



## **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, November 04, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting**

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#### **Call to Order**

#### **Roll Call**

#### **Agenda Approval**

#### **Minutes Approval**

- [1.](#) HPC Draft Minutes 100725

#### **Administration of Oaths**

#### **Old Business**

- [1.](#) Case # 25-27 201 Front Street – Replace Cedar Shake with Metal Roof

#### **New Business**

- [1.](#) Case # 25-29 99 Ann Street – Install Public Park, Walking Path, Landscaping, and Observation Deck
- [2.](#) Case # 25-30 100 Sunset Ln- New Porch Roof Over West Side 3rd Floor
- [3.](#) Case # 25-31 113 Turner Street – Replace existing store front sign
- [4.](#) Case # 25-32 215 Ann Street – Install Handicap Ramp with handrail, Install Fence, Landscaping
- [5.](#) Case # 25-33 110 Orange St- New covered side entrance and replace window with door
- [6.](#) Case # 25-34 113 Orange St- Replace Fence and Wooden Steps
- [7.](#) Case # 25-35 306 Ann Street - New Brick Walkway and Landscaping

#### **Commission / Board Comments**

#### **Staff Comments**

- [1.](#) 2025 Historic Commission Meeting and Submittal Calendar

**Adjourn**



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**Town of Beaufort Historic Preservation Regular Meeting**  
**6:00 PM Tuesday, October 7<sup>th</sup>, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516**  
**Minutes**

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**Call to Order**

Acting Chair Hedrick called the October 7<sup>th</sup>, 2025 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

**Roll Call**

Members Present: Bradley Hedrick, Vice-Chair; Bradley Cummins, Kris Davis, Marissa Morris, Tyler Tennant

Members Absent: Joyce McCune, Chair; Jessica Sabiston

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**

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

*Voting yea: Acting Chair Hedrick, Bradley Cummins, Kris Davis, Marissa Morris, Tyler Tennant*

**Minutes Approval**

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

*Voting yea: Acting Chair Hedrick, Bradley Cummins, Kris Davis, Marissa Morris, Tyler Tennant*

**Items of Consent**

- 1. Approval of the Order for 122 Front Street – Certificate of Appropriateness

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

*Voting yea: Acting Chair Hedrick, Bradley Cummins, Kris Davis, Marissa Morris, Tyler Tennant*

**Presentations**

Landmark Designation Request – 229 Front Street – Jacob Henry House

Acting Chair Hedrick introduced the landmark designation request for the Jacob Henry House at 229 Front St. Mr. Garner noted that the house is already listed on the National Register of Historic Places and has a State Historic Marker as well but it is not a local landmark. He explained that the applicant is requesting the Commission consider endorsement of the application to the State Historic Preservation Office and gave an overview of the 5-step process for requesting a local landmark.

The Commission considered whether the Jacob Henry House met the criteria for designation, which requires a property to be "of special significance in terms of its historical, prehistorical, architectural, or cultural importance and to possess integrity of design, setting, workmanship, materials, feeling, and or association."

Mr. Redhage spoke about the historical and cultural significance of the house especially pertaining to Mr. Jacob Henry’s speech in 1809 in the North Carolina legislature defending religious freedom.

It was noted during the discussion that the Jacob Henry House has both a state number and a national register number (number 277), confirming its existing recognition at state and national levels.

*Member Cummins made the motion to endorse the application for Local Landmark status and Member Morris made the second. Acting Chair Hedrick took a vote that was unanimously approved.*

*Voting yea: Acting Chair Hedrick, Bradley Cummins, Kris Davis, Marissa Morris, Tyler Tennant*

**Commission / Board Comments**

Acting Chair Hedrick asked about the new banisters on the porch at 301 Front St and the metal roof. Mr. Fockler explained that the new banisters were not identical to the approved Like-for-Like application and were in the process of being made to match the originals. Staff would research to see if the roof had been updated.

**Staff Comments**

Mr. Garner noted that the State Preservation Historic Office had suggested Historic Commission members introduce themselves at the beginning of meetings. He also informed the members that the Baptist parking lot at the corner of Ann and Turner St would be available for free public parking for November and December 2025 since Turner St is closed for road construction. The driveway on Ann Street will be widened to allow for two-way in and out.

**Adjourn**

*Member Cummins made the motion to adjourn and Member Morris made the second. Acting Chair Hedrick took a vote that was unanimously approved.*

*Voting yea: Acting Chair Hedrick, Bradley Cummins, Kris Davis, Marissa Morris, Tyler Tennant*  
Acting Chair Hedrick declared the October 7<sup>th</sup>, 2025 meeting adjourned at 6:50 p.m.

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Acting Chair, Bradley Hedrick

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Board Secretary, Laurel Anderson



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**Town of Beaufort Historic Preservation Commission Regular Meeting  
6:00 PM Tuesday, November 4, 2025 – 614 Broad Street – Train Depot**

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**AGENDA CATEGORY:** Old Business  
**SUBJECT:** Case # 25-27 201 Front Street – Replace Cedar Shake  
with Metal Roof

**BRIEF SUMMARY:**

The owner wishes to remove existing old Cedar Roof and replace it with Metal Roof.  
At the September meeting, the Board tabled the application to allow the applicant to provide more details at the October meeting.

**REQUESTED ACTION:**

Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Brad Fockler

**BUDGET AMENDMENT REQUIRED:**

N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Brad Fockler  
**Date:** August 25, 2025  
**Case No.** 25-27

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**Request:** Replace Cedar Shake Roof  
with Metal Roof

**Applicant:** Owens Construction  
828 West Beaufort Rd  
Beaufort, NC 28516

**Property Information:**

**Owners:** Annette Williamson  
**Location:** 201 Front Street  
**PIN#:** 730617005689000

**Project Information:** Replace Cedar Roof with Metal Roof

201 Front St **Nelson House.** Traditional, Beaufort-style 2½-story, 4-bay, side gable house with engaged 2-story porch. Features gable end chimneys, wide plain siding, flush gables with tapering cornice board, 9/6 and tall 4/4 sash, and boxed porch posts with traditional railing. This is said to have been built by  
 C  
 c. 1790  
 (plaque)  
**NC Guest House.** c. 1990. Small, side gable frame

**Proposed work:**

- See Application from Applicant

**Material:**

- See Application from Applicant

**Color:**

- See Application from Applicant

## Roof Guidelines

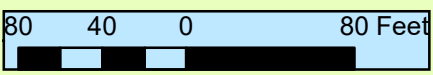
- 6.11 Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.
- 6.12 Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile. Replace in-kind only, if necessary, due to deterioration or damage. Replace only the damaged or deteriorated portion using materials identical to the original if possible.
- 6.13 New roofing materials should be compatible with either the existing or original roofing material. Match the historic material as closely as possible in color, shape, size, and texture. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles. Any distinctive patterns of shingles or slates shall be retained and/ or replicated exactly. Galvanized standing-seam with a large “agricultural” ridge, usually for ventilation, is not acceptable in the historic district. Instead, use standing seam metal with a crimped edge.
- 6.14 Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored, rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings.
- 6.1.7 Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

# Case # 25-27 201 Front Street- Replace Cedar Shake Roof with Metal Roof

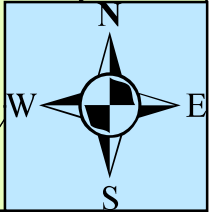
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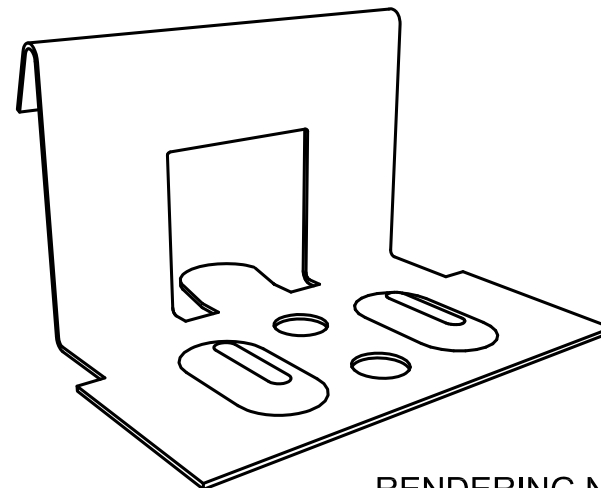
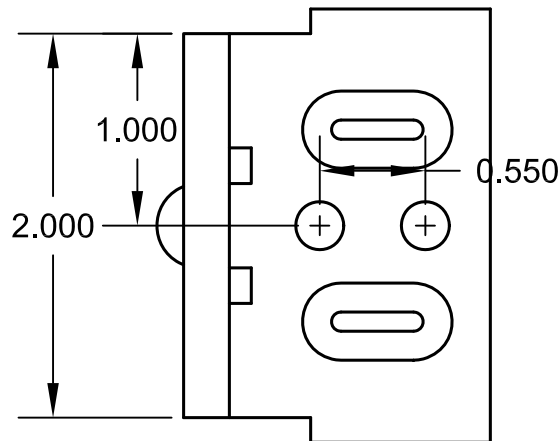
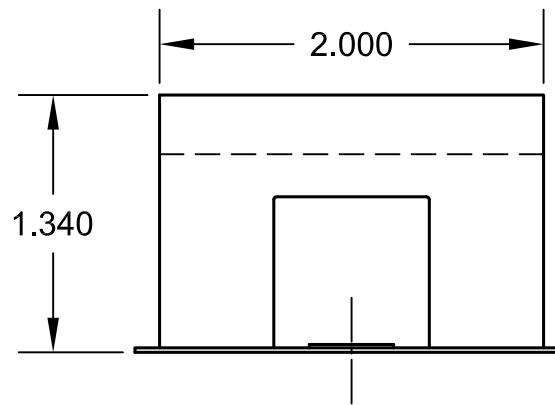
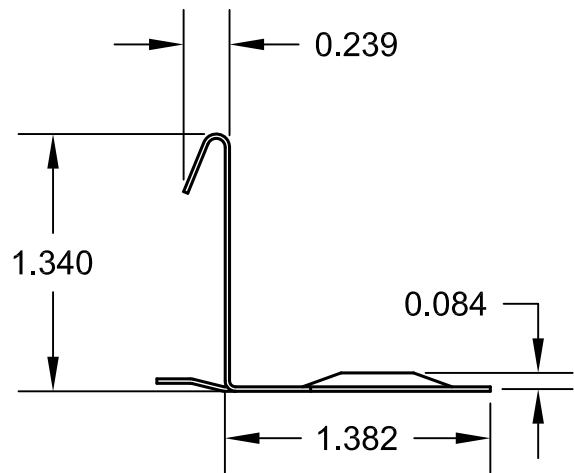
**Legend**

- NCHPOpoints
- Tax\_Parcel\_Data



9





ALL DIMENSIONS ARE  
DECIMAL INCHES

TOLERANCE: 0.030±



114-SLR-20-S

SPECIFY GAUGE:  20GA

SPECIFY MATERIAL:  304 Stainless Steel

SCALE 1:1

11/25/2009



.032 ALUMINUM COIL SPEC  
& VENTED “Z” CLOSURE SPEC

**.032" Aluminum Coil with Kynar® 500 Fluoropolymer Finish**

**1. Product Description**

Pre-finished architectural grade aluminum coil, intended for use in metal roofing, fascia, flashings, trim, and wall cladding applications.

**2. Material**

- Substrate Alloy: 3105-H14 (or equivalent)
- Thickness: 0.032" (±0.002")
- Width: Standard coil widths; custom widths available per project requirements
- Weight: Approx. 0.45 lb/sq ft

**3. Finish**

- Paint System: Factory-applied Kynar® 500 (PVDF fluoropolymer, 2-coat or 3-coat system)
- Color: Silver Metallic Kynar (samples recommended for final approval)
- Dry Film Thickness (DFT):
  - Primer: 0.2–0.3 mil
  - Color coat: 0.7–0.8 mil
  - Total: ≥ 0.9 mil (±0.1 mil)

**4. Performance Standards**

Property	Test Method	Requirement
Color retention	ASTM D2244	$\Delta E \leq 5$ units after 30 year exposure
Chalk resistance	ASTM D4214	Rating $\geq 8$ after 30 years
Gloss retention	ASTM D523	$\geq 50\%$ retention after 30 years
Salt spray resistance	ASTM B117	1,000 hr exposure; no delamination or blistering
Humidity resistance	ASTM D2247	1,000 hr exposure; no field blisters
Adhesion (crosshatch)	ASTM D3359	No adhesion failure
Pencil hardness	ASTM D3363	$\geq H$
Flexibility (T-bend)	ASTM D4145	2T min. without cracking
Impact resistance	ASTM D2794	Withstand 1.5× thickness impact without cracking
Fire rating	UL 263	Class A when applied to non-combustible substrate

**5. Warranty**

- Finish Warranty: 30 years for film integrity, fade and chalk resistance
- Substrate Warranty: Per aluminum mill's limited warranty (typically 40–50 years)

## Vented Z Closure Specification (.032" Aluminum with Kynar® Finish)

Application: Ridge vent closure under ridge cap in standing seam metal roofing systems. Designed to provide passive ventilation while blocking water, debris, and pests.

### 1. Product Description

A pre-fabricated, ventilated Z-shaped flashing component used beneath the ridge cap to maintain continuous airflow at the ridge line while preventing infiltration of moisture, insects, and debris.

### 2. Material Specifications

- Metal Substrate: Aluminum Sheet
- Alloy: 3105-H14 or equivalent
- Thickness: 0.032" ( $\pm 0.002$ " )
- Finish: Kynar® 500 / Hylar® 5000 PVDF coating
- Color: To match roofing trim or ridge cap (selected from standard color chart)
- Coating System:
  - 2-coat: primer + color coat
- Coating Thickness (DFT):
  - Primer: 0.2 – 0.3 mil
  - Topcoat: 0.7 – 0.8 mil
  - Total:  $\geq 0.9$  mils

### 3. Physical Dimensions (Typical — custom sizing available)

- Profile: Z-Shape
- Leg 1 (bottom horizontal): 1.0"
- Leg 2 (vertical): 1.125" to 1.875"
- Leg 3 (top horizontal, under ridge): 3.0"
- Length: 10 ft standard

### 4. Ventilation System

- Ventilation Rating (NFA):  $\geq 9-12$  in<sup>2</sup> per linear foot
- UV Resistance: Tested for 20+ year durability
- Flame Spread (ASTM E84): Class A  $\leq 25$
- Water Infiltration: Tested per ASTM E331; no leakage at 6.24 psf
- Pest Resistance: Blocks insects, birds, and rodents

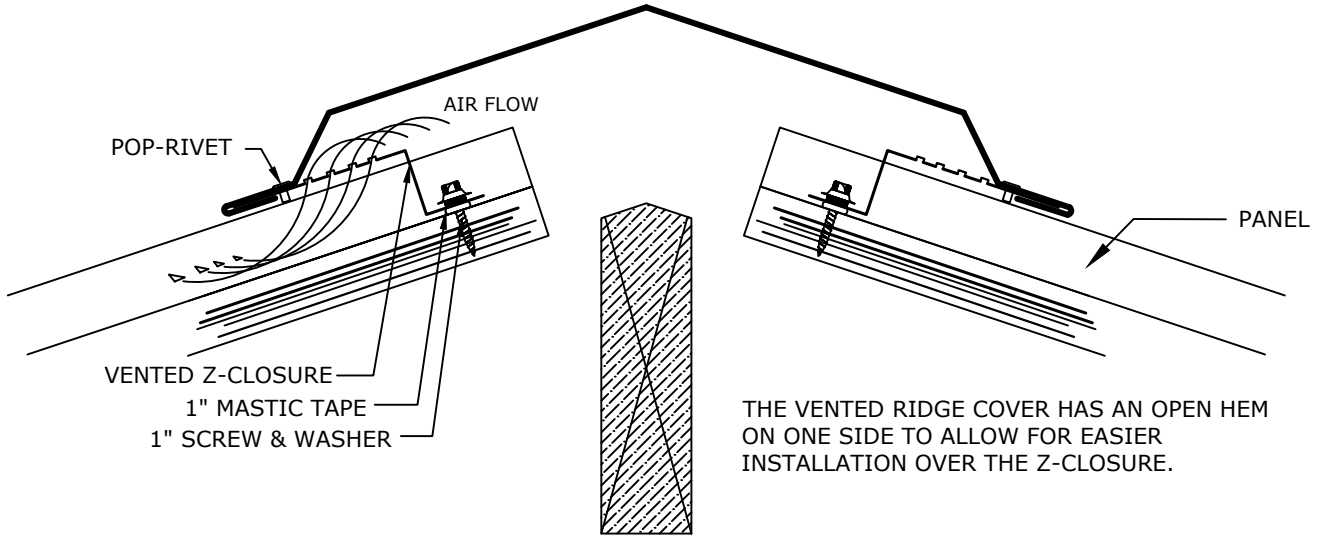
### 5. Installation

- Install Z closure over panel ribs or decking at ridge.
- Secure using corrosion-resistant fasteners.
- Ridge cap installed over closure and sealed using compatible butyl or urethane sealant.
- Maintain 1" minimum open air space at ridge for ventilation.
- Avoid over-compressing vent media ( $\leq 50\%$  compression).

### 6. Warranty

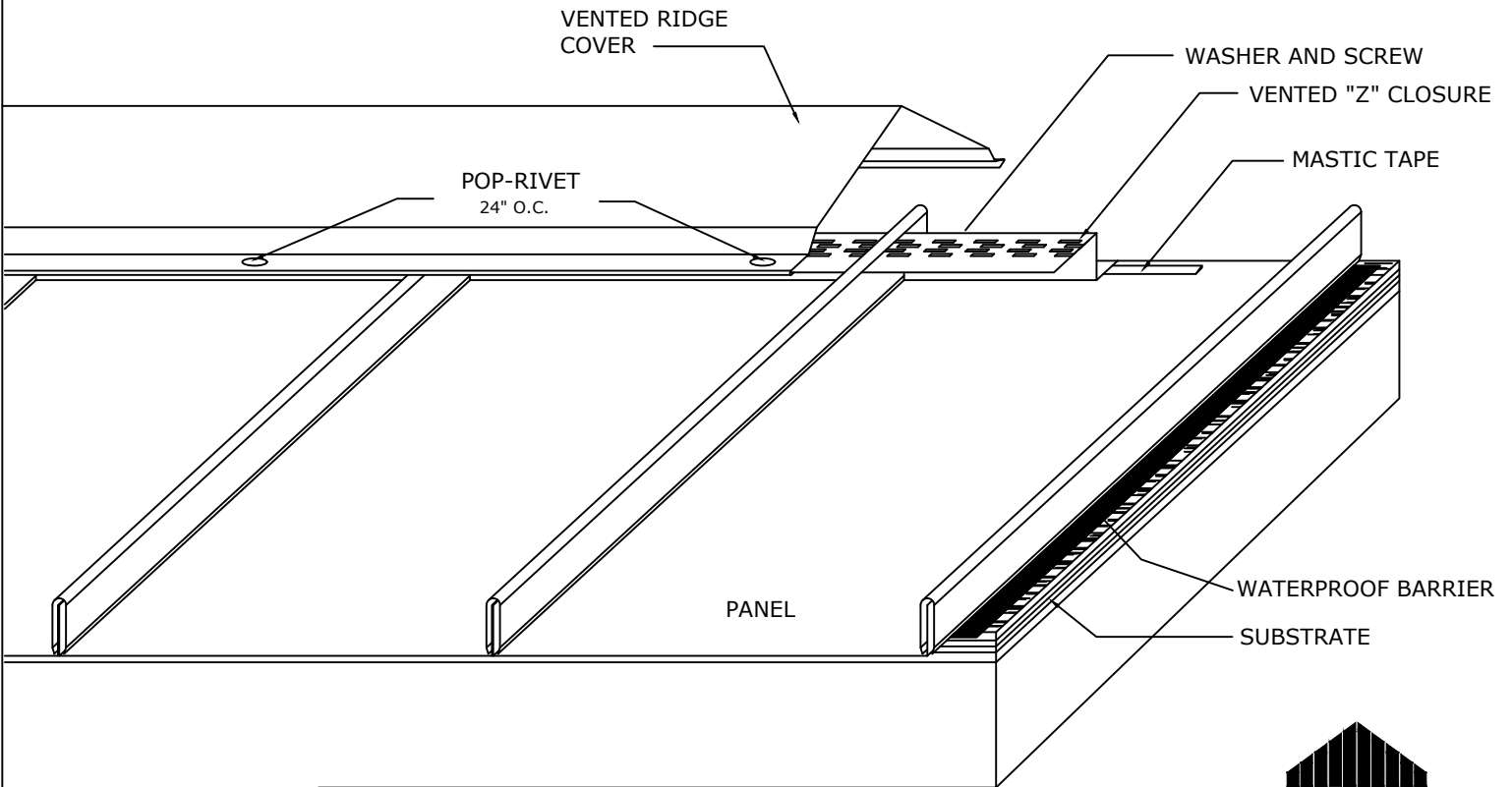
- Paint Finish: 30-year warranty against chalk, fade, and film degradation

# VENTED RIDGE COVER



THE VENTED RIDGE COVER HAS AN OPEN HEM ON ONE SIDE TO ALLOW FOR EASIER INSTALLATION OVER THE Z-CLOSURE.

