



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, January 06, 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) HPC Draft Minutes 120225

Administration of Oaths

Items of Consent

- [1.](#) Approval of the Order for 314 Ann Street – Certificate of Appropriateness

New Business

- [1.](#) Case # 25-37 217 Front St. - New Brick Walk & Steps
- [2.](#) Case # 26 - 01 122 Queen St - Beaufort Style Fence
- [3.](#) Case # 26 - 03 131 Turner St - Signage, Paint, Windows & Glass Storefront

Commission / Board Comments

Staff Comments

Adjourn



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, December 2nd, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the December 2nd, 2025 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Joyce McCune, Chair; Bradley Hedrick, Vice-Chair; Kris Davis, Marissa Morris, Jessica Sabiston

Members Absent: Bradley Cummins, Tyler Tennant

A quorum was declared with five members present.

Staff Present: Mr. Kyle Garner, Planning Director; Mr. Brad Fockler, Code Enforcement Officer; Ms. Jill Quattlebaum, Town Attorney; Ms. Laurel Anderson, Board Secretary

Agenda Approval

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

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

Minutes Approval

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

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

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

Items of Consent

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

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

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

Administration of Oaths

Chair McCune gave the Quasi-Judicial Statement as follows: This hearing is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. The board must base its decision upon competent, relevant and substantial evidence in the record. It is a decision constrained by the standards in the ordinance and based on the facts presented. All applications for Certificates of Appropriateness must be consistent with the Design Guidelines for the Beaufort Historic District & Landmarks; however, regardless of compliance with these Design Guidelines, the HPC will not approve a COA that is not congruous with the special nature of the Beaufort Historic District as a whole. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion. Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. Parties may present evidence, call witnesses and make legal arguments. Parties are limited to the applicant, the local government and individuals who can show they will suffer special damages. Other individuals may serve as witnesses when called by the board. For certain topics, this board may hear opinion testimony from expert witnesses. Individuals providing expert opinion must be qualified as experts and provide the factual evidence upon which they base their expert opinion. Witnesses must swear or affirm their testimony.

New Business

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

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

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

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

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

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

Chair McCune asked for a motion for a Finding of Fact for Case #25-36. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-36, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Signage Guidelines 8.6.1, 8.6.2, 8.6.5; Landscaping Guidelines 8.1.1, 8.1.4, 8.1.5, 8.1.9, 8.1.14; Off-Street Parking Guidelines 8.5.1, 8.5.7.

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

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

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

Chair McCune made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-36 be issued for the proposed work.

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

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

Chair McCune then declared Case #25-36 closed.

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

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

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

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

Commission / Board Comments

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

Staff Comments

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

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

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

Adjourn

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

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

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

Chair, Joyce McCune

Board Secretary, Laurel Anderson



Town of Beaufort, NC

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252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Town of Beaufort Historic Preservation Commission
6:00 P.M. January 6, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: Consent
SUBJECT: Approval of the Order for 314 Ann Street – Certificate of Appropriateness

BRIEF SUMMARY:

As part of the new General Statutes (160D), prior to Evidentiary Hearing Orders being signed and sent to the applicant/property owners, the Board in which conducted the hearing is to review the order for accuracy.

The staff has consulted with the Town Attorney and now asks that the Historic Commission Members review the orders for such accuracy and be prepared to make a motion to recommend approval of the Order or to approve with Commission recommended changes.

REQUESTED ACTION:

Review the order for such accuracy and be prepared to make a motion to recommend approval of the Order or to approve with Commission recommended changes.

EXPECTED LENGTH OF PRESENTATION:

0 Minutes (Presentation from Staff)

SUBMITTED BY:

Kyle Garner, AICP Planning Director

BUDGET AMENDMENT REQUIRED:

N/A



Town of Beaufort
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2141 • 252-728-3982 fax
www.beaufortnc.org

January 6, 2026

Town of Beaufort
701 Front Street
Beaufort, N.C. 28516

RE: Case # 25-36 314 Ann Street – Parking and Landscaping

To whom it may concern:

Beaufort's Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town's Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort's Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

CC: First Baptist Church Beaufort

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner Lucky Oliver • Commissioner Sarah Spiegler
Town Manager Matt Zapp



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on December 2, 2025 to consider a Certificate of Appropriateness (“COA”) application submitted by the Town of Beaufort for Case # 25-36 314 Ann Street – Parking and Landscaping and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on December 2, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

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.

8.1.4 Plant smaller trees species in the planting strips adjacent to public streets only if utility lines or other overhead obstructions exist. Use species such as crape myrtle, cedar, dogwood, redbud, Carolina cherry laurel and sweet bay magnolia.

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.

8.1.14 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)

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.

8.5.7 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

861. 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.

862. 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.

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for Case # 25-36 314 Ann Street – Parking and Landscaping.

This the _____ day of _____, 2026.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



Town of Beaufort, NC

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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, January 6, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 25-37 217 Front St. - New Brick Walk & Steps

BRIEF SUMMARY:

The applicant wishes to remove the existing concrete walk and steps and replace them with brick at 217 Front Street.

This item was tabled at the December 2025 meeting.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: November 21, 2025
Case No. Case # 25-37 217 Front St. - New Brick Walk & Steps

Request: Install new brick walkway and steps

Applicant: Brian Daniel Construction, Inc.
 224 Florida Park Road
 Newport, NC 28570

Property Information:

Owners: Wilco Holdings, LLC
Location: 217 Front Street
PIN#: 730617007585000

Project Information:

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: This house is not included in the survey

- In September of 2012 the Historic Commission approved a COA to repair the widows walk (originally to structure) and addition of a screened porch.
- In July of 2017 a COA was issued to demolish the rear storage and construct a new detached garage. (Not Constructed)
- In December 2020 a COA was issued for a rear garage 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.

Landscaping Guidelines

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.

8.1.11. 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.

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

1.



OWNER

JBJ PROPERTIES LLC
LINNEMEIER GEORGE HENR II ETAL
PAGE CARROLL I
WILKO HOLDINGS LLC

FullMailin

PO BOX K ROCKY MOUNT, NC 27802
5921 SEABRIGHT ROAD SPRINGFIELD, VA 22152
C/O BANK OF AMERICA BILL PAY PO BOX 831589 DALLAS, TX 75283
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. 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: BRIAN DANIEL CONSTRUCTION, INC.

Applicant Address: 224 FLORIDA PARK ROAD, NEWPORT, NC 28570

Business Phone: 252-622-4760 Email/Cell: BDCI@EC.PP.COM
252-725-0364

Property Owner Name: WILKO HOLDINGS, LLC

Address of Property: 217 FRONT STREET

Phone Number: 252-916-6931 Email/Cell: KRISTYWHARVEY@GMAIL.COM

PROJECT INFORMATION

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

DEMOLISH EXISTING CONCRETE STEPS @ FRONT PORCH AND FRONT WALK.
CONSTRUCT NEW BRICK WALK AND STEPS IN SAME LOCATION.

Estimated Cost of Project: \$ 12,837.00

Year House Built: 1907


Applicant Signature

SAMUEL D. WILLIAMS FOR
BRIAN DANIEL CONSTRUCTION, INC.

11/10/2025
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. 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: _____

Re: COA application for 217 Front Street



Kristy Harvey <kristywharvey@gmail.com>
To: Brian Daniel Construction Inc.

