



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, May 05, 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Election of Officers

Minutes Approval

- [1.](#) HPC Draft Minutes 040726

Administration of Oaths

Items of Consent

- [1.](#) Approval of the Order for 101 Ann Street, 201 Ann Street, 600-610 Front Street, 315 Ann Street, 105 Front Street & 114 Ann Street – Certificate of Appropriateness

New Business

- [1.](#) Case # 26-16 608 Ann St- Porch Railing & Fencing
- [2.](#) Case # 26-10 316 Moore Street – Construct New Single-Family Home
- [3.](#) Case # 26-18 525 Front Street - 3 Story Mixed Use Building
- [4.](#) Case # 26-17 611 Front St- Demo - Rear Building

Commission / Board Comments

Staff Comments

Adjourn



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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, April 7th 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the April 7th, 2026 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

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

Members Absent: 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

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Minutes Approval

1. HPC Draft Minutes 030326

Chair McCune noted that the draft minutes from the March 3rd meeting contained two small typos that had been corrected.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Election of Officers

Town Attorney Quattlebaum opened the floor for nominations for Chair.

Member Cummins nominated Joyce McCune for Chair and Member Sabiston made the second. There were no further nominations. Member Cummins made the motion to close nominations for Chair and Vice-Chair Hedrick made the second.

Ms. Quattlebaum took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune opened the floor for nominations for Vice-Chair.

Chair McCune nominated Bradley Hedrick for Vice-Chair and Member Davis made the second. There were no further nominations. Member Cummins made the motion to close nominations for Vice-Chair and Member Davis made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune declared the election of officers closed.

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.

Secretary Anderson then administered the Oath to Kyle Garner and Brad Fockler.

Items of Consent

- 1. Approval of the Order for 618 Ann Street, 907 Ann Street, 117 Ann Street, 105 Front Street & 114 Ann Street – Certificate of Appropriateness

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

New Business

1. Case # 26-09 315 Ann St – Fence, Driveway & Rear Porch

Chair McCune opened the case and asked if any commission members needed to recuse themselves. Member Davis recused himself, stating that the applicant was a previous client.

Mr. Garner provided a summary of the case, submitting the staff report and exhibits as part of the record. He explained the request was to erect a fence and gate section on the west side of the house, replace a damaged door, replace missing glass, remove plywood from the garage window, install handrails on front and side porches to match existing handrails, remove the existing driveway and sidewalk and install new ones, and create a larger rear deck by removing an exterior basement roof, and installing a deck on the foundation.

Mr. Garner noted that while the house currently doesn't have front handrails, it was built around the same time as the neighboring house at 313 Ann Street, suggesting there may have been rails there originally, though no photographic evidence exists to prove this.

Vice-Chair Hedrick questioned the application details, noting he couldn't find information about the rails in the application and asking if the rail was strictly decorative since the house doesn't require one due to the porch height. Mr. Garner indicated the applicant would need to speak to that specifically.

Secretary Anderson administered the Oath to David Durham, applicant and homeowner.

Chair McCune mentioned she had researched the history of the house, confirming that the houses at 313 and 315 Ann Street were built by the same person at the same time, with the developer splitting the lot and building both houses.

Mr. Durham explained the basement roof situation, describing it as an addition from the 1950s or 60s based on the brick style that appeared to house a furnace. He planned to remove the roof and deck over the foundation, which seemed to be at the same elevation as the existing back stoop, making it continuous with the existing back deck.

Regarding the front porch rail, Mr. Durham confirmed his intent to duplicate what exists on his back porch or match 313 Ann Street, noting they were extremely similar in style, shape, size, and height. He explained that the front porch height was technically just below the minimum requiring rails, so it served both safety and aesthetic purposes.

Vice-Chair Hedrick asked about the rail composition, and Mr. Durham confirmed it would be wood. Member Cummins requested clarification that the railing would match the existing back porch specifications already shown in the packet, which Mr. Durham agreed to.

Chair McCune asked about the driveway material, and Mr. Durham confirmed it would be concrete with brick borders. Member Cummins requested that the driveway specifications be clearly spelled out since the image wasn't in the packet. Mr. Durham confirmed the brick would border the edges and expansion joints.

Chair McCune asked if there were any parties with standing who wished to comment, and if there were any other witnesses who wanted to comment. There were none.

Chair McCune asked for a motion for a Finding of Fact for Case #26-09. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-09, 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: Window and Door Guidelines 6.4.1, 6.4.3; Decks on Historic Buildings Guidelines 7.9.1, 7.9.2; Fences and Walls Guidelines 8.2.2, 8.2.3, 8.2.7; Off-Street Parking

Guidelines 8.5.7.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-09.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-09 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune thanked the applicant for bringing the matter before them and explained that once the Historic Commission adopts the minutes and Findings of Fact at the May meeting, they would receive their COA from the town. The case was then closed.

Vice-Chair Hedrick made a motion to reinstate Member Davis to the meeting. Chair McCune made the second and took a vote that was approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Jessica Sabiston

2. Case #26-11 201 Ann St – Driveway, Addition, Fence & Porch

Chair McCune introduced Case #26-11 and confirmed no commission members needed to recuse themselves. Mr. Garner provided a summary, requesting inclusion of the staff report and exhibits in the official record.

Mr. Garner explained that homeowner Eric Lindstrom had first secured a special use permit from the Board of Commissioners (BOC) for an accessory dwelling unit behind the existing house at 201 Ann Street, which was required before submitting the COA application. The request included detailed plans for the Accessory Dwelling Unit (ADU) location in the rear yard, landscaping, and creation of off-street parking where none currently existed.

Mr. Garner clarified that because the structure is less than 16 feet in height, it is allowed to be within 5 feet of side and rear property lines, addressing concerns about proximity to property boundaries.

Vice-Chair Hedrick asked about the treatment of the project, questioning whether it was considered new construction despite being an existing building with changed use. Mr. Garner explained that due to the change from a shed to habitable space and the addition work, it was treated as new construction under the guidelines.

Member Cummins asked about the requirement to go before the BOC for ADU approval. Mr. Garner explained this was necessary for all properties wanting ADU's, particularly for public safety reasons. He noted that Mr. Lindstrom had met with the fire department to ensure apparatus and personnel could access the structure in emergencies.

Secretary Anderson administered the Oath to applicant and homeowner Eric Lindstrom.

Mr. Lindstrom highlighted that one issue was the brick driveway running to the street, which would be decided by the HPC. He noted the property's unique situation of not having a sidewalk and probably never getting one, similar to other properties in town that have been allowed to run brick driveways to the street. He expressed willingness to execute legal documents with the town to guarantee replacement if anything happened to the driveway in the public right-of-way.

Mr. Lindstrom explained the structure's provenance from 1985, built by John Costlow using salvaged historic materials from other Beaufort properties, including historic windows. He emphasized staying within the 16-foot height limit and designing all additions as additive massing that looked like additions added over time. All materials would be like-wood materials including wood windows, siding, and door casings.

He detailed three different types of bricks for the project: rumbled palmetto for driveway material, handmade Carolina brick for walls and foundation to match the house foundation, and another brick to tie into existing backyard walkways.

Member Cummins confirmed the use of wood windows and doors, and functional louvered shutters. Mr. Lindstrom confirmed the galvanized metal low slope roof would only be on porch shed roofs.

Member Cummins questioned whether standing seam would be better than the proposed 5V screw-down metal roofing. Mr. Lindstrom indicated willingness to go with whatever the commission preferred, noting that 5V had been used more commonly for historic buildings. Member Cummins felt standing seam would match the caliber of the structure better. Commissioners discussed that while the metal roof wouldn't be visible from public rights-of-way, standing seam would be more appropriate for new construction than screw-down 5V.

Chair McCune asked if there were any parties with standing who wished to comment, and if there were any other witnesses who wanted to comment. There were none.

Chair McCune asked for a motion for a Finding of Fact for Case #26-11. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-11, 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: Building Placement 7.1.1, 7.1.2, 7.1.3, 7.1.4; Building Height/Scale 7.2.1, 7.2.2, 7.2.3, 7.2.4; Materials 7.3.1, 7.3.3; Details 7.4.1, 7.4.2; Texture and Color 7.5.1; Form and Rhythm 7.6.1, 7.6.2, 7.6.3; Landscaping 7.7.1; Fences and Walls Guidelines 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.2.5, 8.2.6, 8.2.7; Outside Utilities Guidelines 8.3.1, 8.3.2, 8.3.3, 8.3.6; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3; Off-Street Parking Guidelines 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.5, 8.5.6, 8.5.7; Roofing Guidelines 6.1.2, 6.1.3.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-11.

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 #26-11 be issued for the proposed work, with the condition that the metal roof be standing seam.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then declared Case #26-11 closed and notified the applicant that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

3. Case #26-12 101 Ann Street – Three Townhome Units – Metal Railing & Fencing

Chair McCune opened the case with no recusals needed. Mr. Garner explained this was a revision to a previously approved certificate of appropriateness. The original request was for the same dimensions and design but with wood material. After construction began, the developer wanted to use lighter weight aluminum material, but after learning aluminum wasn't preferred in the guidelines, they switched to a steel frame that was quite heavy and substantial.

Mr. Garner showed a material sample, explaining it was an exact replica of the approved design, just in a different material. He noted this was new construction requiring commission approval.

Member Davis asked about code conflicts with height, which Mr. Garner said he wasn't aware of, noting the applicants were registered architects who could speak to that issue.

Member Cummins asked if the railing was for both street and water sides, which Mr. Garner confirmed.

Secretary Anderson administered the Oath to Jay Horton, Filter Design Studio, representing the homeowners.

Mr. Horton confirmed the steel was galvanized and powder coated, emphasizing it was substantial. The owners chose this route for safety reasons and longevity, particularly with grandchildren around. The height remained at the original 42 inches from the drawings, with no code issues since the 36–42-inch range was acceptable.

Chair McCune confirmed this application was for railing only, not fencing, despite one reference to fencing in the materials.

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

Chair McCune asked for a motion for a Finding of Fact for Case #26-12. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-12, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Materials 7.3.3; Details 7.4.1; Texture and Color 7.5.1; Form and Rhythm 7.6.1; Paint and Exterior Colors Guidelines 6.7.2.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-12.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-12 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then declared Case #26-12 closed and notified the applicant that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

4. Case #26-13 105 Front Street – New Construction

Chair McCune called the case with no recusals needed. Mr. Garner requested the staff report and all exhibits be submitted as part of the official record. He provided a summary, noting this was "probably one of the most significant COAs that this Board has had come before them in the 18 years that I've been here." This concerned the Duncan House property that caught fire on December 15th, 2025.

Mr. Garner emphasized this was an application for a new structure, not a renovation, explaining that because the structure was damaged more than 50 percent, it must meet all regulatory flood requirements. He noted the Duncan House had carried the historic statewide significance designation, but the new structure would not carry that designation, and the landmark status would be addressed at another meeting with legal counsel.

The staff had verified that the proposed front setback met guidelines and zoning requirements. Mr. Garner noted very little had changed from the original foundation or footprint, with some changes including garage elevation, different parking materials, and modifications on the rear of the structure.

He emphasized this was a new structure, not a replica, noting the guidelines point this out, which is why date bricks are required so people don't think structures are older than they are.

Member Cummins asked about maximum building height in the area and how raising the property affected that. Mr. Garner explained they measure from the average grade around the structure to the peak, with a maximum of 35 feet. He clarified that while plans showed 42 feet, that wasn't from ground elevation, and the structure wasn't actually 42 feet high.

Member Cummins asked about measuring from pre-existing grade versus after retaining wall installation. Mr. Garner confirmed they measure from the average grade after retaining wall installation to the peak.

Secretary Anderson administered the Oath to Ryan Edwards, Filter Design Studio, representing the homeowners. Mr. Horton of Filter Design Studio had already been sworn in during a previous agenda item.

Mr. Horton addressed the house's height question, explaining they start at about 4 feet at the street, go to 4.25 feet at back of curb, 6.25 feet at top of wall (taking advantage of maximum 2-foot wall height), then slope up to 7 feet around the house. The grade starts at 7 feet to get to 42 feet, achieving the maximum 35-foot building height to the ridge peak at 34 feet 11 inches.

Mr. Edwards noted the significant investment in the original foundation, explaining there were over 100 helical piers under the structure that they planned to reuse as much as possible. The majority of the exterior perimeter was based on the original foundation, with only a small bump-out on the north side.

Mr. Horton explained the stair changes, noting they originally had five risers when the house was on the ground. After raising it and putting the finished floor at about eight feet, they were now going to twelve feet, taking advantage of the two-foot wall and having eight risers to the porch.

Vice-Chair Hedrick raised concerns about the date brick requirement and the philosophical issue of the building being a "dead ringer" for the famous Duncan House. He worried that the majority of people walking down the street would think it was the original Duncan House, creating confusion about what is old and new, which conflicts with Secretary of Interior Standards requiring clear differentiation between the two.

Mr. Horton acknowledged this was difficult since the Wootens loved the property and were good stewards who put their hearts into the renovation. He noted they did make changes: moving the house up so it doesn't look the same, changing chimney locations, adding a widow's walk, and modifying the rear entrance and garage height. While similar, it wasn't an exact replica.

Chair McCune appreciated that they were building something that looked like the old structure while making changes. She felt the public wanted their Duncan House back given the emotional blow of the fire, particularly for the Wootens who had loved and previously saved the house.

Member Sabiston valued Vice-Chair Hedrick's input but felt given the circumstances of the loss, Filter Design had done a fantastic job rendering what was there with changes, noting it was different and well done.

Member Cummins confirmed the use of smooth Hardie siding and wood windows. Regarding the front porch columns, Mr. Horton explained they would try to save any original columns.

Chair McCune confirmed continuation with wood shake roof, mahogany stained doors, and composite shutters (allowed on new construction). She noted the standing seam metal roof referenced for back porch areas.

Member Sabiston asked about the design choice to mix shingle and metal roofing. Mr. Horton explained he originally had all metal but felt keeping shingles on the main house (like the original) was more in character, even though mixing systems would cost more.

The board discussed whether they had sufficient detail for approval, questioning if all necessary specifications were included. There were references to matching "original" elements throughout the plans, raising questions about which original plans were being referenced.

Ms. Quattlebaum suggested either tabling for more specific details or making compliance with the earlier COA a condition, since the earlier application contained the specific details being referenced.

The discussion became complex regarding what "original" meant when referencing a building that no longer existed. Mr. Horton clarified they meant using the same materials from the previous renovation and were specifically calling out materials in the current application.

Member Cummins felt they could proceed with language linking references to "original" back to the previous COA application. After extensive discussion about defining "original" and ensuring proper documentation, the board decided to proceed with conditions.

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

Chair McCune asked for a motion for a Finding of Fact for Case #26-13. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-13, 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: Building Placement 7.1.1, 7.1.2, 7.1.3, 7.1.4; Building Height/Scale 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5; Materials 7.3.1, 7.3.2, 7.3.3; Details 7.4.1, 7.4.2; Texture and Color 7.5.1; Form and Rhythm 7.6.1, 7.6.2, 7.6.3; Landscaping 7.7.1; Off-Street Parking Guidelines 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.6, 8.5.7; Outside Utilities Guidelines 8.3.1, 8.3.6; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3; Landscaping Guidelines 8.1.2, 8.1.5, 8.1.7, 8.1.8, 8.1.12, 8.1.13.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-13.