CROSS SECTION - VENTED RIDGE COVER DETAIL



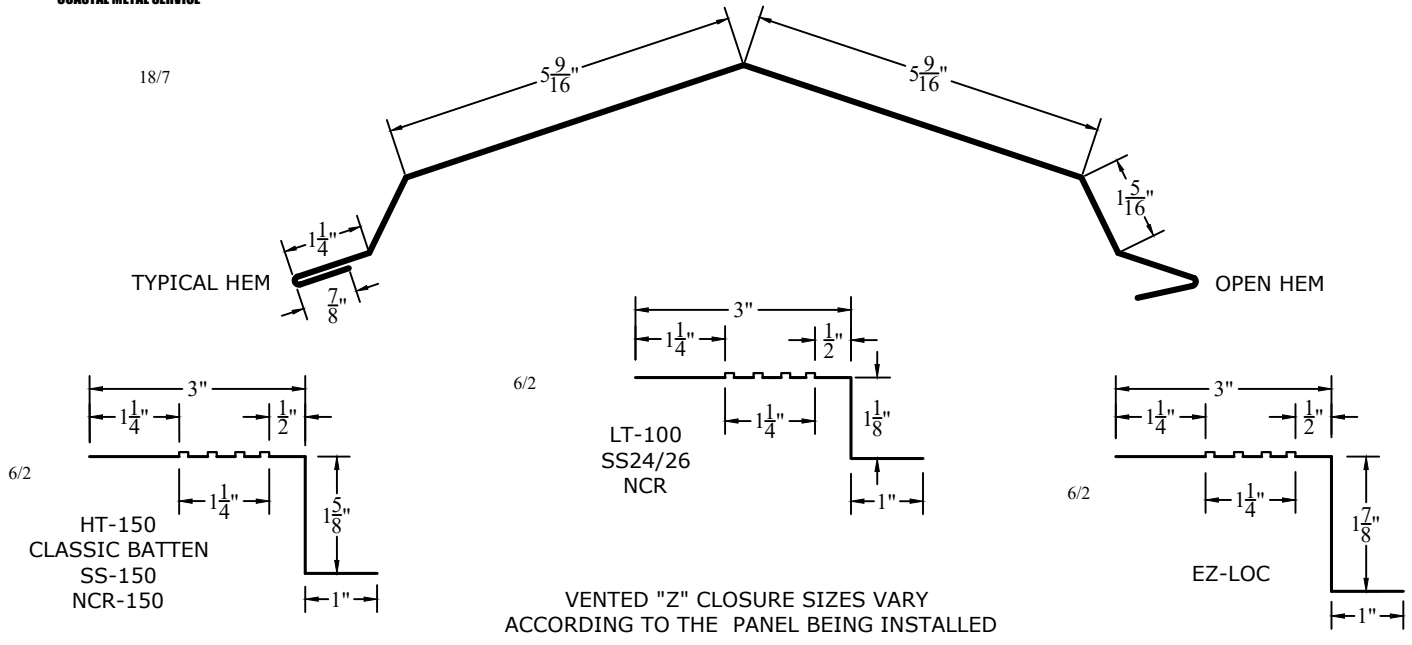
ISOMETRIC VIEW - RIDGE COVER DETAIL





# VENTED RIDGE COVER

TECHNICAL INFORMATION



## -INSTALLATION-

- 1- THE INSTALLATION OF THE VENTED RIDGE COVER TAKES PLACE AFTER THE PANELS HAVE BEEN INSTALLED.
- 2- VENTED "Z" CLOSURES MUST BE CUT TO LENGTH TO FIT BETWEEN THE PANEL SEAMS.
- 3- PLACEMENT OF THE "Z" CLOSURES WILL VARY FROM JOB TO JOB BASED ON THE PITCH OF THE ROOF.
- 4- 1" MASTIC TAPE IS APPLIED UNDER EACH "Z" CLOSURE BEFORE BEING FASTENED WITH 1" WOOD SCREWS WHICH WILL PENETRATE THE CLOSURE, MASTIC AND PANEL.
- 5- AFTER "Z" CLOSURES HAVE BEEN INSTALLED ON BOTH SIDES OF THE RIDGE, THE RIDGE COVER IS PLACED ONTO THE FIRST "Z" CLOSURE USING THE TYPICAL HEM SIDE FIRST THEN SLIDING THE OPEN HEM OVER THE SECOND "Z" CLOSURE.
- 6- THE OPEN HEMS ARE THEN CLOSED IN THE FIELD. THE FINAL STEP WILL BE TO PLACE A POP-RIVET THROUGH THE RIDGE AND THROUGH THE "Z" CLOSURE. PLACE THE POP-RIVETS EVERY 24" ON CENTER.

## -NOTES-

- THE VENTED RIDGE COVER IS A 3 PIECE DESIGN AND MAY BE USED WITH ANY CMS PANEL. PLEASE BE SURE TO SPECIFY WHICH PANEL YOU ARE USING FOR YOUR PROJECT TO INSURE THAT YOU RECEIVE THE PROPER "Z" CLOSURE.
- THE PITCH OF THE ROOF MUST BE INDICATED FOR A PROPER FIT.
- LOCATION OF "Z" CLOSURES MUST BE DETERMINED IN THE FIELD.
- EACH VENTED "Z" CLOSURE HAS ONE ROW OF PERFORATIONS WHICH PROVIDE 3-1/2" OF NET FREE AIR SPACE PER LINEAR FOOT. ONE ROW OF PERFORATIONS EQUALS 1 1/4" IN WIDTH.

OWNER	MAIL_ADDRE	MAIL_CITY	MAIL_S	MAIL_	MAIL_ZI5
WILLIAMSON ANNETT L TRUSTEE	52 VILLAGE RIDGE ROAD	FORT WORTH	TX		76107
ADAMS JUDITH ELAINE L/T	PO BOX 1057	BEAUFORT	NC	1057	28516
WILDER WILLIAM N SR ETUX TANIS	PO BOX 888	BEAUFORT	NC		28516
POST CHARLOTTE	108 MOORE STREET	BEAUFORT	NC		28516

# CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



### Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

### APPLICANT/OWNER INFORMATION

*Please print!*

Applicant Name: Owens Construction, Inc.

Applicant Address: 828 West Beaufort Rd., Beaufort, NC 28516

Business Phone: 252-504-3163 Email/Cell: 252-622-1475, john@occ-usa.com

Property Owner Name: Annette Williamson

Address of Property: 201 Front Street, Beaufort, NC 28516

Phone Number: 817-917-6588 Email/Cell: \_\_\_\_\_

### PROJECT INFORMATION

Detailed description of the Proposed Project (*please attach additional pages if necessary*):

Removal of existing cedar shake roof on main home and guest house and replace with standing seam metal roof. Current roof is allowing outside air intrusion and causing microbial growth throughout the interior of the home and damaging many historic features of the home internally.

Estimated Cost of Project: \$ 85000

Year House Built: 1790

John Engelhard  
Applicant Signature

7 August 2025  
Date

Annette Williamson  
Property Owner Signature (if different than above)

7 August 2025  
Date

*An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at [www.beaufortnc.org](http://www.beaufortnc.org). The Commission meets regularly on the first Tuesday of the month unless it is a holiday.*

#### OFFICE USE ONLY

Received by: \_\_\_\_\_

Reviewed for Completeness: \_\_\_\_\_

Date: \_\_\_\_\_

17 Deemed Completed and Accepted: \_\_\_\_\_

# **REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

*Please provide the following along with this checklist form, with the COA application:*

## **1. Items required for ALL projects:**

- A list of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

## **2. Items required as applicable to project:**

- A description of any planned demolition.
- An indication of all trees to be replaced and/or removed.
- A landscaping plan indicating major planting materials.
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.
- All types of building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

## **3. Additional items required (only) for new Signage:**

- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

**4.** At least **one set of materials, in color**, that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.

**5.** The applicant or a representative for the applicant **must be present at the meeting** for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

*A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a [building permit](#) for the project has not been obtained within the six-month period, the COA is deemed invalid. The COA is considered issued once the Commission approves the application at their meeting.*

*If there are questions regarding what should or should not be included with this application, please contact Town Staff at 252-728-2142 or at [k.garner@beaufortnc.org](mailto:k.garner@beaufortnc.org).*

# DESIGN GUIDELINES FOR THE BEAUFORT HISTORIC DISTRICT & LANDMARKS

1994, REVISED 2008



# DESIGN GUIDELINES FOR BEAUFORT HISTORIC DISTRICT & LANDMARKS

PROJECT CONSULTANT  
TRC ENVIRONMENTAL INC.  
50101 GOVERNORS DRIVE, SUITE 250,  
CHAPEL HILL, NORTH CAROLINA 27517

PREPARED FOR:  
TOWN OF BEAUFORT  
215 POLLOCK STREET  
BEAUFORT, NORTH CAROLINA  
TERRI PARKER-EAKES, TOWN MANAGER

BEAUFORT HISTORIC PRESERVATION COMMISSION  
MAMRÉ WILSON, CHAIRMAN  
DAN KRAUTHEIM, VICE-CHAIRMAN  
WENDY DAVIDSON  
FRED MCCUNE  
MARNIE PARK  
LES SADLER  
GERHARDA SANCHEZ

BEAUFORT TOWN COMMISSIONERS  
RICHARD STANLEY, MAYOR  
ROBERT CAMPBELL  
MATH CHAPLAIN  
JOHN HAGLE  
MARIANNA HOLLINSHED  
CHARLES MCDONALD

ACKNOWLEDGEMENT: THE NANCY DUFFY RUSSELL PRESERVATION TRUST AND AN ANONYMOUS PRIVATE RESIDENT HAVE GENEROUSLY CONTRIBUTED TO THE WRITING OF THIS PUBLICATION. THE ACTIVITY THAT IS THE SUBJECT OF THIS PUBLICATION HAS BEEN FINANCED IN PART WITH FEDERAL FUNDS FROM THE NATIONAL PARK SERVICE, DEPARTMENT OF THE INTERIOR. HOWEVER, THE CONTENTS AND OPINIONS DO NOT NECESSARILY REFLECT THE VIEWS OR POLICIES OF THE DEPARTMENT OF THE INTERIOR, NOR DOES THE MENTION OF TRADE NAMES OR PRODUCTS CONSTITUTE ENDORSEMENT OR RECOMMENDATION BY THE DEPARTMENT.

## Frequently Asked Questions

**Who should use the Beaufort Historic District Guidelines?** Anyone who owns, rents, leases, sells or buys property, or who owns or operates a business in the locally designated Beaufort Historic District, or who owns an individual historic landmark should consult these guidelines. They are used by Town staff and the Beaufort Historic Preservation Commission. The guidelines are written for laymen, as well as for architects and other design professionals, contractors, builders, developers, real estate agents, business owners, and all those who have an interest in the preservation of Beaufort’s historic architectural heritage.

**Is my property within the locally designated Beaufort Historic District?** There are two historic districts in Beaufort—one of the National Register of Historic Places and one has been designated by the Beaufort Town Commissioners. Because listing in the National Register does not involve local regulation, these guidelines are for use only within the locally designated historic district. To verify whether a property is located within one or both Beaufort Historic Districts, please consult Chapter 2.

**What is the Historic Preservation Commission (HPC)?** The HPC, composed of seven Beaufort residents with a knowledge of and interest in historic preservation, is appointed by the Town Commissioners for three-year terms. There are five regular members and two alternate members. The HPC reviews and regulates changes in the locally designated historic district, including buildings and their setting, new construction and demolitions, major landscaping and tree removal, and all signs in the historic district. See Chapter 4.

**What is a Certificate of Appropriateness (COA)? What is the application process?** A COA is required before work can begin on exterior changes to buildings, their setting, and all signs in the historic district, as well as (but not limited to) such actions as new construction and demolitions, major landscaping and tree removal, and utility work in the historic district. The COA application is filed upon such time as all applicable town permits have been secured, with the exception of a building permit. The COA application can be obtained at Town Hall or downloaded from the Town’s website at <http://www.beaufortnc.org/Town+Departments/Planning+and+Inspections/default.aspx>. The completed application is reviewed by the Historic Preservation Commission at one of its regular meetings, where it can be approved, denied, or tabled for further investigation. See Chapter 3 for a detailed description and an easy-to-follow flow chart of the COA application process.

**I want to install storm doors and windows on my historic house. Do I need a COA?** There are some actions (including installation of storm doors and windows, window air conditioners, certain types of gutters, and side and rear fences), known as Minor Work Items that an owner can undertake under a simplified COA approval process. See Chapter 4 for a list of Minor Work Items.

**Are the rear of buildings and back yards in the historic district regulated?** In general, the HPC has purview over features (building facades, driveways and walks, and yards) visible from a public right-of-way. Actions occurring on the rear or non-visible sides of the property that are deleterious to the overall building or setting may come under HPC review.

**What style is my building? What architectural styles are common in Beaufort?** There are a number of prevalent historic architectural styles in Beaufort as well as vernacular house forms unique to Beaufort. Your house may be one or a combination of these. Consult Chapter 4 for illustrated examples of common historic architectural styles and forms in Beaufort.

**I hear a lot about Beaufort’s historic waterfront and other important vistas. What are these and why do they need to be preserved?** Beaufort’s waterfront and the vistas along many of its historic streets are among the most important defining features of the Beaufort Historic District and their preservation and protection are an important responsibility of the HPC. See Chapter 5 for a description of Beaufort’s waterfront and historic vistas and those factors property owners need to consider to protect these vistas for all of Beaufort’s citizens and visitors.

**I want to know what materials and features are typical for my building’s age in Beaufort.** Consult Chapter 6 for a discussion of what materials and architectural features are typical for such components as roofs, windows, doors, and porches on historic buildings in Beaufort.

**Is the installation of new vinyl or aluminum siding permitted in the historic district? What about cement fiber siding?** The use of substitute siding such as vinyl and aluminum on visible elevations of buildings and for new construction in the historic district is not allowed. However, the HPC will consider use of cement fiber siding on a case-by-case basis.

**What specific guidelines apply to commercial storefronts in the historic district?** See Chapter 6 for a discussion of the special features of commercial storefronts and their preservation.

**I want to add a wing to my house. Is this permitted?** Old buildings often grow to adapt to changing uses and circumstances. However, the changes should not destroy or detract from the architectural features that make the building significant in the first place. Consult Chapter 7 for guidelines on how to make your addition sensitive to the historic building and its surroundings.

**I’m building a new house in the historic district. Does it have to “look old?”** Effective historic district guidelines do not dictate certain architectural styles to be used for new construction in the Beaufort Historic District. Instead, they seek to encourage good contemporary design that is sensitive to its surroundings and Beaufort’s special architectural character. Consult Chapter 7 for a discussion of such features as scale, materials, rhythm, and proportion that go into designing a new building in the historic district.

**Are the Guidelines concerned with only buildings, or are such features as driveways, lighting, and signs regulated too?** The Beaufort Historic District is more than just a collection of old buildings. Thus, features of the overall setting of the historic district such as driveways and walks, fences, public landscaping, docks, and lighting also fall within the purview of the HPC. Consult Chapter 8 for a discussion of those items that contribute to the setting of the Beaufort Historic District

**Can individual landmarks and buildings within the historic district be demolished?** In certain circumstances, yes, although demolition is strongly discouraged. Consult Chapter 10 for actions a property owner can take to avoid this drastic action.

**I’m not familiar with such terms as a hip roof, portico, or Ionic column.** Consult Chapter 4 for a discussion of architectural styles in Beaufort; Chapter 6 for illustrations of the components of a residential building, a church, and a commercial building; and the Glossary of architectural terms.



View of the Beaufort waterfront, Front Street, and houses in the Beaufort Historic District.

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## Roof Guidelines

- 6.1.1 Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.
- 6.1.2 Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile. Replace in-kind only if necessary due to deterioration or damage. Replace only the damaged or deteriorated portion using materials identical to the original if possible.
- 6.1.3 New roofing materials should be compatible with either the existing or original roofing material. Match the historic material as closely as possible in color, shape, size, and texture. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles. Any distinctive patterns of shingles or slates shall be retained and/or replicated exactly. Galvanized standing-seam with a large “agricultural” ridge, usually for ventilation, is not acceptable in the historic district. Instead, use standing seam metal with a crimped edge.
- 6.1.4 Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored, rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings.
- 6.1.5 Contemporary or non-historic roof features may be installed on areas of the roof not seen from the public view or on other non-character defining secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, antennas, and solar collectors. These are not permitted when their installation or later removal would damage or destroy a significant roof feature. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building and the roofline.
- 6.1.6 Install new gutters without damaging or obscuring architectural features. It is inappropriate to replace concealed, built-in gutter systems with modern exposed gutters. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Wood gutters may be appropriate for certain period restoration projects. Replacement of gutters is usually reviewed as a Minor Works item.
- 6.1.7 Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

- 6.1.8 It is not appropriate to create a false sense of historical development by making changes to roofs, such as adding conjectural features lacking insufficient historical, pictorial, or physical documentation.
- 6.1.9 Avoid altering the existing roof pitch or introducing a new roof pitch.
- 6.1.10 Avoid using a substitute material for the replacement of a deteriorated historic element that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.
- 6.1.11 Avoid constructing additional stories resulting in an altered appearance.

# Adjacent Property Owners

## **WILLIAM WILDER**

Physical Address: 207 Front St., Beaufort, NC 28516

Mailing Address: PO BOX 888 BEAUFORT, NC 28516

## **RAJKOVICH LVG TRUST**

Physical Address: 110 MOORE STREET BEAUFORT, NC 28516

Mailing Address: 110 MOORE STREET BEAUFORT, NC 28516

## **JUDITH ADAMS & EMITT NORMENT**

Physical Address: 127 Front St. Beaufort, NC 28516

Mailing Address: PO BOX 1057 BEAUFORT, NC 28516

# Property Photos



South Side Of Main Home



North Side of Main Home



South Side of Guest House

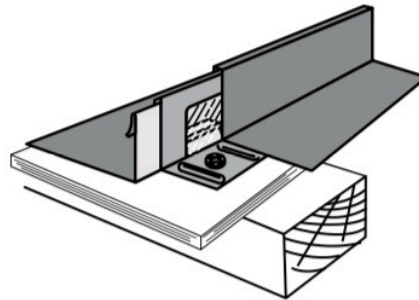


West Side of Garage Roof attached to Guest House



# Clip-Lock

## #10 Type 17 UTP Pancake SSR Panel Clip to Wood Fastener



### Features and Benefits

- UTP (Ultra Thin Pancake) head profile provides additional clearance to prevent dimples in panel
- Type 17 drill point for fast installation
- Quadrex drive provides driving stability
- 1,000 hour coated

### Application

Standing seam panel clip attachment to wood substrate

### Product Selection

Material No.	Fastener Length	Thread Length*	Description	Carton Wt. (lbs.)	Carton Qty.
100911125UTPQ17C	1-1/8"	Full	10- 9 X 1-1/8" UTP PANCAKE QUADREX TY 17	30	5,000

Plain product bagged 250 pieces, unless otherwise noted.

