



## **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

### **Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, September 6, 2022 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Minutes**

---

---

#### **Call to Order**

Chair McCune called the September 6, 2022 Beaufort Historic Preservation Commission regular meeting to order at 6:00 pm.

#### **Roll Call**

Members Present: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens

Members Absent: Tammy Hunsucker

A quorum was declared with six members present.

Staff Present: Kyle Garner, Town Attorney Jill Quattlebaum, and Laurel Anderson

#### **Agenda Approval**

*Member Cummins made the motion to approve the Agenda and Member Stephens made the second. Chair McCune took a vote that was unanimous.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

#### **Minutes Approval**

1. HPC Draft Minutes for 8.2.22

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

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

## Administration of Oaths

Secretary Anderson administered the Oath to Kyle Garner and the following applicant:

Billy Tickle, Superior Structures, Beaufort NC

## Old Business

1. Case #22-22; 211 Broad St – Raising Existing Structure with New Steps and Chimney Work

Chair McCune introduced Case #22-22 and Mr. Garner gave an overview of the request to elevate the existing structure 24 inches with phoenix brick and raise the chimney as well as install new steps for 211 Broad Street. He pointed out that the house was not in a flood hazard area.

Vice Chair Flowers referred to the Foundation 6.6.9 and asked if an engineer's letter had been received and Mr. Garner stated that the applicant had not provided an engineer's or architect's letter as to why the house should be raised. Mr. Stephens requested that Mr. Garner explain the Shaded X area in which the house is located. Mr. Garner explained that Shaded X areas have a very small potential of flooding. Chair McCune pointed out that under Foundation Construction Guidelines 6.6.9, if a home is not in a flood hazard area the applicant must show structural needs and an architect's or engineer's report is required.

The applicant, Mr. Tickle, stated that he had an expert opinion and that the floors need to be evened out and foundation is crumbling; the house needs to be raised in order to have access under the house, put in a new foundation and set it back down, and the house would end up being one foot higher than it was presently.

Member Stephens asked if Mr. Tickle had any certifications, and Mr. Tickle stated that he had none but had worked on old houses in Beaufort about 40 years and considered himself an expert. Vice-Chair Flowers asked if landscaping would be disturbed, if Mr. Tickle had brought any examples of proposed materials. Member Cummins asked what the house was sitting on now, and Mr. Tickle said that it was a brick foundation and there were no moisture concerns, and they planned a solid brick foundation.

Member Stephens pointed out that the guidelines stated the reasons for raising a house were for sound, structural and/or flood control reasons only, and the Commission needed an engineer's report and samples of proposed materials.

*Chair McCune requested asked for a motion to table Case #22-22 until the applicant could return with an engineer's report. Vice-Chair Flowers made the motion to table Case #22-22 until the information requested was received.*

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

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

Chair McCune then declared Case #22-22 closed.

## New Business

1. Case #21-28; 204 Turner Street - Addition

Chair McCune introduced Case #21-28 and the following applicants were sworn in:

Robert Wilson, 209 Turner St, Beaufort NC  
Jay Horton, Filter Design Studio  
Ryan Edwards, Filter Design Studio

Mr. Garner explained that in September of 2021 the applicant submitted conceptual plans for a boutique hotel as part of the existing Masonic Lodge structure. After gaining input from the Commission and adjacent owners

(County Administration) they updated the final drawings/application. The courtyard area has been expanded which provides more pervious surface for the overall site and should help with storm water runoff concerns from the County. He pointed out that the elevation of the structure remains under the 35-foot maximum height requirement. Parking for this site will be handled through an arrangement with the Baptist Church in their Ann Street lot.

Member Hedrick asked about parking and drainage, and Mr. Garner explained that the proposed courtyard replacing the existing parking lot would provide better drainage and parking would be accommodated further down the street. He also pointed out the proposed rear addition would be less than 35 feet and an elevation shot would be required. Member Stephens said that the drawing showed the guardrails on the top of the addition over 35 feet, and Mr. Garner explained that was an ornamental feature.

Jay Horton of Filter Design Studio explained that a connector had been added between the existing building and the proposed addition, and the parking lot had been removed to add a pervious courtyard.

Member Cummins asked about the building height, tree removal, and the rear fence. Ryan Edwards, Filter Design Studio, stated the height was based on sea level. Mr. Horton explained that any trees removed would be put back, and the rear fence would match the Old Burying Ground fence as closely as possible.

Member Hedrick requested the brackets on the new addition be changed to differentiate them from the original historic building, and possibly reducing the number of brackets.