**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: BRIAN DANIEL CONSTRUCTION, INC.
Applicant Address: 224 FLORIDA PARK ROAD, NEWBET, NC 28570
Business Phone: 252-622-4760 Email/Cell: BDC@CC.RR.COM
252-725-0364
Property Owner Name: WILKO HOLDINGS, LLC
Address of Property: 217 FRONT STREET
Phone Number: 252-916-6931 Email/Cell: KRISTYWHARVEY@GMAIL.COM

PROJECT INFORMATION

Detailed description of the Proposed Project (please attach additional pages if necessary):
DEMOLISH EXISTING CONCRETE STEPS @ FRONT PORCH AND FRONT WALK.
CONSTRUCT NEW BRICK WALK AND STEPS IN SAME LOCATION.

Estimated Cost of Project: \$ 12,837.00 Year House Built: 1907

Applicant Signature: [Signature] CAMUEL D. WILLIAMS FOR Date: 11/10/2025
BRIAN DANIEL CONSTRUCTION, INC.

Property Owner Signature (if different than above): [Signature] Date: 11/10/2025

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. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____
Date: _____

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.

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Harvey Residence 217 Front Street Proposed brick front steps and sidewalk

A list of Design Guidelines that apply to the application:

6.3.1 Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls. Preserve masonry elements that are character-defining features of the building or property. The proposed brick walk and steps shall be in the same location as existing concrete walk and steps, consistent with the Design Guidelines.

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.

The proposed brick front steps and walk shall be of same color and texture of the existing brick foundation and will be compatible with other brick walks of the block and street, consistent with the Design Guidelines.

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Adjacent Property Owners

1. 215 Front Street
Carroll I. Page Trustee
c/o Bank of America Bill Pay
PO Box 831589
Dallas, TX 75283

2. 221 Front Street
George Henry Linnemeier II
5921 Seabright Road
Springfield, VA 22152

3. 225 Front Street
James Brevard Neely, Jr.
846 Neely Road
Asheboro, NC 27205-2367

4. 113 Orange Street
Jeffrey M. Johnston
113 Orange Street
Beaufort, NC 28516-2132

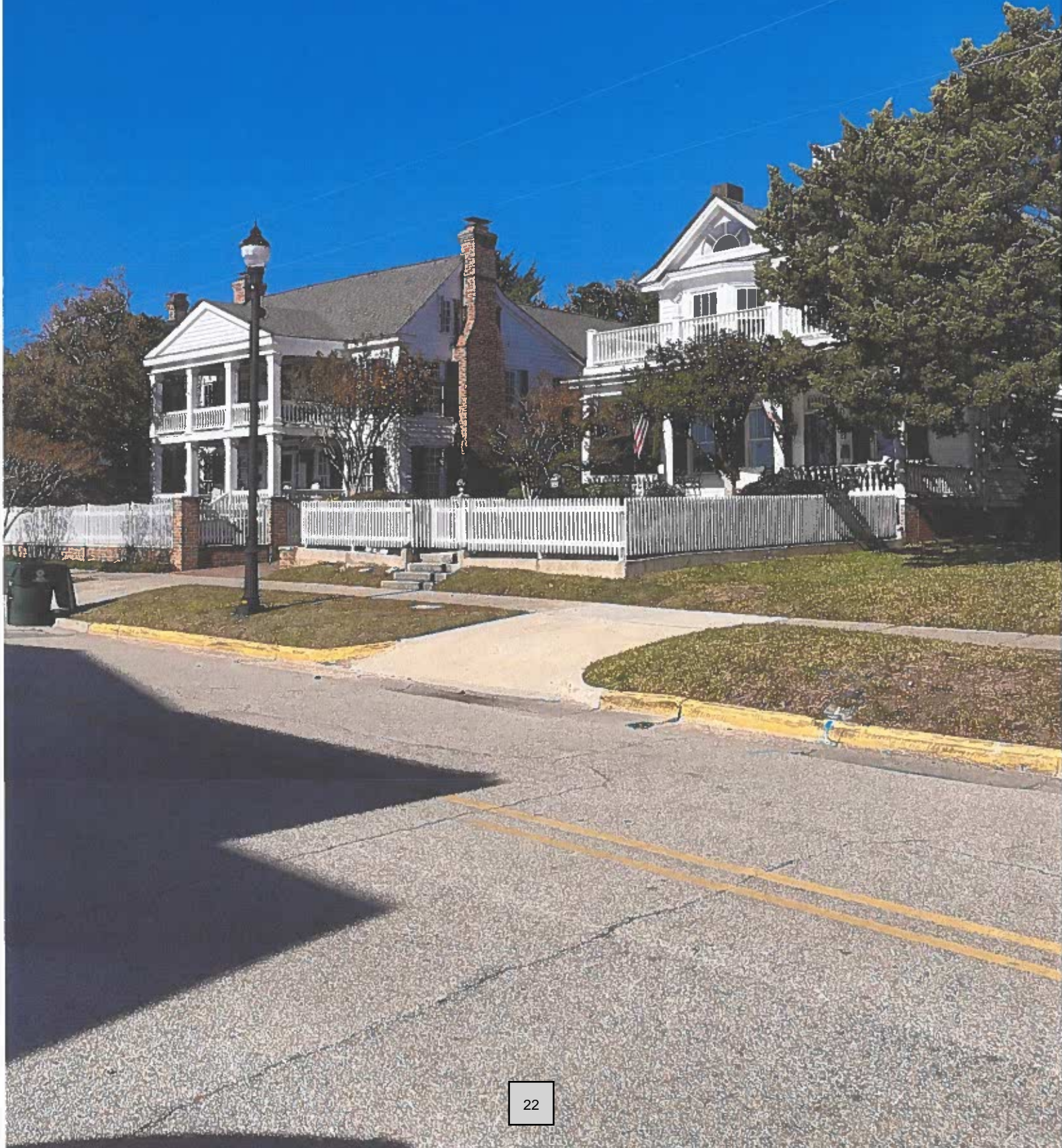
5. 216 Front Street
JBJ Properties, LLC
P.O. Box K
Rocky Mount, NC 27802

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Photographs of streetscape, site, and buildings to be impacted
217 Front Street















Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Examples of brick steps and walks on the block and street
217 Front Street

















705 FRONT ST.

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Description of Building and/or Landscaping Materials
217 Front Street

Brick

General Shale Brick – “Buckingham Tudor” lightweight engineer size brick

Sample provided

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Description of Planned Demolition 217 Front Street

We propose to demolish and haul off the existing concrete front walk and concrete front steps between the wing walls. The front walk is approximately 5'x 22' and the front steps are approximately 10'x 6'.

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

List of Trees to be Replaced and/or Removed
217 Front Street

No trees shall be replaced and/or removed for this project.

Brian Daniel Construction, Inc.

224 Florida Park Road
Newport, NC 28570
252-622-4760
bdci@ec.rr.com

Landscaping Plan
217 Front Street

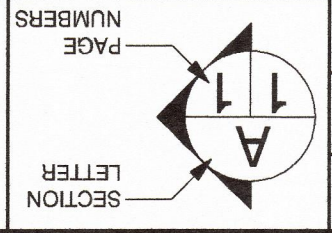
All existing landscaping materials shall remain.