\*Note - Thread length measured from tip of the drill point to end of the threads.

### Product Specifications

Diameter:	#10	Drill Point:	Type 17
Threads Per Inch:	9	Thread Major Dia:	0.200"
Head Style:	UTP (Ultra Thin Pancake)	Thread Minor Dia:	0.130"
Drive:	Quadrex		

### Performance Data

Material Strength	Pull Out Strength Wood:
Tensile	SPF 1" penetration
Shear	3/4" Plywood
Torsional	5/8" Plywood
	1/2" Plywood
	23/32" OSB
	19/32" OSB
	7/16" OSB

Pull out strength values may vary from tested loads depending upon specific wood density variations.

### Installation and Application Considerations

Tools: 0-2500 rpm screw gun equipped with depth sensing nose piece.

Use of impact guns or hammer drills is not recommended.

The details stated are results of tests and/or calculations and therefore are non-binding and do not represent guaranties or warranted characteristics for not specified applications. All calculations therefore have to be checked and approved by the responsible planner ahead of execution. The user is responsible to assure compliance



828 West Beaufort Road  
Beaufort, NC 28516  
P/F 252.504.3163  
Email: [office@occ-usa.com](mailto:office@occ-usa.com)  
Website: [www.occ-usa.com](http://www.occ-usa.com)

## Scope of Work and Installation Information

Propose to remove 1 layer of wooden hand split cedar shakes from the main house and one layer of machine split cedar shakes from the lower section of roof and all wall flashing is to be removed from all adjusted roof to wall areas and haul off all debris.

-Upon removal; All Decking/ sheeting well be inspected for rot or being lose.

Install:

- Midstate high temp Self-adhered ice and water shield applied directly to sheeting to help prevent up lift
- 0.32 aluminum Kynar 500 color matched drip edge around the perimeter of the roof applied with 1-inch stainless steel pan headed screws
- 0.32 aluminum Kynar 500 colored paint finish 16 inch by 1 ½ standing seam metal roof panels hemmed in to drip edge around the perimeter to cover entire roof area
- All panels well be installed using 20-gauge stainless steel clip every 12 inches with 2 pan headed stainless steel screws per clip
- All adjacent roof to wall areas and transitions well be re flashed using the same 0.32 aluminum color matched metal
- All ridges well have a vented aluminum z closure in place with stainless steel screws attaching and 0.32 aluminum cap covering z closure and attached with color matched rivets every 12 inches to prevent up lift



**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 Commission Regular Meeting  
6:00 PM Tuesday, November 4, 2025 – 614 Broad Street – Train Depot**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 25-29 99 Ann Street – Install Public Park, Walking Path, Landscaping, and Observation Deck

**BRIEF SUMMARY:**  
The Town wishes to install Public Park, Walking Path, Landscaping, and Observation Deck.

**REQUESTED ACTION:**  
Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**  
15 Minutes

**SUBMITTED BY:**  
Brad Fockler

**BUDGET AMENDMENT REQUIRED:**  
N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Kyle Garner, AICP  
**Date:** October 24, 2025  
**Case No.** 25-29

**Request:** Install Public Park on Property with Observation Deck  
**Applicant:** Town of Beaufort  
 701 Front Street  
 Beaufort NC, 28516

**Property Information:**

**Owners:** Town of Beaufort  
**Location:** 99 Ann Street  
**PIN#:**  
**Project Information:** CAMA Grant awarded August 2025

**Proposed work:** See Attached Application

**Material:** See Attached Application

### Landscaping Guidelines

- 8.1.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.
- 8.1.5. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.
- 8.1.6. Palms, banana trees and other tropical type landscape materials should not dominate the landscape palette. Sabal palms may be used as a minor landscape element. Likewise, any use of other tropical style

plant materials that can be viewed from the public property should be limited to a minor complementary presence. Traditional plant materials including live oak trees, deciduous shade and understory trees (service berry or dogwood) and broadleaf evergreen and deciduous shrubs should dominate the landscape.

8.1.10. Contemporary edging or border materials, such as exposed landscape timbers, railroad ties, pre-cast concrete, plastic, or other substitute material borders are not appropriate in areas seen from the public view.

8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

8.1.12. Utility wires, including power, telephone and cable should be placed underground whenever substantial utility construction takes place. Above ground utility boxes, fixtures, and equipment should be located in inconspicuous locations and should be screened from view

8.1.14. Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, screening should not exceed height of three (3) feet at the street/sidewalk edge. (SEE OFF STREET PARKING GUIDELINES for more details)

### Outside Utilities Guidelines

8.3.1. Locate utilities, vents and meter boxes and other utility connections in side or rear yards and screen from public view with plantings, fencing, or other means.

8.3.3. Paint meter boxes, vents, and other utility fixtures visible from the street in colors that will allow them to blend in with the historic/existing building.

8.3.5. When installing utility fixtures—such as streetlights, signal boxes, or utility poles—in the public right-of-way, take into account the impact of the fixtures on the character of the streetscape and the historic district as a whole. Utility fixtures will be evaluated in terms of location, design, color, scale, and compatibility with surrounding streetscape features, and the overall visual impact on the district

8.3.6. Install utilities underground whenever possible

### Exterior Lighting Guidelines

8.4.2. Choose lighting sources that generate a soft white light instead of a more intensive yellow or orange light. Metal halide bulbs will achieve the desired effect instead of sodium vapor or fluorescent light sources

8.4.4. Use ground-mounted spots or ornamental light fixtures to illuminate signs instead of internal lighting. Screen spots and accent lighting from view.

## Off-street Parking Guidelines

- 8.5.1. Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.
- 8.5.2. Proposals for new parking lots or off-street parking areas should be accompanied by scaled site plans, including all proposed landscape and ground cover changes and information on proposed lighting types, placement, and intensity.
- 8.5.5. Integrate pedestrian scale lighting into parking areas to avoid excessive glare and illumination to adjoining properties. See EXTERIOR LIGHTING guidelines and the Beaufort Zoning Ordinance for further details on lighting standards.
- 8.5.6. Incorporate existing mature trees into new parking areas. Avoid the placement of impervious surface materials such as asphalt and concrete in areas below the canopy crown of the tree. Use turf stone, gravel, marl, or other pervious materials in these areas.
- 8.5.7. Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose paving materials. Landscaping timbers, railroad ties, and concrete or plastic edging are not allowed.

## Signage Guidelines:

- 8.6.1. Use traditional materials found in the district, such as wood and metal for new signage. Sub- statute materials that have the appearance of wood are allowed. Plastic signs, flashing signs, or portable mobile signs, except those listed in item 9, are not allowed in the historic district. Interior neon signs larger than 10” by 18” that are located within five (5) feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside are not allowed. INTERNAL GLASS MOUNTED SIGNS ARE NOT SUBJECT TO BHPC REVIEW.
- 8.6.2. Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Beaufort Zoning Ordinance may be inappropriate in the context of the building or site under review.
- 8.6.4. Neon colors or fluorescent colors on signs are not allowed.
- 8.6.5. Use simple, clear graphics and lettering styles in sign design.
- 8.6.7. Freestanding signs must be low-mounted and must not obscure pedestrian views. No more than one (1) freestanding sign shall be allowed per street frontage. Freestanding pole support should be simple and unobtrusive in design.

[Type here]

8.6.8. Consolidate public signage on uniform poles to reduce visual clutter.

**Docks, Piers, and Boardwalks Guidelines**

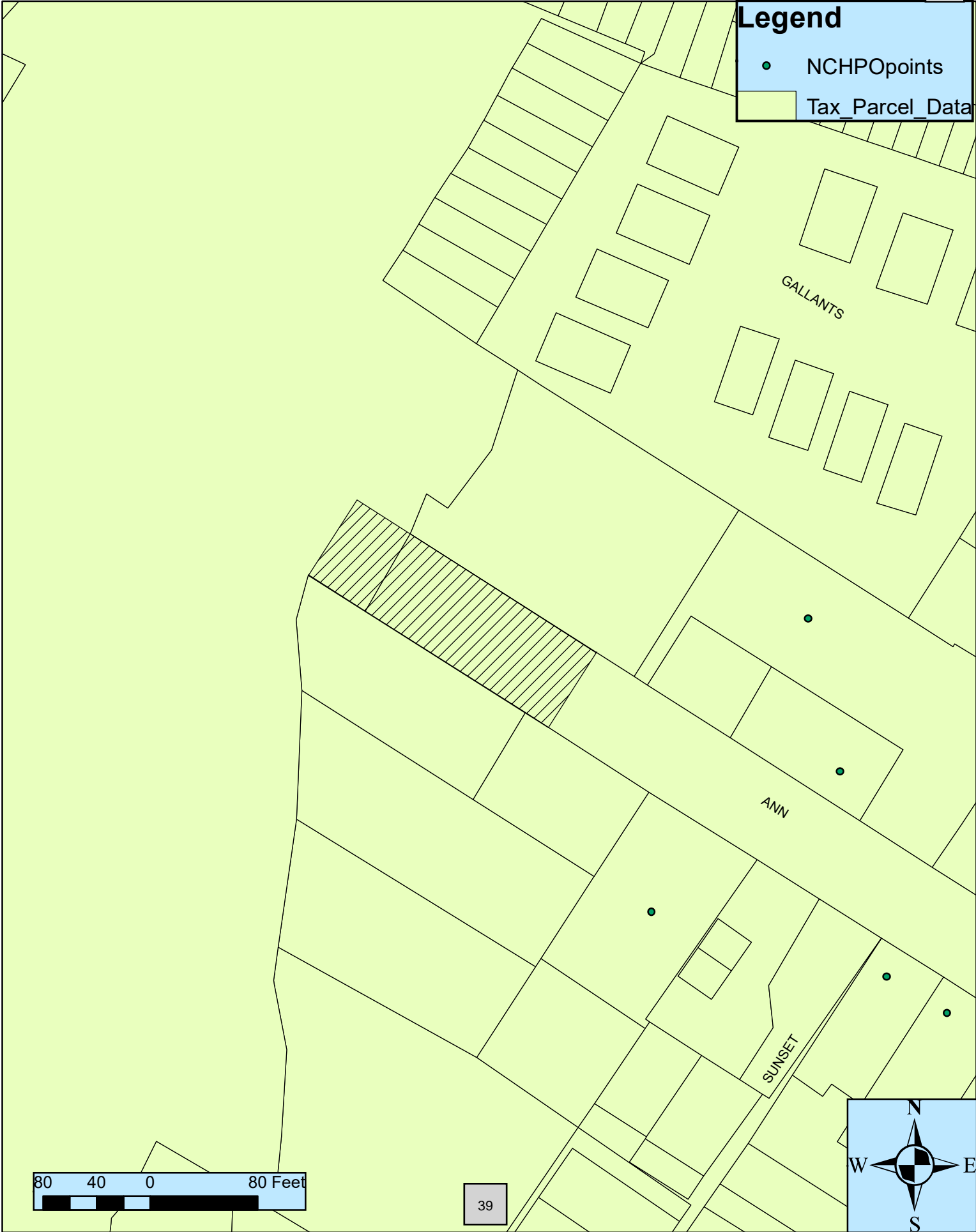
8.7.1. Use a design that is simple, functional, and utilitarian. Traditional docks were built of post- and-lintel construction, using wood pilings, cross-members, and decking. Avoid the use of railings or other non-historic features that extend above the deck floor line, unless required by law for safety reasons. Avoid lighting fixtures that are too prominent or that are not utilitarian and functional in appearance.

Case # 25-29 99 Ann Street - Install Public Park with Observation Deck

1.

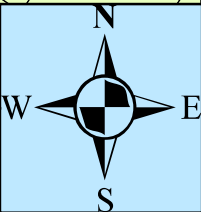
**Legend**

- NCHPOpoints
- Tax\_Parcel\_Data



80 40 0 80 Feet

39



<u>OWNER</u>	<u>MAIL_ADDRE</u>	<u>MAIL_CITY</u>	<u>AIL_STA1</u>	<u>MAIL_ZI5</u>
BEAUFORT RESORTS LLC	3301 BENSON DR STE 103	RALEIGH	NC	27609
OSTROW GENE J ETUX T. WOODY	105 PATTON PL	CHAPEL HILL	NC	27517
PUSATERI THOMAS ETUX PAM ROSS	2503 WAKE DRIVE	RALEIGH	NC	27608

# CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



### Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

### APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Town of Beaufort

Applicant Address: 701 Front Street Beaufort, NC 28516

Business Phone: 252-728-2141 Email/Cell: r.johnson@beaufortnc.org

Property Owner Name: Town of Beaufort

Address of Property: 99 Ann Street

Phone Number: 252-728-2141 Email/Cell: r.johnson@beaufortnc.org

### PROJECT INFORMATION

Detailed description of the Proposed Project (please attach additional pages if necessary):

Public Park at end of Ann Street

Estimated Cost of Project: \$ 363,467.00

Year House Built: N/A

Elisabeth Lewis, Town of Beaufort  
Applicant Signature

10/22/25  
Date

Property Owner Signature (if different than above)

Date

**An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at [www.beaufortnc.org](http://www.beaufortnc.org). The Commission meets regularly on the first Tuesday of the month unless it is a holiday.**

### OFFICE USE ONLY

Received by: \_\_\_\_\_

Date: \_\_\_\_\_

41

Reviewed for Completeness: \_\_\_\_\_

Deemed Completed and Accepted: \_\_\_\_\_

# **REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

*Please provide the following along with this checklist form, with the COA application:*

## **1. Items required for ALL projects:**

- A list of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted. *paths?*
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

## **2. Items required as applicable to project:**

- A description of any planned demolition. *Square Ft. 4200*
- An indication of all trees to be replaced and/or removed.
- A landscaping plan indicating major planting materials.
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.
- All types of building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

## **3. Additional items required (only) for new Signage:**

- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

**4. At least one set of materials, in color,** that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.

**5. The applicant or a representative for the applicant must be present at the meeting** for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

*A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a building permit for the project has not been obtained within the six-month period, the COA is deemed invalid. The COA is considered issued once the Commission approves the application at their meeting.*

*If there are questions regarding what should or should not be included with this application, please contact Town Staff at 252-728-2142 or at [k.garner@beaufortnc.org](mailto:k.garner@beaufortnc.org).*

Notes:



LANDSCAPE LIGHTING  
ARLINGTON INDUSTRIES PAGODA STYLE  
WITH GARD N POST BASE OR SIMILAR



TRASH CAN ENCLOSURE  
TO BE PROVIDED BY TOWN



BRICK PAVER PATHWAY  
-PINE HALL FULL RANGE  
OR EQUIVALENT



COVERED SWING  
BACKYARD DISCOVERY  
CALLAHAN PERGOLA SWING  
OR SIMILAR

REV:	DESCRIPTION:	BY:	DATE:
STATUS:			

SEAL:

CLIENT:  
Town of Beaufort  
701 Front St.  
Beaufort, NC 28516  
(252) 728-2141

SITE:  
Topsail Park Gardens

TITLE:  
Details

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
NTS	8/26/20	BTC	GKM
PROJECT NO:	DRAWING NO:	REVISION:	
	5	0	

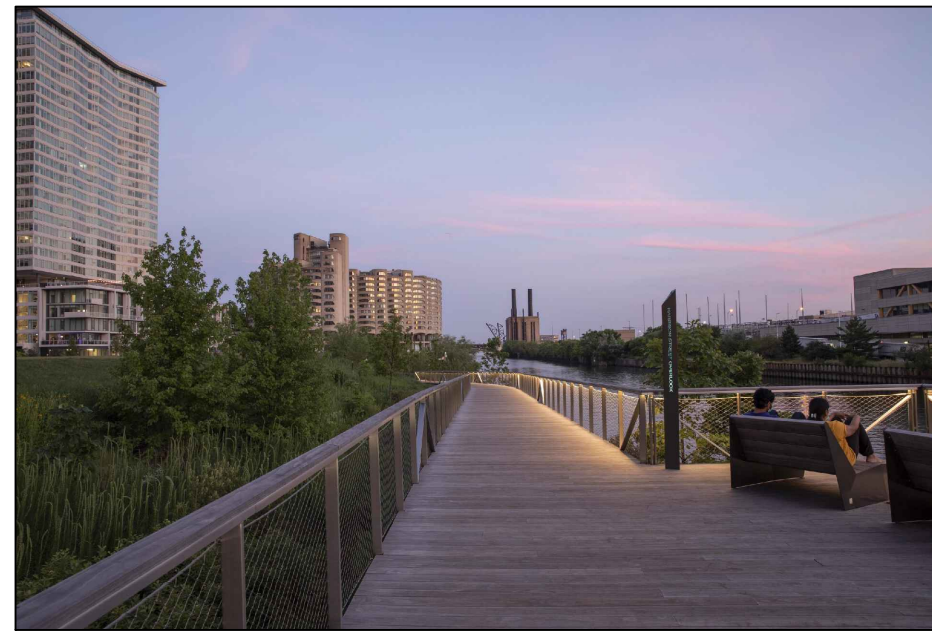
Notes:

DECKING MATERIAL OPTIONS:

TREATED LUMBER  
MOISTURE SHEILD COMPOSITE DECKING – CATHEDRAL STONE COLOR  
OR KEBONY CLEAR BOARDWALK DECKING



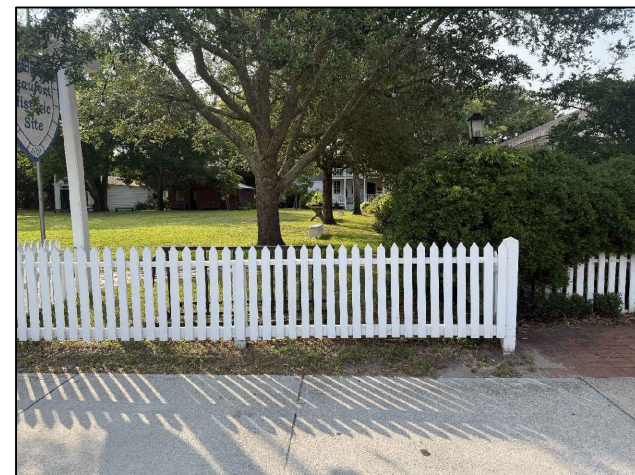
MOISTURE SHEILD



KEBONY CLEAR



PARK SIGN DETAIL



FENCE DETAIL



BENCH DETAIL

REV:	DESCRIPTION:	BY:	DATE:
STATUS:			

SEAL:

CLIENT:

Town of Beaufort  
701 Front St.  
Beaufort, NC 28516  
(252) 728-2141

SITE:

ANN ST PARK

TITLE:

