



Town of Beaufort, NC
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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, August 4th 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the August 4th, 2026 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Joyce McCune, Chair; Bradley Hedrick, Vice-Chair; Bradley Cummins; Kris Davis, Tina Proctor, Jessica Sabiston; Tyler Tennant

Members Absent: None

A quorum was declared with seven 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

Chair McCune noted one addition to the agenda: Commission / Board Comments, to be added just above Staff Comments.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston, Tina Proctor, Tyler Tennant

Minutes Approval

1. HPC Draft Minutes 070726

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, Bradley Cummins, Kris Davis, Jessica Sabiston, Tina Proctor, Tyler Tennant

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. 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. These 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 and Charlie Rocci.

Items of Consent

1. Approval of the Orders for 525 Front Street – Certificate of Appropriateness

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston, Tina Proctor, Tyler Tennant

Presentation

Planning Director Kyle Garner presented a request for the Commission's endorsement to allow the owners of 200 Craven Street, Joe and Natalie Kennedy to submit an application to the State Historic Preservation Office (SHPO) in Raleigh for local landmark designation of the property, currently known as the Joel H. Davis House.

Mr. Garner provided background on the property, noting it was built approximately in 1835 and that the Kennedys are only the fourth owner family since that time. He outlined the landmark designation process: if the owners receive an endorsement from the HPC, they would compile and submit a report to Certified Local Government (CLG) Coordinator Kristi Brantley, who would forward it to Division Chair Ramona Bartos at SHPO for review and opinion. That opinion would then be returned to the applicants and subsequently to the town, whereupon the Commission—potentially jointly with the Board of Commissioners—would hold a public hearing before any official designation could be made. Mr. Garner noted that if designated, an official resolution would be recorded with the Carteret County Register of Deeds and filed with the town clerk, building inspector, and tax office. He highlighted that landmark status is a higher tier than a historic plaque and carries potential local tax reduction benefits.

Vice-Chair Hedrick asked whether the 1970 Tony Wrenn survey had been previously submitted to the state, and Mr. Garner confirmed it is in state archives as part of the original national district application and lists this structure as contributing. A commissioner noted a 2011 report by the Colonial Williamsburg Foundation documenting the structure's architectural significance. Member Cummins inquired about any additional covenants or restrictions that would result from landmark status; Mr. Garner clarified that while SHPO may offer commentary on interior aspects, this is not required, and that the property already falls under local district standards. He confirmed that tax benefits, though those are separate from this application, are among the primary incentives for structures of potential landmark status.

Secretary Anderson then administered the Oath to Joe and Natalie Kennedy, applicants and owners of the property.

Joe Kennedy testified on behalf of himself and his wife Natalie, explaining their commitment to historically accurate restoration and their intention to use the property as a law office. He emphasized that the local landmark designation would help incentivize future owners of similar historic properties by providing a degree of financial relief to offset the significant costs of proper restoration, including foundation work and electrical upgrades. Chair McCune asked about the property's name change from the "Dr. James Manney House" to the "Joel H. Davis House," and Natalie Kennedy clarified that research indicated Davis was the original builder of the structure.

Commissioners expressed enthusiasm for the application, with multiple members commending the thoroughness of the research presented.

Member Cummins made the motion to endorse the submission for Local Landmark status and Member Sabiston made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston, Tina Proctor, Tyler Tennant

Quasi-Judicial Proceeding

1. Case #26-23 200 Craven Street – Fence Extension, Landscaping, and Lighting

Chair McCune introduced Case #26-23 and asked if there were any members who needed to recuse themselves. Hearing none, Mr. Rocci presented the case on behalf of the applicant, Joe and Natalie Kennedy of Ready Five Holdings. The proposed scope of work included: improvements to street-facing landscaping with specified plant materials; extension of the existing white picket fence around the corner of Craven and Ann Streets back to the house; addition of a hardscape patio in the rear yard using salvaged and new brick materials; and exterior lighting improvements including replacement of outdoor sconces on the front door, addition of recessed lighting on the second-floor porches, and accent landscape lighting in the front yard.

Applicant Presentation

During testimony, the Kennedys clarified several details. The fence extension would run along Ann Street to the edge of the driveway and connect back to the house, matching the height and undulating profile of the existing fence. The rear patio would be flush (non-elevated) and uncovered, using a modern brick paver in a red brick color consistent with the property; the existing historic brick walkways would be replaced in-kind using matching historic brick from a supplier. The applicants also confirmed that no concrete edging shown in renderings was being requested.