WILKO HOLDINGS LLC
217 FRONT STREET
BEAUFORT, NC

BDCI

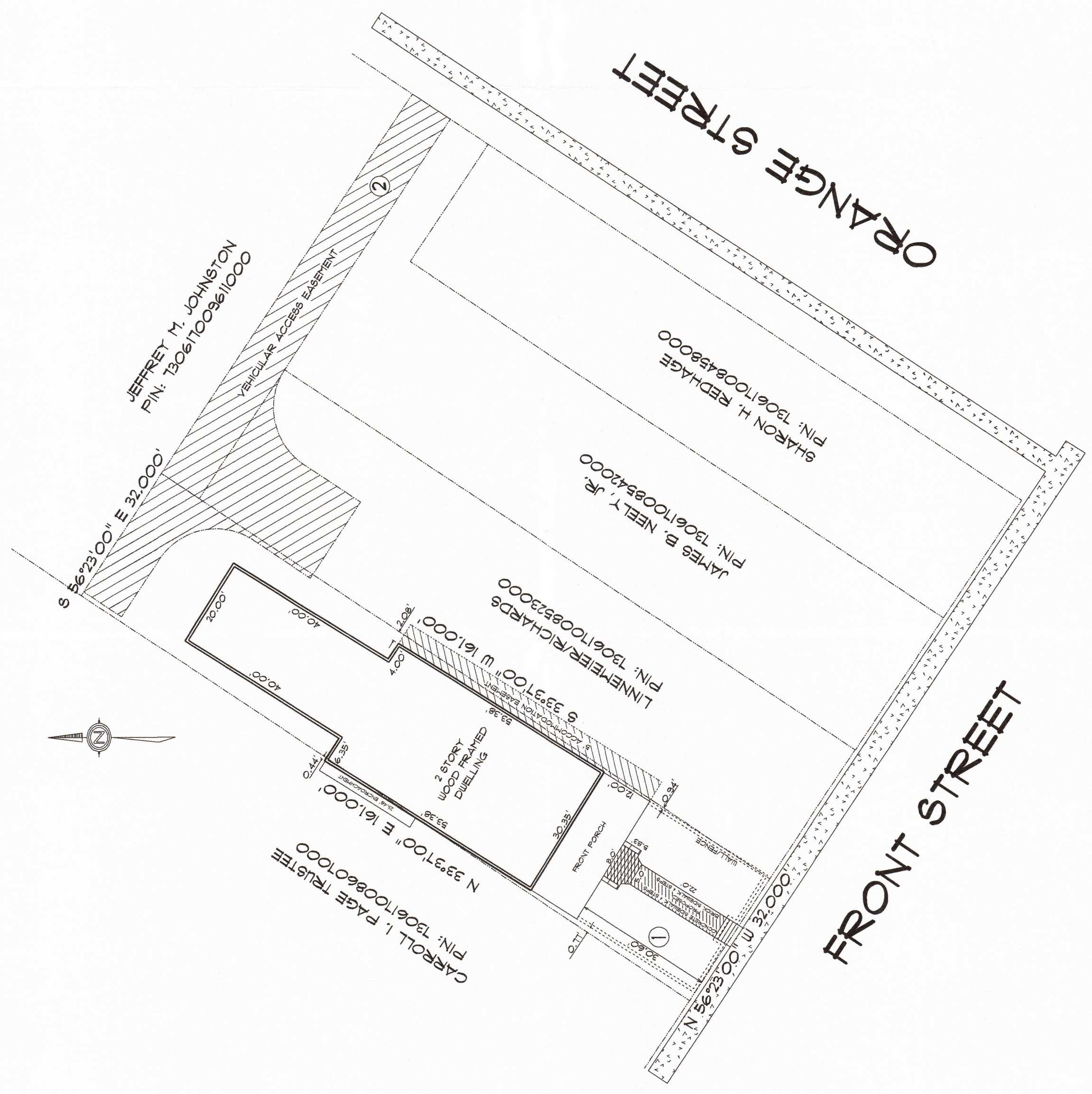
BRIAN DANIEL
CONSTRUCTION, INC.
224 FLORIDA PARK RD.
NEWPORT NC 28570 (252) 622-4760

SCALE: 1" = 20'
DRAWN BY: SDW
DATE: 10/21/2025



PAGE: **S1**

SITE PLAN LOTS 1 & 2 ESTATE OF ONA HUMPHREY





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, January 6, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 26 - 01 122 Queen St - Beaufort Style Fence

BRIEF SUMMARY:

The applicant wishes to install a “Beaufort Style” fence along the frontage and down the driveway at 122 Queen Street.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: December 22, 2025
Case No.: Case # 26 - 01 122 Queen St - Beaufort Style Fence

Request: Install new Beaufort Style Fence

Applicant: Eddie Cameron, Construction
 PO Box 1647
 Morehead City, NC

Property Information:

Owners: Jack & Allison McNairy
Location: 122 Queen Street
PIN#: 730617202067000

Project Information:

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 122 Queen Street, circa 1843. **Rumley House.** Altered, traditional Beaufort-style, 1 1/2-story, side gable coastal cottage, 4 bays wide, with engaged porch with slender chamfered Doric posts, traditional railing, and decorative bargeboard. 2 gabled dormers with 6/6 sash, 1 replacement exterior brick end chimney, original 9/6 sash, 2/2 and 1/1 replacement sash, replacement front door, and vinyl siding. Said to have been moved to this lot in 1843 by David Rumley, thus house is older than 1843. (Wrenn file)

- In April 2024 the Historic Commission approved a COA for a rear 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.