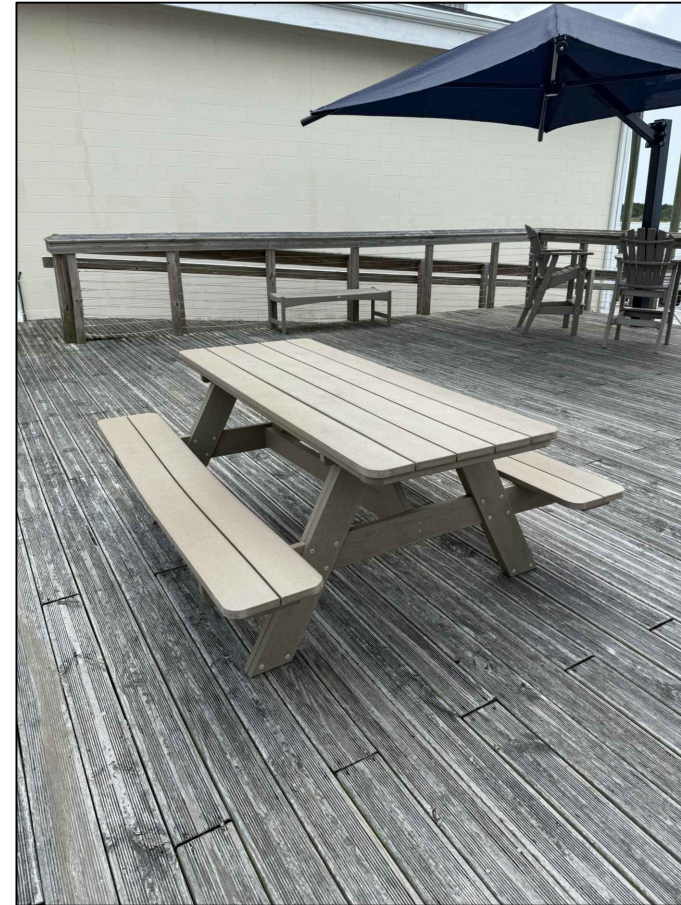
Details

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
NTS	6/9/25	SJB	
PROJECT NO:	DRAWING NO:	REVISION:	
	6	0	

Notes:



BIKE RACK DETAIL



PICNIC TABLE DETAIL

REV:	DESCRIPTION:	BY:	DATE:
STATUS:			

SEAL:

CLIENT:  
 Town of Beaufort  
 701 Front St.  
 Beaufort, NC 28516  
 (252) 728-2141

SITE:  
 ANN ST PARK

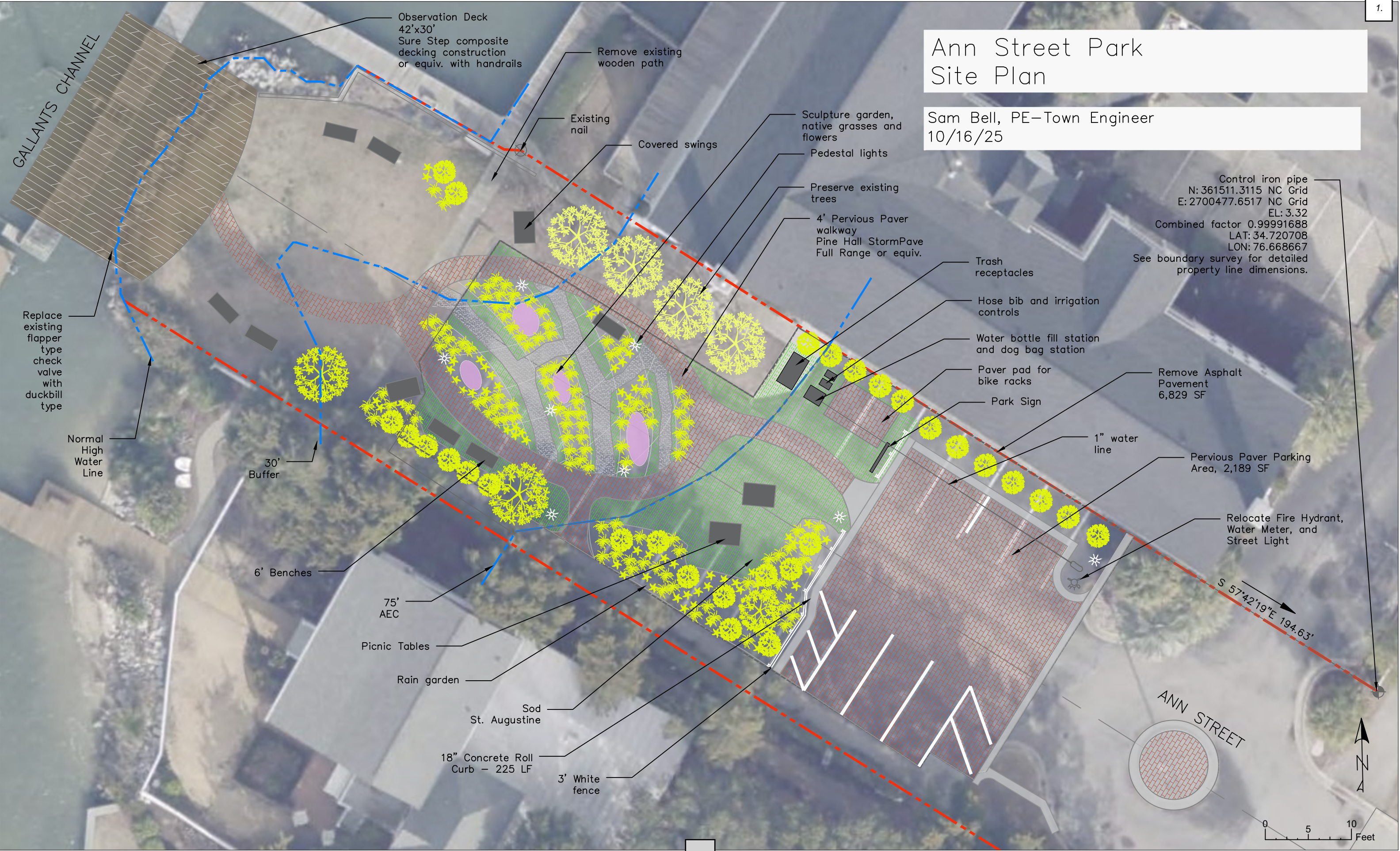
TITLE:  
 Details

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
NTS	6/9/25	SJB	
PROJECT NO:	DRAWING NO:	REVISION:	
	7	0	

# Ann Street Park Site Plan

Sam Bell, PE—Town Engineer  
10/16/25

Control iron pipe  
N: 361511.3115 NC Grid  
E: 2700477.6517 NC Grid  
EL: 3.32  
Combined factor 0.99991688  
LAT: 34.720708  
LON: 76.668667  
See boundary survey for detailed  
property line dimensions.



Observation Deck  
42'x30'  
Sure Step composite  
decking construction  
or equiv. with handrails

Remove existing  
wooden path

Existing  
nail

Covered swings

Sculpture garden,  
native grasses and  
flowers

Pedestal lights

Preserve existing  
trees

4' Pervious Paver  
walkway  
Pine Hall StormPave  
Full Range or equiv.

Trash  
receptacles

Hose bib and irrigation  
controls

Water bottle fill station  
and dog bag station

Remove Asphalt  
Pavement  
6,829 SF

Pervious Paver Parking  
Area, 2,189 SF

Relocate Fire Hydrant,  
Water Meter, and  
Street Light

Replace existing  
flapper  
type  
check  
valve  
with  
duckbill  
type

Normal  
High  
Water  
Line

30'  
Buffer

6' Benches

75'  
AEC

Picnic Tables

Rain garden

Sod  
St. Augustine

18" Concrete Roll  
Curb — 225 LF

3' White  
fence

Paver pad for  
bike racks

Park Sign

1" water  
line

S 57°42'19" E 194.63'

ANN STREET

0 5 10  
Feet



**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 Commission Regular Meeting  
6:00 PM Tuesday, November 4, 2025 – 614 Broad Street – Train Depot**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 25-30 100 Sunset Ln- New Porch Roof Over West Side 3rd Floor

**BRIEF SUMMARY:**  
The applicant wishes to install roof over existing 3 floor balcony.

**REQUESTED ACTION:**  
Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**  
10 Minutes

**SUBMITTED BY:**  
Brad Fockler

**BUDGET AMENDMENT REQUIRED:**  
N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Brad Fockler  
**Date:** September 26, 2025  
**Case No.** 25-30

**Request:** New Porch Roof Over West Side 3rd Floor

**Applicant:** DJ Rose & Sons Inc./ Dillon Rose Jr.  
 PO Drawer 2426  
 Rocky Mount NC, 27802

**Property Information:**

**Owners:** Sunset Lane Properties LLC  
**Location:** 100 Sunset Lane  
**PIN#:** Beaufort NC, 28516

**Project Information:**

Case #18-11 -C.O.A New Home Construction  
 Case #23-33 -C.O.A Fencing, Pavers and Landscaping  
 Case #24-15 -C.O.A New Garage & Driveway

**Proposed work:**

- See Attachment from Applicant

**Material:**

- See Information from Applicant.

**Color:**

See Attached Description from Applicant.

**Attachments:**

- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

## Roof Guidelines

- 6.13 New roofing materials should be compatible with either the existing or original roofing material. Match the historic material as closely as possible in color, shape, size, and texture. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles. Any distinctive patterns of shingles or slates shall be retained and/ or replicated exactly. Galvanized standing-seam with a large “agricultural” ridge, usually for ventilation, is not acceptable in the historic district. Instead, use standing seam metal with a crimped edge.
- 6.15 Install new gutters without damaging or obscuring architectural features. It is inappropriate to replace concealed, built-in gutter systems with modern exposed gutters. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Wood gutters may be appropriate for certain period restoration projects. Replacement of gutters is usually reviewed as a Minor Works item.

**Legend**

- NCHPOpoints
- Tax\_Parcel\_Data



<u>OWNER</u>	<u>MAIL ADDRE</u>	<u>MAIL CITY</u>	<u>IAIL STAT</u>	<u>MAIL ZI4</u>	<u>MAIL ZI5</u>
BEACON STREET BRADLEY LLC	3126 SUSSEX RD	RALEIGH	NC	6637	27607
CANDLEWOOD INVESTMENTS LLC C/O DOUGLAS K MARTIN	PO BOX K	ROCKY MOUNT	NC	4011	27802
CARPENTER DAVID BRYAN	806 HIGHGROVE DR	CHAPEL HILL	NC	4483	27516
COPLAND JASON C ETAL	3156 ABINGDON PLACE	BURLINGTON	NC		27215
ELLINGTON CHERYL STECH	5721 WINTHROP DRIVE	RALEIGH	NC		27612
FLOW VICTOR IVAN JR	18 GRAYLYN PLACE CT	WINSTON SALEM	NC	5855	27106
GLASGOW MOLLY H ET VIR THOMAS B	2806 O'BERRY STREET	RALEIGH	NC		27607
SUNSET LANE PROPERTIES LLC	PO BOX K	ROCKY MOUNT	NC		27802

### CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



#### **Instructions:**

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and will be returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

#### **APPLICANT/OWNER INFORMATION**

*Please print!*

Applicant Name: DJ Rose & Son Inc. / Dillon Rose Jr. .

Applicant Address: PO Drawer 2426 Rocky Mount, NC 27802

Business Phone: 252 442 6105 Email/Cell: drosejr@djroseandson.com/252-904-9464

Property Owner Name: Sunset Lane Properties LLC

Address of Property: 100 Sunset Lane Beaufort NC 28516

Phone Number: 252-451-4374 Email/Cell: jwebb@execdomain.com/252-451-4374

#### **PROJECT INFORMATION**

Detailed description of the Proposed Project (please attach additional pages if necessary):

Install a new porch roof over the third floor West side deck per submitted plans. All finishes (roofing, railings, trim, and paint colors will match existing finishes. Nothing other than the front elevation third floor will be be altered or disturbed.

Estimated Cost of Project: \$ 95,000 Year House Built: 2024

Dillon Rose Jr. 8/28/25  
Applicant Signature Date

Kia-Lordworth 8/28/25  
Property Owner Signature (if different than above) Date

*An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at [www.beaufortnc.org](http://www.beaufortnc.org). The Commission meets regularly on the first Tuesday of the month unless it is a holiday.*

**OFFICE USE ONLY**

Received by: [Signature] Reviewed for Completeness: \_\_\_\_\_

Date: 8/28/25 Date Deemed Completed and Accepted: \_\_\_\_\_

## **REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

*Please provide the following along with this checklist form, with the COA application:*

### **1. Items required for ALL projects:**

- A list of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

### **2. Items required as applicable to project:**

- A description of any planned demolition.
- An indication of all trees to be replaced and/or removed.
- A landscaping plan indicating major planting materials.
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.
- All types of building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

### **3. Additional items required (only) for new Signage:**

- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

**4. At least one set of materials, in color**, that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.

**5. The applicant or a representative for the applicant must be present at the meeting** for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

*A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a building permit for the project has not been obtained within the six-month period, the COA is deemed invalid. The COA is considered issued once the Commission approves the application at their meeting.*

*If there are questions regarding what should or should not be included with this application, please contact Town Staff at 252-728-2142 or at [k.garner@beaufortnc.org](mailto:k.garner@beaufortnc.org).*

<b>100 Sunst Lane List of Adjacent Property Owners</b>
<b>122 Sunset Lane</b>
Micheal A. Moore & William M. Moore
113 Moore St.
Beaufort NC 28516
<b>97 and 99 Sunset Lane</b>
Mr. Victor Flow
104 Ann St.
Beaufort, NC 28516
<b>115 Front St.</b>
Candlewood Investments, LLC
Ms. Jo Webb
PO Box K
Rocky Mount NC, 27802
<b>117 Front St.</b>
Mr. Jason Copland
3156 Abingdon Place
Burlington, NC 27215
<b>103 Moore St.</b>
Beacon Street Bradley, LLC
3126 Sussex Rd.
Raleigh, NC 27607









**A** SUNSET LANE ELEVATION  
 SCALE: 1/8" = 1'-0"

PREPARED BY  
 CLEVVYR DESIGNS  
 CAROL V ROGERS  
 DESIGNER  
 5212 DEERGRASS CT  
 RALEIGH NC 27613  
 919-608-9259

PRELIMINARY  
 WEST PORCH ROOF  
 100 SUNSET LANE  
 BEAUFORT, NC  
 06/30/25  
 REV. 07/10/25  
 SK-2



**A** ALLEY-SIDE ELEVATION  
 SCALE: 1/8" = 1'-0"

PREPARED BY  
 CLEVVER DESIGNS  
 CAROL V ROGERS  
 DESIGNER  
 5212 DEERGRASS CT  
 RALEIGH NC 27613  
 919-608-9259

PRELIMINARY  
 WEST PORCH ROOF  
 100 SUNSET LANE  
 BEAUFORT, NC  
 06/30/25  
 REV. 07/10/25  
 SK-3



A SKETCH  
SCALE: NO SCALE

PREPARED BY  
CLEVVER DESIGNS  
CAROL V ROGERS  
DESIGNER  
5212 DEERGRASS CT  
RALEIGH NC 27613  
919-608-9259

PRELIMINARY  
WEST PORCH ROOF  
100 SUNSET LANE  
BEAUFORT, NC  
06/30/25,  
REV. 07/10/25  
SK-5



**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 Commission Regular Meeting  
6:00 PM Tuesday, November 4, 2025 – 614 Broad Street – Train Depot**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 25-31 113 Turner Street – Replace existing store front sign

**BRIEF SUMMARY:**  
The owner wishes to replace existing sign to match new company name.

**REQUESTED ACTION:**  
Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**  
10 Minutes

**SUBMITTED BY:**  
Brad Fockler

**BUDGET AMENDMENT REQUIRED:**  
N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Kyle Garner, Planning Director  
**Date:** Sept 26<sup>th</sup>, 2025  
**Case No.:** 25-31

**Request:** Replace existing store front sign

**Applicants:** Beaufort Home Shoppe and Gallery

**Property Information:**

Owners: Nelson Square LLC  
 Location: 115 Moore Street  
 Beaufort NC, 28516  
 PIN: **730617102256000**

**Project Information:**

**113 Turner St. NC-  
 C. 1970**

**Office Building. 1-Story, 3-bay building with flat roof, wooden shingle siding, and picture windows.**

**Proposed work:** Replace existing store front sign

---

## Signage Guidelines

8.6.1. Use traditional materials found in the district, such as wood and metal for new signage. Substitute materials that have the appearance of wood are allowed. Plastic signs, flashing signs, or portable mobile signs, except those listed in item 9, are not allowed in the historic district. Interior neon signs larger than 10” by 18” that are located within five (5) feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside are not allowed. INTERNAL GLASS MOUNTED SIGNS ARE NOT SUBJECT TO BHPC REVIEW

8.6.2. Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Beaufort Zoning Ordinance may be inappropriate in the context of the building or site under review.

8.6.3. Signs on commercial buildings are preferred to be located in a signboard frieze located above the display windows. In this location the sign serves as a boundary between the upper and lower façade.

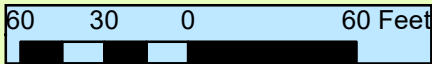
8.6.4. Neon colors or fluorescent colors on signs is not allowed.

