Town of Beaufort, NC
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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, July 7th 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Acting Chair Hedrick called the July 7th, 2026 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Bradley Hedrick, Vice-Chair; Kris Davis, Tina Proctor, Tyler Tennant

Members Absent: Joyce McCune, Chair; Bradley Cummins, Jessica Sabiston

A quorum was declared with four members present.

Staff Present:

Mr. Kyle Garner, Planning Director
Mr. Charlie Rocci, Senior Planner
Mr. Brad Fockler, Code Enforcement Officer
Ms. Jill Quattlebaum, Town Attorney
Ms. Laurel Anderson, Board Secretary

Agenda Approval

Member Davis madethe motion to approve the Agenda aspresented and Member Tennantmadethe second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Minutes Approval

1. HPC Draft Minutes 060226

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

Voting yea: Acting Chair Hedrick, Kris Davis, Tina Proctor, 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. Parties are limited to those individuals with standing as set forth in North Carolina general statutes 160D-406 and 160D-1402. Other witnesses may present competent, material, and substantial evidence that is not repetitive as allowed 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 Orders for 316 Moore Street, 611 Front Street, 303 Turner Street & 201 Front Street – Certificate of Appropriateness

   Member Tennant made the motion to approve the Orders 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, Tina Proctor, Tyler Tennant

Old Business

1. Case # 26-18 525 Front Street – 3 Story Mixed Use Building

Acting Chair Hedrick introduced Case #26-18 and asked if any members needed to recuse themselves. Hearing none, he asked Mr. Garner to provide a summary of the case at 525 Front Street for Blue Treasure LLC. He noted that when the case was originally presented, the application was for a three-story mixed-use structure. Following the Commission's request at the May meeting for revisions, the applicant resubmitted a redesigned two-story mixed-use structure. Key revisions besides building height included the addition of awnings on the east side of the building to break up the façade, the relocation of the proposed elevator shaft from the east side to the west side where other commercial structures are located, and the inclusion of material cut sheets for proposed building materials, lighting, and other elements. Mr. Garner confirmed that, because this was a tabled item, re-notification of adjacent property owners was not required, though the application had been posted on the Town's website for more than ten days.

Secretary Anderson then administered the Oath to Jay Horton, Filter Design Studio, applicant for the property.

Applicant Presentation

Mr. Jay Horton of Filter Design Studio appeared on behalf of the applicant, Blue Treasure LLC. He confirmed the revisions made in response to the Commission's prior direction, including the reduction from three stories to two, and the provision of additional façade information regarding doors, windows, and materials. He invited questions from the Commission. Member Davis complemented the new design, and Vice-Chair Hedrick asked about the awnings on the Queen Street side which Mr. Horton stated were aesthetics-driven and would match the awnings on the front of the building.

Commission Discussion

The Commission expressed general approval of the revised design. Member Davis offered that the revised design fits much more naturally with the façade of downtown Beaufort. The Chair agreed, noting that the building as a whole had a much more comfortable and compatible appearance than the original three-story proposal.

Discussion turned to several specific design elements. Regarding the elevator shaft, the Chair observed that the relocated tower, now set well back on the north side of the building, would likely not be visible from the street. Mr. Horton confirmed that the relocation necessitated a complete redesign of the floor plan but was ultimately the preferred position, as it kept the shaft away from the front elevation. On the Queen Street side, the Commission noted that the awnings successfully broke up what had previously been a long expanse of blank wall, and that the garage openings and existing commercial windows on the ground floor contributed to the overall articulation of that elevation.

A discussion arose regarding the placement of a date brick, which is required to clearly differentiate the new construction from the historic fabric of the existing building, which is consistent with the Secretary of the Interior's Standards for Rehabilitation. Acting Chair Hedrick noted that the building itself dates to the 1940s and that placing a date of 2026 prominently on the existing portion of the structure could misrepresent its historical age. Various locations were considered. Member Davis suggested placement either at eye level between the last garage door and the picket fence on the Queen Street side, or at the second-floor level to correspond with the predominantly new construction visible from the rear. Mr. Horton proposed placing the date brick at the second-story level on the northeast corner, facing Queen Street. The Commission found this approach acceptable, with Member Davis summarizing a consensus that a location at the second-floor height on the Queen Street rear corner, in line with the awnings, would be appropriate and visible from the public right-of-way.

Acting Chair Hedrick asked if there were any parties with standing who wished to comment, and Mr. Kevin McHugh, residing at 124 Queen Street, came forward to address the Commission.

Secretary Anderson administered the Oath to Kevin McHugh, owner of 124 Queen Street.

He raised two structural observations: first, that the Queen Street frontage includes an existing loading zone that may be affected by the project; and second, that Duke Power lines along Queen Street currently exceed the height of the existing building, and the addition of a second story would place those lines at window level, potentially requiring utility relocation. On the merits of the design, Mr. McHugh respectfully urged the Commission to deny the application, arguing that the proposed alterations were not compatible with the historic character of the existing building or the surrounding streetscape. He contended that the contemporary architectural vocabulary - including the roofline, modern balcony design, simplified wall planes, and limited traditional detailing - diminished the historic character of the district, particularly as viewed from Queen Street.