Vice-Chair Flowers clarified the fence was aluminum and not wrought-iron as shown on the plans and asked about material samples. Member Stephens asked if there would be a gutter system and the applicants explained that there would be some type of gutter going to a subterranean infiltration system. He also asked about the building height and the applicants stated that it could be adjusted as needed.

Chair McCune expressed her concern about unknown archeological resources and the proximity of the Old Burying Ground to the new addition location. The applicants acknowledged that they were aware of the issue and had proactively planned ground penetration in that area. Chair McCune also reminded them to install a date brick in the addition and a plaque on the new fence to differentiate it from the original, and that they would have to return to request approval for the gutters and windows.

Member Cummins asked if the mechanicals would be located on the roof of the connector building, and Mr. Edwards stated that they were planning on mechanical and electrical components going through the ceiling and basement of the existing lodge. Member Cummins also suggested saving and reusing existing bricks and siding.

Robert Wilson, 209 Turner St, stated that his main concern was noise and asked if the courtyard or the roof of the hotel would be used for parties and entertainment, and said that he and the neighbors felt that the boutique hotel would be an asset to the neighborhood. Mr. Horton said that the courtyard was primarily to provide pervious surface but there may be small receptions periodically.

Member Stephens asked if the current signage would remain with no changes, and Mr. Horton stated that he was correct. Chair McCune stated that 8.2.3 needed to be added to the findings of fact and the fence would be allowed to be a 9' bollard with a 6' 10" fill as indicated on the application.

*Hearing no further questions Chair McCune asked for a motion for a Finding of Fact for Case #22-28 and Member Stephens made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #21-28, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Building Placement 7.1.1, 7.1.2, 7.1.3, 7.1.4; Building Height/Scale 7.2.1, 7.2.2, 7.2.3, 7.2.4; Materials 7.3.1, 7.3.2, 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; Landscaping 7.7.1; Outside Utilities Guidelines 8.3.1; Landscaping Guidelines 8.1.2, 8.1.8; Fencing 8.2.3 understanding a total height of 9 feet with a 6 foot 10 inch fill as depicted on the application.*

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

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #21-28.

*Member Stephens made a motion to approve the Certificate of Appropriateness based on the following: 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 #21-28 be issued for the proposed work.*

Chair McCune then declared Case #21-28 closed.

2. Case #22-15; 411 Front St – Fencing, Landscaping, Signage & Masonry

Chair McCune introduced Case #22-15 and Mr. Garner stated that in April of this year the Commission approved the windows and door portion of this request and now the application has been revised and submitted the remaining information to include the courtyard and landscaping that is within their property which does not encroach on Town owned property. Mr. Horton stated that information was correct. Mr. Garner also pointed out that hydrology, storm water, and signage had also been addressed in the updated packet. He reminded the Board that signage is based on two square feet for every linear foot of road frontage, and the property had three sides of road frontage but the signage requested was significantly less than what was allowed under the Ordinance.

The applicant, Mr. Horton, stated that the total signage requested was 124.7 square feet and 418 sq ft was allowed. The Board questioned light fixtures on the fence and the fence height. Chair McCune stated the Board needed more information regarding signage material and colors, light fixtures, and the lights on the fence columns.

Chair McCune asked for a motion to table Case# 22-15 until the details and adjustments requested be submitted.

*Vice Chair Flowers made a motion to table Case# 22-15 until the requested information could be submitted and Member Stephens made the second. Chair McCune took a vote that was unanimous.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

3. Case# 22-17; 308 Ann Street – Doors & Paint

Chair McCune introduced Case #22-17 and the following witness was sworn in:

Pete Huffey, AIM Development

Mr. Garner explained that the request is a revision from Mr. Davidson's COA approval from December 2021 and June 2022. The recent request includes:

- Removing 6 columns on the front porch and adding detailing to the remaining.
- Changing the front and rear porch to brick masonry instead of Trex.
- Changing the driveway strips width and adding 2' to the porte-cochere parking width so a passenger can get out of the car and step on a hard surface.
- Changing the parking area in front of the rear garage/cottage to concrete with brick edging.
- Moving the garage/cottage to the 5' setback line for a structure less than 16' in height.
- Changing the siding on 2 sides of the garage/cottage to horizontal siding.

He further explained that regarding the garage/cottage, the Town Land Development Ordinance allows a 5' rear and side setback for 16' high and under accessory structures, and an elevation shot had been requested. The accessory structure had received a Certificate of Appropriateness to be built with a 5'7" setback but it was currently sitting at 5' from the rear of the property.