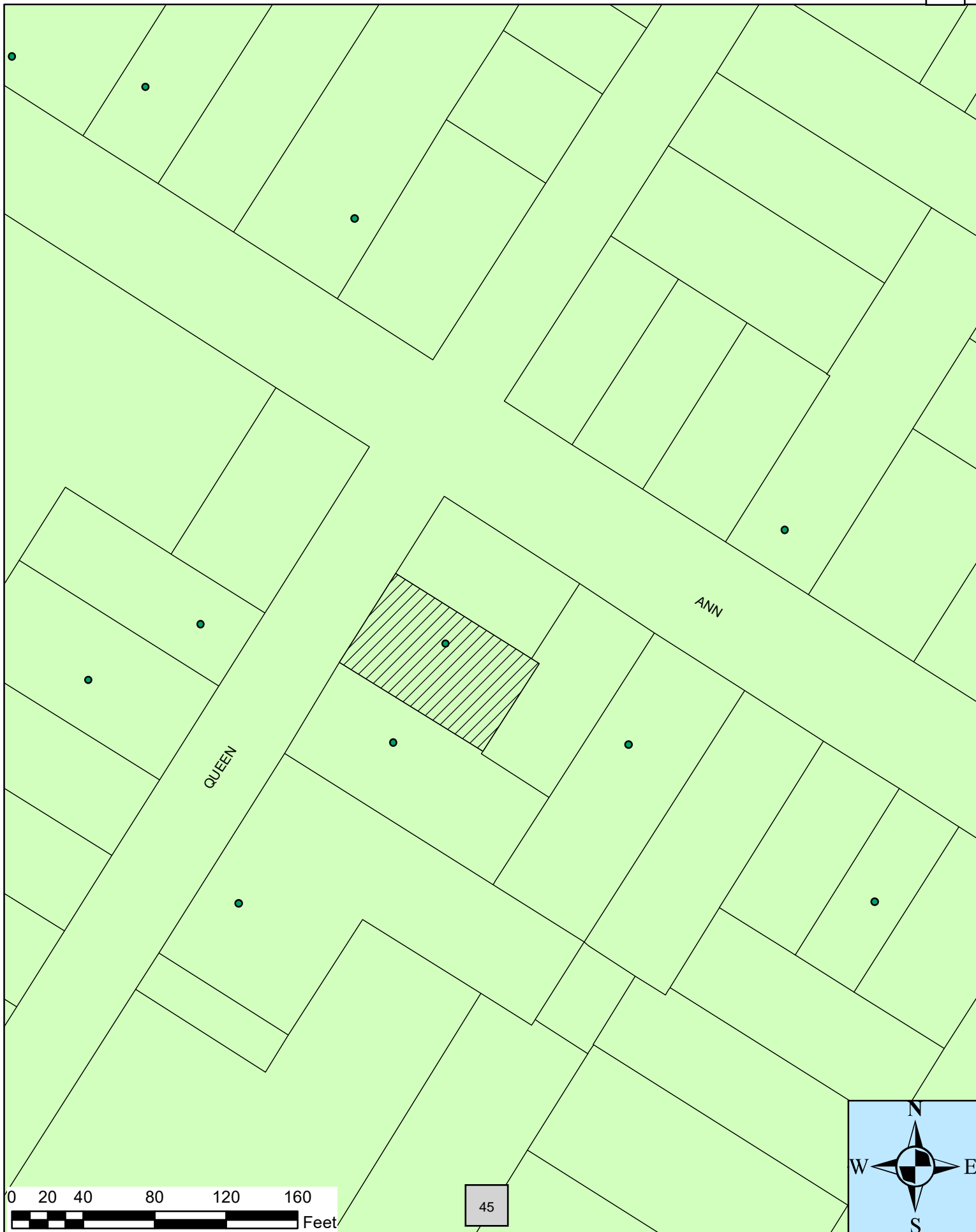
Fences and Walls Guidelines

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.

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 may be 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.

Case # 26 - 01 122 Queen St - Beaufort Style Fence



OWNER

121 QUEEN STREET LLC
MATTHEWS ANN W ET VIR DEXTER R
MCHUGH KEVIN J ETUX MARGO E
MCNAIRY JOHN H ETUX ALLISON B
NEWSOME HEBER H JR ETAL TRUST

FullMailin

C/O WILLIAM & JENNY PURVIS 2334 41ST ST WILMINGTON, NC 28403
606 ANN ST BEAUFORT, NC 28516
124 QUEEN ST BEAUFORT, NC 28516
122 QUEEN ST BEAUFORT, NC 28516
6411 ROSELAWN RD RICHMOND, VA 23226

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: Eddie Cameron

Applicant Address: P O Box 1647, Morehead City, NC

Business Phone: 252-247-5087 Email/Cell: 252-659-2148

Property Owner Name: Jack McNairy

Address of Property: 122 Queen St, Beaufort

Phone Number: 252-521-1681 Email/Cell: _____

PROJECT INFORMATION

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

Estimated Cost of Project: \$ 5000.00

Year House Built: N/A

Eddie Cameron
Applicant Signature

12/5/25
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. 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: _____

47 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.

Jack and Allie McNairy

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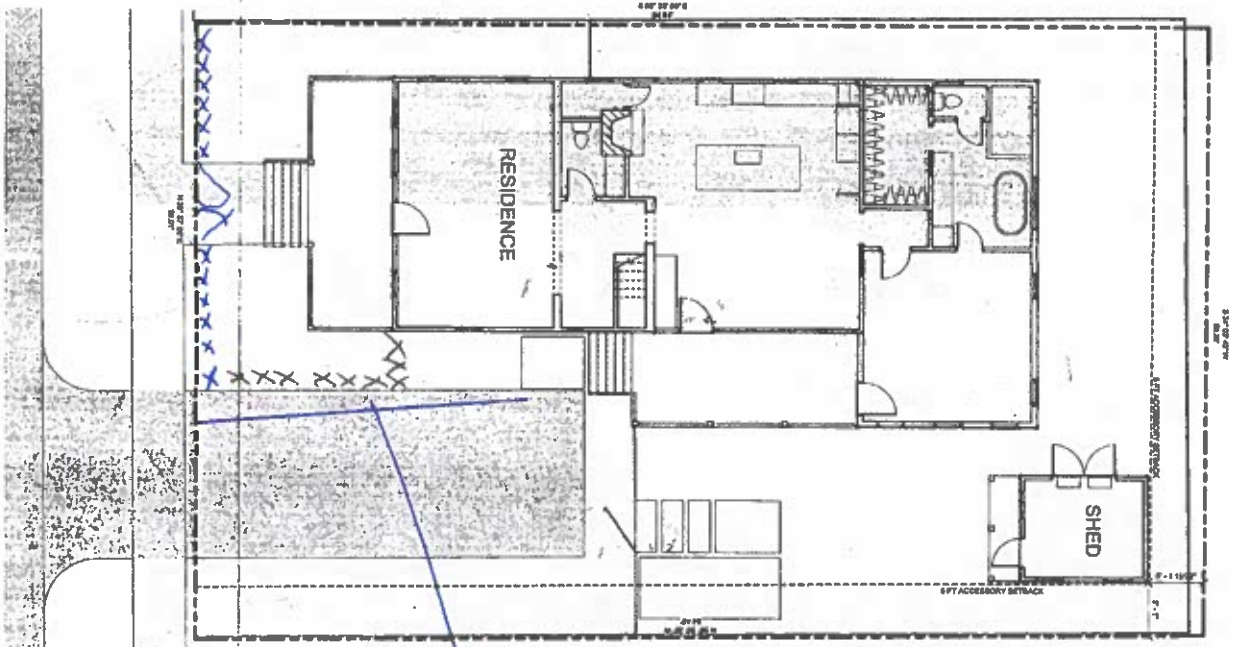
!22 Queen Street

Project description:

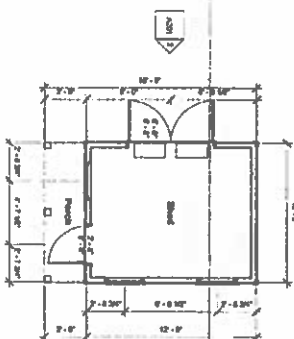
Four feet high fence made with square wood 2 x2 pickets, White in color, At varying heights not yo exceed 4 feet high. Fence to be across the street side of house and down the driveway 20 feet. Photo attached from 801 Ann Street.