8.6.5. Use simple, clear graphics and lettering styles in sign design.

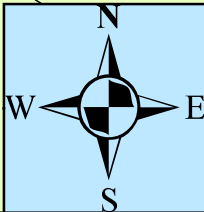
# Case # 25-31 Beaufort Home Shop-Change Existing Sign

**Legend**

- NCHPOpoints
- Tax\_Parcel\_Data



64



<b><u>OWNER</u></b>	<b><u>MAIL_ADDRE</u></b>	<b><u>MAIL_CITY</u></b>	<b><u>IL_ST</u></b>	<b><u>MAIL_ZI5</u></b>
BEAUFORT CENTER ASSOCIATES INC	325 FRONT ST	BEAUFORT	NC	28516
DUNCAN OF BEAUFORT LLC	325 FRONT STREET	BEAUFORT	NC	28516
FLYBRIDGE VENTURES LLC	5309 SENSATION WEIGH	BEAUFORT	NC	28516
JENKINSON KEMMERLIN BOOK	124 PLANTATION CIR	BEAUFORT	NC	28516
NELSON SQUARE LLC	115 MOORE STREET	BEAUFORT	NC	28516

**CERTIFICATE OF APPROPRIATENESS APPLICATION  
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



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**APPLICANT/OWNER INFORMATION**

*Please print!*

Applicant Name: Marty & Andree Snyder (Business Owner - Beaufort Home Shoppe and Gallery)

Applicant Address: 169 Oakleaf Drive, Pine Knoll Shores, NC 28512

Business Phone: 252-838-1164 (Beaufort Home Shoppe) Email/Cell: 336-317-1208 (Marty Snyder)

Property Owner Name: Nelson Square LLC (agent - Beaufort Realty Inc - John Duncan)

Address of Property: 113 Turner Street (Business Address) (Owner Address 115 Moore Street, Beaufort, NC)

Phone Number: 252-728-5462 (Beaufort Realty) Email/Cell: 252-241-3411 (John Duncan)

**PROJECT INFORMATION**

Detailed description of the Proposed Project *(please attach additional pages if necessary)*:

**Replacing existing store front sign to match new company name, which is Beaufort Home Shoppe and Gallery, located at 113 Turner Street, Beaufort, NC.**

**1. Existing Sign Dimensions: 1'-6" tall x 8'-0" long**

**2. New Sign Dimensions: 1'-6" tall x 8'-0" long.**

Estimated Cost of Project: \$ 1,100.00 (approx)

Year House Built: 1991 (business)

Applicant Signature *Marty Snyder* (Marty Snyder)

9/9/2025  
Date

Property Owner Signature (if different than above)

\_\_\_\_\_  
Date

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**OFFICE USE ONLY**

Received by: \_\_\_\_\_

Reviewed for Completeness: \_\_\_\_\_

Date: \_\_\_\_\_

Deemed Completed and Accepted: \_\_\_\_\_

# **REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

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- A list of all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

## **2. Items required as applicable to project:**

- A description of any planned demolition.
- An indication of all trees to be replaced and/or removed.
- A landscaping plan indicating major planting materials.
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.
- All types of building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

## **3. Additional items required (only) for new Signage:**

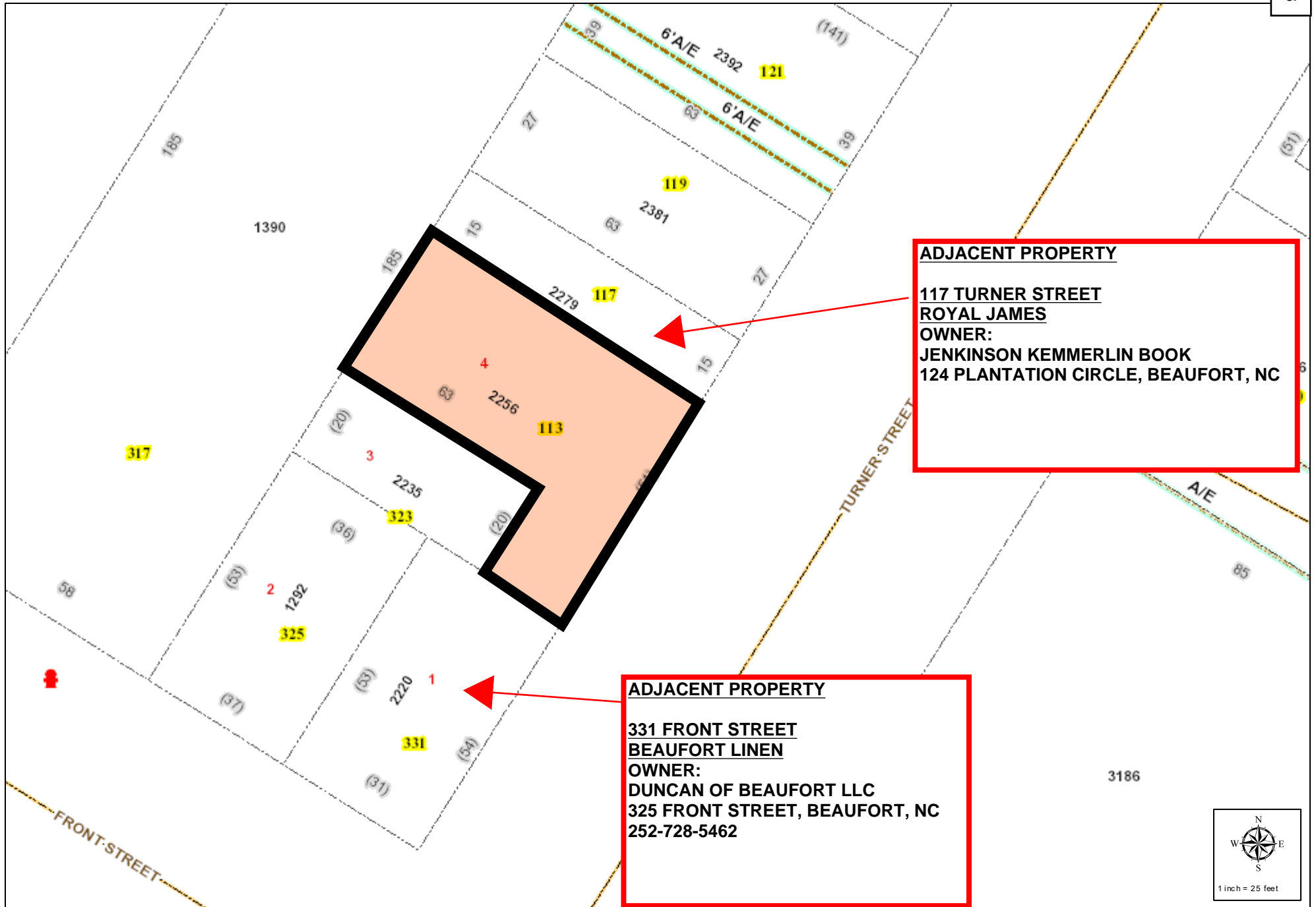
- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
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September 8, 2025

The information displayed by this website is prepared for the inventory of real property found within this jurisdiction and is compiled from records, deeds, plats, and other public records and data. Users of this information are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this site. Carteret County assumes no legal responsibility for the information contained on this site. Carteret County does not guarantee that the data and map services will be available to users without interruption or error. Furthermore, Carteret County may modify or remove map services and access methods at will.



**CURRENT  
STOREFRONT**

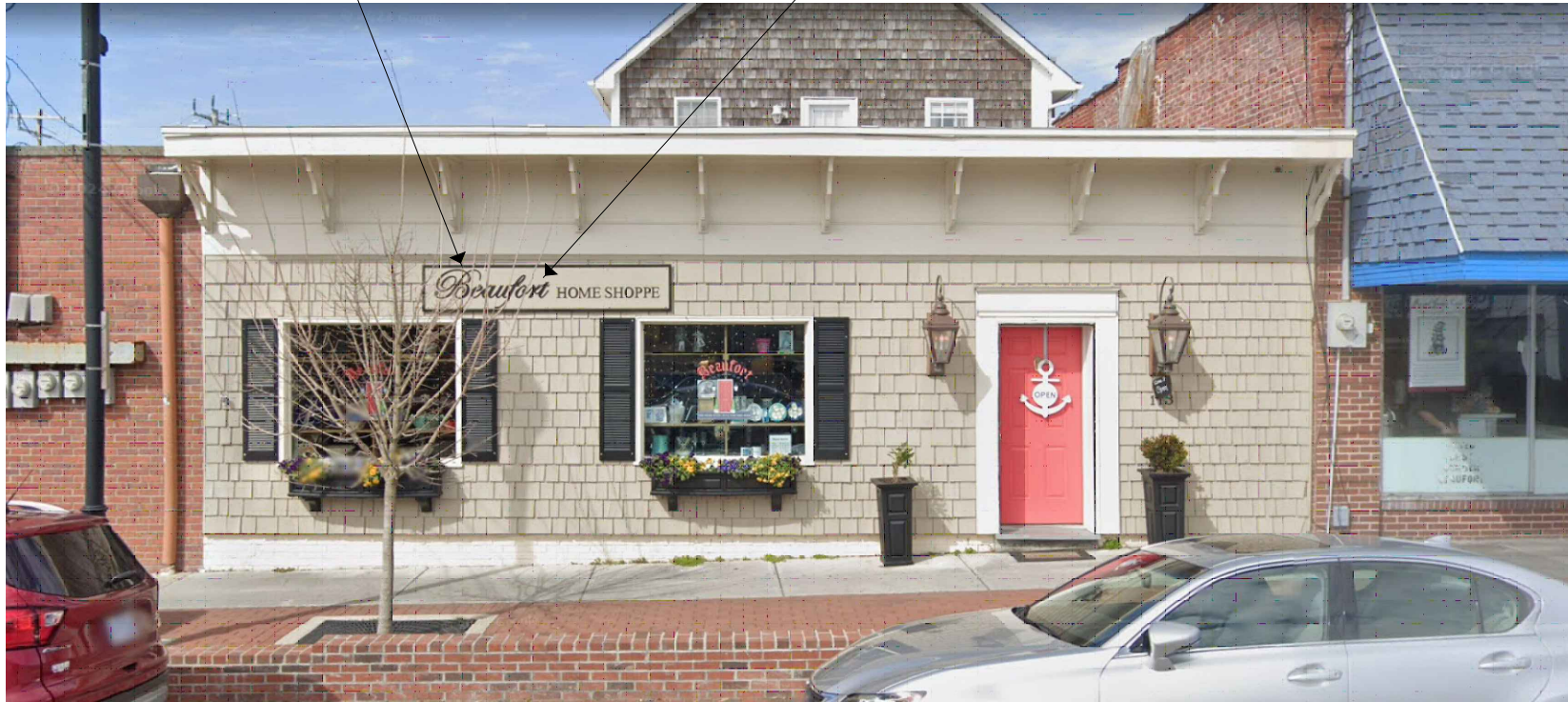


**PROPOSED  
STOREFRONT**

**1. NEW SIGN: SEE PAGE 2  
TO INDICATE OFFICAL STORE  
NAME CHANGE.  
(SAME SIZE 1'-6" X 8'-0")**

EXISTING SIGN DIMENSIONS:  
1'-6" H X 8'-0" L

EXISTING "BEAUFORT" FONT DOES NOT MATCH FONT USED ON LOGO



EXISTING BUSINESS LOGO ON STORE BAGS



EXISTING BUSINESS CARD AND WEBSITE LOGO

PROPOSED SIGNAGE COLORS

SW 7511 250-C2  
Bungalow Beige

BASE COLOR 1  
SW 7511  
BUNGALOW BEIGE

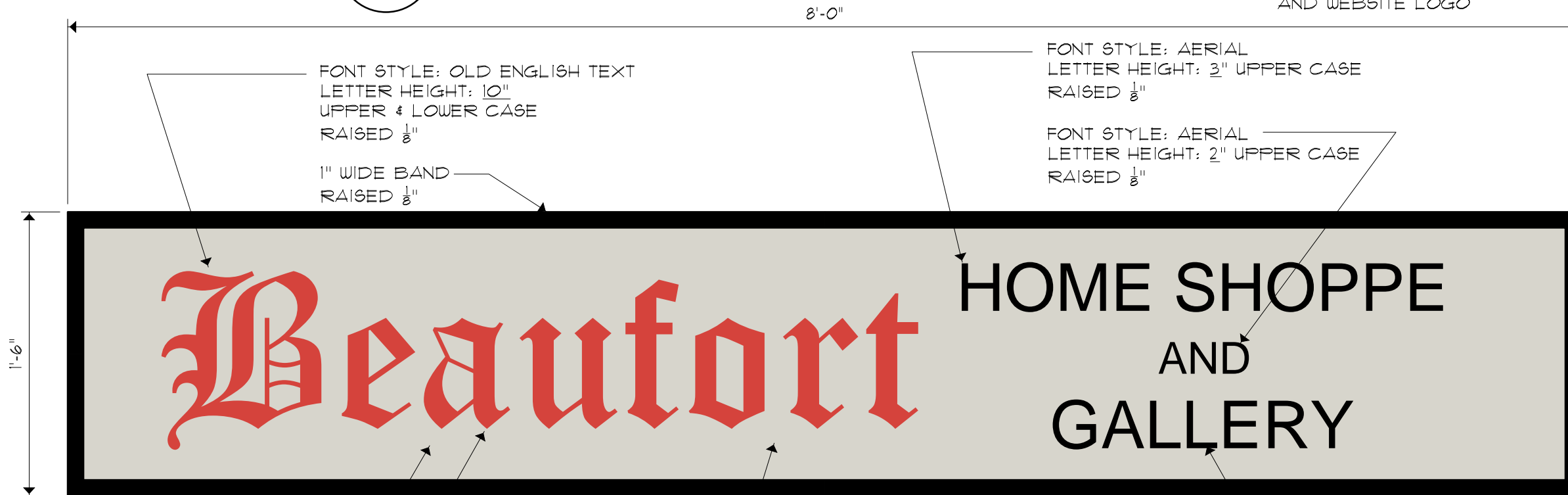
SW 6868 101-C6  
Real Red

TEXT COLOR 1  
SW 6868  
REAL RED

SW 6258 251-C1  
Tricorn Black

TEXT COLOR 2 +  
BAND COLOR  
SW 6258  
TRICORN BLACK

1 EXISTING SIGN  
2 1/2" = 1'-0"



BASE COLOR 1

TEXT COLOR 1

BAND COLOR

SMOOTH BACKGROUND TEXTURE

TEXT COLOR 2

2 PROPOSED NEW SIGN  
2 1/2" = 1'-0"



**Beaufort Home Shoppe and Gallery**  
 113 Turner Street  
 Beaufort, NC 28516  
 252-838-1164

3.

## CURRENT STOREFRONT



## PROPOSED STOREFRONT

**1. NEW DOOR:**  
 ALLOWS CUSTOMERS TO VIEW INTO THE STORE.  
 UPDATES DOOR PERFORMANCE AND WEATHER-TIGHTNESS.  
 SAME COLOR DOOR

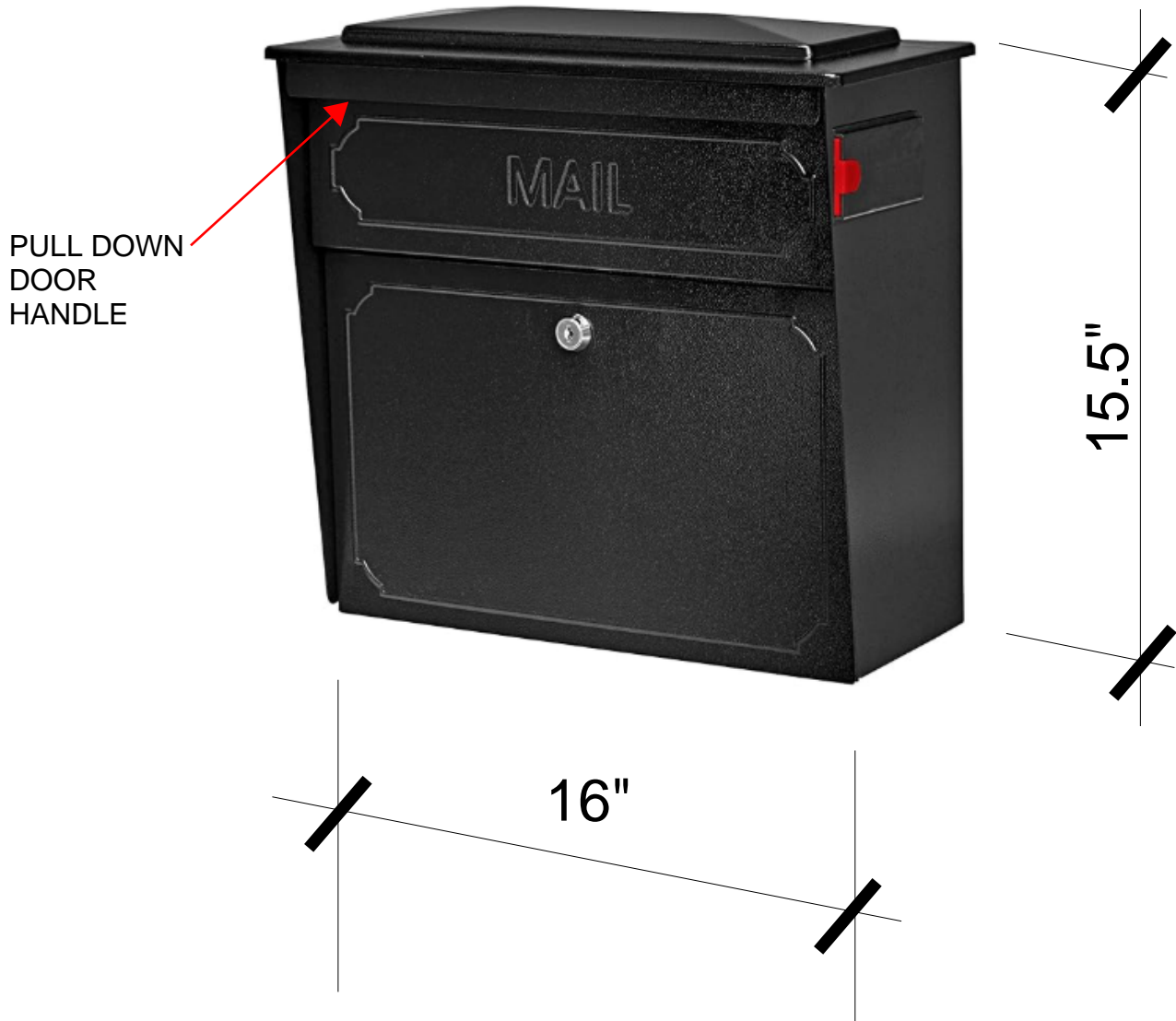
**2. NEW SIGN:**  
 TO INDICATE OFFICIAL STORE NAME CHANGE.  
 (SAME SIZE 1'-6" X 8'-0")

**3. NEW MAILBOX**  
 AS REQUIRED BY THE USPS IN BEAUFORT

## Beaufort Home Shoppe and Gallery

### Proposed New Mail Box

As per the USPS, all new businesses shall have an exterior mounted mailbox to receive mail





**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 Commission Regular Meeting  
6:00 PM Tuesday, November 4, 2025 – 614 Broad Street – Train Depot**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 25-32 215 Ann Street – Install Handicap Ramp with handrail, Install Fence, Landscaping

**BRIEF SUMMARY:**  
The owner wishes to install handicap ramp and install Beaufort style fence.

**REQUESTED ACTION:**  
Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**  
10 Minutes

**SUBMITTED BY:**  
Brad Fockler

**BUDGET AMENDMENT REQUIRED:**  
N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Brad Fockler  
**Date:** September 26, 2025  
**Case No.** 25-32

**Request:** Install Handicap Ramp with handrail / Install Beaufort Style Fence and Landscaping

**Applicant:** Heritage Construction/ Lawn Master Inc  
 111 Anglers Way  
 Beaufort NC, 28516

**Property Information:**

**Owners:** Saint Paul’s Episcopal Church  
**Location:** 215 Ann Street  
**PIN#:** 730617117012000

**Project Information:**

Applicants wish to install  
 handicap ramp with handrail,  
 Install Beaufort style fence.  
 Install landscaping.

**Proposed work:**

- See Attachment from Applicant

**Material:**

- See Information from Applicant.

**Color:**

See Attached Description from Applicant.

**Attachments:**

- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

### Landscaping Guidelines

8.1.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.

8.1.5. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.

8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

### Fences and Walls Guidelines

8.2.1. Maintain and preserve historic fences and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern and texture.

8.2.2. Design new fences that are compatible with the associated building, site and streetscape in height, proportion, scale, color, texture, material and design. Substitute fence materials are not allowed along front or visible side property lines in the historic district. Fence types such as were, hurricane, chain-link, vinyl, corrugated metal, stockade, and wooden post and rail are not allowed in public view.

8.2.3. Fences shall not exceed a height of four (4) feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view maybe up to six (6) feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Avoid attaching a portion of the fence to a building because of possible termite damage.

8.2.7. Contemporary or utilitarian fence materials are not appropriate for fences in the public view. Inappropriate materials include plastic, vinyl, chain link, wire, and all other modern materials. The use of modern fencing is permitted for rear yards only, in areas not seen from the public view, using vinyl-coated chain link (dark green or black), standard chain link or heavy wire (“hog wire”). Use plantings such as ivy, climbing roses, jasmines, or other vines to hide wire fences.

