other work to remove and replace the HVAC ductwork and install a generator to run the drainage pump. Work had continued on the retaining wall on the southern side of the property, including digging footings and capping posts for the fence. However, work had largely paused pending the outcome of the extension application. She estimated that at least 50% of the work is either completed or at least underway.

Michelle LaRussa, the owner of 114 Moore Street, sought to comment on the case. Ms. Quattlebaum clarified for the record that the current agenda item is about the issues in the June 2024 COA which will not include the fence, and if Ms. LaRussa will suffer special damages from that extension. After further discussion, the Commission determined Ms. LaRussa did not have standing for this hearing because the litigation prevented work on the north side of the property that might affect her.

The Board voted unanimously that Ms. LaRussa did not have standing in this matter.

Chair McCune made a motion to deny Ms. LaRussa standing in the matter and Vice-Chair Hedrick made the second.

Voting yea: Acting Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris

Ms. LaRussa was allowed to speak as a witness and stated that she was never made aware of the May meeting. She was informed her address was incorrect in the tax records and she stated that she had been notified about the issue and had corrected her tax address.

After discussion, the Commission determined that Ms. Abrams had established that substantial work had commenced and that circumstances beyond her control had prevented completion of the work. Ms. Abrams agreed to exclude the driveway ribbons on the north side from the extension request.

Member Sabiston made the motion that the Commission approve an extension of Case #25-24 of the work for six months with the exception of the fencing and the driveway ribbons on the north side of the property. Vice-Chair Hedrick made the second.

Chair McCune then declared Case #25-24 closed and notified Ms. Abrams that the Minutes would be adopted at the next meeting and the COA would then be issued.

Commission / Board Comments

The Chair expressed kudos to the town for the brick sidewalk on the south side of Front Street in the 100 block, noting that pedestrians now have a safe and continuous way to walk on that side of Front Street into the circle. She appreciated that the town was able to do this work because it was part of the town right-of-way and was a nice addition to the historic district.

Member Davis thanked the board, Ms. Quattlebaum, and everyone for their hard work in putting the meeting packages together.

The Chair also expressed appreciation for the respect shown during difficult discussions at the meeting.

Staff Comments

Mr. Garner thanked the Members for attending to ensure a quorum. He reminded everyone to speak into their microphones for the record and announced the 4th of July parade at 11:00 AM on Friday, with free ice cream to be handed out at the courthouse after the parade.

Adjourn

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Jessica Sabiston

Chair McCune declared the July 1st, 2025 meeting adjourned at 7:35 p.m.

Chair, Joyce McCune

Board Secretary, Laurel Anderson