Commission Discussion

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

Regarding lighting, significant discussion arose around the proposed recessed lights on the second-floor porch ceiling. Vice-Chair Hedrick expressed reservations, noting the Commission had previously declined to approve recessed

lighting on a historic structure and raising concern that three recessed lights, two ceiling fans, and a coach light on the second-floor Craven Street porch constituted a very busy ceiling. The applicants explained that the low ceiling height precluded hanging fixtures and that recessed lights on a dimmer would provide safe, uniform ambient lighting. They clarified that no recessed lighting was proposed for the first-floor porches—only sconces—and that the renderings showing lighting on the lower porch were an AI-generated representation and not indicative of their intentions. Member Tennant raised the question of whether the office use of the property might change how lighting needs are assessed, but Chair McCune noted this was outside the Commission's purview, and the attorney confirmed that use is a planning and inspections matter. Mr. Garner confirmed that SHPO had been directly consulted on the lighting question and that Ms. Brantley explicitly stated lighting is a local decision and would not affect the landmark designation application. Member Davis noted that recessed lighting, while not historically accurate, serves to highlight the structure, and that such issues will become increasingly common. Several commissioners noted the Commission's guidelines call for lighting to be unobtrusive and not directed toward property lines.

Chair McCune also raised Design Guideline 8.1.13, which states that swimming pools, tool sheds, and other modern yard features should be located away from public view, in the context of the proposed rear patio. After reviewing page 83 of the application showing substantial existing vegetation screening, the Commission was satisfied that this concern was adequately addressed.

Findings of Fact

After discussion, the Commission reached a general consensus to proceed with approval, acknowledging the absence of a specific guideline prohibiting recessed lights and ceiling fans, and that the application was otherwise consistent with design guidelines.

Chair McCune asked for a motion for a Finding of Fact for Case #26-23. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-23, 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: Landscaping Guidelines 8.1.1, 8.1.2, 8.1.3, 8.1.5, 8.1.6, 8.1.7, 8.1.8, 8.1.10, 8.1.11; Fences and Walls Guidelines 8.2.1, 8.2.2, 8.2.3, 8.2.5, 8.2.7; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3, 8.4.4, 8.4.5; Archeology Guidelines 8.8.2, 8.8.4. Member Davis made the second and Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Bradley Cummins, Kris Davis, Jessica Sabiston, Tina Proctor, Tyler Tennant

Voting nay: Vice-Chair Hedrick

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-23.

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 #26-23 be issued for the proposed work.

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

Voting yea: Chair McCune, Bradley Cummins, Kris Davis, Jessica Sabiston, Tina Proctor, Tyler Tennant

Voting nay: Vice-Chair Hedrick

Chair McCune thanked the applicants and advised them that their COA would be issued at the September 1, 2026 meeting.

The case was then closed.

2. Case #26-24 105 Front Street – Pool and Roof

Chair McCune introduced Case #26-24 and asked if there were any members who needed to recuse themselves. Hearing none, Mr. Rocci presented the case on behalf of applicant Jay Horton of Filter Design Studio, representing owners William and Margaret Ann Wooten. He requested all written and verbal testimony be included in the record. The application requested a COA for the installation of a concrete swimming pool and a covered pool terrace on the western side of the property at 105 Front Street (the Duncan House), with the terrace attached to the existing garage structure at the rear of the lot adjacent to the waterway. Mr. Rocci noted the project would be subject to a CAMA minor permit for development within the Estuarine Area of Environmental Concern, that the pool is located in the AE-7 flood zone (with proposed maps moving it to AE-8), and that under guidelines a CAMA permit should be in hand prior to building permit application.

Vice-Chair Hedrick confirmed the applicant did not currently have the CAMA permit. Mr. Rocci explained the CAMA permit was dependent on the Commission determining the location of the pool.

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

Applicant Presentation

Mr. Horton testified that the pool location is a prerequisite to finalizing the CAMA minor permit application, as permit calculations are location dependent. He confirmed the pool would be within the 75-foot AEC but not encroaching on the 30-foot buffer, and that coverage would remain well under the 30% threshold. The pool structure itself would be a Gunitite concrete pool positioned approximately two feet above existing grade to achieve the required base flood elevation of 7.0 feet, with a one-foot freeboard, in anticipation of future flood map changes to AE-8. All mechanicals would be at or above base flood elevation. A four-foot galvanized powder-coated black metal fence with vertical rails (no horizontal members, per state code) would be installed around the pool perimeter at final grade, with the interior pool deck slightly elevated. The covered terrace roof would be copper with ten-inch square columns.

Vice-Chair Hedrick inquired about prior disturbance to the proposed pool area and whether archeological survey would be required, given the inclusion of archeology guidelines. Mr. Horton confirmed that no deep excavation had previously occurred in that location beyond surface grading, and that excavation depth would be approximately two to three feet. The Commission confirmed archeological compliance conditions would apply. The applicant noted that helical piers may be used for structural support, though final means and methods had not been determined.

