



Town of Beaufort, NC
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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, December 2nd, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the December 2nd, 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, Marissa Morris, Jessica Sabiston

Members Absent: Bradley Cummins, Tyler Tennant

A quorum was declared with five 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

As the applicant was not in attendance yet Vice-Chair Hedrick made the motion to move New Business Item #1 to Item #2 and Member Morris made the second. Chair McCune took a vote that was unanimously approved.

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

Minutes Approval

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

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

Secretary Anderson then administered the Oath to Kyle Garner and Sam Bell, Town Engineer.

Items of Consent

1. Approval of the Order for 99 Ann Street, 100 Sunset Lane, 110 Orange Street, 113 Orange Street, 113 Turner Street, 201 Front Street, 215 Ann Street, and 306 Ann Street – Certificates of Appropriateness

Vice-Chair Hedrick made the motion to approve the Orders 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, Marissa Morris, 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. 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.

New Business

1. Case # 25-36 – 314 Ann Street – Parking & Landscaping

Chair McCune introduced Case #25-36 and asked for the Staff Report. Mr. Garner introduced Sam Bell, the Town Engineer, and requested the staff report and all submitted materials be included in the official record.

Mr. Garner explained that the item was for a parking lot owned by the Baptist Church that the Town of Beaufort had rented for November and December. Due to ongoing work on Turner Street requiring closure of the entrance to the parking lot, the decision had been made to make the entrance on Ann Street first a temporary and then a permanent two-way in and out. The driveway would be widened and Mr. Garner showed details about concrete and asphalt removal and replacement which was Mr. Bell's design. He did note a neighbor's concern about traffic congestion along Orange Street due to cars trying to turn around and cars coming out of the parking lot at the same time, but stated those issues would be resolved soon.

Chair McCune asked if any Commission members needed to recuse themselves and there were none.

Mr. Bell added that the asphalt from the driveway would be removed and repaved and the shrubs would be relocated closer to the south fence as there was more room in that area. Mr. Garner noted that the Turner Street entrance would close permanently which would also provide more parking along Turner Street.

Chair McCune asked if there were any parties who wished to comment and there were none.

Chair McCune asked for a motion for a Finding of Fact for Case #25-36. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-36, 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: Signage Guidelines 8.6.1, 8.6.2, 8.6.5; Landscaping Guidelines 8.1.1, 8.1.4, 8.1.5, 8.1.9, 8.1.14; Off-Street Parking Guidelines 8.5.1, 8.5.7.

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

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

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-36.

Chair McCune 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 #25-36 be issued for the proposed work.

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

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

Chair McCune then declared Case #25-36 closed.

2. Case #25-37 217 Front St – New Brick Walk & Steps

Chair McCune introduced Case #25-37 and noted neither the applicant nor a representative was in attendance. Town Attorney Quattlebaum recommended tabling the application since no other parties or witnesses would not have the right to cross examine or ask questions, and there was a matter of precedent as applicants are required to be in attendance and she could not remember a case of a quasi-judicial hearing without the applicant being present.

Chair McCune made the motion to table Case #25-37 until the January 6th, 2026 meeting and Vice-Chair Hedrick made the second. Chair McCune took a vote that was unanimously approved.

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

Commission / Board Comments

Acting Chair Hedrick asked about when the Standards Subcommittee would be meeting again and he thanked the town for being a good example and coming before the Commission with their projects in the historic district. Chair McCune wished everyone a good holiday season.

Staff Comments

Mr. Garner shared that he and Ms. Anderson had attended historic staff training in Raleigh and had learned that other jurisdictions were not following the new 160D law requiring Certificates of Appropriateness Orders and he commended the Commission for following that legality.

He also thanked the members for their attendance throughout the year and noted that they would be receiving another staff application in regards to the west parking lot on Front Street and the installation of a fuel tank for the town docks which would change the configuration of the parking lot.

He concluded by thanking Ms. Anderson, Mr. Fockler, and Ms. Quattlebaum for their help throughout the year and wished everyone a Merry Christmas and Happy New Year.

Adjourn

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

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

Chair McCune declared the December 2nd, 2025 meeting adjourned at 6:20 p.m.

Chair, Joyce McCune

Board Secretary, Laurel Anderson