Member Cummins made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-13 be issued for the proposed work with the conditions that the Hardie board siding be smooth and where original is referred to on the application the same or substantially similar type of material approved in the COA for the most recent renovation for the prior single family structure on the property is used.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then declared Case #26-13 closed and notified the applicants that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

5. Case # 26-14 114 Ann Street - West Side Entrance, Replace Windows & Tree Replacement

Chair McCune opened the case with no recusals needed. Mr. Garner provided a summary, requesting inclusion of the staff report and exhibits in the official record.

The application requested replacing wood windows with Andersen A Series, widening the west entrance, and removing and replacing an existing established live oak adjacent to Ann Street. Mr. Garner noted that during the approval process, the owner had already removed the existing live oak without approval, which violated the guidelines. The tree had been replaced, but the removal occurred prior to commission approval.

Secretary Anderson administered the Oath to Maggie Chalk from MK Chalk Architecture.

Ms. Chalk addressed the tree misunderstanding, explaining she had told the owner she would apply for tree replacement, but he thought that meant he could proceed with removal, which was an unfortunate miscommunication. She stated they had replaced it with a tree with a larger than required 6-inch diameter, about 16 feet high, and would contribute nicely to the Ann Street canopy when mature.

Chair McCune identified additional items in the application beyond what was initially mentioned, including a proposed lift change to accessible stairs in the back, relocation of the west side basement entrance, front entry stair reframing for accessibility, window replacement, and 6 inches of fill in the center of the backyard.

Member Cummins asked about the stair landing, noting what appeared to be a new block pad and the removal of a crepe myrtle. Ms. Chalk explained they hadn't specifically addressed individual landscaping elements and that the house had serious water problems requiring installation of a new sock pipe around the foundation. The brick pad would replace a concrete pad and sidewalk that had been removed because they were not in the correct location.

Vice-Chair Hedrick questioned replacing all windows throughout the entire structure, including those on the main facade that appeared to be very close to first period with wavy glass, asking why they couldn't be repaired instead of replaced. Ms. Chalk stated the frames were rotted.

Chair McCune confirmed the windows appeared to be old and made of wood, noting the guidelines call for wood-to-wood replacement when old windows cannot be repaired, not the proposed Andersen windows without wood exteriors.

Secretary Anderson administered the Oath to Victor Flow, homeowner of 114 Ann Street.

Mr. Flow testified that he did not want to spend a lot of money if he did not need to, and he stated that many of the windows and sashes were rotten on the upper part of the house but on the lower part some could be salvaged.

Member Cummins clarified that the A Series was Fibrex (wood core with Fibrex clad exterior) with impact resistant glass. Ms. Chalk asked if guidelines applied only to street-front windows or all windows, since those on the 1970s addition were not wood.

Chair McCune emphasized this was the historic Buckman House, included in Tony Wrenn's 1970s survey as historically and architecturally significant to Beaufort. Despite its current condition, it had significance in the historic district, requiring careful consideration of any updates. She noted that guidelines required wood-to-wood replacement on historic structures, just as they had approved for the earlier ADU agenda item.

Board discussion revealed various approaches, including potentially restoring wood windows on the front while using quality replacements elsewhere, since the addition didn't have original wood windows.

Chair McCune acknowledged they weren't being unreasonable, noting that other quality wood window manufacturers also make windows for historic properties.

Ms. Chalk confirmed they were happy to comply with wood-for-wood on the historic windows and asked for clarification whether that applied to all windows around the original block or just the street face.

Mr. Garner questioned the proposed front step's extension beyond the current footprint, noting this would extend a nonconforming structure without a variance which violated zoning standards. Ms. Chalk indicated they had since pulled the steps back to the corner of the house to stay within the same footprint.

Chair McCune then addressed the relocation of the west side basement entrance, confirming it would be a wood door. Regarding the rear accessible stairs, commissioners found these acceptable since they were in the rear.

The discussion of front entry stair changes was withdrawn since extending beyond the current footprint wasn't possible without a variance.

For window replacement, the commission emphasized wood-for-wood replacement was required in the old part of the house (front and two sides), following Guidelines 6.4.2 and 6.4.3 requiring repair where possible and wood-to-wood replacement when necessary.

Vice-Chair Hedrick suggested an independent assessment of the windows, possibly from the State Historic Preservation Office, questioning whether the windows were truly beyond repair since a builder wasn't consulted. Ms. Chalk, identifying as a former builder and member of Preservation North Carolina's professional associates network, professed her capability to assess that the window frames were rotted through and unrepairable.

Member Cummins noted past situations where they had requested maintaining wavy glass on the front facade while replacing others and observed that the A Series Fibrex clad wouldn't be visually distinguishable from painted wood windows from the street.

The discussion grew complex around the guidelines requiring retention of historic materials where possible and wood-to-wood replacement. Board members debated whether clad windows were acceptable versus requiring solid wood windows. Vice-Chair Hedrick stated his preference to retain as much historic material as possible and follow windows guidelines 6.4.2 and 6.4.3.

Chair McCune discussed item number five of the COA, the replacement of the existing live oak at the corner. Ms. Chalk explained that this work had already been completed, stating "It's already been done. It's in place. Unfortunately it didn't happen in the sequence that I envisioned or would've preferred, but it was a unfortunate misunderstanding on the part of the owner. He thought that when I said we could apply for a replacement, that it would be all right to go ahead and move ahead."

Regarding item number six pertaining to fill in the back yard, Chair McCune confirmed this was not within their purview to consider as part of the meeting, and this item would be removed from their consideration.

Chair McCune clarified that the last COA application received approval for demolishing the carport and driveway, refurbishing siding with cedar lap siding, the ADA lift, and a two-foot wall, with no tree removal in that application. She noted the applicant was currently asking forgiveness for the tree removal that had already occurred, and no fill dirt in the front.

Member Cummins returned to his concerns about the crepe myrtle on the corner and whether a new brick pad was being requested. Ms. Chalk stated that a new brick pad had been intended but Mr. Garner had notified them that it did not meet zoning requirements. Member Cummins clarified that extending the envelope beyond the preexisting would go into the right of way, making it impermissible without a variance. Ms. Chalk stated they would need to research this further with Mr. Garner.

Member Davis asked about framing new steps and back-pouring with concrete. Ms. Chalk indicated they would need to connect back to the sidewalk somehow, preferably with brick as Mr. Flow desired. Member Davis reminded her that it would need to be approved by the HPC beforehand.

Member Cummins again asked whether the crepe myrtle would stay or be removed. Ms. Chalk admitted that she was not prepared to answer that question.

Chair McCune sought clarification about replacing the concrete pad with brick and Ms. Chalk stated that she could not testify that it would be identical but every effort would be made to keep it in the same footprint. The commission discussed their concern with the changing scope of work and lack of information, and Chair McCune suggested they could approve certain items and table others until more information could be obtained.

The discussion turned to which items could be approved. Chair McCune noted they could approve moving the west side basement entrance and the accessible stair on the back of the house but wanted more information about the current state of the existing windows in the old part of the house.

Ms. Chalk decided to withdraw the window item and asked what could be approved, specifically mentioning relocating the door and changing the lift on the stairs. The commission indicated they would consider items one, two, and five (relocating the door, changing the lift, and the tree replacement), while withdrawing items three (windows), four (brick pad), and six (fill dirt).

The commission then opened the floor for public comment.

Secretary Anderson administered the Oath to Ann Whitford, homeowner of 116 and 118 Ann Street.

Ms. Whitford expressed concerns about the amount of fill dirt that had been brought to the property and future drainage problems she may have on her property.

Ms. Quattlebaum clarified that fill issues fell under the floodplain manager's jurisdiction under the flood damage prevention ordinance. Chair McCune explained they needed to determine if Ms. Whitford had standing, noting she could speak as a witness but would need to prove special damages for standing as a party to the case.

Ms. Whitford also expressed concern regarding the original windows with wavy glass in the house and how they are central in the way the house looks, and the size of the windows should also be kept the same. She stated that she had been a contractor for 42 years and she knew that there are people who can repair the windows.

Motion: Member Davis moved to determine that Ms. Whitford does not have standing in this case. Member Cummins seconded. Motion carried.

Secretary Anderson administered the Oath to William Ziegler, homeowner of 117 Ann Street.

Mr. Ziegler asked about fill in front of the house, specifically whether building up in front would come under the commission's purview, expressing concerns about water displacement and flooding impacts and stating that fill had been brought in. Chair McCune referenced previous testimony from Ms. Chalk that no fill would be added to the front of the house, which would bring this issue into the commission's consideration.

Motion: Member Davis moved to determine that Mr. Ziegler does not have standing in this case. Member Sabiston seconded. Motion carried.

The commission then deliberated on the tree replacement issue. Member Cummins questioned whether they had to approve the tree replacement since it was already done. Ms. Quattlebaum explained that even when people come asking for forgiveness rather than permission, the commission could approve or deny COAs, and if denied, it becomes an enforcement issue through the Planning and Inspections department.

Chair McCune made a motion to table Item #4, "Replace all windows with same size Andersen windows" until the May 5th meeting.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune made the following motion for a Finding of Fact for Case #26-14: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-14, 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: Porches and Entrances Guidelines 6.5.1, 6.5.2, 6.5.3, 6.5.7; Accessibility and Life Safety Guidelines 6.8.1, 6.8.2.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune made the following motion for a Finding of Fact against Case #26-14. Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-14, move that the Commission concludes that the pending application fails to meet the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: because the tree was removed without permission.

Ms. Quattlebaum advised that the request needed to be considered as if the tree had not been removed without permission.

Chair McCune withdrew her motion. There was board discussion regarding the replacement of the tree and Chair McCune noted the difficulty with tree removals since "once the tree is cut down, it's gone forever." The commission discussed whether to approve the tree replacement on its merits, reviewing the landscaping guidelines and the applicant's proposal for a six-inch diameter live oak, 12-16 feet in height.

Member Cummins made the following motion for a Finding of Fact for Case #26-14: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-14, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Landscaping Guidelines 8.1.3.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-14.

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 #26-14 be issued for the proposed work for items 1, 2, and 5 only.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then declared Case #26-14 closed and notified the applicants that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

Mr. Garner requested clarity on what was approved. Chair McCune clarified that items one, two, and five from Page 118 were approved, items three and six were withdrawn by Ms. Chalk, and item four (windows) was tabled until May. Commissioner Davis emphasized they wanted supporting documentation of existing wood windows and detailed scope of work for window replacements, plus details on brick paver materials and dimensions for any new walkway and information about the crepe myrtle.

Ms. Chalk confirmed her understanding and indicated she would pursue window restoration rather than replacement.

6. Case # 26-15 600 – 610 Front Street – Fencing

Mr. Garner presented the town's request to replace 150 feet of fencing between 600 and 610 Front Street. He submitted the staff report and exhibits as part of the official record and provided an additional exhibit showing the fence would be natural wood construction rather than painted.

He described the proposed fence as a two-rail system with a flat board on top and explained that the Board of Commissioners had requested the Historic Preservation Commission determine the type of post top for the six-by-six posts, presenting three options: a chamfered look, a metal top, or a plastic top.

There was commission discussion regarding the height of the existing rail, spacing, and the Simpson metal bases.

The discussion centered on the three post top options, with commissioners expressing preferences and reaching consensus for the chamfered look for its simplicity and longevity.

Member Cummins made the following motion for a Finding of Fact for Case #26-15: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-15, 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: Fences and Wall Guidelines 8.2.2; Accessibility and Life Safety Guidelines 6.8.1.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-15.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-15 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune thanked Mr. Garner for bringing the application before them and closed Case #26-15.

Commission / Board Comments

Chair McCune asked Mr. Garner about the Washburn Seminary Building at 512 Cedar St, noting she had observed a hole in the roof and asking if there was anything the commission could do to help preserve the building.

Mr. Garner explained they had tried reaching out to the building owners many times and noted the difficulty in finding contact information. He mentioned someone had recently expressed interest in purchasing the entire corner and redeveloping it while keeping the church for offices.

Member Davis asked about the zoning, and Mr. Garner confirmed it was Cedar Street Mixed Use. Chair McCune noted the building's significance to post-Civil War history. Mr. Garner clarified that while the building was in the National Register District, it was not in the local district.

Vice-Chair Hedrick asked about demolition by neglect ordinances, and Mr. Garner confirmed they had such provisions but noted enforcement challenges due to the difficulty contacting property owners.

Vice-Chair Hedrick provided extensive commentary on the philosophical challenges of historic preservation, discussing the difference between preservation, restoration, and reconstruction. He referenced his concerns about the earlier Duncan House case, noting his struggle with the concept of recreating historic buildings versus preserving original structures.

Member Davis thanked town staff and fellow board members for their hard work through complicated situations, expressing appreciation for how they handled the evening's challenging matters.

Chair McCune thanked Ms. Quattlebaum for helping navigate the evening's legal complexities.

Staff Comments

Mr. Garner thanked the committee working on the new Standards.

Before adjournment, Ms. Susan McGee approached with a question about an incorrectly plaqued house on Ann Street. She explained that research had proven the plaque was incorrect and asked for advice on correction procedures. Chair McCune advised that the property owner would need to initiate any plaque correction process, as third parties cannot bring such matters before the commission. Ms. McGee confirmed there would be application fees involved and that the owners would need to agree to any changes.

Adjourn

Member Davis made the motion to adjourn and Chair McCune made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune declared the April 7th, 2026 meeting adjourned at 9:45 p.m.

Chair, Joyce McCune

Board Secretary, Laurel Anderson



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
6:00 P.M. May 5, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: Consent

SUBJECT: Approval of the Order for 101 Ann Street, 201 Ann Street, 600-610 Front Street, 315 Ann Street, 105 Front Street & 114 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

May 5, 2026

Jay Horton
Filter Design Studio, PLLC
707 Bridges Street
Morehead City, NC 28557

RE: Case # 26-12 – 101 Ann Street – Three Townhome Units- Metal Railing and Fencing

Dear Mr. Horton:

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: Sunset Lane Properties, LLC

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted] Matthews • Commissioner Sarah Spiegler
Town Manager [redacted] 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 April 7, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Filter Design Studio for **CASE # 26-12 – THREE TOWNHOME UNITS - METAL RAILING AND FENCING** 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 April 7, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

New Construction Guidelines

Materials

7.3.3 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

7.4.1. Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

Texture and Color

7.5.1. Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

Form and Rhythm

7.6.1. Design new construction that reflects the basic shapes and forms on the block and in the historic district.

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.

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 # 26-12 – THREE TOWNHOME UNITS - METAL RAILING AND FENCING.**

This the 5th day of May, 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.



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May 5, 2026

Eric Lindstrom
125 Ann Street
Beaufort, NC 28516

RE: Case # 26-11 – 201 Ann Street – Driveway, Addition, Fence & Porch

Dear Mr. Lindstrom:

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

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted] Matthews • Commissioner Sarah Spiegler
Town Manager [redacted] 21 [redacted] 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 April 7, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Eric Lindstrom for **CASE # 26-11 – DRIVEWAY, ADDITION, FENCE & PORCH** 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 April 7, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

New Construction Guidelines

Building Placement

- 7.1.1. Maintain a similar front, side, and rear yard set back to other contributing historic buildings on the block and/or side of the street.
- 7.1.2. Maintain the pattern of building separation and lot coverage that is found on the block and/ or side of the street.
- 7.1.3. Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principal building’s prominent architectural features or significant site features.
- 7.1.4. Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

Building Height/Scale

- 7.2.1. New construction shall not exceed thirty-five feet in height.
- 7.2.2. Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.
- 7.2.3. Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.
- 7.2.4. Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

Materials

- 7.3.1. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing

materials and should be used.