Commission Discussion

Discussion turned to Design Guideline 8.1.13 regarding the visibility of pool features from public view. Chair McCune expressed concern given the property's corner location and proximity to the public right-of-way. Mr. Horton noted the intent was to provide fully opaque evergreen screening around the pool area. However, no detailed landscaping plan or specific fence profile had been included in the application. Member Cummins noted the pool is situated well back from the road - estimated at approximately 100 feet - and characterized it essentially as a rear yard feature. Several commissioners concurred that while the location was generally acceptable, more detail was needed on the fence specifications and landscaping plan before those elements could be approved.

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

After discussion, the Commission agreed to bifurcate the application: approving the pool location and structural elements, while tabling the fence and landscaping portions to the September 1, 2026 meeting to allow the applicant to return with complete material specifications and a detailed planting plan.

Findings of Fact

Member Davis made the motion to table landscaping and fence details until the September 1st meeting and Member Tennant made the second. Chair McCune took a vote that was approved

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tina Proctor, Tyler Tennant

Voting nay: Jessica Sabiston

Chair McCune asked for a motion for a Finding of Fact for Case #26-24. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-24, 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: 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; Landscaping 7.7.1; Outside Utilities Guidelines 8.3.1, 8.3.2, 8.3.3, 8.3.4, 8.3.6; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3, 8.4.4, 8.4.5; Archeology Guidelines 8.8.1, 8.8.2, 8.8.3, 8.8.4, 8.8.5.

The motion originally included but was amended to exclude all Landscaping Guidelines. Member

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tina Proctor, Jessica Sabiston, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-24.

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 #26-24 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston, Tina Proctor, Tyler Tennant

Chair McCune advised Mr. Horton that the COA for the pool location would be issued at the September 1, 2026 meeting, and that he should return to that meeting with detailed fence profiles and a landscaping plan for Commission review. The fence and landscaping portion of Case #26-24 will be continued as the same case at the September meeting, with a second COA to be issued upon approval of those elements.

The case was then closed.

Commission / Board Comments

Member Tennant asked if the new Standards would include professional offices as they may include features not found on residential properties. Chair McCune explained that the Commission's purview is historic preservation and appearances so offices would not need an exception. Member Cummins noted that ADA compliance can't be regulated by the Commission and Chair McCune agreed that applicants would bring those items to the HPC and state that they must be done for ADA compliance.

Chair McCune shared that the Beaufort Historic District had recently been named the most quintessentially "North Carolina" place by a Canadian real estate survey, with Oakwood in Raleigh and Montford in Asheville placing second and third respectively. She used this recognition to underscore the importance of the Commission's preservation work and thanked the Commission members for their dedication.

Chair McCune reported that she, Member Proctor, Mr. Rocci, and Ms. Anderson had attended CLG training with SHPO in Wilmington the previous Friday. She noted the Commission continues to work on updated standards with the subcommittee.

Chair McCune also highlighted two significant legislative developments. The first, House Bill 162, relates to parking requirements for mixed-use developments in nationally registered historic districts, exempting such properties from local parking minimums. The second, Senate Bill 876, arose from Southport's attempt to establish a new local historic preservation commission, which the state denied on the grounds that it would impose restrictions. Chair McCune expressed gratitude that Beaufort's HPC is already established and urged vigilance, noting that the state's current legislative direction presents challenges to the creation or expansion of local historic districts.

Chair McCune also formally recognized Planning Director Kyle Garner, who is retiring at the end of August 2026. She provided an extensive tribute to his contributions to historic preservation in Beaufort over his tenure since 2008, including his involvement in developing SHPO-sponsored flood resilience guidance materials with the UNC School of Government, his coordination of the 50th anniversary celebration of Beaufort's listing on the National Register of Historic Places, and his hands-on participation in leading the project to clean historic headstones at the Old Burying Ground. She noted the high regard in which SHPO staff hold Mr. Garner and expressed confidence in incoming planner Charlie Rocci. She expressed how much he would be missed by the Commission.

Vice-Chair Hedrick also personally thanked Mr. Garner for his advocacy for Beaufort at the state level and the help and guidance he had given the Commission.

Mr. Garner reflected on his nearly two decades with the Commission, noting he had overseen between 600 and 700 cases. He expressed pride in the collaborative nature of the Commission's work and its consistent commitment to preserving Beaufort's historic character for future generations. Commissioners presented Mr. Garner with a token of appreciation.

Staff Comments

There were no staff comments.

Adjourn

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston, Tina Proctor, Tyler Tennant

Chair McCune declared the August 4th, 2026 meeting adjourned at 7:50 p.m.

Chair, Joyce McCune

Board Secretary, Laurel Anderson