Acting Chair Hedrick and legal counsel directed the Commission to first determine whether Mr. McHugh had standing to participate as a party under North Carolina General Statutes §160D-406 and §160D-1402. Ms. Quattlebaum, town attorney, clarified that standing requires a showing of special damage to the witness's own property, not generalized harm to the neighborhood as a whole. Mr. McHugh, when questioned, indicated that he resided approximately 600 feet from the subject property on Queen Street and argued that the project would obstruct views, set a precedent for further commercial encroachment into a mixed residential street, and create a stark visual contrast with the surrounding historic buildings. Member Davis and others questioned whether these constituted the type of particular, special damages contemplated by the statute, as opposed to generalized neighborhood concerns. Ms. Quattlebaum reinforced that generalized damage to the neighborhood does not qualify as special damage.

Member Davismadethe motion to deny standing and Member Proctor madethe second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Mr. McHugh was thanked for his participation. A second member of the public, Mr. Dan Kelly, came forward and voluntarily confirmed that he was not claiming standing in the matter.

Secretary Anderson administered the Oath to Dan Kelly, 101 Finch Loop.

He offered informal commentary suggesting that the use of aged or reclaimed brick could help the new construction blend more naturally with the existing historic building, noting that such materials are available regionally and could give the addition the appearance of an older structure without requiring further structural changes.

Acting Chair Hedrick requested any other witnesses to come forward and there were none.

Findings of Fact

The Commission deliberated and agreed that the revised two-story design, as submitted, was more compatible with the historic district. Members cited the matching materials, reduced massing, retention of major architectural features on the front elevation, and overall proportions as consistent with the district's character. Member Tennant noted that the new design was more cohesive and better aligned with the historic district.

The Chair observed that the historic district has evolved over three hundred years and that compatible new construction represents appropriate stewardship, rather than freezing the district in time.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-18. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-18, 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: Building Placement 7.1.1, 7.1.2; Building Height/Scale 7.2.1, 7.2.2, 7.2.3, 7.2.4; Materials 7.3.1, 7.3.3; Details 7.4.1, 7.4.2; Texture and Color 7.5.1; Form and Rhythm 7.6.1, 7.6.2, 7.6.3; Outside Utilities Guidelines 8.3.1, 8.3.2, 8.3.3; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3, 8.4.5; Roof Guidelines 6.1.3, 6.1.4; Brickwork and Masonry Guidelines 6.3.5, 6.3.6, 6.3.7, 6.3.8; Window and Door Guidelines 6.4.7, 6.4.10; Paint and Exterior Colors Guidelines 6.7.2, 6.7.3; Accessibility and Life Safety Guidelines 6.8.1, 6.8.2; Historic Store Front Guidelines 6.9.1, 6.9.4, 6.9.6.

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

Voting yea: Acting Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-18.

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 #26-18 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, Tina Proctor, Tyler Tennant

Acting Chair Hedrick thanked Mr. Horton for bringing the matter before them and explained that once the Commission adopts the minutes and Findings of Fact at the August meeting, he would receive the COA from the town. The case was then closed.

Commission / Board Comments

Member Davis commended Filter Design Studio and Mr. Horton for their willingness to compromise and engage constructively with the Commission's direction, noting that progress handled with care and craftsmanship can be a smooth process for all involved.

The Chair introduced the Commission's newest member, Ms. Proctor, and welcomed her to the Commission. Ms. Proctor thanked staff for their thorough onboarding.

Member Tennant expressed appreciation to Town staff for attending meetings outside of regular working hours, and to members of the public for their continued engagement in town affairs.

Acting Chair Hedrick raised a concern regarding exterior parking lot lighting at 105 Ann Street, where parking lot poles had reportedly been installed that were not included in the original approved Certificate of Appropriateness. He noted that the lighting was causing issues for adjacent property owners.

Staff Comments

Enforcement – 105 Ann Street: Mr. Garner confirmed that staff member Mr. Fockler had identified the unpermitted parking lot lighting through enforcement review and had communicated the finding to the property owner and their agent, who was present at the meeting. The property owner will be required to update the application.

Ann Street Historic Windows: Mr. Garner highlighted that the Chair had been working with a property owner on Ann Street on the repair of existing historic windows, and that the results were described as "absolutely remarkable." Mr. Garner noted this as an example of successful window rehabilitation in lieu of replacement.

New Senior Planner: Mr. Garner introduced Mr. Charlie Rocci, who had joined the Town as Senior Planner the day prior and would be assuming Mr. Garner's planning responsibilities in the fall. Mr. Garner also introduced summer intern Kendall, who was assisting with historic documents and file organization.

Design Standards Update: Mr. Garner reported that work on the Commission's updated design standards is ongoing, with Ms. Anderson continuing that effort along with Mr. Rocci. Adoption is anticipated by approximately October 2026.

State Historic Office Training: Mr. Garner advised that the State Historic Preservation Office is expected to conduct training at the end of the month in Wilmington. Staff will confirm details and plans to send Mr. Rocci, Ms. Anderson, and Mr. Fockler to the workshop along with two HPC members.

Litigation Update – 312 Moore Street: Town Attorney Ms. Quattlebaum provided an update on the appeal concerning 312 Moore Street. The case originated as an appeal of this Commission's decision to the Board of Adjustment, which upheld the Commission. The matter was subsequently appealed to the Carteret County Superior Court. Following a period of inactivity since the prior September, the case has been scheduled for a hearing on the August 24, 2026 Superior Court calendar at 10:00 a.m. Ms. Quattlebaum noted she could not fully account for why the case had not been active, and that a decision may or may not be issued from the bench. She indicated she would report the outcome to the Commission at its September meeting.

Adjourn

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

Voting yea: Acting Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Acting Chair Hedrick declared the July 7th, 2026 meeting adjourned at 6:45 p.m.

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Acting Chair, Bradley Hedrick

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Board Secretary, Laurel Anderson