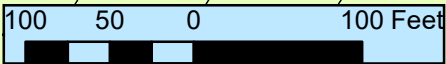
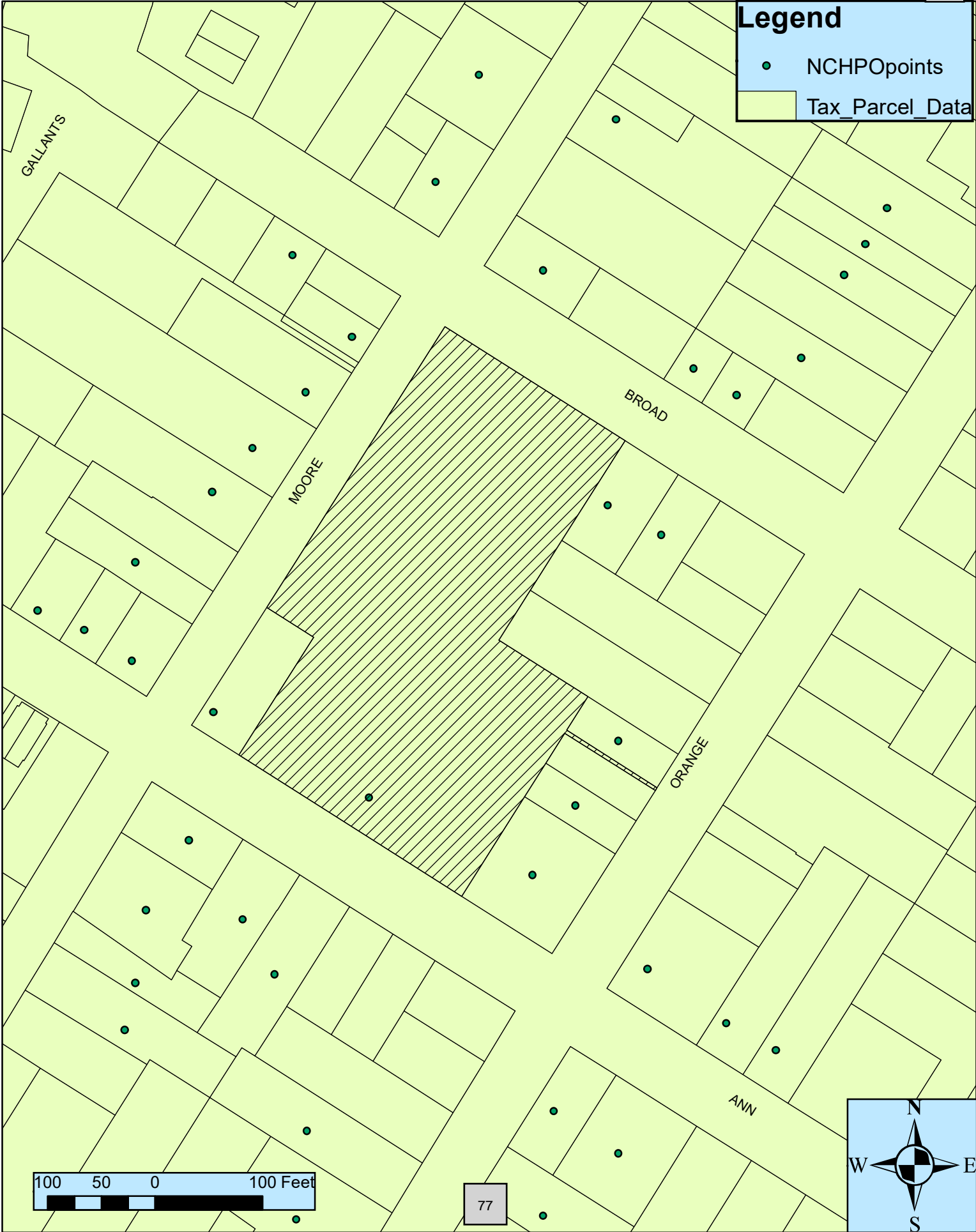
### Accessibility and Life Safety Guidelines

6.8.1. Locate exits, stairs, landings, and ramps so that they are compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such element should be painted to tie in with the structure.

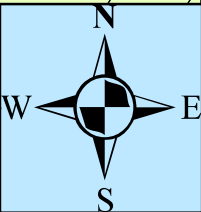
6.8.3. Construct wheelchair ramps and chair lifts that are portable or temporary and do not permanently damage, obscure, or require the removal of character defining architectural features. Such alterations should be reversible in nature to maintain the integrity of the historic resource.

**Legend**

- NCHPOpoints
- Tax\_Parcel\_Data



77



<u>OWNER</u>	<u>MAIL ADDRE</u>	<u>MAIL CITY</u>	<u>IL</u>	<u>ST</u>	<u>MAIL ZI4</u>	<u>MAIL ZI5</u>
ALLAN MARTIN D	50 WINDY RDG	MILTON	WV	9302	25541	
GAULDEN LAURA ETAL HOLLAND	305 MOORE STREET	BEAUFORT	NC		28516	
HAY LOFT INVESTMENTS LLC	233 OLD ST C/O ERIC J LINDSTROM	FAYETTEVILLE	NC	5035	28301	
JOHNSON ZACKARY I ETAL HUNT	206 ANN STREET	BEAUFORT	NC		28516	
MARSHALL ALLEN F ETUX SUSAN	1016 HARVEY ST	RALEIGH	NC		27608	
RODDEWIG ROBBIN E	104 NEWHALL PL SW	LEESBURG	VA	2534	20175	
SCHMIDT MARGUERITE M	116 MILL RUN DRIVE	CHAPEL HILL	NC		27514	
SEIGLER ELIZABETH C	205 ORANGE STREET	BEAUFORT	NC		28516	
ST PAUL'S EPISCOPAL CHURCH	209 ANN STREET	BEAUFORT	NC		28516	
TALBOT DAVID C	120 MOORE STREET	BEAUFORT	NC		28516	



**St. Paul's**  
EPISCOPAL CHURCH

September 16, 2025

Historic Preservation Commission  
Town of Beaufort  
701 Front Street  
Beaufort, NC 28516

To whom it may concern:

St. Paul's Episcopal Church has retained Robert Webb of LawnMasterNC and Charles Haskins of Heritage Designs to perform work at St. Paul's to remove and replace the ramp going into the church and to make other improvements to the property. They will be appearing before the HPC at the October 7, 2025 meeting on our behalf to seek approval of a Certificate of Appropriateness for the new ramp.

Please let me know if you have any questions or need additional information regarding their appearance on our behalf at the hearing.

Sincerely,

A handwritten signature in black ink, appearing to read "Jane A. Gordon".

Jane A. Gordon  
Parish Chancellor

### CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



#### Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

#### APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Heritage Construction / Lawn Mower Inc.

Applicant Address: 111 Anglers Way Beaufort NC 28516

Business Phone: 910-279-7351 Email/Cell: Charles Hestings 910-279-7351  
Robert Webb 919-422-5640

Property Owner Name: St Pauls Episcopal Church

Address of Property: 215 Ann Street Beaufort NC 28516

Phone Number: 252-728-3324 Email/Cell: Megan W. Z. g/er @ gman1.com 917-751-7772

#### PROJECT INFORMATION

Detailed description of the Proposed Project (please attach additional pages if necessary):

- ① Handicap ramp deteriorating and in dis-repair - Re build to ADA standards with wrought iron rail, widen and extend ramp to ADA standards, move curb cut for ramp.
- ② Beaufort style fence to hide garbage cans.

Estimated Cost of Project: \$ 25,000

Year House Built: 1857

Robert Webb  
Applicant Signature

9-16-25  
Date

Property Owner Signature (if different than above)

Date

**An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at [www.beaufortnc.org](http://www.beaufortnc.org). The Commission meets regularly on the first Tuesday of the month unless it is a holiday.**

#### OFFICE USE ONLY

Received by: \_\_\_\_\_

Reviewed for Completeness: \_\_\_\_\_

Date: \_\_\_\_\_

Deemed Completed and Accepted: \_\_\_\_\_

## **REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

*Please provide the following along with this checklist form, with the COA application:*

### **1. Items required for ALL projects:**

- A list of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

### **2. Items required as applicable to project:**

- A description of any planned demolition.
- An indication of all trees to be replaced and/or removed.
- A landscaping plan indicating major planting materials.
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.
- All types of building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

### **3. Additional items required (only) for new Signage:**

- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

**4. At least one set of materials, in color**, that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.

**5. The applicant or a representative for the applicant must be present at the meeting** for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

*A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a building permit for the project has not been obtained within the six-month period, the COA is deemed invalid. The COA is considered issued once the Commission approves the application at their meeting.*

*If there are questions regarding what should or should not be included with this application, please contact Town Staff at 252-728-2142 or at [k.garner@beaufortnc.org](mailto:k.garner@beaufortnc.org).*

## Scope of Work for Certificate of Appropriateness (COA)

### St. Paul’s Episcopal Church – Accessibility & Aesthetic Improvements

**Location:** 209 Ann Street, Beaufort, NC 28516

#### 1. Project Overview

This project proposes the renovation and enhancement of the existing handicap ramp and surrounding landscape at St. Paul’s Episcopal Church to improve accessibility, safety, and visual appeal. The current ramp is not ADA compliant and is showing signs of deterioration. The proposed work will bring the ramp up to code while complementing the historic and architectural character of the church.

#### 2. Objectives

- Ensure ADA compliance for the handicap ramp.
- Improve safety and accessibility for all visitors.
- Enhance the visual appeal of the chapel entrance.
- Maintain the historic integrity of the site.
- Address drainage concerns to prevent future deterioration.

#### 3. Scope of Work

##### A. Handicap Ramp Renovation

- Demolition of the existing deteriorating ramp structure.
- Design and construction of a new ramp that:
  - Wider to meet ADA standards: 5’ wide
  - Extended to reduce the steepness of the slope: 48’ long
  - Includes wrought iron handrails that are historically appropriate and visually consistent with the church’s architecture.
- Curb cut installation to accommodate the extended ramp and ensure smooth transition from the sidewalk.
- Removal of short retaining walls to open the entrance area.

**B. Drainage Improvements**

- Assessment and regrading of the ramp area to ensure proper water runoff.
- Installation of drainage solutions or surface grading to prevent pooling and erosion.
- Integration of drainage features into the landscaping plan to maintain aesthetics and functionality.

**C. Landscaping Improvements**

- Cleanup and regrading of the area surrounding the ramp.
- Installation of low-maintenance, small-variety plantings to maintain a clean and inviting entrance.
  - Plant types will be selected to complement the historic architectural character, native to the region where feasible and sustainable to provide year-round visual appeal.

**D. Trash Enclosure**

- Construction of a Beaufort-style fence to screen trash receptacles from street view.
  - Fence design will reflect traditional Beaufort architectural elements.
  - Materials and finishes will be selected to harmonize with the church’s exterior.

**4. Materials & Design Considerations**

- All materials used will be durable, weather-resistant, and in keeping with the historic aesthetic of the church.
- Wrought iron handrails will be custom fabricated to match the traditional style and ensure long-term durability.
- Drainage solutions will be designed to blend with the landscape and prevent future structural issues.
- Ramp and fence designs will be submitted for review to ensure compatibility with local historic district guidelines.

**5. Compliance**

- All work will comply with:

- ADA accessibility standards
- Town of Beaufort Historic Preservation Commission guidelines
- Local building codes and ordinances

## 6. Timeline

- Estimated start date:
- Estimated completion date:
- Work will be scheduled to minimize disruption to church activities and services.







The railing will be fabricated to resemble the other rails that are on the entrances to both the parish hall and the office building so it's all cohesive in color and style. Vertical baluster, 32 inch height with a rail cap and sheep's tongue.

The ramp will be 48 total feet in length. Beginning with a five foot landing outside of the door and falling down grade from there 43 feet to the grass.

We will be moving the cut through over 8 feet on the outside edge of the current footprint.

The screening for the trash cans will  
Be in total 48 inches above grade. Split evenly between the foundation block and a white painted Beaufort style picket fence with balusters ran evenly across the length. The foundation wall will be capped with limestone.



**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 Commission Regular Meeting  
6:00 PM Tuesday, November 4, 2025 – 614 Broad Street – Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 25-33 110 Orange St- New covered side entrance  
and replace window with door

**BRIEF SUMMARY:**  
The applicant wishes to construct new covered side entrance and replace window with a door.

**REQUESTED ACTION:**  
Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**  
10 Minutes

**SUBMITTED BY:**  
Brad Fockler

**BUDGET AMENDMENT REQUIRED:**  
N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Brad Fockler, Code Enforcement Officer  
**Date:** October 24, 2025  
**Case No.** 25-33

**Request:** New covered side entrance and replace window with door

**Applicant:** Ann Simpson  
 3100 Morrow Farm Lane  
 Chapel Hill, NC 27516

**Property Information:**

**Owners:** Same  
**Location:** 110 Orange Street  
**PIN#:** 730617100563000

**Project Information:**

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 110 Orange Street, (circa 1940)

**House.** 2-Story Foursquare house with pyramidal hip roof, wide overhanging eaves, 9/6 and paired 6/6 sash. Colonial Revival details include a pedimented stoop with fluted Doric pilasters. Built between 1924 and 1941. (SM)

**Proposed work:**

- See Attachment from Applicant

**Material:**

- See Information from Applicant.

**Color:**

See Attached Description from Applicant.

**Attachments:**

- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

**Porches and Entrances Guidelines**

6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

**Decks on Historic Buildings Guidelines**

7.9.2. Design decks to eliminate physical or visual damage to significant historic architectural features.

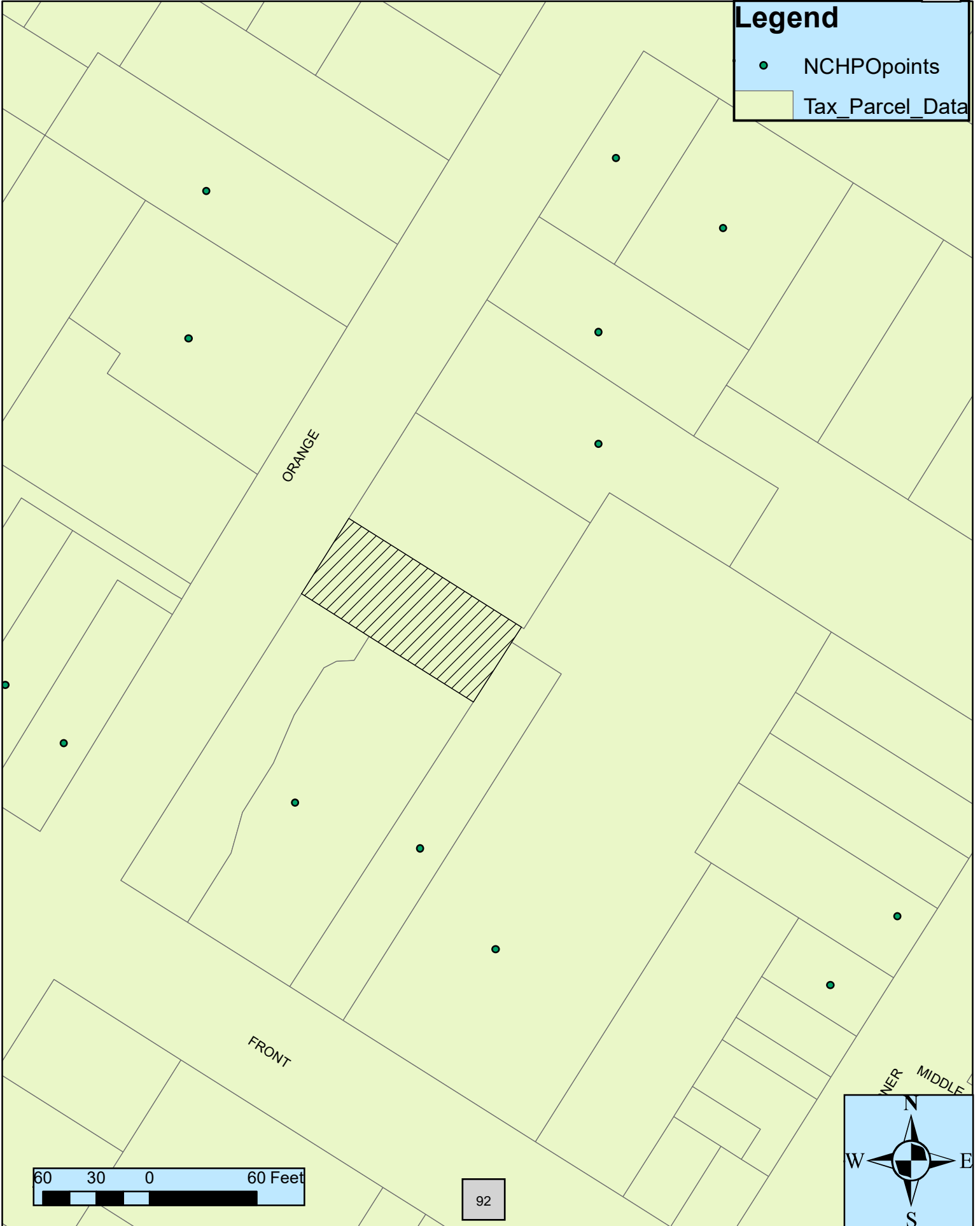
7.9.3. Decks should be attached to the historic building so that they may be removed without significant damage.

**Window and Door Guidelines**

6.4.3. Use replacement windows and doors that match the existing historic elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

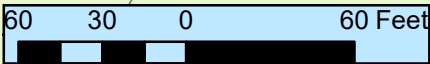
6.4.10. New window and door openings shall not alter the historic character of the building or cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

# Case # 25-33 110 Orange Street - Rear Porch Addition

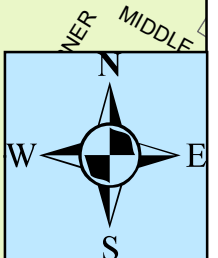


**Legend**

- NCHPOpoints
- Tax\_Parcel\_Data



92



<u>OWNER</u>	<u>MAIL ADDRE</u>	<u>MAIL CITY</u>	<u>AIL STA</u>	<u>MAIL ZI4</u>	<u>MAIL ZI5</u>
ADAIR GEOFFREY GLENN	1344 PINE VALLEY DR	NEW BERN	NC	2905	28562
ASCENCIOS LAUREN ETVIR JULIO	6875 BOWMAN DAIRY ROAD	LIBERTY	NC		27298
HARROLD DENNIS B ETUX ALICE T	301 FRONT STREET	BEAUFORT	NC		28516
JOHNSTON JEFFREY M	113 ORANGE ST	BEAUFORT	NC	2132	28516
NIXON-MOORE MARY ELLEN	307 FRONT STREET	BEAUFORT	NC		28516
SIMPSON ANN KINDELL	3100 MORROW FARM LANE	CHAPEL HILL	NC		27516
STATE OF NORTH CAROLINA	1321 MAIL SERVICE CTR	RALEIGH	NC	1321	27699

**CERTIFICATE OF APPROPRIATENESS APPLICATION**  
**FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



**Instructions:**

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Town Hall at 252-728-2142 if there are any questions.

**APPLICANT/OWNER INFORMATION**

*Please print!*

Applicant Name: Owens Construction, Inc.

Applicant Address: 828 West Beaufort Road, Beaufort NC 28516

Business Phone: 252-504-3163 Email/Cell: office@occ-usa.com

Property Owner Name: Ann Simpson

Address of Property: 110 Orange Street

Phone Number: acsimpson944@gmail.com ↔ Email/Cell: 919-818-0122

**PROJECT INFORMATION**

Detailed description of the Proposed Project (please attach additional pages if necessary):

Construct covered <sup>side</sup> front entrance with porch. Existing window on the right side replaced with historically accurate wood door similar in style and like material as existing ~~front~~ <sup>side</sup> door. Porch is ~~18~~ feet long and approximately 6 feet wide.