7.3.3 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

7.4.1. Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2. Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

7.5.1. Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

Form and Rhythm

7.6.1. Design new construction that reflects the basic shapes and forms on the block and in the historic district.

7.6.2. Maintain consistency with style of buildings and contributing structures found on the block and/or side of the street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3. Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Landscaping

7.7.1. Retain and protect mature trees during construction.

Fences and Walls Guidelines

821. Retain and preserve historic fence 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.

822. 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.

823. 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.

824. Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists, and shall not exceed a height of two (2) feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.

825. The use of false historical details or other non-original architectural embellishments on existing fences is not appropriate.

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

827. 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.

Outside Utilities Guidelines

83.1. 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.

83.2. Locate roof ventilators, antennas, solar panels, and satellite dishes in areas not visible from public view. Satellite dishes exceeding 24” in diameter shall not be installed in the historic district.

83.3. 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.

8.3.6 Install utilities underground whenever possible.

Exterior Lighting Guidelines

84.1. Unless original fixtures already exist, choose fixtures that are simple and unobtrusive and complement the building or site.

84.2. 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.

84.3. Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.

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.
- 8.5.3. Site new parking areas in interior or rear lot locations where possible.
- 8.5.4. Avoid removing trees and other landscape elements that contribute to the historic character of a site.
- 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.

Roof Guidelines

- 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.

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 # 26-11 – DRIVEWAY, ADDITION, FENCE & PORCH, WITH THE CONDITION THAT IF METAL IS CHOSEN FOR THE ROOF, A STANDING-SEAM METAL ROOF WILL BE INSTALLED.**

This the 5th day of May, 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
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May 5, 2026

Town of Beaufort
Attn: Kyle Garner
701 Front Street
Beaufort, North Carolina 28516

RE: Case # 26-15 – 600-610 Front Street – Fencing

Dear Mr. Garner:

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

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted] Matthews • Commissioner Sarah Spiegler
Town Manager [redacted] 27 [redacted] 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 April 7, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by the Town of Beaufort for **CASE # 26-15 – FENCING** 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 April 7, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

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.

Accessibility and Life Safety Guidelines

6.8.1. Locate fire 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 elements should be painted to tie in with the structure.

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 # 26-15 – FENCING**.

This the 5th day of May, 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
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
252-728-2141 • 252-728-3982 fax
www.beaufortnc.org

May 5, 2026

David Durham
315 Ann Street
Beaufort, NC 28516

RE: Case # 26-09 – 315 Ann Street – Fence, Driveway & Rear Porch

Dear Mr. Durham:

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

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted] Matthews • Commissioner Sarah Spiegler
Town Manager [redacted] 29 [redacted] 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 April 7, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by David Durham for **CASE # 26-09 – FENCE, DRIVEWAY & REAR PORCH** 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 April 7, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Window and Door Guidelines

64.1. Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim and moldings. Documented restoration is allowable.

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.

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.

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.

Off-street Parking Guidelines

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.

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 # 26-09 – FENCE, DRIVEWAY & REAR PORCH.**

This the 5th day of May, 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
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May 5, 2026

Mr. Jay Horton
Filter Design Studio, PLLC
707 Bridges Street
Morehead City, NC 28557

RE: Case # 26-13 – 105 Front Street- New Single-Family Residential Home

Dear Mr. Horton:

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

CC: William & Margaret Ann Wooten

Enclosed: COA Certificate

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted] Matthews • Commissioner Sarah Spiegler
Town Manager [redacted] 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 April 7, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Owens Construction Inc. for **CASE # 26-13 – NEW SINGLE-FAMILY RESIDENTIAL HOME** 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 April 7, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

New Construction Guidelines

Building Placement

- 7.1.1. Maintain a similar front, side, and rear yard set back to other contributing historic buildings on the block and/or side of the street.
- 7.1.2. Maintain the pattern of building separation and lot coverage that is found on the block and/ or side of the street.
- 7.1.3. Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principal building’s prominent architectural features or significant site features.
- 7.1.4. Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

Building Height/Scale

- 7.2.1. New construction shall not exceed thirty-five feet in height.
- 7.2.2. Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.
- 7.2.3. Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.
- 7.2.4. Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.
- 7.2.5. If a contributing building was demolished or moved from the site, design the replacement building to be of similar height, scale, massing and location as the previously existing building. Applicants will have a heavy burden to demonstrate to the HPC that a replacement structure with different height, scale, and massing as the previously existing building is incongruous with the Historic District.

Materials

7.3.1. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing materials and should be used.

7.3.2. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing materials and should be used.

7.3.3 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

7.4.1. Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2. Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

7.5.1. Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

Form and Rhythm

7.6.1. Design new construction that reflects the basic shapes and forms on the block and in the historic district.

7.6.2. Maintain consistency with style of buildings and contributing structures found on the block and/or side of the street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3. Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Landscaping

7.7.1. Retain and protect mature trees during construction.

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.
- 8.5.3. Site new parking areas in interior or rear lot locations where possible.
- 8.5.4. Avoid removing trees and other landscape elements that contribute to the historic character of a site.
- 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.

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.
- 8.3.6. Install utilities underground whenever possible.

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.

Landscaping Guidelines

- 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.

8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.8 New construction and additions should be sited in locations that will not require the removal of mature plantings, if possible.

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.

8.1.13 New tool sheds, swimming pools and other modern yard features should be located in areas not seen from public view.

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 # 26-13 – NEW SINGLE-FAMILY RESIDENTIAL HOME WITH THE CONDITION THAT THE SIDING IS SMOOTH HARDY AND WITH THE ADDITIONAL CONDITION THAT WHEN THE WORD “ORIGINAL” IS USED IN THE APPLICATION, THE APPLICANT USE THE SAME OR SUBSTANTIALLY SIMILAR TYPE OF MATERIALS APPROVED BY THE HPC IN THE COA FOR THE MOST RECENT RENOVATION PLAN FOR THE PRIOR SINGLE-FAMILY STRUCTURE LOCATED ON THE PROPERTY.**

This the 5th day of May, 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

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252-728-2141 • 252-728-3982 fax
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May 5, 2026

Maggie Chalk
MK Chalk Architecture, PA
105 Banks Street
Morehead City, NC 28557

RE: Case # 26-14 – 114 Ann Street – West Side Entrance, Replace Windows, & Tree Replacement

Dear Ms. Chalk:

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: Vic Flow, Jr.



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 April 7, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by MK Architecture, PA, for **CASE # 26-14 – West Side Entrance, Replace Windows, & Tree Replacement** 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 April 7, 2026, 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

8.1.3. Preserve and maintain mature street trees. When removal or replacement is necessary, replace with long lived tree species with large canopies that will provide a similar canopy and form as a street tree. Replacement tree species should be appropriate for the district. Suggested species include: oak, sycamore, pecan, maple, ginkgo (male only), Chinese elm, cedar (j u n i p e r) , hickory, Yaupon holly or American holly.

Porches and Entrances Guidelines

6.5.1. Retain and preserve historic porches, entrances and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements.

6.5.2. Repair, rather than replace, historic porch and entrance elements, wherever feasible. Use repair techniques which preserve historic material, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, color, and texture.

6.5.3. Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.

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.

Accessibility and Life Safety Guidelines

6.8.1. Locate fire 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 elements should be painted to tie in with the structure.

6.8.2. Introduce new or alternate means of access to the historic building, in ways that do not compromise the appearance of an historic entrance or front porch.

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 Paragraphs 1,2, and 5 of the COA Application (page 118 of the Agenda Packet): relocation of west side basement entrance, lift for back of the house changed to accessible stair, and replace existing live oak at corner with new live oak 6” diameter and 12”-16” tall are congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness for these items only be **ISSUED** for **CASE # 26-14 – 114 ANN STREET -WEST SIDE ENTRANCE, REPLACE WINDOWS, & TREE REPLACEMENT**. **The Applicant’s withdrawal of the portions of the Application noted in Paragraphs 3 and 6 (page 118 of the Agenda Packet): and the HPC’s ORDER to table Paragraph 4 of the COA Application (page 118 of the Agenda Packet) have been made part of the record in this case and are expressly incorporated herein.**

This the 5th day of May, 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

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, May 5, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business

SUBJECT: Case # 26-16 608 Ann St- Porch Railing & Fencing

BRIEF SUMMARY:

The applicant wishes to add handrails to both sides of front porch steps for safety & relocate front fence along driveway.

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, AICP
Date: April 24, 2026
Case No. Case # 26-16 608 Ann St- Porch Railing & Fencing

Request: Add handrails to both sides of front porch steps for safety & relocate front fence along driveway.

Applicant: Fred & Joyce McCune
 608 Ann Street
 Beaufort NC, 28516

Property Information:

Owners: Fred & Joyce McCune
Location: 608 Ann Street
PIN#: 730617203051000

Project Information:

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 608 Ann Street. **Irene H. Willis House. (1890)** 2-Story, side gable house, 5 bays wide, with center hall plan. 2 interior stuccoed chimneys, 6/6 sash with triangular Gothic transoms above gable end windows, and hipped porch with chamfered posts and sawn work balustrade. Entrance with decorative mouldings, side lights and transom. Vinyl siding. Area first mapped by Sanborn Map Co. in 1908; building shown as a boarding house. Not on Gray’s 1882 map of Beaufort. (Gray’s 1882 Map, SM)

C Outbuilding. c. 1920. Side gable remodeled outbuilding.

COA’s

- April 1998 – Replaced storm windows with single light white vinyl edged storm panel and paint front porch dark green.
- June 1999 – 2-story addition
- April 2001 – Historic Plaque
- October 2013 – Rear Garage

Proposed work:

See Attached Application & Narrative

Material:

See Attached Description and Photos

Porches and Entrances Guidelines

6.5.1. Retain and preserve historic porches, entrances and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements.

6.5.3. Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.

Fences and Walls Guidelines

8.2.1. Retain and preserve historic fence 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.

8.2.6. Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, the fence should not exceed a height of three (3) feet at the street/sidewalk edge.

Case # 26-16 608 Ann St- Porch Railing & Fencing

1.



OWNER

MAILING ADDRESS

BLAND CHARLES EVERETT
CARTER JOHN M
MATTHEWS ANN W ET VIR DEXTER R
MCCUNE FREDRICK J ETUX JOYCE
NEWSOME HEBER H JR ETAL TRUST
PAERL BARBARA H ET VIR HANS W
PECAN TREE INN HOSPITALITY INC
SUGGS PATRICIA C

609 ANN ST BEAUFORT, NC 28516
607 ANN ST BEAUFORT, NC 28516
606 ANN ST BEAUFORT, NC 28516
608 ANN ST BEAUFORT, NC 28516
6411 ROSELAWN RD RICHMOND, VA 23226
100 HOLLY LANE BEAUFORT, NC 28516
116 QUEEN STREET C/O STANLEY ETUX CHRISTIN LAMB BEAUFORT, NC 28516
611 ANN STREET BEAUFORT, NC 28516

608 ANN STREET
PROJECT DESCRIPTION

PORCH HANDRAILS

Add handrails to both sides of the front porch steps for safety.

Handrails will be 2x4 wood, routed and shaped to match the original top porch rails and will be painted white.

Handrails will be attached to the porch column at the top with a metal bracket. The porch columns are original the house and the bracket will off set the railings closer to the steps and do the least harm to the original porch columns. (Picture of example is attached.)

The handrails will be attached to the brick at the base of the steps with a 4x4 wood post painted white.

RELOCATE SECTION OF FRONT FENCE ALONG DRIVEWAY

The shared driveway space is now more active and we wish to move the portion of the front fence that runs along the drive 3 feet to the west. It will then line up with the edge of the garden bed that runs along the house foundation. This will give us more space to open the car doors without parking close to our neighbor's car.

New upright 4x4 supports will be painted white. We will reuse the fencing that was removed temporarily when we had the house re-roofed.

The fencing that will be put back is painted white, and is an undulated Beaufort style fence. The maximum picket height is 36".

There will be no changes to the driveway. Brickwork will be repaired. The space between the driveway bricks and fence line will remain as a grassy area.





Example of Bracket

Move fence towards house by 3' to make more room in driveway



Keep existing fence but move 3' toward house corner



608 ANN STREET
APPLICABLE GUIDELINES

Porches and Entrances

6.5.3 Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.

The railing will be wood, and will be painted white within six months.

6.5.7 Use architectural details and ornamentation that are compatible with the style, period and detailing of the porch and structure.

The top of the railing will be formed and the sides routed to match the original railings on the front porch.

Fences and Walls

8.2.3 Fences shall not exceed a height of four (4) feet in front yards and other areas of primary visual concern.

The fence that we are reinstalling is a wooden, undulating Beaufort style fence 36 inches tall at it's highest point. The fence is painted white.



Town of Beaufort, NC

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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, May 5, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 26-10 316 Moore Street – Construct New Single-Family Home

BRIEF SUMMARY:
The owner wishes to construct a new single-family home located at 316 Moore Street.

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
25 Minutes

SUBMITTED BY:
Brad Fockler

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Brad Fockler
Date: April 24, 2026
Case No. 26-10

Request: Construct New Single-Family Home at 316 Moore Street
Applicant: Craig Hamilton
 316 Moore Street
 Beaufort, NC 28516

Property Information:

Owners: Craig Hamilton
Location: 316 Moore Street
PIN#: 730617113861000

Project Information:

- March 2024 – A COA for demolition was issued for the existing house built in the 1970’s.
- November 2014 – A COA was issued for the accessory building in the rear of the property.
- Material samples have been submitted and can be viewed in person in the Planning & Inspections Office. This includes the specifications booklets, roofing material, color samples and 24” X 36” elevation plans for members to review in better detail.

Proposed work:

- Construct New Home at 316 Moore Street

Material:

Color:

New Construction Guidelines

Building Placement

7.1.1. Maintain a similar front, side, and rear yard set back to other contributing historic buildings on the block and/or side of the street.

7.1.2. Maintain the pattern of building separation and lot coverage that is found on the block and/or side of the street.

7.1.4. Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

Building Height/Scale

New construction shall not exceed thirty-five feet in height.

7.2.1. New construction shall not exceed thirty-five feet in height.

7.2.2. Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

7.2.3. Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

7.2.4. Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

Materials

7.3.1. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing materials and should be used.

7.3.2. The use of substitute products such as vinyl, aluminum and pressed board siding and other modern day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case by case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern day products achieve compatibility with existing historic buildings that define the character of the Beaufort Historic District.

7.3.3. Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

7.4.1. Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2. Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

7.5.1. Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

Form and Rhythm

7.6.1. Design new construction that reflects the basic shapes and forms on the block and in the historic district.

7.6.2. Maintain consistency with style of buildings and contributing structures found on the block and/or side of the street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3. Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Landscaping

8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.8. New construction and additions should be sited in locations that will not require the removal of mature plantings, if possible.

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.

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.

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.

8.3.6. Install utilities underground whenever possible.

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.