122 Queen Street

2 | Site Plan
Scale: 1/8" = 1'-0"



1 | 1st Floor Plan
Scale: 1/8" = 1'-0"



Add to Driveway to square

Floor Plans	
Project Number	22-0415
Date	03/07/2023
Sheet	A101
Scale	As Indicated

Proposed Shed
122 Queen Street
Beaufort, North Carolina

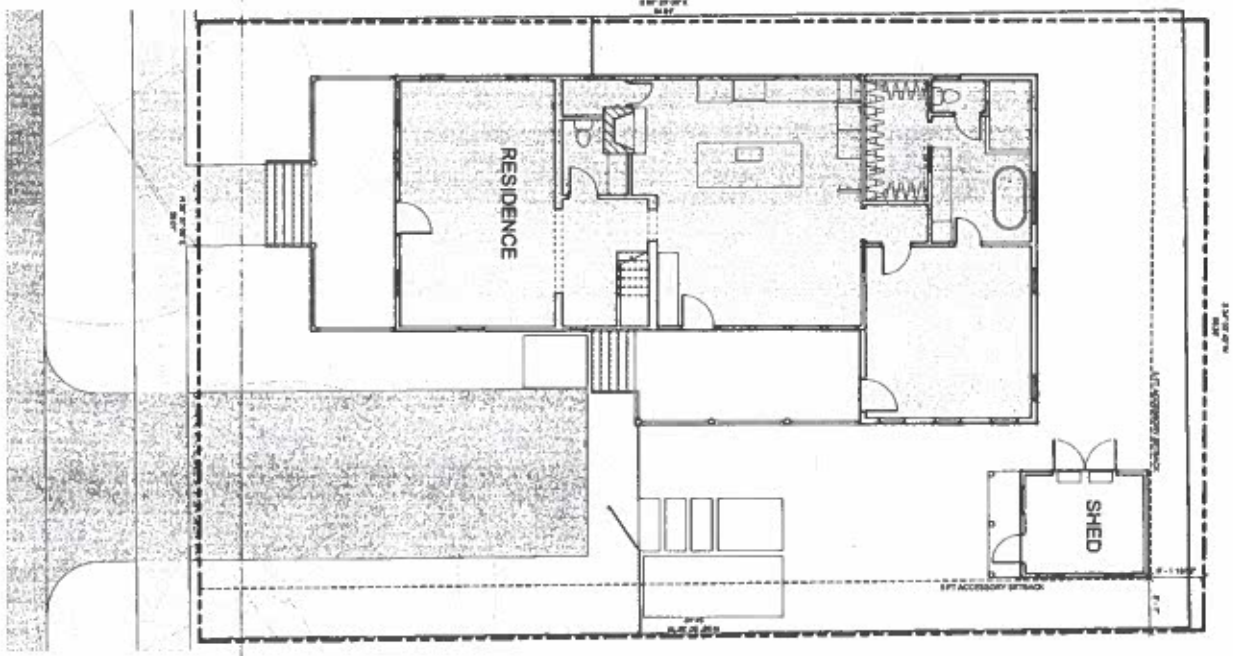
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 Beaufort, NC 28520
 Phone: 252.738.1111
 Email: info@filterdesignstudio.com
 Website: www.filterdesignstudio.com

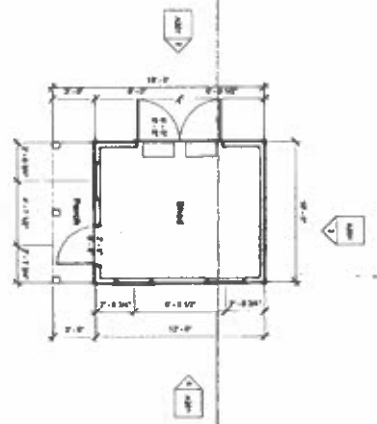


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 DESIGN STUDIO

2. Site Plan



1. 1st Floor Plan



Floor Plans	
Project Number	23-041
Date	01/07/2024
Sheet	A101
Scale	As Shown

Proposed Shed
 122 Queen Street
 Beaufort, North Carolina

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 Beaufort, North Carolina 28520-1111
 Phone: 252-738-1111
 Fax: 252-738-1112
 Email: info@filterdesignstudio.com
 Website: www.filterdesignstudio.com



filter
 DESIGN STUDIO



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.

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<u>OWNER</u>	<u>AIL HOL</u>	<u>MAIL ST</u>	<u>MAIL CITY</u>	<u>IL ST</u>	<u>MAIL ZIP</u>
GECI,JACKIE B ETVIR HERMAN SR	512	ANN STREET	BEAUFORT	NC	28516
HAWKES,ELIZABETH K	121	QUEEN ST	BEAUFORT	NC	28516
MATTHEWS,ANN W ETVIR DEXTER R	2701	GLENWOOD GARDNS 106	RALEIGH	NC	27608
MCHUGH,KEVIN J ETUX MARGO E	124	QUEEN ST	BEAUFORT	NC	28516
MCNAIRY,JOHN H ETUX ALLISON B	1300	GREENBRIAR ROAD	KINSTON	NC	28501
NEWSOME,HEBER H JR ETAL TRUST	6411	ROSELAWN RD	RICHMOND	VA	23226



Town of Beaufort, NC

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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, January 6, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 26 - 03 131 Turner St - Signage, Paint, Windows & Glass Storefront

BRIEF SUMMARY:
The applicant wishes to install a new 5.5 Sq. Ft. (36" X 22") Hanging Sign and Change Exterior Color of Building.

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
10 Minutes

SUBMITTED BY:
Kyle Garner

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: December 22, 2025
Case No. Case # 26 - 03 131 Turner St - Signage, Paint, Windows & Glass Storefront

Request: Install a new 5.5 Sq. Ft. (36” X 22”) Hanging Sign and Change Exterior Color of Building

Applicant: Owens Construction, Inc
 828 West Beaufort Road
 Beaufort, NC

Property Information:

Owners: Watermark Book LLC
Location: 131 Turner Street
PIN#: 730617103424000

Project Information:

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 131 Turner Street, circa 1960. **Commercial Building.** 1-Story, cinder block building with a flat roof, and recessed entrance flanked by large transomed plate glass picture windows.

- There are no records of a COA for this location.
- The replacement of the windows and trim color staff considers as like-for-like since they are the same in size and color .

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.

Paint and Exterior Colors Guidelines

6.7.2. Determine the building’s style and period and consult with the HPC or reference sources for the most appropriate paint colors. Use paint colors that are appropriate for the style and period of the subject property and that accentuate the building’s architectural features.

6.7.4. Old paint should not be removed by sandblasting or other abrasive or destructive methods. The removal of all paint layers down to the bare wood in preparation for repainting is not recommended.

Brickwork and Masonry Guidelines

6.3.9. Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for best durability.

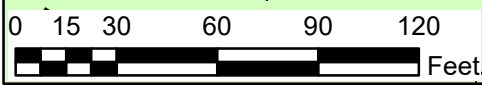
Signage Guidelines:

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.

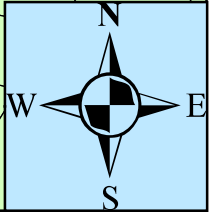
8.6.2. Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Beaufort Zoning Ordinance may be inappropriate in the context of the building or site under review.

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.

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



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OWNER

BEAUFORT HISTORICAL ASSOCIATION INC
BEAUFORT INVESTMENTS LLP
FIRST RUNG PROPERTIES LLC
OLD CAUSEWAY THOROUGHFARE LLC
STATE OF NORTH CAROLINA

MAILING ADDRESS

150 TURNER ST BEAUFORT, NC 28516
608 ANN ST BEAUFORT, NC 28516
304 ORANGE STREET BEAUFORT, NC 28516
4737F ARENDELL STREET MOREHEAD CITY, NC 28557
1321 MAIL SERVICE CTR RALEIGH, NC 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 **\$50.00 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: john@occ-usa.com/252-622-1475

Property Owner Name: Watermark Book LLC.

Address of Property: 131 Turner St, Beaufort, NC 28516

Phone Number: 973-768-7060 Email/Cell: _____

PROJECT INFORMATION

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

Estimated Cost of Project: \$ 242,000

Year House Built: 1920

John Engelhard
Applicant Signature

16 December 2025
Date

Katherine Hollinshed
Property Owner Signature (if different than above)

16 December 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. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____
Date: _____

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 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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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.