Mr. Huffey stated that the homeowner requested the accessory structure for better turning radius going in and out of the garage, and it was under 16' and they were waiting on the survey for the height. Member Huckabee asked about the column detailing and porte-cochere update, and Mr. Huffey explained the columns would be Shaker style and six had been removed from the plans, and the porte-cochere roofline would not change. Member Huckabee asked about the brick porch and Mr. Huffey stated it would match pavers in the driveway. Chair McCune further asked about the paver colors and

*Hearing no further questions Chair McCune asked for a motion for a Finding of Fact for Case #22-17 and Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #22-17, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Porches and Entrances 6.5.7; Landscaping Guidelines 8.1.13; Off-Street Parking Guidelines 8.5.7, 8.5.2; Wood Siding, Trim, and Ornament Guidelines 6.2.11.*

*Member Stephens made the second. Chair McCune took a vote that was unanimous.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #22-17.

*Member Stephens made a motion to approve the Certificate of Appropriateness based on the following: 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 #22-17 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

Chair McCune then declared Case #22-17 closed.

#### 4. Case# 22-23; 601 Front Street Fence & Wall

Chair McCune introduced Case #22-15 and the following witnesses were sworn in:

Barbara McKenzie, Inlet Inn  
Patricia Shepard, 114 Queen St

Mr. Garner stated the applicant requested installing new fencing and a wall on the Queen Street side of the Inlet Inn property. Mrs. McKenzie stated that she and her husband own the Inlet Inn and lease the property from the Town, and they were looking at replacing the fence as a community service as the existing one was in bad condition.

Chair McCune expressed concern about the 54" height of the proposed retaining wall and fence, and the entryway guidelines of 3' maximum height by a driveway.

Ms. Shepard distributed a packet of photos and her written concerns which she further clarified, including the language of the proposal was not clear as to the scope and design of the project and visibility limitations of the new fence placement.

Chair McCune stated that visibility was an issue and safety regulations required a 30” height adjoining driveways. Member Stephens expressed concern about the location of the property line. Member Cummins asked how the fence would be tapered down for safety and visibility, and after Board discussion Chair McCune asked the applicant to return with a new fence design showing a 30” maximum height by the driveway running for eight feet and then gradually raising to a maximum height of 48”.

Chair McCune asked for a motion to table Case# 22-23 until more information was submitted.

*Vice-Chair Flowers made the motion and Member Cummins made the second. Chair McCune took a vote that was unanimous.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

Chair McCune then declared Case #22-23 closed.

1. Case# 22-24; 105 Front Street – Landscaping

Chair McCune introduced Case #22-24 and Mr. Garner stated that the owner requested to install a variety of landscaping for 105 Front Street, and in March of 2021 the applicant received a COA to elevate the existing structure, and in May 2022 a COA was granted for fencing on the south side (the riparian side of the property). He further explained that in August of 2012 this property was listed as a Structure of Statewide Significance.

*After a brief discussion by the Board, Chair McCune asked for a motion for a Finding of Fact for Case #22-24 and Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #22-24, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Landscaping Guidelines 8.1.5, 8.1.7, 8.1.8, and 8.1.9.*

*Member Stephens made the second. Chair McCune took a vote that was unanimous.*

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #22-24.

*Member Stephens made a motion to approve the Certificate of Appropriateness based on the following: 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 #22-24 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

Chair McCune then declared Case #22-24 closed.

## **Public Comment**

Annette Williamson, 122 Front St, stated that she had started a landscaping project to install pervious turfstone in the driveway and did not realize she needed to request permission from the HPC. Member Stephens explained that the project was landscaping hardscape and Ms. Williamson should have gone through the application process. The Board requested that she submit an application and return to the Board at a later date.

## **Commission / Board Comments**

- a. Member Huckabee asked how new historic district residents were made aware of guidelines and Chair McCune said that she would be adding historic district information to the newsletter mailed with utility bills.
- b. Vice-Chair Flowers requested an update to the issuance of Minor Works permits to ensure projects are meeting current guidelines.
- c. Chair McCune reminded the Board that Certified Local Government training would be available on September 22 in Swansboro.

## **Staff Comments**

- a. Mr. Garner said that an educational outreach for the public could be offered, and he stated that staff's recommendations to COA applicants often was ignored.
- b. He also encouraged Board members to sign up for the CLG training in September

## **Adjourn**

Chair McCune asked for a motion to adjourn the meeting.

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

*Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and John Stephens*

Chair McCune declared the September 6, 2022 meeting adjourned.

---

Chair, Joyce McCune

---

Board Secretary, Laurel Anderson