Estimated Cost of Project: \$ 33,000

Year House Built: 1936

John Engelhard  
Applicant Signature

5 September 2025  
Date

Ann Simpson  
Property Owner Signature (if different than above)

5 September 2025  
Date

*An application fee of \$50.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at [www.beaufortnc.org](http://www.beaufortnc.org). The Commission meets regularly on the first Tuesday of the month unless it is a holiday.*

**OFFICE USE ONLY**

Received by: \_\_\_\_\_

Reviewed for Completeness: \_\_\_\_\_

Date: \_\_\_\_\_

Date Deemed Completed and Accepted: \_\_\_\_\_

**REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

*Please provide the following along with this checklist form, with the COA application:*

**1. Items required for ALL projects:**

- A list all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

**2. Items required as applicable to project:**

- A description of any planned demolition.
- An indication of all trees to be replaced and/or removed.
- A landscaping plan indicating major planting materials.
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.
- All types of building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

**3. Additional items required (only) for new Signage:**

- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

**4. At least one set of materials, in color, that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.**

**5. The applicant or a representative for the applicant must be present at the meeting for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.**

*A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a building permit for the project has not been obtained within the six-month period, the COA is deemed invalid. The COA is considered issued once the Commission approves the application at their meeting.*

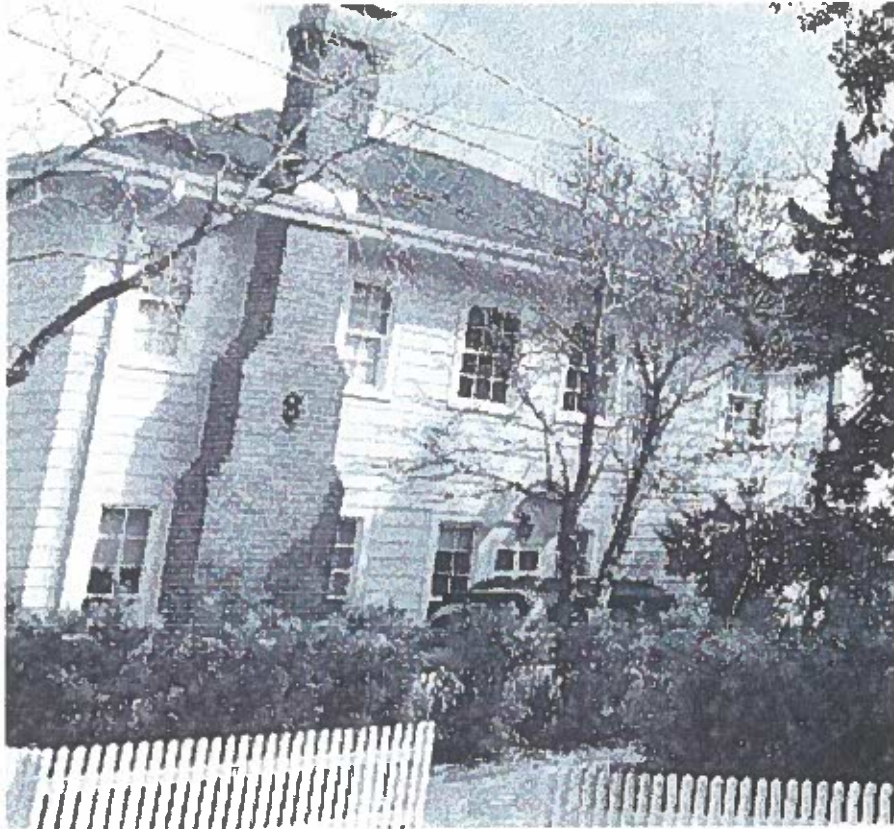
*If there are questions regarding what should or should not be included with this application, please contact Town Staff at 252-728-2142 or at [j.ganey@beaufortnc.org](mailto:j.ganey@beaufortnc.org).*

# 110 Orange Street Property Photos

West Facing Front side of Home



South Facing Side of Home



# Adjacent Property Owners

**GEOFFREY ADAIR**

Physical Address: 112 Orange St., Beaufort, NC 28516

Mailing Address: 1344 Pine Valley Dr. New Bern, NC 28562

**DENNIS HARROLD**

Physical Address: 301 Front St., Beaufort, NC 28516

Mailing Address: 301 Front St., Beaufort, NC 28516

**LAUREN ASCENCIOS**

Physical Address: 305 Front St. Beaufort, NC 28516

Mailing Address: 6875 Bowman Dairy Rd., Liberty, NC 27298

# 110 Orange Street

## CONCEPT DRAWING

South Facing side of home. Illustrating covered front entrance with porch. Existing window on the right side replaced with historically accurate wood door similar in style and like material as existing front door. Porch is 18 feet long and approximately 6 feet wide.





# 110 Orange Street

## MATERIALS

The canopy will be supported by ground contact treated 6x6 posts.

All framing for overhead canopy area will be out of southern yellow pine dimensional lumber.

Decking material will be either kiln dried treated 2x6 dimensional lumber

Any siding that will need to be patched will match existing

Handrails and balusters will be wood.

# Design Guidelines for the Beaufort Historic District & Landmarks

1994, Revised 2008



## Decks on Historic Buildings

Decks and patios often provide the principal ground level outdoor living space for today's homes, much in the way that porches did a hundred years ago. New decks, built in a modern or contemporary style, have the potential to detract from the character and significance of the Beaufort Historic District. Therefore, decks should be designed and sited with great care on both historic and new structures in the district. Decks are not appropriate additions to the roofs, or to the second story levels of historic structures.

A ground-level deck or patio should always be located at the rear of a structure or other area not visible from public view. To help reduce the visual impact, the sides of decks should be recessed or set in from each rear corner, rather than flush. Additional privacy and visual screening should be provided through the use of plantings. Decks or patios should be built so that they do not damage any significant historic architectural features and can be removed in the future with minimal damage. Perhaps most importantly, new decks should be designed and detailed to reduce or eliminate potential moisture damage to the historic buildings. Decks that are not properly flashed where attached to the main house can often cause significant rot and deterioration.

Decks should not be confused with widow's walks. Widow's walks are small observation platforms on roofs of historic houses, intended as a lookout point for ships at sea. Unlike decks, widow's walks are not large enough to contain furniture and are not intended for seating.

## Decks on Historic Buildings Guidelines

- 7.9.1. Locate decks only on the rear ground level of historic buildings or other ground-floor level where the deck is not visible from public view.
- 7.9.2. Design decks to eliminate physical or visual damage to significant historic architectural features.
- 7.9.3. Decks should be attached to the historic building so that they may be removed without significant damage.
- 7.9.4. Provide proper flashing and other details to reduce or eliminate moisture damage to the historic structure.
- 7.9.5. Decks may not be constructed on the roof of any historic structure in the historic district.

**110 Orange Street, Beaufort, NC 28516**  
Covered Side Porch, early 1980's





**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 Commission Regular Meeting  
6:00 PM Tuesday, November 4, 2025 – 614 Broad Street – Train Depot**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 25-34 113 Orange St- Replace Fence and Wooden Steps

**BRIEF SUMMARY:**  
The applicant wishes to replace fence and wooden steps.

**REQUESTED ACTION:**  
Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**  
10 Minutes

**SUBMITTED BY:**  
Brad Fockler

**BUDGET AMENDMENT REQUIRED:**  
N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Brad Fockler, Code Enforcement Officer  
**Date:** October 24, 2025  
**Case No.** 25-34

**Request:** Replace Fence and Wooden Steps

**Applicant:** Jeffery Johnston  
 113 Orange Street  
 Beaufort, NC 28516

**Property Information:**

**Owners:** Same  
**Location:** 113 Orange Street  
**PIN#:** 730617009611000

**Project Information:**

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 113 Orange Street, (circa 1970) **House. Mobile Home**

- 1997 – A COA was granted for a new 2,500 sq. ft. single-family home
- 2005 – A COA was granted for two dormers on the rear of the garage
- 2010 – A COA was granted to replace the concrete driveway with brick pavers.
- 2011 – A COA was granted to remove a small rear deck and add interior living room addition.

**Proposed work:**

- See Attachment from Applicant

**Material:**

- See Information from Applicant.

---

**Color:**

See Attached Description from Applicant.

**Attachments:**

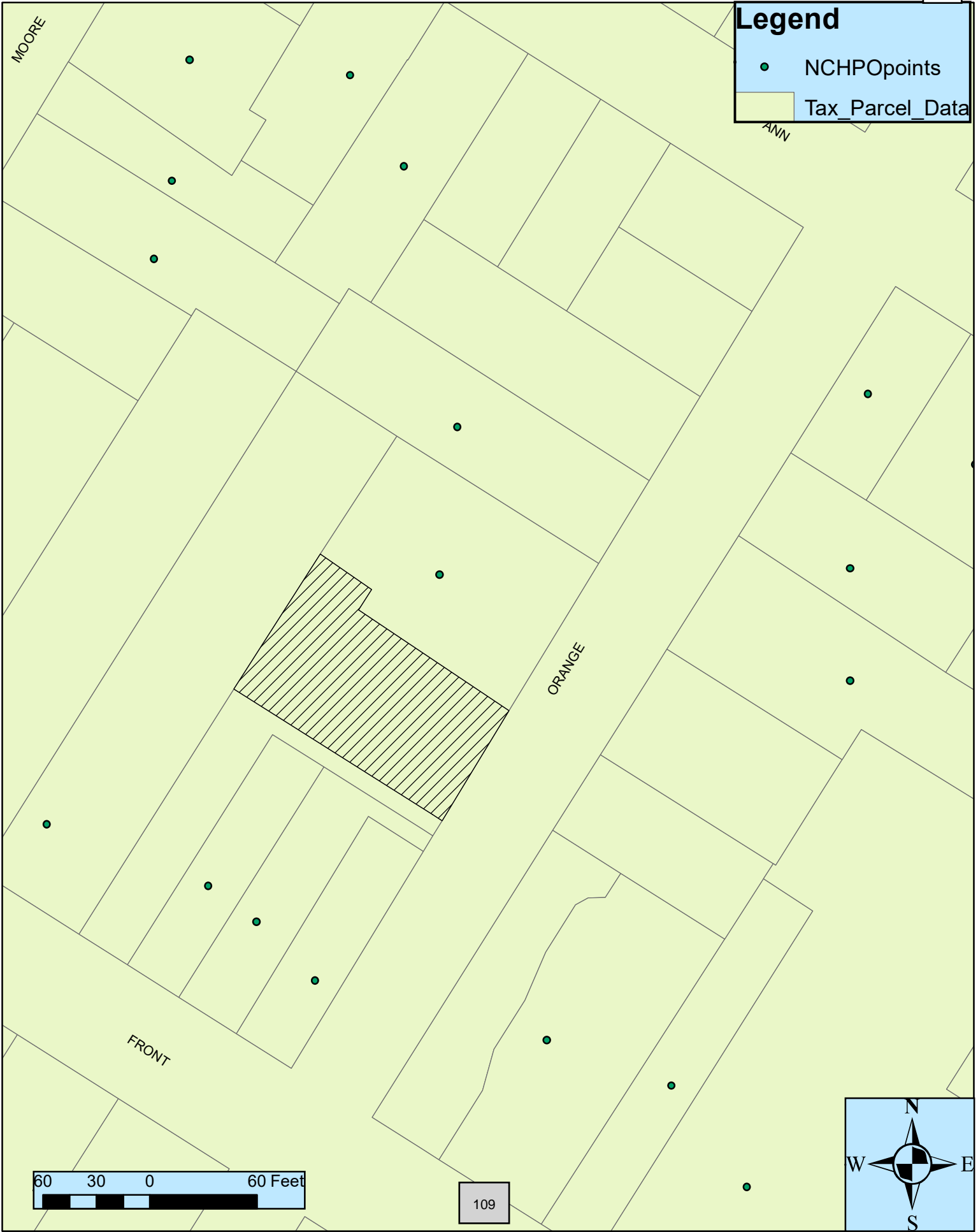
- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

**Porches and Entrances Guidelines**

6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

**Fences and Walls Guidelines**

8.2.2. Design new fences that are compatible with the associated building, site and streetscape in height, proportion, scale, color, texture, material and design. Substitute fence materials are not allowed along front or visible side property lines in the historic district. Fence types such as wire, hurricane, chain-link, vinyl, corrugated metal, stockade, and wooden post and rail are not allowed in public view.



<u>OWNER</u>	<u>MAIL ADDRE</u>	<u>MAIL ADD 1</u>	<u>MAIL CITY</u>	<u>IL ST/MAIL ZI5</u>
HARROLD DENNIS B ETUX ALICE T	301 FRONT STREET		BEAUFORT	NC 28516
JOHNSTON JEFFREY M	113 ORANGE ST		BEAUFORT	NC 28516
PAGE CARROLL I	C/O BANK OF AMERICA BILL PAY	PO BOX 831589	DALLAS	TX 75283
ROSE GEORGE E JR ETUX ELIZABET	PO BOX 2037		BEAUFORT	NC 28516
SIMPSON ANN KINDELL	3100 MORROW FARM LANE		CHAPEL HILL	NC 27516
WILKO HOLDINGS LLC	801 PLAZA BOULEVARD		KINSTON	NC 28501

**CERTIFICATE OF APPROPRIATENESS APPLICATION  
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



**Instructions:**

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Town Hall at 252-728-2142 if there are any questions.

**APPLICANT/OWNER INFORMATION**

Please print!

Applicant Name: Jeffrey M Johnston

Applicant Address: 113 Orange St

Business Phone: None Email/Cell: 617-480-0100

jjohns5ton@gmail.com

Property Owner Name: \_\_\_\_\_

Address of Property: SAMW

Phone Number: \_\_\_\_\_ Email/Cell: \_\_\_\_\_

**PROJECT INFORMATION**

Detailed description of the Proposed Project (please attach additional pages if necessary):

See attached

Estimated Cost of Project: \$ 13,300 Year House Built: 1998

Applicant Signature: [Signature] Date: 10-7-2025

Property Owner Signature (if different than above) \_\_\_\_\_ Date \_\_\_\_\_

**An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application. The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at [www.beaufortnc.org](http://www.beaufortnc.org). The Commission meets regularly on the first Tuesday of the month unless it is a holiday.**

**OFFICE USE ONLY**

Received by: \_\_\_\_\_ Reviewed for Completeness: \_\_\_\_\_  
Date: \_\_\_\_\_ Date Deemed Completed and Accepted: \_\_\_\_\_

**COA 113 Orange Street, Beaufort, NC 28516**

**PROJECT INFORMATION**

Detailed Description of the Proposed Project

The proposed project has 2 parts:

- 1) Removal of white picket fence along the front of property and along right side of driveway and construct new fence with brick pillars (4 pillars with brick matching the current brick of the sidewalk and driveway) and white wooden fencing between pillars in Beaufort style
- 2) Remove current wooden steps (4 steps) from brick sidewalk to front porch and construct new brick steps to match sidewalk

The current fence is deteriorating and needs to be removed and replaced. For aesthetic reasons, the proposal is to build a new fence similar to the one being removed but using 4 brick pillars, one at each end of the full-length front fence and one on either side of a front gate. These pillars will be 12 inches x 12 inches. The brick will be full range red brick in the wirecut style (chosen to match the current brick sidewalk and driveway). The gate will be a double saloon design. Additional support pillars between the brick pillars will be wooden with a wooden cap. The fencing itself will be 1.5 x 1.5 inches vertical baluster fencing approximately 4 feet tall. The fencing along the driveway will not have brick pillars; all pillars and fencing will be wooden and will match the front fence. The design of the fence will be according to the Beaufort style.

The front steps are also in poor repair and need to be replaced or repaired. Again, for aesthetic reasons, the proposal is to replace these wooden steps with brick steps (same brick as fence pillars), using full range red brick matching the current sidewalk and driveway brick.

Items Required for ALL Projects

1) List of Adjacent Property Owners:

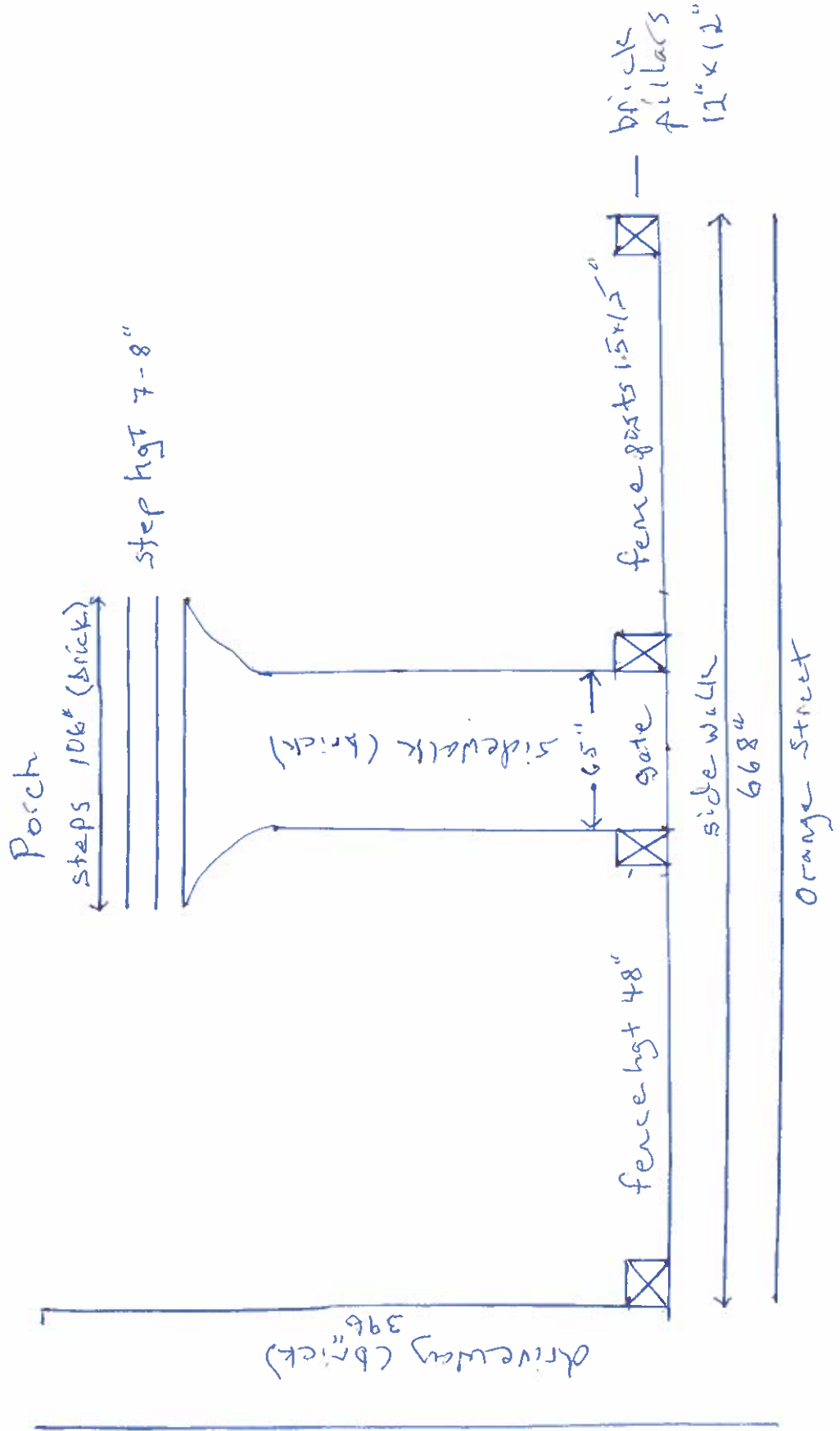
- 1. Sharon Redhage, 229 Front Street
- 2. James Neely, 225 Front Street
- 3. George Linnemeier, 221 Front Street
- 4. William Harvey, 217 Front Street
- 5. Carroll Page, 215 Front Street
- 6. George Rose, 115 Orange Street

2) Photographs of Streetscape and the Site to be Impacted (separate attachment)

3) Site Plan:

See attached schematic (note that the dimensions are accurate but the diagram is not to scale). The full length of the fence along the front (adjacent to town sidewalk) is 668 inches, and the length of the fence along the house side of the driveway (from corner of front fence to front edge of house) is 396 inches. The 4 brick pillars are 12 x 12 inches in width and 48 inches (or higher if permitted) in height. The gate will be the same width as the brick sidewalk leading to the front porch, 65 inches. The 4 brick steps from the brick sidewalk to the front porch will be 106 inches in width and each 7-8 inches in height (note that the current wood steps vary in height from 7 to 8 inches; the new brick steps may all be the same height).