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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Chapter 1. Introduction

Purpose of Design Guidelines

As one of the older towns in North Carolina, Beaufort holds a special place in both state and national history. Its historic core has been placed on the National Register of Historic Places, the nation’s listing of buildings, structures, and districts considered historically and architecturally significant. The National Register nomination written in 1974 for the Beaufort Historic District states:

“The small town (Beaufort) extending back from the water in a traditional compact grid is remarkable for its undisturbed atmosphere, plan, and scale, and for its consistent and distinctive architectural fabric . . . The town is a unique and important part of the history and architectural character of America’s eastern seaboard.”

Beaufort, and particularly the residents and business owners within its historic district, derive numerous benefits from historic district designation. These include the maintenance of an attractive and aesthetically pleasing built environment, an economically vibrant and attractive commercial district, retention of residential property values, protection against harmful and inappropriate land uses, and preservation of an established sense of community, basic to the health of any society. Residents also enjoy exceptional vistas of townscapes, seascapes, and the Beaufort waterfront that in many places have changed little over several centuries.

To protect the irreplaceable architectural character of the Beaufort Historic District, the Town of Beaufort, with the support of its citizens, has enacted a historic preservation ordinance, created a Historic Preservation Commission (HPC) to oversee changes and alterations within the historic district, and funded the writing and publication of historic design guidelines. These guidelines, revised in 2008, are used by the HPC, Town officials/staff, property owners, design professionals, contractors, builders, developers, business owners, and real estate agents in Beaufort.

These design guidelines for the Beaufort Historic District and Landmarks were developed to provide general recommendations and to outline procedures to guide the property owner, as well as the HPC, in the ongoing goal of historic preservation in Beaufort. The intent is to *guide* design decisions within the historic district. In addition, it is the intention of these guidelines, with the full support of the HPC, to promote excellence of design in both new construction and in the preservation and rehabilitation of existing historic buildings.

How to Use the Design Guidelines

Users of these guidelines are encouraged to read them in their entirety. They can also reference selected sections in order to answer specific questions about the Beaufort Historic District and its administration; the repair, alteration, and rehabilitation of Beaufort's historic architecture; and new construction within the historic district.

- **Chapter 2** familiarizes readers with the physical boundaries of Beaufort's two historic districts, one nationally and the other locally designated.
- **Chapter 3** provides a useful overview of Beaufort's architectural history and an illustrated summary of its prevalent historic architectural styles.
- **Chapter 4** defines the responsibilities of the Beaufort Historic Preservation Commission (HPC), outlines the process of applying for a Certificate of Appropriateness (COA), and provides a flow-chart and check-list to guide property owners in this process.
- **Chapter 5** discusses the importance of historic vistas in Beaufort.
- **Chapter 6** provides guidelines for proposed changes to individual landmarks and buildings in the Beaufort Historic District.
- **Chapter 7** provides guidance for new construction and its integration within the Beaufort Historic District.
- **Chapter 8** discusses the setting of the historic district and individual landmarks and their preservation.
- **Chapters 9 and 10** discuss the topics of demolition and relocation within the Beaufort Historic District.
- The **Glossary** contains definitions of commonly used architectural terms.

Historic Storefront

Characteristics

The primary feature of most downtown commercial buildings is the storefront, with its large plate-glass display windows and entrance door. In Beaufort, most examples usually feature central entrance doors, often recessed, flanked by large display windows—all contained within a brick façade of one or two stories. Most storefront windows rest on low walls or bulkheads of brick or wood, sometimes faced with marble or tile. The large transom above most display windows provided natural daylight for the store interiors—an important feature in the very early days of electric lighting. Often there is a recessed panel in the brickwork above the transom that provides an ideal location for a sign. Many of the town’s historic storefronts have been remodeled during the mid-20th century to give the buildings a “modern” appearance, often achieved by replacing the wood framing around the display windows with aluminum and the closure of the glass transoms to create large sign panels.

The upper stories of some of the commercial buildings usually consist of brick with some decorative detailing and double-hung sash windows of wood often topped by ornamental brickwork elements. The brick façades of most of the one-and two-story commercial buildings are topped by simple cornice treatments, often of corbelled brickwork, with a low parapet wall that conceals the low-pitched metal or built-up roof behind.

Before You Begin Rehabilitation

Historical research serves a vital purpose during the planning stages of a storefront rehabilitation. Historic photographs, including postcards, aerial views, and advertisements provide valuable information on the historic appearance of a building’s façade, its paint colors, and its evolution over time. It is not necessary to return a building to its original appearance. The Secretary of the Interior’s *Standards* stress the importance of recognizing that changes to a building’s character over time may have acquired historic significance in their own right.

The next step involves identifying and evaluating features of the storefront. This step includes identifying the building’s character-defining features. The owner, with the help of a builder or architect, should evaluate the building’s overall exterior condition, as well as the condition of its individual historic architectural components. Try to identify any additions and/or remodelings that have obscured or damaged original historic fabric; and evaluate the way in which the extant signage enhances or detracts from the buildings historic character.



With few exceptions, commercial buildings along Front Street are one-and two-story masonry structures with brick façades, recessed entries, and large display windows.



Along some side streets, frame commercial and residential buildings have been rehabilitated for use as restaurants and gift shops, while still retaining much of their original appearance.

Historic Storefront Guidelines

- 6.9.1. Retain and preserve historic commercial storefronts and building façades, including display windows, entrance configurations, doors, transoms, bulkheads, windows, cornices, parapets, and brickwork.
- 6.9.2. Replace historic storefront features only when original elements are too deteriorated to repair. Replacement materials should match the originals in design, dimension, texture and color. Identical replacement materials are preferred but substitute materials may be approved on a case-by-case basis.
- 6.9.3. To reconstruct missing or altered storefront features, design new façade details to be compatible with the subject building and the surrounding historic buildings of the same period and style. Consider returning altered facades to original window sizes and configuration. Materials used must conform to the above guidelines (2) for replacement storefront features. Base the rehabilitation on sound historical evidence. Avoid historically false “colonial” features such as carriage lamps, eagles, bay windows, broken-arched pediments and other popular artifices.
- 6.9.4. Preserve and rehabilitate rear facades where possible, particularly where access is provided from rear parking areas. Eliminate or consolidate utility lines, pipes, meters, mechanical units, etc. to improve the appearance of rear facades. Locate trash cans and dumpsters away from public rear access doors and screen them from public view.
- 6.9.5. The preferred material for awnings is fabric although wood or metal awnings may be allowed on a case-by-case basis if there is a clear historic precedent. New awnings should be compatible with the building in size, scale, form and color.
- 6.9.6. Retain original roof forms and features. Do not add additional stories, penthouse, roof decks, skylights, mechanical equipment or any other features that can be seen from the sidewalk, right-of-way or any public rear access walkway. Exceptions may be made on a case-by-case basis if there is a clear historic precedent.
- 6.9.7. Always try to repair or replace on a limited basis, rather than embark on whole-sale replacement. Do not introduce a new design that is incompatible in size, scale, material, and/or color with its surrounds.