Off-street Parking Guidelines

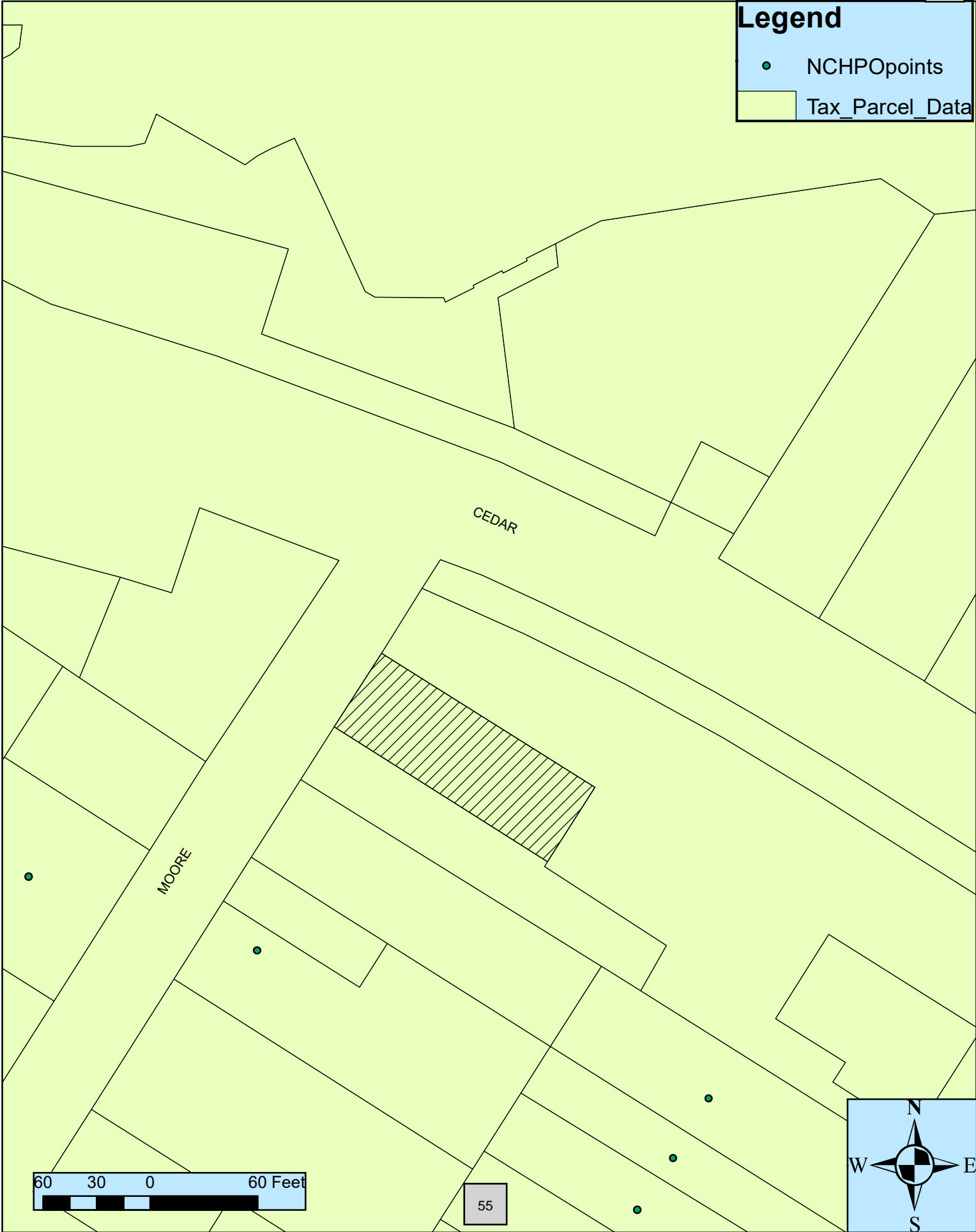
8.5.1 Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

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.

Case # 26-10 316 Moore Street- New Home Construction

Legend

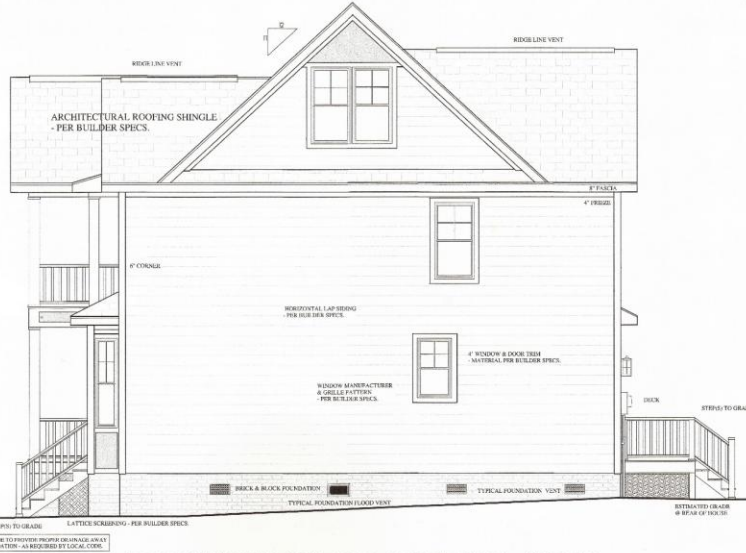
- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>MAIL_HOUSE</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>STATE</u>	<u>MAIL_ZIP</u>	<u>MAIL_ADD2</u>
BEAUFORT PARTNERS LLC			NEW BERN	NC	28561	PO BOX 14165
BEAUFORT TCS LLC	PO BOX 867		NEW BERN	NC	28561	
HAMILTON,JULIAN CRAIG	795	SEASHORE DRIVE	ATLANTIC	NC	28511	
HAUS,THOMAS REILLY ETUX MARY B	801	OAKLAWN AVE	WINSTON SALEM	NC	27104	

GENERAL NOTES:
 THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH LOCAL STANDARDS AND PRACTICES.
 BUILDING CODES AND LOCAL ORDINANCES MAY VARY ACCORDING TO LOCATION OF CONSTRUCTION.
 GENERAL CONTRACTOR IS RESPONSIBLE FOR ADHERING TO ALL LOCAL REQUIREMENTS.
 ALL DIMENSIONS WILL BE VERIFIED PRIOR TO COMMENCEMENT OF ANY WORK.
 NO ENGINEERING IS PROVIDED (OR IMPLIED) IN THIS SET OF PLANS. ANY ENGINEERING OF TRUSSES,
 BEAMS WILL BE PROVIDED BY SUPPLIER. THIS PLAN DOES NOT PREVENT BUILDER FROM USING ALTERNATE
 MEANS OF CONSTRUCTION FROM WHAT IS SHOWN. BUILDER MAY FIELD FRAME ANY PART OF THIS PLAN
 IN ACCORDANCE WITH LOCAL BUILDING CODE.

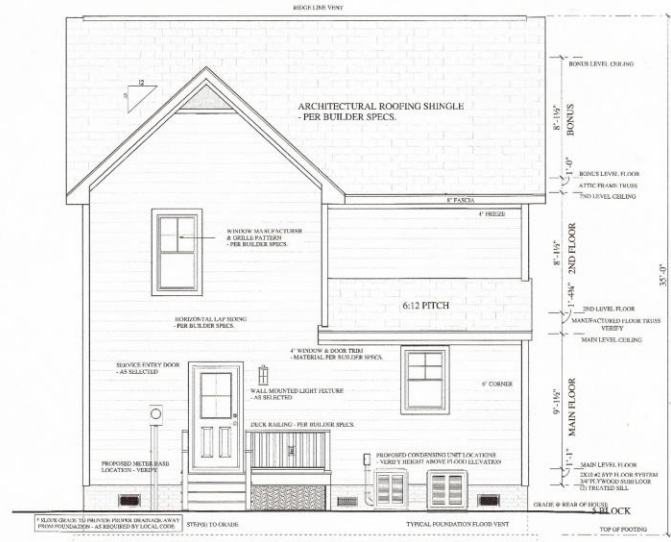
SITE CONDITIONS AND FLOOD ZONE REQUIREMENTS (IF ANY) WILL DETERMINE FOUNDATION HEIGHT ABOVE
 FINISHED GRADE. VERIFY PER SITE SELECTED PRIOR TO COMMENCEMENT OF ANY WORK.
 PLUMBING, ELECTRICAL, AND HVAC CONTRACTORS SHOULD BE CONSULTED PRIOR TO COMMENCEMENT OF
 ANY WORK. THIS PLAN DOES NOT PREVENT THESE CONTRACTORS FROM PLACING EQUIPMENT AS THEY DESIRE.
 GENERAL CONTRACTORS WRITTEN SPECIFICATIONS MAY OVERRIDE PARTS OF THIS PLAN AS SHOWN. VERIFY.



DRIVEWAY ELEVATION - RIGHT SIDE - SOUTH



CEDAR STREET ELEVATION - NORTH



REAR ELEVATION - EAST

Handwritten notes:
 Move Roofers North!
 Move Roofers North!



316 MOORE STREET ELEVATION - WEST

Handwritten notes:
 General Avg = 6' + 1' = 7'

316 MOORE STREET
 BEAUFORT, N.C. 28516

CRAIG HAMILTON

SOFTPLAN
 ARCHITECTURAL DESIGN SOFTWARE

STATUS: FINAL PDF

APPROVED: KENNY WILLIS

DRAWN BY: KENNY WILLIS

SCALE: 1/4" = 1'-0"

DATE: Monday, July 8, 2024

CHECKED BY: KDW

GENERAL NOTES:
THIS PLAN HAS BEEN PREPARED IN ACCORDANCE WITH LOCAL STANDARDS AND PRACTICES.

BUILDING CODES AND LOCAL ORDANCES MAY VARY ACCORDING TO LOCATION OF CONSTRUCTION.
GENERAL CONTRACTOR IS RESPONSIBLE FOR ADHERING TO ALL LOCAL REQUIREMENTS.

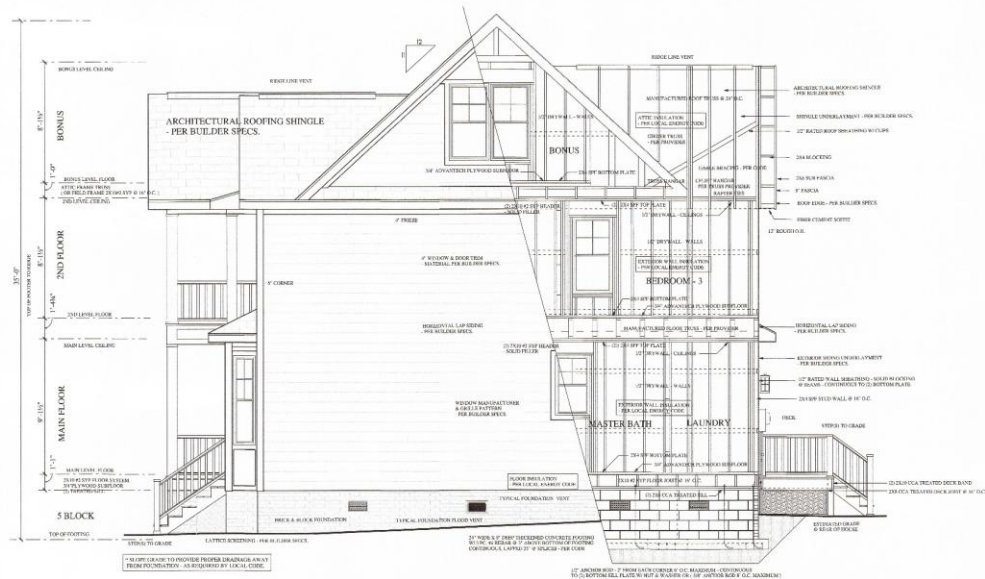
ALL DIMENSIONS WILL BE VERIFIED PRIOR TO COMMENCEMENT OF ANY WORK.

NO ENGINEERING IS PROVIDED (OR IMPLIED) IN THIS SET OF PLANS. ANY ENGINEERING OF TRUSSES,
BEAMS WILL BE PROVIDED BY SUPPLIER. THIS PLAN DOES NOT PREVENT BUILDER FROM USING ALTERNATE
MEANS OF CONSTRUCTION FROM WHAT IS SHOWN. BUILDER MAY FRAME ANY PART OF THIS PLAN
IN ACCORDANCE WITH LOCAL BUILDING CODE.

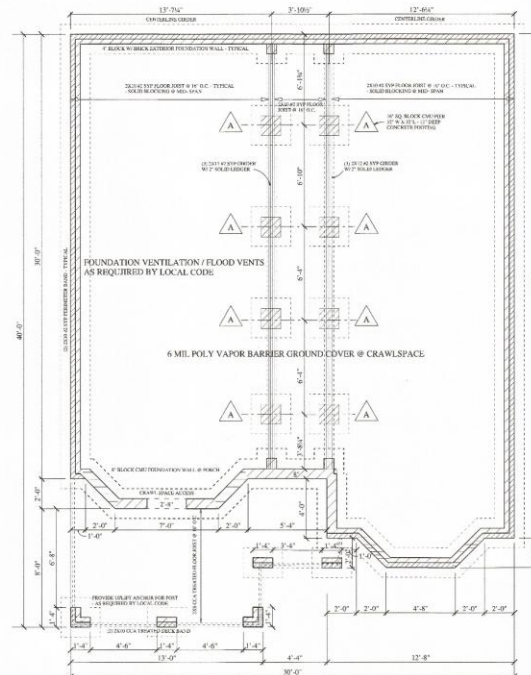
SITE CONDITIONS AND FLOOD ZONE REQUIREMENTS (IF ANY) WILL DETERMINE FOUNDATION HEIGHT ABOVE
FINISHED GRADE. VERIFY PER SITE SELECTED PRIOR TO COMMENCEMENT OF ANY WORK.

PLUMBING, ELECTRICAL, AND HVAC CONTRACTORS SHOULD BE CONSULTED PRIOR TO COMMENCEMENT OF
ANY WORK. THIS PLAN DOES NOT PREVENT THESE CONTRACTORS FROM PLACING EQUIPMENT AS THEY DESIRE.

GENERAL CONTRACTORS WRITTEN SPECIFICATIONS MAY OVERRIDE PARTS OF THIS PLAN AS SHOWN. VERIFY.