# House (113 Orange St)



4) Description of Building/Landscaping Materials:

Brick - full range red brick in the wirecut style (chosen to match current driveway and front sidewalk brick)

Wood - pressure treated baluster fencing between brick pillars in Beaufort style

Items Required as Applicable to Project

1) Description of any Planned Demolition:

Remove current wooden fencing along front of property and along property driveway, as well as wooden gate across driveway

Remove current wooden steps from brick sidewalk to lower front porch

2) Indication of all Trees to be Replaced/Removed:

None

3) Landscaping Plan Indicating Major Planting Materials:

None

4) Exterior Paint Color Sample/Swatch for Projects Involving Change of Exterior Paint Colors:

Wooden 'picket' fencing will be painted white matching current fence color

5) All Types of Building Material Samples:

Brick and wood samples to be provided

6) If Project Involves Reconstruction of Earlier Feature of a Historic Structure, Documentation of Prior Existence of Such Feature:

Not applicable (home built in 1998)

Additional Items Required for New Signage

Not applicable (no signage)

One Set of Materials Should Be Submitted

Brick and wood samples to be provided

### Photo Attachment to COA for 113 Orange St

1. Front view of 113 Orange St showing current full-length fence along street sidewalk



2. View of brick driveway and showing current fence along driveway[



3. View from entry gate showing brick sidewalk, front steps (to be replaced with brick steps), and lower front porch



4. Close-up view of current front steps





**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 Commission Regular Meeting  
6:00 PM Tuesday, November 4, 2025 – 614 Broad Street – Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 25-35 306 Ann Street - New Brick Walkway and Landscaping

**BRIEF SUMMARY:**  
The applicant wishes to install a new brick walkway and landscaping.

**REQUESTED ACTION:**  
Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**  
10 Minutes

**SUBMITTED BY:**  
Brad Fockler

**BUDGET AMENDMENT REQUIRED:**  
N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Brad Fockler, Code Enforcement Officer  
**Date:** October 24, 2025  
**Case No.** 25-35

**Request:** Install new brick walkway & landscaping

**Applicant:** Nick Brown  
 903 Westhaven Boulevard  
 Morehead City, NC 28557

**Property Information:**

**Owners:** Tom Hollinshed  
**Location:** 306 Ann Street  
**PIN#:** 730617102745000

**Project Information:**

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 306 Ann Street, (Antebellum) **Jennie Bell House.** (Merwin House) 2-Story, 5-bay, side gable, house with a center hall plan. Molded eave returns, 2 brick interior end chimneys, 2/2 (replacement) sash. Original 2-story engaged porch has been replaced by a 1- story partial porch with plain posts. Doors and windows have been heavily altered. This served as a hotel during the Civil War, and is shown on Gray’s 1882 map. (Wrenn file)

- 2007 – A COA was granted for paint color as gray
- 2002 – A COA was granted for a Historic Plaque
- 2009 –A COA was granted for a brick walk on the westside of the house.
- 2014 – A COA was granted to install a Beaufort style and gate for the driveway.

**Proposed work:**

- See Attachment from Applicant

**Material:**

- See Information from Applicant.

**Color:**

See Attached Description from Applicant.

**Attachments:**

- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

**Landscaping Guidelines**

8.1.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.

8.1.2. Preserve and maintain the individual components and historic features that contribute to Beaufort’s historic character, including: mature trees, ornamental trees, and hedge rows.

8.1.5. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.

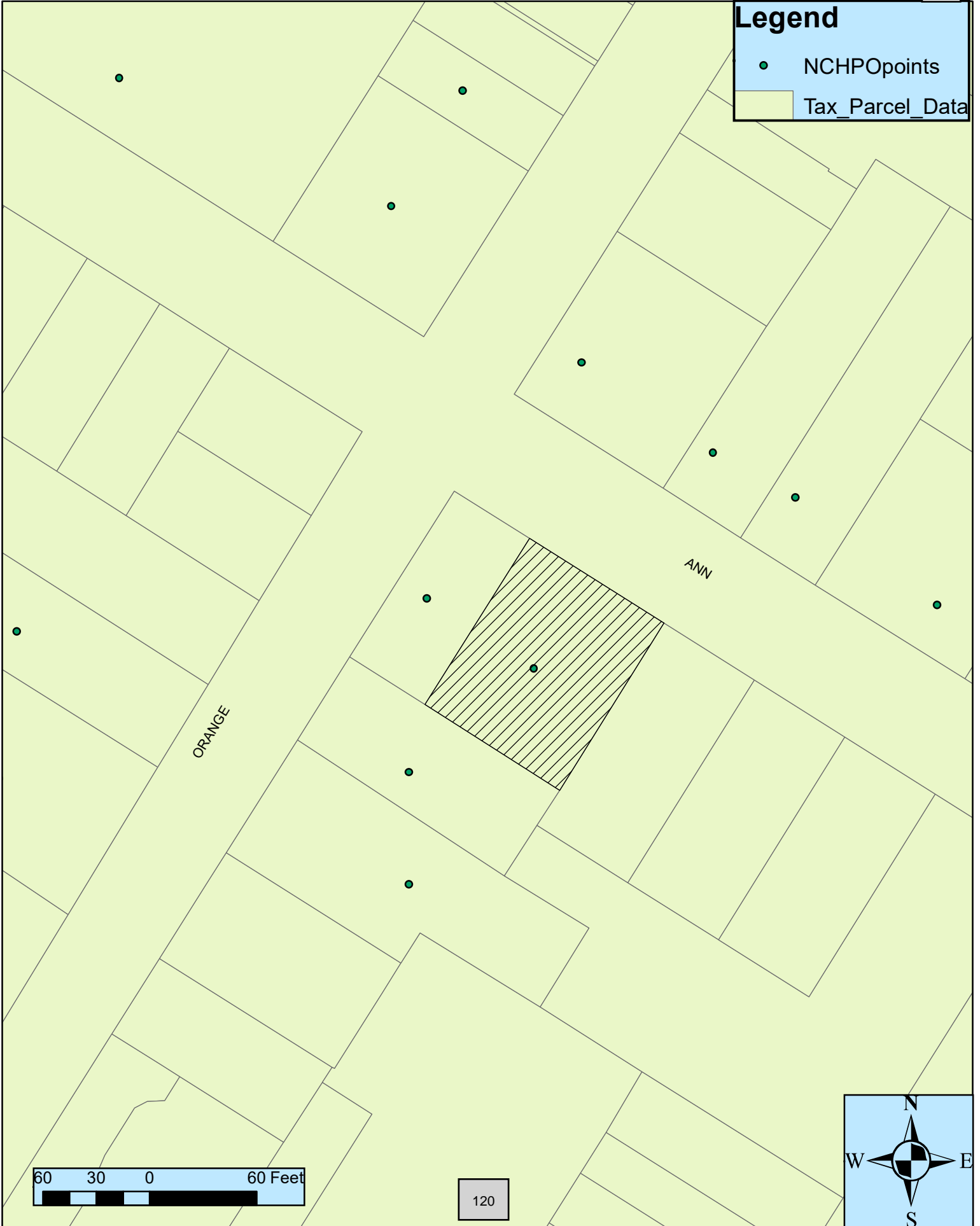
8.1.9. Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

8.1.10. Contemporary edging or border materials, such as exposed landscape timbers, railroad ties, pre-cast concrete, plastic, or other substitute material borders are not appropriate in areas seen from the public view.

# Case # 25-35 306 Ann St- New Brick Walkway and Landscaping

**Legend**

- NCHPOpoints
- Tax\_Parcel\_Data



<u>OWNER</u>	<u>MAIL ADDRE</u>	<u>MAIL CITY</u>	<u>MAIL STATE</u>	<u>MAIL Z15</u>
DAVIDSON ARIAIL SCOTT	PO BOX 5141	ASPEN	CO	81612
EMRICH MEGAN B ETVIR SAMUEL	2413 RIDGE ROAD	RALEIGH	NC	27612
MOSIER WILLIAM H ETUX LAURA R	305 ANN STREET	BEAUFORT	NC	28516
MOUNTCASTLE RICHARD ETUX AMAND	12121 CASTLE RIDGE ROAD	RALEIGH	NC	27614
NEWTON FRANCES S TRUSTEE	301 ANN STREET	BEAUFORT	NC	28516
THE '04 THOMAS O HOLLINSHED TR	100 S RIDGE STREET	SOUTHERN PINES	NC	28387

**CERTIFICATE OF APPROPRIATENESS APPLICATION  
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



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**APPLICANT/OWNER INFORMATION**

*Please print!*

Applicant Name: Nick Brown

Applicant Address: 903 Westhaven Blvd, Morehead City, NC, 28557

Business Phone: 252-298-5077 Email/Cell: nick@soundccnc.com

Property Owner Name: Tom Hollinshead

Address of Property: 306 Ann Street, Beaufort, NC, 28516

Phone Number: \_\_\_\_\_ Email/Cell: tshed62@gmail.com

**PROJECT INFORMATION**

Detailed description of the Proposed Project (please attach additional pages if necessary):

Brick walkway and additional landscaping to prevent dirt and mud from tracking on to porch and deter visitors from walking over grass/mud. See attached pages,

Estimated Cost of Project: \$ 1,500

Year House Built: 1848/2000

[Signature]  
Applicant Signature

10/6/2025  
Date

[Signature]  
Property Owner Signature (if different than above)

10/6/2025  
Date

*An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application. The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at [www.beaufortnc.org](http://www.beaufortnc.org). The Commission meets regularly on the first Tuesday of the month unless it is a holiday.*

**OFFICE USE ONLY**

Received by: \_\_\_\_\_

Reviewed for Completeness: \_\_\_\_\_

Date: \_\_\_\_\_

Date Deemed Completed and Accepted: \_\_\_\_\_

## **REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

*Please provide the following along with this checklist form, with the COA application:*

### **1. Items required for ALL projects:**

- A list of all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

### **2. Items required as applicable to project:**

- A description of any planned demolition.
- An indication of all trees to be replaced and/or removed.
- A landscaping plan indicating major planting materials.
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.
- All types of building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

### **3. Additional items required (only) for new Signage:**

- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

4. At least **one set of materials, in color**, that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.
5. The applicant or a representative for the applicant **must be present at the meeting** for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

*A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a [building permit](#) for the project has not been obtained within the six-month period, the COA is deemed invalid. The COA is considered issued once the Commission approves the application at their meeting.*

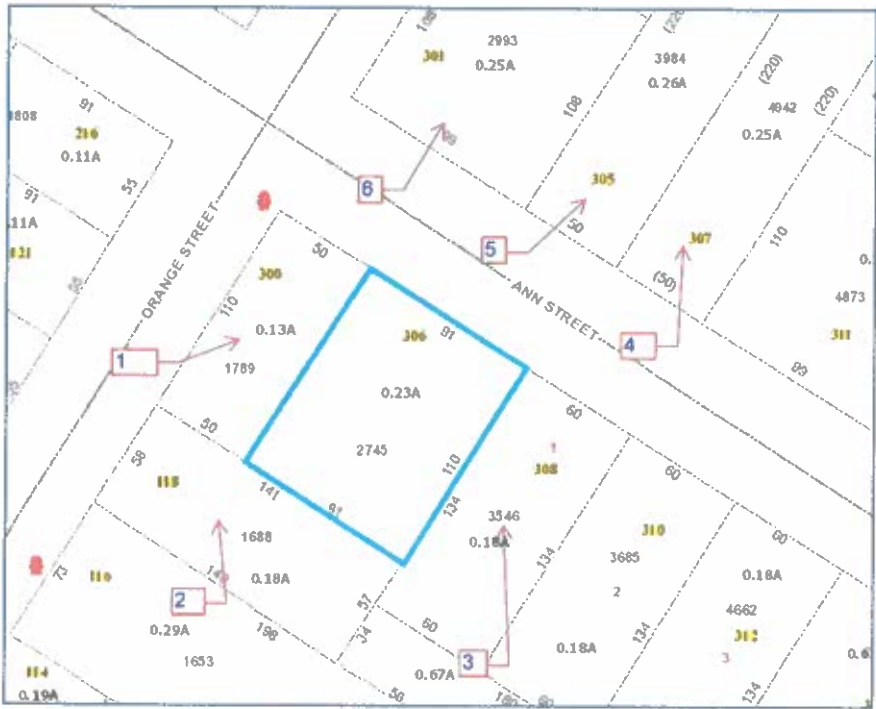
*If there are questions regarding what should or should not be included with this application, please contact Town Staff at 252-728-2142 or at [k.garner@beaufortnc.org](mailto:k.garner@beaufortnc.org).*

**Project Description:**

A brick walkway will be installed between the concrete curb on Ann Street and the sidewalk in front of the home. The need for the sidewalk stems from the dirt and mud that is tracked on to the home's porch and inside the home when deliveries and visitors walk through the grassy area between the sidewalk and Ann Street. There was an attempt to establish grass in the area, however the sod did not flourish as expected, likely due to the environmental conditions (primarily shade).

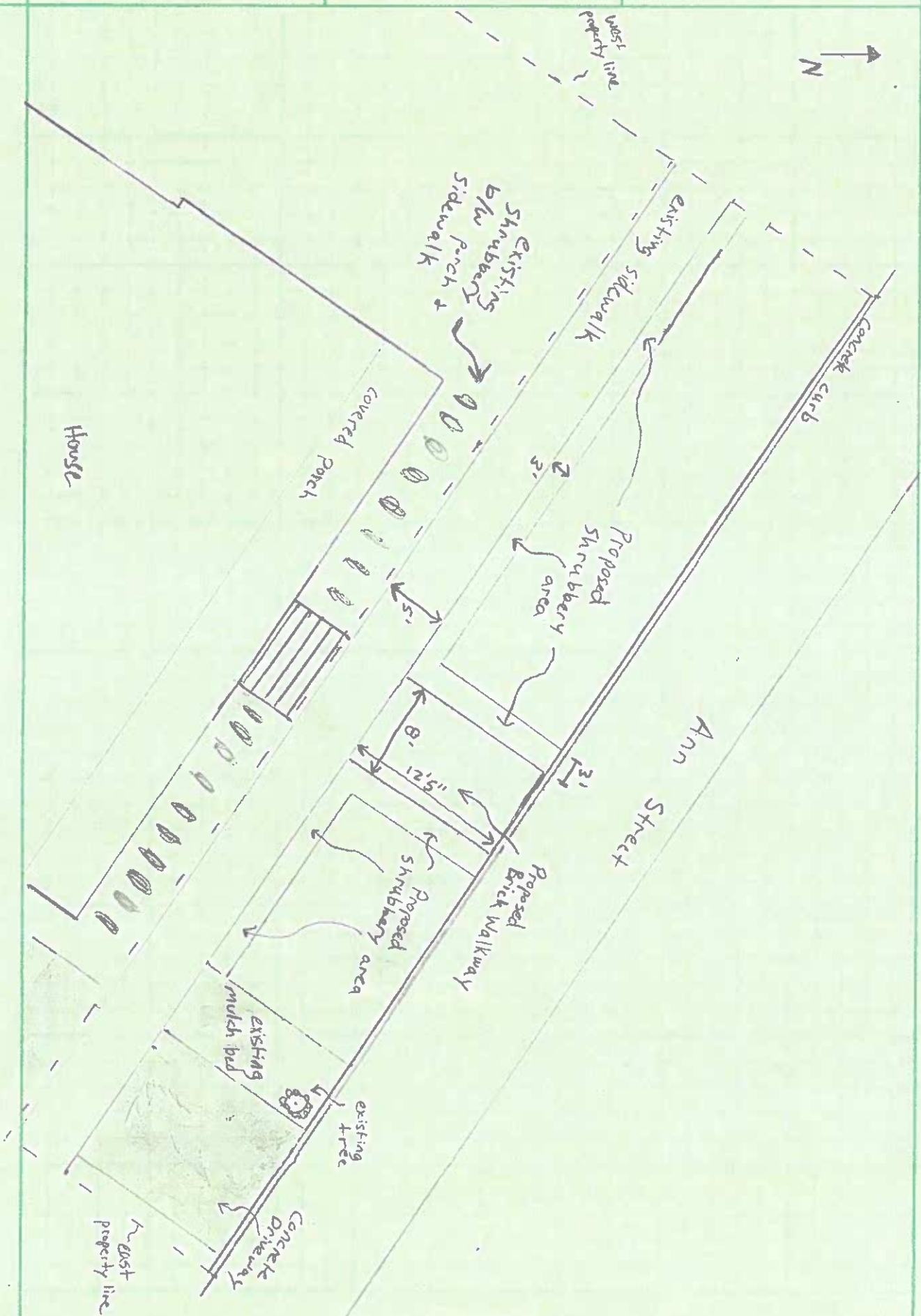
The intention is for the walkway to be harmonious with the historic preservation within the Town of Beaufort. We will source antique bricks to be used in the walkway to match the existing walkway on the west side of the home that leads to the side yard. The brick walkway will be the same width of the steps leading to the front porch of the home. There will also be two types of plantings used in the project to improve the landscape in the area of the new walkway. Lining the edges of both sides of the brick walkway will be Pittosporum (Cheesewood) evergreen shrubs. Along the existing sidewalk in front of the property will be Liriope, a grass-like perennial. The planting area for the plants will be up to 3 feet from the edge of the new walkway and the existing sidewalk. These plants were chosen as we have seen them planted on other properties in the area and believe they will do well in the local conditions.

1. MOUNTCASTLE RICHARD ETUX AMAND  
300 ANN STREET  
12121 CASTLE RIDGE ROAD  
RALEIGH, NC 27614
  
2. EMRICH MEGAN B ETVIR SAMUEL  
118 ORANGE STREET  
2413 RIDGE ROAD  
RALEIGH, NC 27612
  
3. DAVIDSON ARIAIL SCOTT  
308 ANN STREET  
PO BOX 5141  
ASPEN, CO 81612
  
4. MOSIER DAVID W JR ETAL  
307 ANN STREET  
305 ANN STREET  
BEAUFORT, NC 28516
  
5. MOSIER WILLIAM H ETUX LAURA R  
305 ANN STREET  
305 ANN STREET  
BEAUFORT, NC 28516
  
6. NEWTON FRANCES S TRUSTEE  
301 ANN STREET  
301 ANN STREET  
BEAUFORT, NC 28516





Current Streetscape



# Materials Description

## Plantings:

-Proposed planting along the walkway will be Pittosporum, commonly known as "Cheesewood". Cheesewood is an evergreen shrub with glossy, leathery leaves, fragrant white flowers. Images of Pittosporum (Cheesewood) below:



-Proposed planting along the sidewalk will be Liriope, a grass-like perennial with strap like leaves and spikes of purple or white flowers. Images of Liriope below:



# Materials Description

We will source antique bricks to replicate the look of the walkway on the west side of the home from the sidewalk to the side yard gate. A like image of the brick style and finished walkway as well as an image of the existing walkway are below:



*Like image of finished walkway*



Landscape Plan w/ plantings



### Similar landscape plans around the Town of Beaufort





**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 Commission Regular Meeting  
6:00 PM Tuesday, December 3, 2024 – Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** 2025 Historic Commission Meeting and Submittal Calendar

**BRIEF SUMMARY:**

Our new administrative support specialist, Laurel Anderson, has developed the 2025 meeting and submittal calendar for the coming year. We ask that each member review the proposed dates and inform us of any conflicts at the November meeting.

**REQUESTED ACTION:**

Discussion on Proposed Calendar  
Decision on Proposed Calendar

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A

**\*Proposed\***  
**BHPC Meeting Dates for 2026**  
**(First Tuesday of the Month)**

<b>Submission Deadline</b>	<b>Meeting Date</b>
12.16.2025	1.6.2026
1.13.2026	2.3.2026
2.10.2026	3.3.2026
3.17.2026	4.7.2026
4.14.2026	5.5.2026
5.12.2026	6.2.2026
6.16.2026	7.7.2026
7.14.2026	8.4.2026
8.11.2026	9.1.2026
9.15.2026	10.6.2026
10.13.2026	11.3.2026
11.10.2026	12.1.2026