Exterior Lighting

Characteristics

Many different types of lighting have existed in Beaufort over the years. The first public lighting was by gas lamps. By the early 1900s, electrical pole lights had made their appearance on Beaufort's streets and public places. Today, a variety of lighting types and styles are seen along the town's streets, along the waterfront, surrounding parking lots and other open spaces, in private yards and on front porches.

The residential and commercial character of Beaufort's historic district can be enhanced by appropriate exterior lighting. Besides providing visibility and security, lighting fixtures should be compatible with a building or site in terms of design, material, size, scale, color, illumination level, and location. In general fixtures should be simple and unobtrusive in design, blending with the building or landscape. Lighting sources that generate a soft, white light and reinforce the character of a building or site are preferred to more intense yellow or orange lighting levels that "wash out" or overly emphasize the building. All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties.

All proposals for exterior lighting, including spotlights mounted on buildings, pole lights, motion-sensitive lights, porch lights, and public streetlights require a Certificate of Appropriateness. In addition to providing a drawing or photograph of the proposed fixture and a detailed description of materials and color, applicants should submit a plot plan indicating the proposed location of the fixture(s). For pole-mounted lights, the height of the pole should be included in the submission. Bulb wattage and direction of illumination should also be indicated.

Exterior Lighting Guidelines

- 8.4.1. Unless original fixtures already exist, choose fixtures that are simple and unobtrusive and complement the building or site.
- 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.
- 8.4.3. Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.
- 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.
- 8.4.5. All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties.

Signage

Both the residential and commercial areas of the Beaufort Historic District include public and private signs as part of the landscape. Signs help to identify businesses and historic and cultural attractions, convey important information on area goods and services, and provide direction and orientation to the traveler. Treated with sensitivity, signs can effectively communicate information as well as enhance the image of a given area. Left unabated, signs can introduce visual clutter to the landscape, particularly along the primarily commercial waterfront area.

In reviewing requests for a new sign, the Beaufort Historic Preservation Commission evaluates the material, location, size, style, color, graphics, support structure, and height of the proposed sign. As a general rule, new signage should be made of materials such as wood, metal, or stone. The sign should be placed so not to visually compete with the building or streetscape or damage or obscure character-defining architectural features of the building. For commercial buildings with a traditional storefront treatment, place signs in the designated signboard frieze above the display windows. Importantly, the size of the sign should not visually overwhelm the building and its architectural details. For this reason, the HPC may require that a sign be smaller in size than the Beaufort Zoning Ordinance may allow.

New signage should be unobtrusive. Simple geometrical shapes are preferred to highly complex designs that draw attention to the sign rather than the architecture. Colors should harmonize with the color scheme of the building and the surrounding signs in the streetscape. Pastels and muted colors are recommended over primary colors. Graphics should be simple and legible. For easy reading, the lettering of the sign should contrast with the background of the sign. Free-standing signs should be no larger than necessary and should be mounted fairly low to the ground to avoid obstructing pedestrian view.

Public traffic, directional, and informational signs are also under the purview of the commission. Due to their standardized design and fabrication, it is critical that they be sensitively incorporated into the streetscape. These signs should be consolidated and placed on uniform poles to reduce visual clutter. Standard locations for such signage should also be designed to mitigate impact.

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.
- 8.6.6. Use of internally illuminated or flashing signs (including illumination of vending machines) is prohibited. Use ground-mounted spotlights concealed by landscaping or wall-mounted lights to light signs at night.
- 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 supports should be simple and unobtrusive in design.
- 8.6.8. Consolidate public signage on uniform poles to reduce visual clutter.
- 8.6.9. The use of a sandwich board, back-to-back sign or V-board is allowed in the historic district on a limited basis and must not contribute to visual clutter of the streetscape nor impede the flow of pedestrian traffic. No more than one (1) sandwich board, back-to-back sign or V-board per business is allowed. Signs of either type must be considered as a portion of the overall allowable square footage for each individual building. The signs must conform to the basic guidelines for signage including color, material, style, graphics and placement. Sandwich boards, back-to-back boards or V-boards may not exceed twelve (12) square feet on either side, for a total of twenty-four (24) square feet for the whole sign. The sign may not exceed four (4) feet in height. Signs of this type must be removed from outside the location at the close of the business day. The use of plastic for sandwich boards, back-to-back signs or V-boards is not allowed.

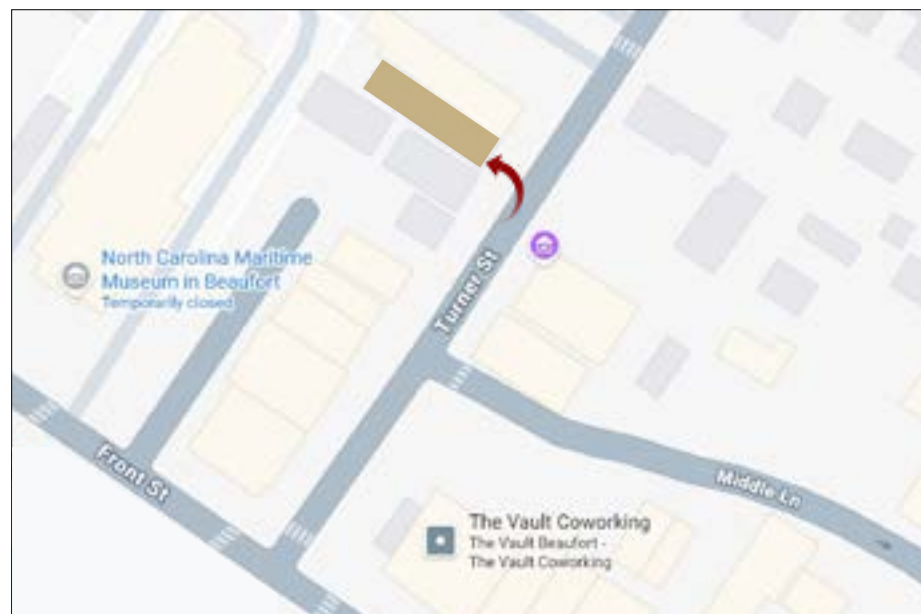
LOCATION AND NEIGHBORS

Centrally located on Turner Street in downtown Beaufort, situated right next to Turner Street Market and directly across from the Historic Center. Below is a list of three adjacent property owners and their mailing addresses:

OLD CAUSEWAY THOROUGHFARE LLC
Physical Address: 129 TURNER ST, BEAUFORT, NC 28516
Mailing Address: 4737-F ARENDELL STREET, MOREHEAD CITY, NC 28516

FRED MCCUNE
Physical Address: 133A & 133B TURNER ST, BEAUFORT, NC 28516
Mailing Address: 608 ANN ST, BEAUFORT, NC, 28516

BEAUFORT HISTORICAL ASSOCIATION INC.
Physical Address: 130 TURNER STREET BEAUFORT, NC 28516
Mailing Address: 150 TURNER ST, BEAUFORT, NC, 28516



EXTERIOR

All existing exterior elements will remain in place, including the centrally mounted post for signage. A new oval wooden sign featuring the Watermark logo will hang from the existing post. The front CMU façade will receive a fresh coat of paint. The deteriorated window trim will be replaced with new wood matching the existing profile and finished in white. The two large storefront glass panels will be replaced in the same style and configuration with the existing door to remain unchanged.