CUT SECTION - DRIVEWAY ELEVATION - RIGHT SIDE - SOUTH



CRAWL SPACE FOUNDATION PLAN

STATUTE: FINAL PDF

APPROVED: KENNY WILLIS

CHECKED BY: KDW

SCALE: 1/4" = 1'-0"

DRAWN BY: KENNY WILLIS

DATE: Monday, July 8, 2024

316 MOORE STREET
BEAUFORT, N.C. 28516

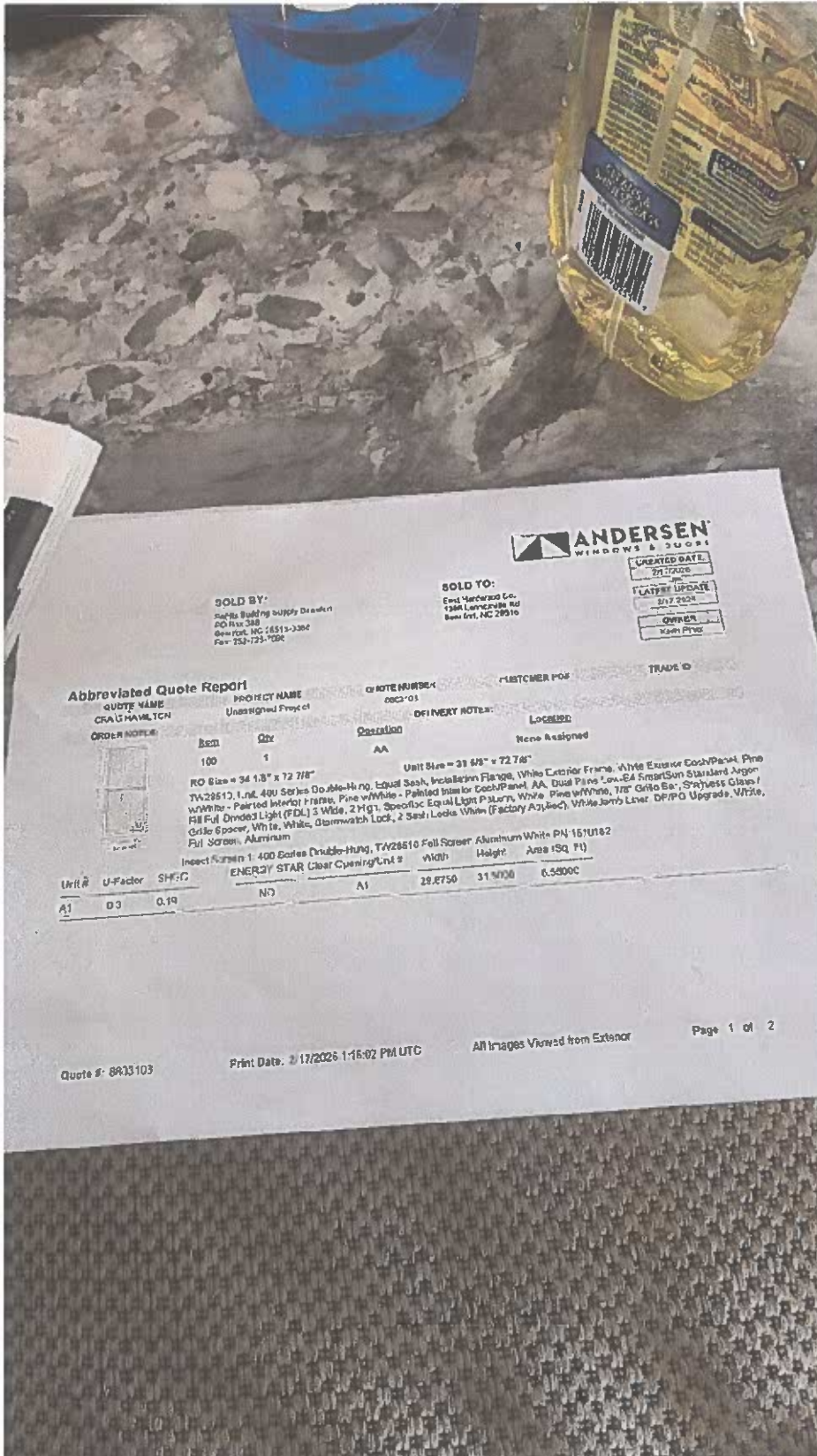
CRAIG HAMILTON

SOFTPLAN
ARCHITECTURAL DESIGN SOFTWARE

Shingles – Hunter Green



Windows



SOLD BY:
 South Building Supply Division
 PO Box 388
 Glen Rock, NC 28513-0388
 Fax: 752-723-7000

SOLD TO:
 East Hardware Co.
 1366 Lenoirville Rd
 New City, NC 28950

CREATED DATE:
2/17/2026

LATEST UPDATE:
2/17/2026

OWNER:
Kath Price



Abbreviated Quote Report

QUOTE NAME:
CRAIG HAMILTON

PROJECT NAME:
Unassigned Project

QUOTE NUMBER:
0002-01

CUSTOMER POS:

TRADE ID:

ORDER NUMBER:
100

QTY:
1

OPERATION:
AA

DEFINERY NOTES:

LOCATION:
None Assigned



Unit Size = 34 1/8" x 72 7/8"
Unit Size = 33 6/8" x 72 7/8"
 TV28512, 1.1ml 400 Series Double-Hung, Equal Sash, Installation Flange, White Exterior Frame, White Exterior CoachPanel, Pine w/White - Painted Interior for CoachPanel, AA, Dual Pane Low-E Argon Standard Argon w/White - Painted Interior Frame, Pine w/White - Painted Interior for CoachPanel, White Pine w/White, 1/2" Grids Bar, Stayless Glass / Full Full Double Light (FDL) 3 Wide, 2 High, Specific Equal Light Pattern, White Pine w/White, 1/2" Grids Bar, Stayless Glass / Grids Spacer, White, White, Stormwatch Lock, 2 Seal / Locks White (Factory AdjSec), White Jamb Liner, DF/PO Upgrade, White, Full Screen, Aluminum

Unit #	U-Factor	SHGC	ENERGY STAR Clear Opening Unit #	Width	Height	Area (Sq Ft)
A1	0.3	0.19	N/A	28.8750	31.8750	6.58000

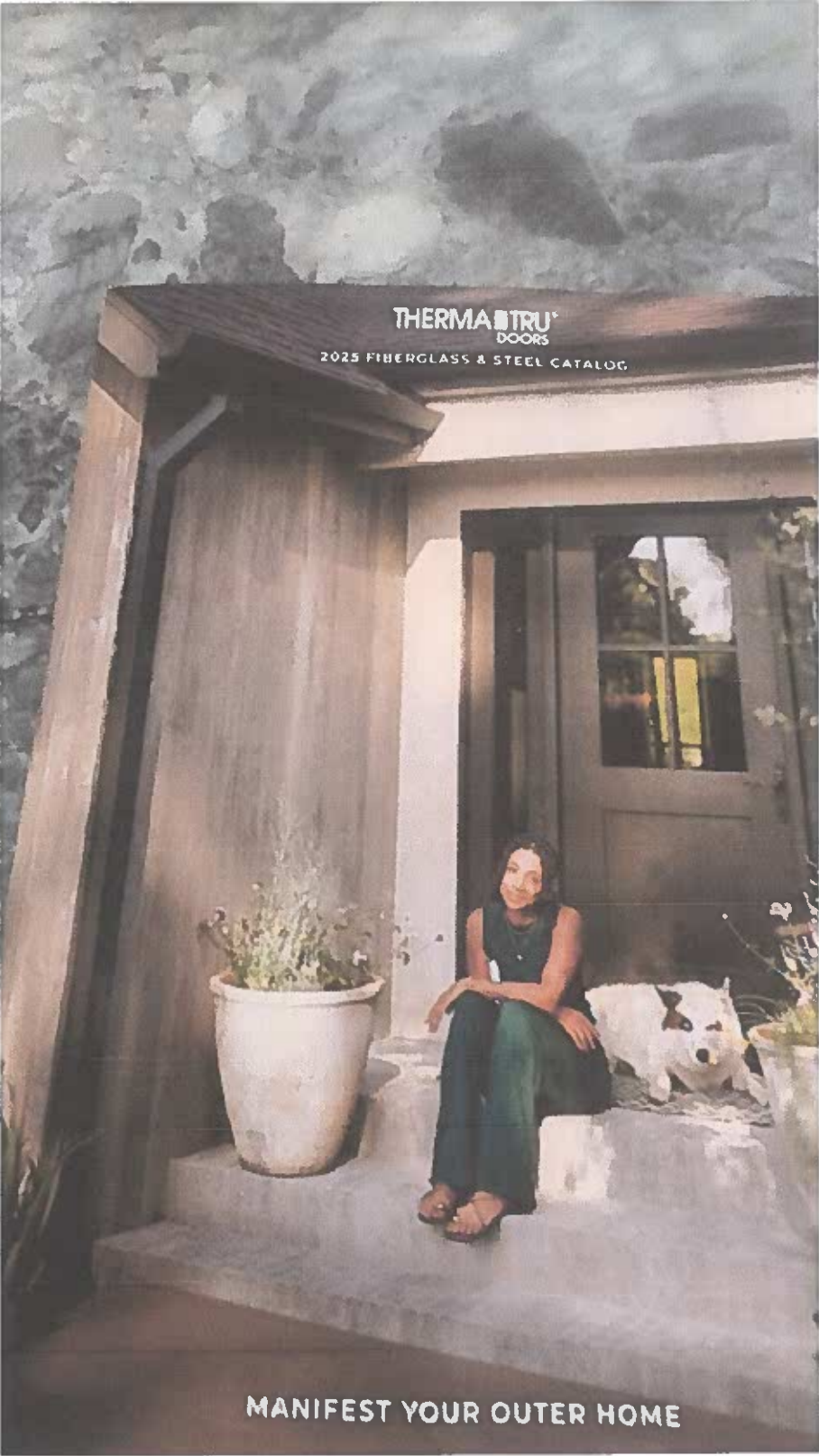
Quote #: 8933103

Print Date: 2/17/2026 1:16:02 PM UTC

All Images Viewed from Exterior

Page 1 of 2

Doors Catalog



Front Door



Back Door

EnLiten - Flush-Glazed 1/2 Lite

Back Door

PRIVACY & TEXTURED GLASS WITH DIVIDED LITES

S3250 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S82250 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S4200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"
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Smooth
S1401SL
4 x 8
900
17' x 68"
14' x 68"

S4200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S4200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S4200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S4200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S4200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S4200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S4200_SL Smooth 4 x 8 900 12' x 68" 14' x 68"
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PRIVACY & TEXTURED GLASS

S3200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S3200 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S3200_SL Smooth 4 x 8 900 12' x 68" 14' x 68"	S43200_SL Smooth 4 x 8 900 12' x 68" 14' x 68"
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CLEAR GLASS WITH DIVIDED LITES

S1350 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"	S2150 Smooth 4 x 8 900 25' x 68" 28' x 68" 30' x 68"
---	---

CLEAR GLASS

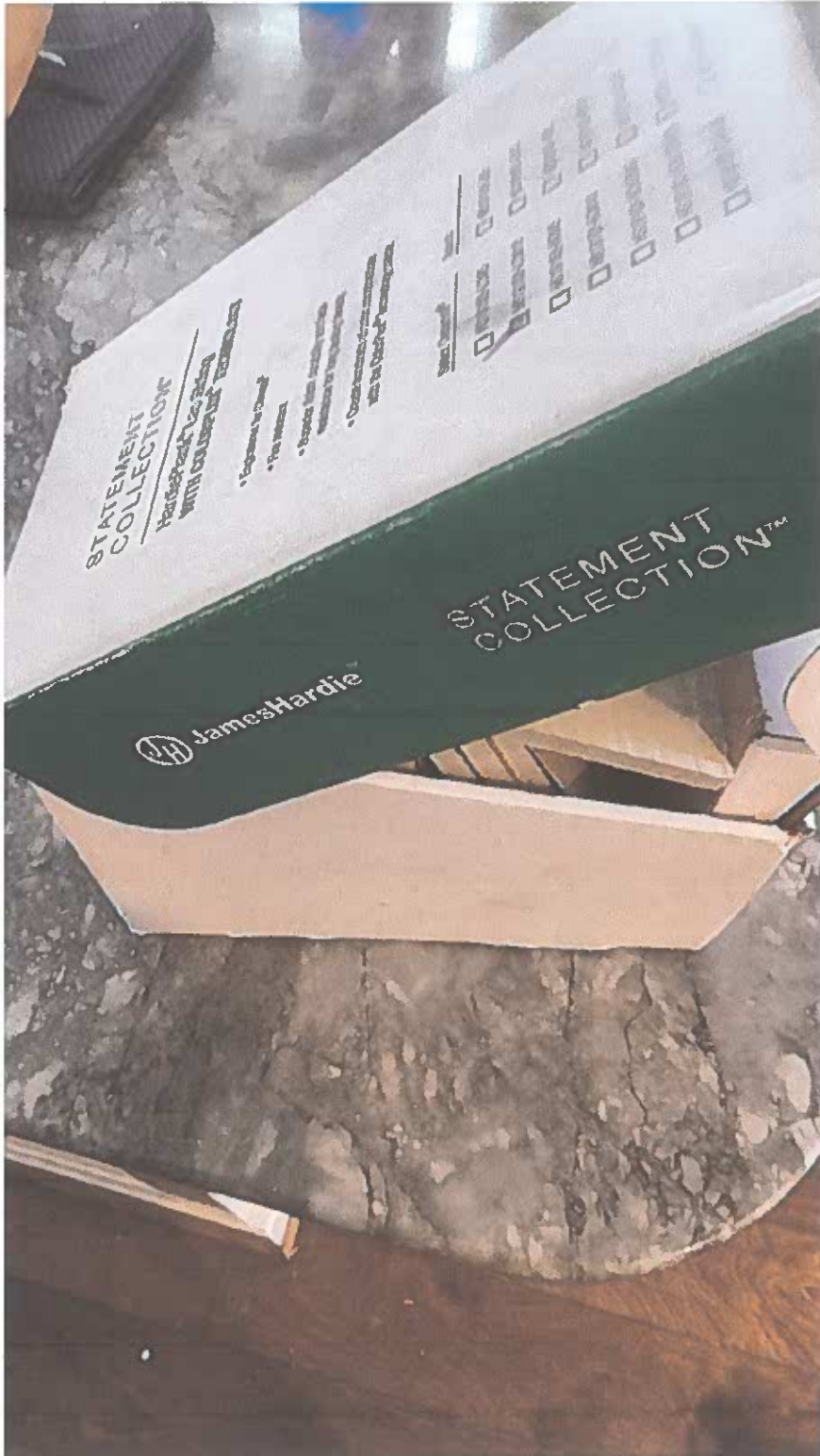
- Flush-Glazed Glass with Detailed Slicking (FG)
- Flush-Glazed Glass with Square Slicking (FS)
- Low-E Glass (LE)
- Simulated Divided Lites (SDL)
- Simulated Divided Lites (SDLFI)
- Flat or Contour White Grilles Between Glass (GGF / GG6C)
- Flat Almond Grilles Between Glass (GGAF)
- Flat Bronze Grilles Between Glass (GGBF)

XN = Granite

10, Finish - Elk

Print Date:

Siding Box



Weathered, painted White



316 Moore Street – Street View



Looking East from Moore Street



Also Looking East from Moore Street

316 Moore Street – Standing in Building area View



Standing on Existing Porch looking West



**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: Julian Craig Hamilton

Applicant Address: 316 Moore Street, Beaufort, NC 28516

Business Phone: 252-714-6858 Email/Cell: [REDACTED]

Property Owner Name: Julian Craig Hamilton

Address of Property: 316 Moore Street, Beaufort, NC 28516

Phone Number: 252-714-6858 Email/Cell: [REDACTED]

PROJECT INFORMATION

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

Please See Attached Details

Estimated Cost of Project: \$ 320,750.00

Year House Built: 2026 (Proposed)

Julian Craig Hamilton
Applicant Signature

Jan. 16, 2026
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: _____

Date Deemed Completed and Accepted: _____

January 16, 2026

I plan to build a new home at 316 Moore Street to replace the non-conforming house that was demolished in 2024 due to termite damage. No existing trees will be impacted by the new construction. The new home will be painted white and follow the Town of Beaufort, NC, Guidelines for building in Beaufort’s Historic District, with the following possible exceptions:

1. A separate COA will be sought for Landscaping after the new home at 316 Moore Street has been completed. One feature that will be proposed is an (old) brick driveway that will be created with porous sand as mortar between the bricks, and will lie on the south side of the lot and will connect Moore Street to the existing garage in the Auxiliary building.
2. I wish to use dark green asphalt shingles rather than black asphalt shingles to match the shingles on the existing Auxiliary building.
3. I wish to use Hardee Board with a weathered look rather than slick Hardee Board to match the shingles on the existing Auxiliary building.
4. The new home foundation will be shifted 1 foot North of how the attached Survey is drawn. The setbacks will not be encroached on, and this extra foot on the South side of the new home will allow the driveway to be one foot wider.

Sincerely,

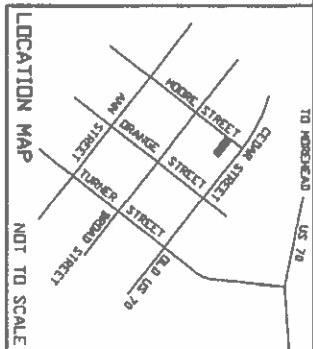


Julian “Craig” Hamilton

DEVELOPMENT NOTES:
 SEE BUILD PLANS FOR ACTUAL HOUSE DIMENSIONS
 FINAL HOUSE LOCATION MAY BE ESTABLISHED ONSITE
 BASED ON POST SITE PREP CONDITIONS
 CONTACT SURVEYOR PRIOR TO ADJUSTING THE HOUSE
 OR ADJUSTING HOUSE LOCATION.

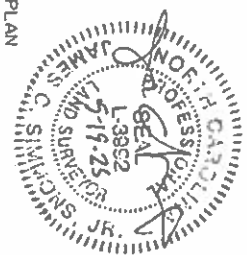
FLOOD DESIGNATION:
 THIS PARCEL SITES WITHIN FLOOD ZONE AE
 AS PER FIRM PANEL # 3720730600 J, PANEL
 EFFECTIVE 07-16-2003, INDEX REVISED 01-17-2025.
 BASE FLOOD ELEVATION = 6.0'
 TOWN OF BEAUFORT FREEBOARD = 1.0'
 TOTAL BUILD HEIGHT = 7.0'

LINE LEGEND
 _____ PROPERTY LINE
 _____ ADJACENT PROPERTY LINE
 _____ SETBACK OR EASEMENT
 _____ CENTERLINE OF ROAD
 ○ ○ ○ ○ VINYL FENCE



SURVEYOR'S CERTIFICATION
 I, James C. Simmons, Jr., certify that this map was drawn
 UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY DIRECT
 SUPERVISION, DEED DESCRIPTION RECORDED IN BOOK 157 PAGE 328,
 OR OTHER REFERENCE SOURCE, THAT THE BOUNDARIES
 NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM DEPARTMENT FOUND
 IN DEED, RECORDED OR OTHER REFERENCE SOURCE, THAT THE BOUNDARIES
 THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1:10,000 SURVEY
 AND THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE
 FOR LAND SURVEYING IN NORTH CAROLINA, AS APPLICABLE TO A PROPOSED
 PLAN AS THIS IS NOT A BOUNDARY SURVEY AT THIS TIME.
 THIS IS MY DAY OF MAY 19, 2025.

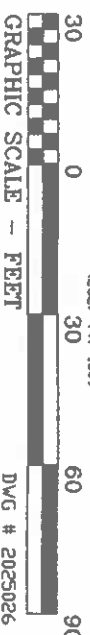
AND DO HEREBY CERTIFY,
 THAT THIS SURVEY IS OF AN EXISTING PARCEL OF LAND
 AND DOES NOT CREATE A NEW STREET OR CHANGE AN
 EXISTING STREET.
 JAMES C. SIMMONS, JR., P.L.S. # 1-39992
 PROFESSIONAL LAND SURVEYOR



PROPOSED PLAN
 FOR

JULIAN CRAIG HAMILTON
 316 MOORE STREET, BEAUFORT, NC 28516
 BEAUFORT TWP. - CARTERET COUNTY - BEAUFORT, NC
 PARCEL DESCRIBED DB. 1457 PG. 328, LESS DB. 681 PG. 431
 MAY 19, 2025
 SCALE 1" = 30'

JAMES C. SIMMONS, JR., P.L.S. # 1-39992
 JAMES C. SIMMONS AND ASSOCIATES, FIRM # F-02888
 PROFESSIONAL LAND SURVEYORS
 100 EAST 10TH STREET, SUITE 200
 WAYNESVILLE, NC 28586
 (252) 447-1599



DWG # 2025026

NOTES AND LEGEND:
 ER - EXISTING IRON ROD
 PT - COMPUTED POINT
 BURIED UTILITIES NOT LOCATED
 CALL 811 BEFORE DIGGING
 CITY WATER AND SEWER
 R/W - RIGHT OF WAY
 HV - MONITORING WELL
 SC - SEWER CLEANOUT
 EB - ELECTRIC BOX
 VM - WATER METER
 MBL - MINIMUM BUILDING LINE
 DUA/E - DRAINAGE & UTILITY EASEMENT
 UP - UTILITY POLE
 CB - CATCH BASIN
 SEE RESTRICTIVE COVENANTS IF ANY
 VS - WATER STUB
 TP - TELEPHONE PEDestal
SETBACK NOTES
 SEE TOWN OF BEAUFORT PLANNING & INSPECTIONS
 ZONED R8 CURRENT SETBACKS 25' FRONT, 8' SIDE, 25' REAR
 NON CONFORMING LOTS CAN USE 15' FRONT, 6' SIDE, 0' REAR
 HOUSE POSITIONED TO ALIGN WITH ADJACENT DWELLING

REFERENCE NOTES:
 OWNER - JULIAN CRAIG HAMILTON
 DEED REF. - DB. 1457 PG. 328
 MAP REF. - N/A
 PARCEL ID - 73061713861000
 ADDRESS - 316 MOORE STREET
 BEAUFORT, NC 28516

NOTE: THIS IS A PROPOSED PLAN DRAWN FOR THE
 PURPOSE OF OBTAINING A BUILDING PERMIT. IT
 DOES NOT REPRESENT AN ASBUILT SURVEY, AND
 SHOULD NOT BE USED FOR SALES, CONVEYANCES,
 OR FOR RECORDING.

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

SECTION A – PROPERTY INFORMATION	FOR INSURANCE COMPANY USE
A1. Building Owner's Name: <u>JULIAN CRAIG HAMILTON</u>	Policy Number: _____
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: <u>316 MOORE STREET</u>	Company NAIC Number: _____
City: <u>BEAUFORT</u> State: <u>NC</u> ZIP Code: <u>28516</u>	
A3. Property Description (e.g., Lot and Block Numbers or Legal Description) and/or Tax Parcel Number: <u>49.5' X 137' 33' NORTH OF LOT 118 TOWN MAP PIN 730617113861000</u>	
A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, etc.): <u>RESIDENTIAL</u>	
A5. Latitude/Longitude: Lat. <u>34.721747°</u> Long. <u>-76.665534°</u> Horiz. Datum: <input type="checkbox"/> NAD 1927 <input checked="" type="checkbox"/> NAD 1983 <input type="checkbox"/> WGS 84	
A6. Attach at least two and when possible four clear color photographs (one for each side) of the building (see Form pages 7 and 8).	
A7. Building Diagram Number: <u>5</u>	
A8. For a building with a crawlspace or enclosure(s):	
a) Square footage of crawlspace or enclosure(s): <u>N/A</u> sq. ft.	
b) Is there at least one permanent flood opening on two different sides of each enclosed area? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
c) Enter number of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade: Non-engineered flood openings: _____ Engineered flood openings: <u>N/A</u>	
d) Total net open area of non-engineered flood openings in A8.c: <u>N/A</u> sq. in.	
e) Total rated area of engineered flood openings in A8.c (attach documentation – see Instructions): <u>N/A</u> sq. ft.	
f) Sum of A8.d and A8.e rated area (if applicable – see Instructions): <u>N/A</u> sq. ft.	
A9. For a building with an attached garage:	
a) Square footage of attached garage: <u>N/A</u> sq. ft.	
b) Is there at least one permanent flood opening on two different sides of the attached garage? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A	
c) Enter number of permanent flood openings in the attached garage within 1.0 foot above adjacent grade: Non-engineered flood openings: <u>N/A</u> Engineered flood openings: <u>N/A</u>	
d) Total net open area of non-engineered flood openings in A9.c: <u>N/A</u> sq. in.	
e) Total rated area of engineered flood openings in A9.c (attach documentation – see Instructions): <u>N/A</u> sq. ft.	
f) Sum of A9.d and A9.e rated area (if applicable – see Instructions): <u>N/A</u> sq. ft.	

SECTION B – FLOOD INSURANCE RATE MAP (FIRM) INFORMATION

B1.a. NFIP Community Name: <u>TOWN OF BEAUFORT</u>	B1.b. NFIP Community Identification Number: <u>375346</u>
B2. County Name: <u>CARTERET</u>	B3. State: <u>NC</u> B4. Map/Panel No.: <u>3720730600</u> B5. Suffix: <u>J</u>
B6. FIRM Index Date: <u>01-17-2025</u>	B7. FIRM Panel Effective/Revised Date: <u>07-16-2003</u>
B8. Flood Zone(s): <u>AE</u>	B9. Base Flood Elevation(s) (BFE) (Zone AO, use Base Flood Depth): <u>6.0'</u>
B10. Indicate the source of the BFE data or Base Flood Depth entered in Item B9: <input type="checkbox"/> FIS <input checked="" type="checkbox"/> FIRM <input type="checkbox"/> Community Determined <input type="checkbox"/> Other: _____	
B11. Indicate elevation datum used for BFE in Item B9: <input type="checkbox"/> NGVD 1929 <input checked="" type="checkbox"/> NAVD 1988 <input type="checkbox"/> Other/Source: _____	
B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise Protected Area (OPA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Designation Date: <u>N/A</u> <input type="checkbox"/> CBRS <input type="checkbox"/> OPA	
B13. Is the building located seaward of the Limit of Moderate Wave Action (LiMWA)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: <u>316 MOORE STREET</u>	FOR INSURANCE COMPANY USE	
	City: <u>BEAUFORT</u>	State: <u>NC</u> ZIP Code: <u>28516</u>
Policy Number: _____		Company NAIC Number: _____

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)

C1. Building elevations are based on: Construction Drawings* Building Under Construction* Finished Construction
 *A new Elevation Certificate will be required when construction of the building is complete.

C2. Elevations - Zones A1-A30, AE, AH, AO, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO, A99. Complete Items C2.a-h below according to the Building Diagram specified in Item A7. In Puerto Rico only, enter meters.
 Benchmark Utilized: NCRTKN-VRS Vertical Datum: NAVD 88

Indicate elevation datum used for the elevations in items a) through h) below.

NGVD 1929 NAVD 1988 Other: _____

Datum used for building elevations must be the same as that used for the BFE. Conversion factor used? Yes No
 If Yes, describe the source of the conversion factor in the Section D Comments area.

- | | | |
|---|----------------|--|
| a) Top of bottom floor (including basement, crawlspace, or enclosure floor): | <u>4.0</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| b) Top of the next higher floor (see Instructions): | <u>8.0</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| c) Bottom of the lowest horizontal structural member (see Instructions): | <u>N/A</u> | <input type="checkbox"/> feet <input type="checkbox"/> meters |
| d) Attached garage (top of slab): | <u>N/A</u> | <input type="checkbox"/> feet <input type="checkbox"/> meters |
| e) Lowest elevation of Machinery and Equipment (M&E) servicing the building (describe type of M&E and location in Section D Comments area): | <u>7.0 (+)</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| f) Lowest Adjacent Grade (LAG) next to building: <input checked="" type="checkbox"/> Natural <input type="checkbox"/> Finished | <u>3.8</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| g) Highest Adjacent Grade (HAG) next to building: <input checked="" type="checkbox"/> Natural <input type="checkbox"/> Finished | <u>4.0'</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |
| h) Finished LAG at lowest elevation of attached deck or stairs, including structural support: | <u>3.8</u> | <input checked="" type="checkbox"/> feet <input type="checkbox"/> meters |

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by state law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available. I understand that any false statement may be punishable by fine or imprisonment under 18 U.S. Code, Section 1001.

Were latitude and longitude in Section A provided by a licensed land surveyor? Yes No

Check here if attachments and describe in the Comments area.

Certifier's Name: JAMES C. SIMMONS, JR License Number: L-3992

Title: PROFESSIONAL LAND SURVEYOR

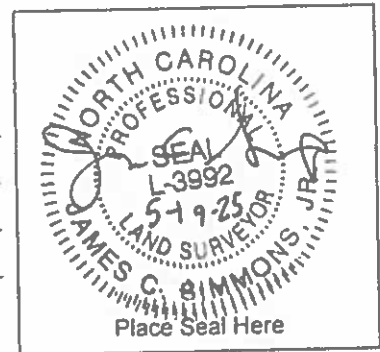
Company Name: JAMES C. SIMMONS'S ASSOC. FIRM # F-0288

Address: 603 WEBB BLVD. OR P.O. Box 514

City: HAVELOCK State: NC ZIP Code: 28532

Telephone: 252-447-1509 Ext.: _____ Email: jsimmons@embargoemail.com

Signature: [Signature] Date: 05-19-2025



Copy all pages of this Elevation Certificate and all attachments for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments (including source of conversion factor in C2; type of equipment and location per C2.e; and description of any attachments):
A5) LAT/LONG PER NCFRIS.COM A7) ON BLOCK PIERS AB) NO ENCLOSURE A9) NO GARAGE
C2a) APPROX GRADE UNDER HOUSE C2b) APPROX FIN. FLOOR BASED ON 5 COURSES OF BLOCK
AND 12" FLOOR TRUSS, BUT COULD BE HIGHER IF ADDITIONAL FILL IS PLACED. C2c) ALL ELECT &
MECH TO BE ABOVE 7.0'. C2 fgh) EXISTING GRADES B9) FEMA BFE = 6.0' + 1.0' FREEBOARD

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: <u>316 MOORE STREET</u>	FOR INSURANCE COMPANY USE	
	City: <u>BEAUFORT</u> State: <u>NC</u> ZIP Code: <u>28516</u>	Policy Number: _____ Company NAIC Number: _____

SECTION E – BUILDING MEASUREMENT INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO, ZONE AR/AO, AND ZONE A (WITHOUT BFE)

For Zones AO, AR/AO, and A (without BFE), complete Items E1–E5. For Items E1–E4, use natural grade, if available. If the Certificate is intended to support a Letter of Map Change request, complete Sections A, B, and C. Check the measurement used. In Puerto Rico only, enter meters.

Building measurements are based on: Construction Drawings* Building Under Construction* Finished Construction
*A new Elevation Certificate will be required when construction of the building is complete.