USING OLD POST FOR NEW SIGN. RUNNING ELECTRICAL IN POST TO ADD A SMALL LIGHT TO ILLUMINATE SIGN IN EVENINGS



[CLICK HERE FOR PAINTSPEC](#)

NEW OVAL WOODEN SIGN WITH LOGO IN WHITE
COLOR : SW9056 FRENCH MOIRE



PAINT IN STREET CONTEXT

[CLICK HERE FOR SPEC](#)

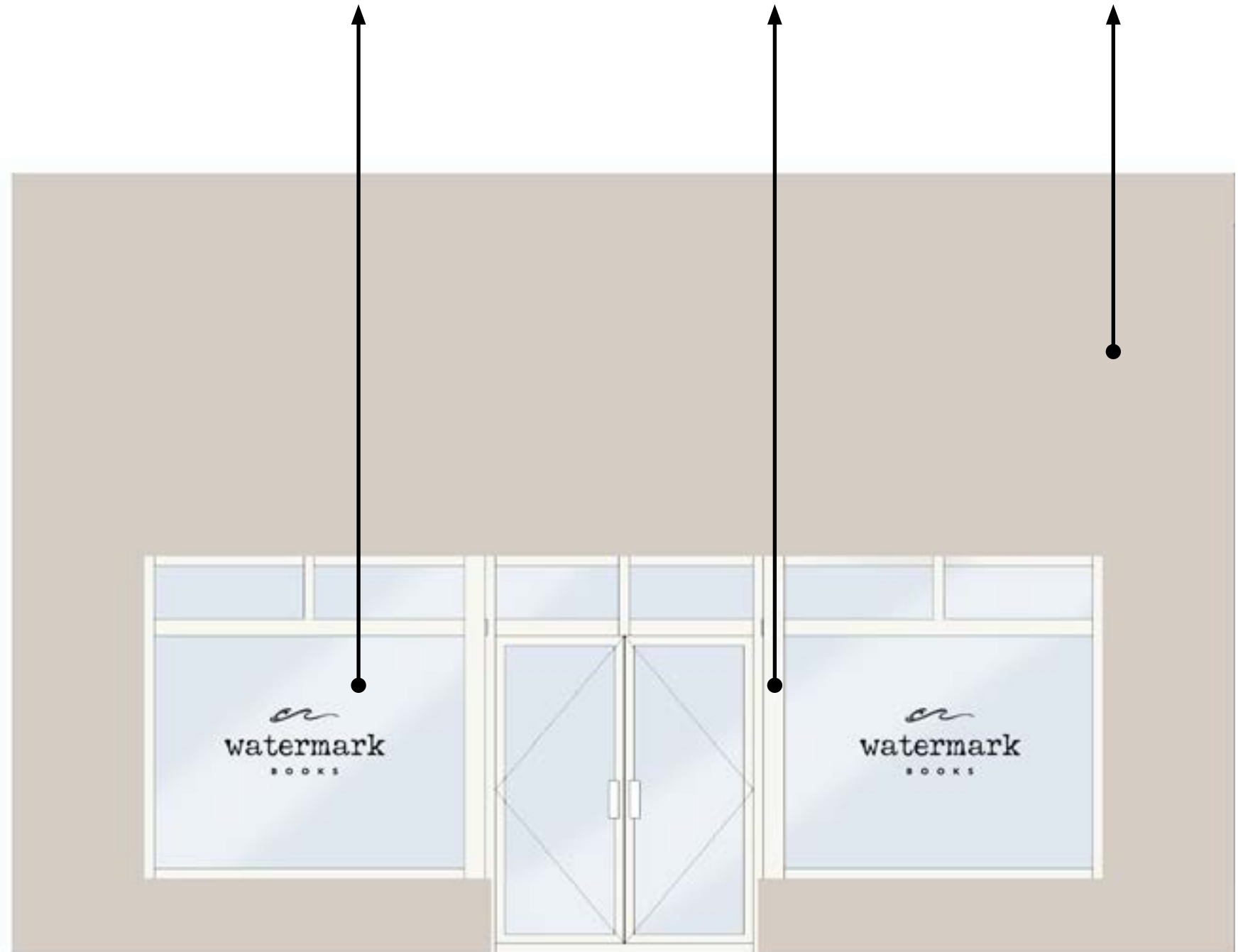
KAWNEER TRIFAB 451T, THERMAL, 2 X 4-1/2, CENTER GLAZED STOREFRONT WINDOWS

[CLICK HERE FOR SPEC](#)

NEW WOOD TRIM TO MATCH EXISTING PAINTED IN: SW7757 HIGH REFLECTIVE WHITE

[CLICK HERE FOR SPEC](#)

EXISTING CMU BLOCK PAINTED IN: SW 6071 POPULAR GRAY



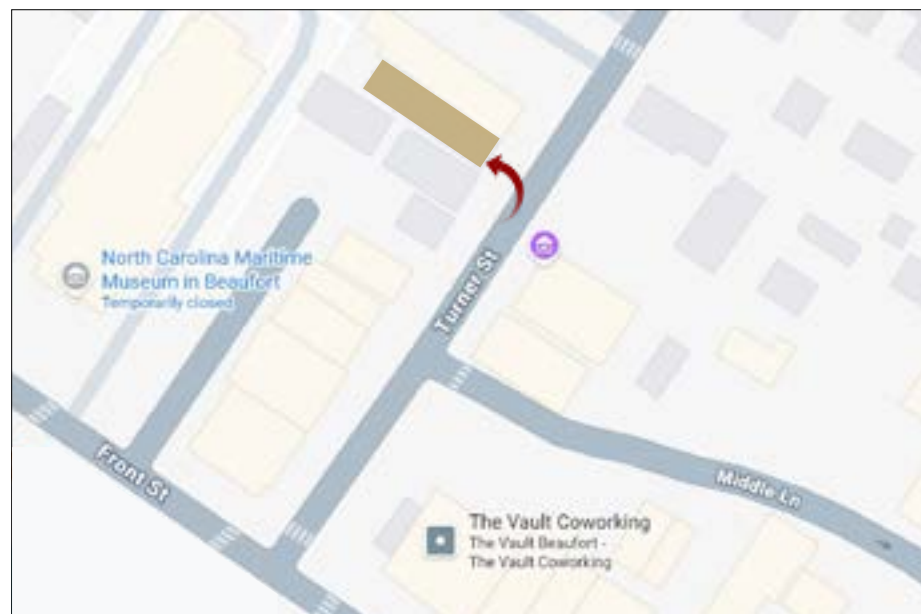
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USING OLD POST FOR NEW SIGN. RUNNING ELECTRICAL ON POST TO ADD [A LOW PROFILE STRIP LIGHT \(CLICK HERE\)](#) TO ILLUMINATE SIGN



[CLICK HERE FOR PAINTSPEC](#)
NEW OVAL WOODEN SIGN WITH LOGO IN WHITE
COLOR : SW9056 FRENCH MOIRE



PAINT IN STREET CONTEXT

[CLICK HERE FOR SPEC](#)

KAWNEER TRIFAB 451T, THERMAL, 2 X 4-1/2, CENTER GLAZED STOREFRONT WINDOWS

[CLICK HERE FOR SPEC](#)

NEW WOOD TRIM TO MATCH EXISTING
PAINTED IN: SW7757 HIGH REFLECTIVE WHITE

[CLICK HERE FOR SPEC](#)

EXISTING CMU BLOCK
PAINTED IN: SW 6071 POPULAR GRAY