E1. Provide measurements (C.2.a in applicable Building Diagram) for the following and check the appropriate boxes to show whether the measurement is above or below the natural HAG and the LAG.

a) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ feet meters above or below the HAG.

b) Top of bottom floor (including basement, crawlspace, or enclosure) is: _____ feet meters above or below the LAG.

E2. For Building Diagrams 6–9 with permanent flood openings provided in Section A Items 8 and/or 9 (see pages 1–2 of Instructions), the next higher floor (C2.b in applicable Building Diagram) of the building is: _____ feet meters above or below the HAG.

E3. Attached garage (top of slab) is: _____ feet meters above or below the HAG.

E4. Top of platform of machinery and/or equipment servicing the building is: _____ feet meters above or below the HAG.

E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? Yes No Unknown The local official must certify this information in Section G.

SECTION F – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and E for Zone A (without BFE) or Zone AO must sign here. *The statements in Sections A, B, and E are correct to the best of my knowledge*

Check here if attachments and describe in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Ext.: _____ Email: _____

Signature: _____ Date: _____

Comments:

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: 316 MOORE STREET	FOR INSURANCE COMPANY USE
City: BEAUFORT State: NC ZIP Code: 28516	Policy Number: _____ Company NAIC Number: _____

SECTION G – COMMUNITY INFORMATION (RECOMMENDED FOR COMMUNITY OFFICIAL COMPLETION)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Section A, B, C, E, G, or H of this Elevation Certificate. Complete the applicable item(s) and sign below when:

- G1. The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by state law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2.a. A local official completed Section E for a building located in Zone A (without a BFE), Zone AO, or Zone AR/AO, or when item E5 is completed for a building located in Zone AO.
- G2.b. A local official completed Section H for insurance purposes.
- G3. In the Comments area of Section G, the local official describes specific corrections to the information in Sections A, B, E and H.
- G4. The following information (Items G5–G11) is provided for community floodplain management purposes.
- G5. Permit Number: _____ G6. Date Permit Issued: _____
- G7. Date Certificate of Compliance/Occupancy Issued: _____
- G8. This permit has been issued for: New Construction Substantial Improvement
- G9.a. Elevation of as-built lowest floor (including basement) of the building: _____ feet meters Datum: _____
- G9.b. Elevation of bottom of as-built lowest horizontal structural member: _____ feet meters Datum: _____
- G10.a. BFE (or depth in Zone AO) of flooding at the building site: _____ feet meters Datum: _____
- G10.b. Community's minimum elevation (or depth in Zone AO) requirement for the lowest floor or lowest horizontal structural member: _____ feet meters Datum: _____
- G11. Variance issued? Yes No If yes, attach documentation and describe in the Comments area.

The local official who provides information in Section G must sign here. *I have completed the information in Section G and certify that it is correct to the best of my knowledge. If applicable, I have also provided specific corrections in the Comments area of this section.*

Local Official's Name: _____ Title: _____

NFIP Community Name: _____

Telephone: _____ Ext.: _____ Email: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Signature: _____ Date: _____

Comments (including type of equipment and location, per C2.e: description of any attachments; and corrections to specific information in Sections A, B, D, E, or H):

ELEVATION CERTIFICATE

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: 316 MOORE STREET	FOR INSURANCE COMPANY USE
City: BEAUFORT State: NC ZIP Code: 28516	Policy Number: _____
	Company NAIC Number: _____

SECTION H – BUILDING'S FIRST FLOOR HEIGHT INFORMATION FOR ALL ZONES (SURVEY NOT REQUIRED) (FOR INSURANCE PURPOSES ONLY)

The property owner, owner's authorized representative, or local floodplain management official may complete Section H for all flood zones to determine the building's first floor height for insurance purposes. Sections A, B, and I must also be completed. Enter heights to the nearest tenth of a foot (nearest tenth of a meter in Puerto Rico). *Reference the Foundation Type Diagrams (at the end of Section H Instructions) and the appropriate Building Diagrams (at the end of Section I Instructions) to complete this section.*

H1. Provide the height of the top of the floor (as indicated in Foundation Type Diagrams) above the Lowest Adjacent Grade (LAG):

a) For Building Diagrams 1A, 1B, 3, and 5–8. Top of bottom _____ feet meters above the LAG floor (include above-grade floors only for buildings with crawlspaces or enclosure floors) is:

b) For Building Diagrams 2A, 2B, 4, and 6–9. Top of next higher floor (i.e., the floor above basement, crawlspace, or enclosure floor) is: _____ feet meters above the LAG

H2. Is all Machinery and Equipment servicing the building (as listed in Item H2 instructions) elevated to or above the floor indicated by the H2 arrow (shown in the Foundation Type Diagrams at end of Section H instructions) for the appropriate Building Diagram?

Yes No

SECTION I – PROPERTY OWNER (OR OWNER'S AUTHORIZED REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Sections A, B, and H must sign here. *The statements in Sections A, B, and H are correct to the best of my knowledge. Note: If the local floodplain management official completed Section H, they should indicate in Item G2.b and sign Section G.*

Check here if attachments are provided (including required photos) and describe each attachment in the Comments area.

Property Owner or Owner's Authorized Representative Name: _____

Address: _____

City: _____ State: _____ ZIP Code: _____

Telephone: _____ Ext.: _____ Email: _____

Signature: _____ Date: _____

Comments:

ELEVATION CERTIFICATE
IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11
BUILDING PHOTOGRAPHS
See Instructions for Item A6.

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.: 316 MOORE STREET	FOR INSURANCE COMPANY USE
City: BEAUFORT State: NC ZIP Code: 28516	Policy Number: _____ Company NAIC Number: _____

Instructions: Insert below at least two and when possible four photographs showing each side of the building (for example, may only be able to take front and back pictures of townhouses/rowhouses). Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." Photographs must show the foundation. When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.

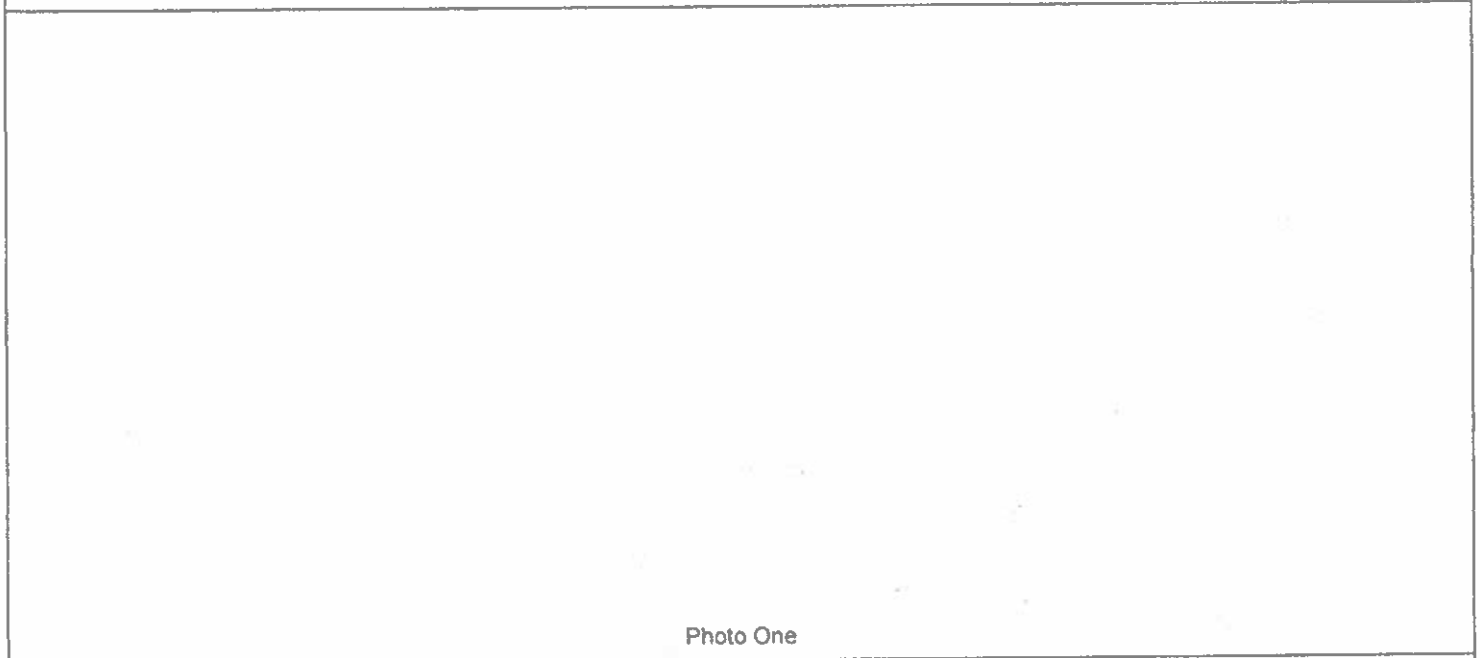


Photo One Caption:

Clear Photo One

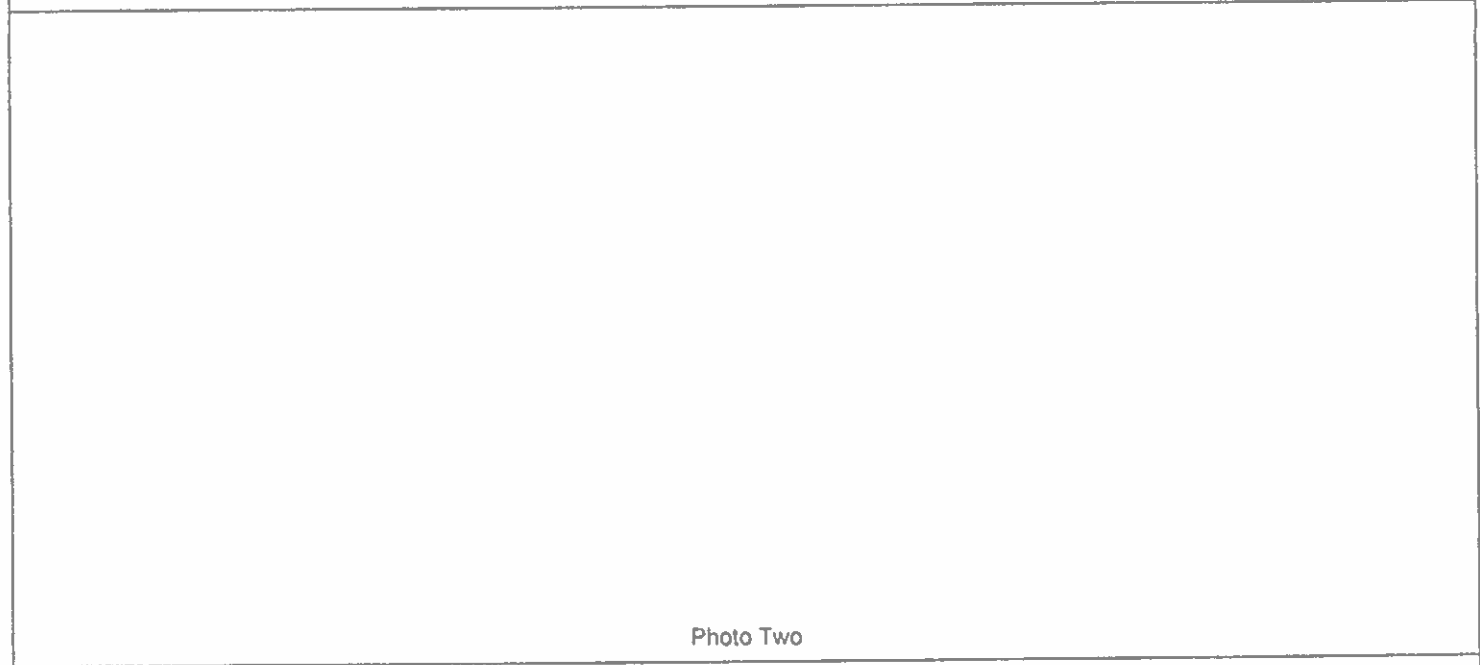


Photo Two Caption:

Clear Photo Two

ELEVATION CERTIFICATE
IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON INSTRUCTION PAGES 1-11
BUILDING PHOTOGRAPHS

Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.:

316 MOORE STREET

City: BEAUFORT State: NC ZIP Code: 28516

FOR INSURANCE COMPANY USE

Policy Number: _____

Company NAIC Number: _____

Insert the third and fourth photographs below. Identify all photographs with the date taken and "Front View," "Rear View," "Right Side View," or "Left Side View." When flood openings are present, include at least one close-up photograph of representative flood openings or vents, as indicated in Sections A8 and A9.

Photo Three

Photo Three Caption:

Clear Photo Three

Photo Four

Photo Four Caption:

Clear Photo Four



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, May 5, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 26-18 525 Front Street - 3 Story Mixed Use Building
BRIEF SUMMARY: Add a two-story addition to 525 Front Street for 3-story Mixed Use building

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
30 Minutes

SUBMITTED BY:
Kyle Garner

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP
Date: April 27, 2026
Case No. Case # 26-18 525 Front Street - 3 Story Mixed Use Building

Request: Add a two-story addition to 525 Front Street for 3-story Mixed Use building
Applicant: Filter Design Studio
 707 Bridges Street
 Morehead City NC, 28557

Property Information:
Owners: Blue Treasure, LLC
Location: 525 Front Street
PIN#: 730505199728000

Project Information:
 According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 525 Front Street (1945). **Commercial Building.** 1-Story, brick building with flat roof that has recently been remodeled in the Colonial Williamsburg-style with dentilled awning, transomed 6-panel door in a recessed entranceway, and flanking small-paned display windows. Built between 1941 and 1950. (SM)

Proposed work:
 See Attached Application & Narrative

Material:
 See Attached Description and Photos

New Construction Guidelines

Building Placement

7.1.1. Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.

7.1.2. Maintain the pattern of building separation and lot coverage that is found on the block and/or side of the street.

Building Height/Scale

New construction shall not exceed thirty-five feet in height.

7.2.1. New construction shall not exceed thirty-five feet in height.

7.2.2. Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

7.2.3. Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

7.2.4. Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

Materials

7.3.1. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing materials and should be used.

7.3.3. Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials

Details

7.4.1. Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2. Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

7.5.1. Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

[Type here]

Form and Rhythm

7.6.1. Design new construction that reflects the basic shapes and forms on the block and in the historic district.

7.6.2. Maintain consistency with style of buildings and contributing structures found on the block and/or side of the street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3. Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

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.

8.3.2. Locate roof ventilators, antennas, solar panels, and satellite dishes in areas not visible from public view. Satellite dishes exceeding 24” in diameter shall not be installed in the historic district.

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.

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.

8.4.5. All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties

Roof Guidelines

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.

[Type here]

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.

Brickwork and Masonry Guidelines

6.3.5. Water-repellant sealers are generally not appropriate because they may trap moisture, causing deterioration or discoloration.

6.3.6. For repointing, use only mortars that are compatible with historic mortars in color, strength, and joint finish or surface tooling. Maintain the historic joint width, joint profile, and bond patterns when making repairs. Modern mortars may cause damage to older, softer brick.

6.3.7. Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

6.3.8. When replacing damaged brick or stone, use replacements that match the original units as closely as possible.

Window and Door Guidelines

6.4.7. New windows must match original in overall size and opening area and should have three dimensional muntins with either true divided lights (TDL) or three dimensional grilles on both the interior and exterior sides (SDL). Snap-in grilles or grilles between glass are not appropriate for windows visible from public view.

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.

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.

6.7.3. Masonry surfaces that have been previously unpainted, such as brick, stucco, or stone should not be painted if those surfaces are in good condition and if the painting is proposed for the purpose of color change only. The painting of certain masonry surfaces may be appropriate if the surfaces have been patched or marred by damage over time, and if the visual integrity of the surface has been compromised. Paint colors should reflect the base material where possible.

[Type here]

Accessibility and Life Safety Guidelines

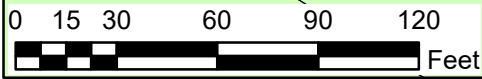
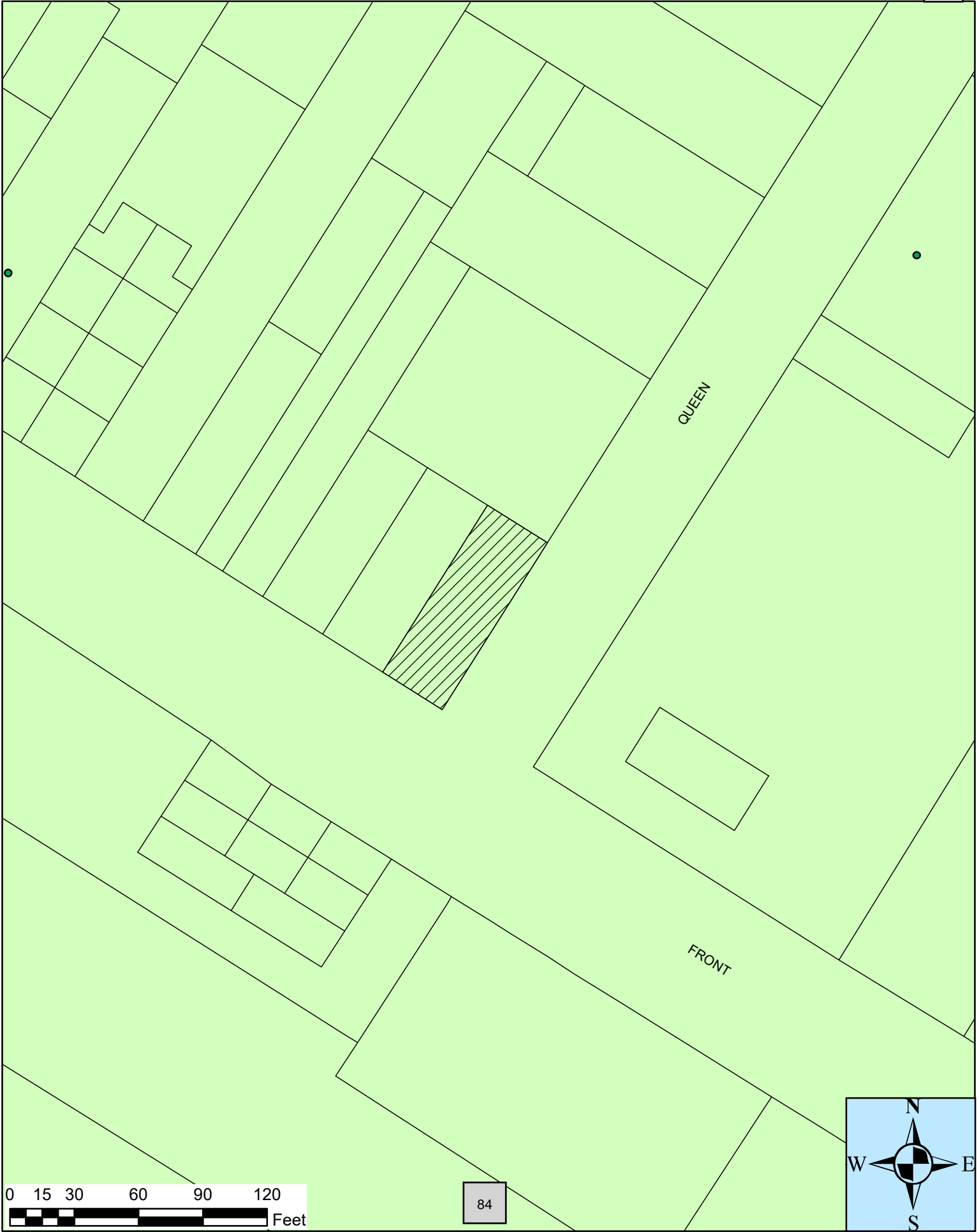
- 6.8.1 Locate fire exits, stairs, landings, and ramps so that they are compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such elements should be painted to tie in with the structure.
- 6.8.2. Introduce new or alternate means of access to the historic building, in ways that do not compromise the appearance of an historic entrance or front porch.

Historic Store front Guidelines

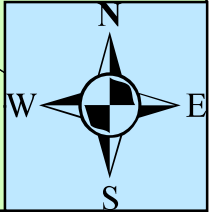
- 6.9.1. Retain and preserve historic commercial storefronts and building façades, including display windows, entrance configurations, doors, transoms, bulkheads, windows, cornices, parapets, and brickwork.
- 6.9.4. Preserve and rehabilitate rear facades where possible, particularly where access is provided 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.
- 6.9.6. 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.

Case # 26-18 525 Front Street - 3 Story Mixed Use Building

3.



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OWNER	MAILING ADDRESS
BEAUFORT HOUSE LLC	510 FRONT ST APT 21 BEAUFORT, NC 28516
BLUE TREASURE LLC	PO BOX 3557 CARY, NC 27519
INLET INN BEAUFORT LLC	601 FRONT ST BEAUFORT, NC 28516
LAWVER ENTERPRISES LLC	4643 RANDOLPH CHURCH RD LIBERTY, NC 27298

**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: Filter Design Studio
Applicant Address: 707 Bridges Street, Morehead City, NC 28557
Business Phone: 252-622-4119 Email/Cell: 252-622-4119

Property Owner Name: Blue Treasure LLC
Address of Property: 525 Front Street, Beaufort, NC 28516
Phone Number: N/A Email/Cell: N/A

PROJECT INFORMATION

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

Please see attached.

Estimated Cost of Project: \$ 4,000,000

Year House Built: _____

[Signature]
Applicant Signature

4/13/2026
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: _____

86 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.

HPC Application

Certificate of Appropriateness Application

Proposed New Construction of a 3 Story Mixed-Use Building



Applicant	Filter Design Studio PLLC
Contractor	TBD
Project Address	525 Front Street, Beaufort, NC 28516

Table of Contents

1. Certificate of Appropriateness Application
2. Project Description
3. Character Defining Features
4. Project Specifications
5. Guidelines
6. Adjacent Property Owners Information
7. Site Photographs
8. Proposed Materials

Project Description:

This application proposes a vertical addition to an existing one-story commercial structure located at **525 Front Street**, and is zoned **H-BD** or Historic Business District along Front Street. The project consists of adding two additional stories above the existing footprint, resulting in a three-story, mixed-use building that maintains the retail/office/commercial presence at the street level while introducing (3) residential condo units on the second and third floors.

This proposal is consistent with the **Town of Beaufort Development Ordinance for the Historic Business District**, which permits Mixed Use as a use. The Town of Beaufort Land Development Ordinance defines Mixed Use (as a use) as, “a single structure with the above floors used for residential or office use and the ground floor for retail/commercial or service uses.”

The ground floor will remain fully commercial, accommodating retail, or other permitted commercial uses that support the pedestrian-oriented character of Front Street. The introduction of residential units on the second and third floors reinforces the Town’s vision for a vibrant and active downtown environment.

The proposed design retains the existing footprint and ground-level use in order to preserve the building’s relationship with the street and maintain continuity with the surrounding historic context.

The vertical addition has been carefully designed to sit above the existing structure in a manner that respects the scale and proportions of the district while allowing for continued use and adaptation of the property.

The proposed addition has been developed in accordance with the **Town of Beaufort Historic Preservation Design Guidelines**, ensuring compatibility with the district while remaining identifiable as new construction.

The scope of work of the proposed project includes:

1. Proposed new construction and vertical addition of (2) two stories, containing (3) three individual condo units above the existing ground structure, resulting in a three-story mixed-use building.

This proposal has been developed in alignment with the **Town of Beaufort Land Development Ordinance** and the **Historic Preservation Design Guidelines**. By maintaining commercial use at the ground level, introducing residential units above, and designing the addition to be compatible with the historic context, the project supports the continued vitality of the Historic Business District.

Character Defining Features

As it is stated in the Beaufort Historic Design Guidelines, the first and “most important phase of designing new construction or addition in the historic district, begins with a look at both the subject property and its surroundings.”

The historical character defining features of the proposed project are as described below:

1. Storefront windows with bronze trim to match the existing
2. Door with transom and bronze trim to match the existing
3. McLean exterior wall mounted lanterns in dark copper finish
4. Recessed soldier course brick
5. Bronze metal awnings to match the existing
6. Marvin Ultimate Double Hung Windows – Bronze Finish to Match the Existing
7. Bronze Exterior Doors to Match Existing
8. Bronze Metal Railings
9. Brick Corbels to match front facade
10. Brick Header
11. Brick Window Sill
12. Parapet Cap to Match Existing
13. Bronze Downspouts
14. Stained Wood Garage Doors

The features listed above are the character defining features of the proposed project. To meet all requirements and guidelines set forth by the Historic Preservation Commission, the key historical defining features of the subject’s immediate surroundings, more specifically, the block and street as well as the subject’s neighborhood have been observed and taken into consideration throughout the design process. Historical character defining features will be incorporated throughout the proposed project and will complement the subject’s surroundings and neighborhood.

Project Specifications:

See drawings and comments within each applicable guideline below.

Guidelines

New Construction Guidelines

Building Placement

7.1.1. Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.

The proposed project will maintain existing setbacks.

7.1.2. Maintain the pattern of building separation and lot coverage that is found on the block and/or side of the street.

The pattern of building separation and lot coverage is similar to other residences on the street.

7.1.3. Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principal building's prominent architectural features or significant site features.

Existing garage will remain in rear yard and will be elevated by adding a masonry brick foundation using Stateville Brick (Oyster Bay) to match the residence.

7.1.5. For new construction on Beaufort's waterfront, minimize any negative impact on historic vistas and conform designs to the policy statements in Chapter 5.

The proposed new construction will not have a negative impact on historic vistas. The proposed new construction conforms to the policy statements in Chapter 5.

Building Height/Scale

7.2.1. New construction shall not exceed thirty-five feet in height.

The new construction will not exceed thirty-five feet in height.

7.2.2. Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

The scale of the proposed building will be compatible with the scale of contributing structures on the block or side of the street.

7.2.3. Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

The proportion of the proposed new building and its architectural elements will be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side street.

7.2.4. Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

Windows and doors in new construction will be compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block and side of street.

7.2.5. If a contributing building was demolished or moved from the site, design the replacement building to be of similar height, scale, massing, and location as the previously existing building. Applicants will have a heavy burden to demonstrate to the HPC that a replacement structure with different height, scale, and massing as the previously existing building is incongruous with the Historic District.

NA

Materials

7.3.1. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing materials and should be used.

The siding and trim material of the proposed structure will be consistent with the materials traditionally used on the immediate block and in the historic district. Brick/Masonry will be used.

7.3.2. The use of substitute products such as vinyl, aluminum and pressed board siding and other modern-day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case-by-case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern-day products achieve compatibility with existing historic buildings that define the character of the Beaufort Historic District.

Brick/Masonry will be used.

7.3.3. Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Materials will be used in traditional ways. New materials will appear as if they were applied in a traditional manner to convey the same visual appearance as historically used and applied building materials. Materials will be similar to existing structure.

Details

7.4.1. Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

The proposed project will use details that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2. Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

A date brick or other exterior date identification marker will be used.

Texture and Color

7.5.1. Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

New construction will provide a similar degree of texture that is found in contributing buildings in the historic district. Texture will match original structure.

Form and Rhythm

7.6.1. Design new construction that reflects the basic shapes and forms on the block and in the historic district.

The new construction will reflect basic shapes and forms on the block and in the historic district. The new construction will have forms which are typical of the historical district and block and will closely resemble the existing structure.

7.6.2. Maintain consistency with style of buildings and contributing structures found on the block and/or side of the street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

The new construction will maintain consistency with the roof pitches that are similar to those that can be found on the block and/or side of the street. The proposed new roof will closely mirror the roof of the existing historic structure.

7.6.3. Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Similar percentages and patterns of window and door openings will be maintained and remain consistent with the style of its immediate surroundings. The windows and door openings will closely mirror the window and door openings and patterns of existing historic structure.

Landscaping

7.7.1. Retain and protect mature trees during construction.

No damage is anticipated to mature trees during construction.

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.

All utilities and HVAC equipment will be screened from public view.

8.3.2. Locate roof ventilators, antennas, solar panels, and satellite dishes in areas not visible from public view. Satellite dishes exceeding 24” in diameter shall not be installed in the historic district.

No vented roofs.

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.

No utility fixtures will be visible from the street.

8.3.4. Avoid placing window air-conditioning units on the front façade of the building.

There will be no window air-conditioning units.

8.3.6. Install utilities underground whenever possible.

Underground utilities will be requested. Feasibility to be determined by utility providers.

8.3.7. Avoid radically pruning street trees located under utility wires. Such pruning practices permanently damage the form and long-term health of the tree. Refer to LANDSCAPING guidelines for proper tree planting practices.

No tree pruning is currently proposed for utility requirements.

Exterior Lighting Guidelines

8.4.1. Unless original fixtures already exist, choose fixtures that are simple and unobtrusive and complement the building or site.

Fixtures will be simple and unobtrusive and will complement the building and site.
Fixtures will be similar to existing historic structure.

8.4.3. Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.

Fixtures will not obscure or damage character-defining architectural elements or site features. All fixtures will comply with the historical guidelines and complement proposed structure.

8.4.5. All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties.

All lighting will be directed towards the property for which it was intended. The lighting will not spill over onto adjacent properties.

Archaeology Guidelines

8.8.1. Retain and preserve archaeological resources that are important to the history of the site or district.

All guidelines to be met.

8.8.3. Recognize that archaeological resources exist both below ground and below water.

All guidelines to be met.

8.8.4. Preserve archaeological resources intact in their original state and location wherever possible.

All guidelines to be met.

8.8.5. When disturbance of archaeological resources is unavoidable, use qualified archaeologists to employ contemporary methods of investigation and evaluation.

All guidelines to be met.

Adjacent Property Owners

Owner: LAWVER ENTERPRISES LLC
Addresses: 523 FRONT STREET
Parcel #: [730505199800000](#)

Owner: TOWN OF BEAUFORT
Addresses: 105 QUEEN STREET
Parcel #: [730505199857000](#)

Owner: INLET INN CRYSTAL COAST LLC
Addresses:
Parcel #: [730505291706000](#)

Site Photographs:







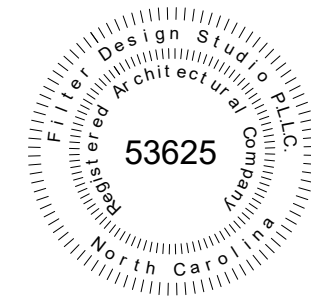
Proposed Materials:

Please see proposed material sheet and renders.

Architect Seal



Firm Seal

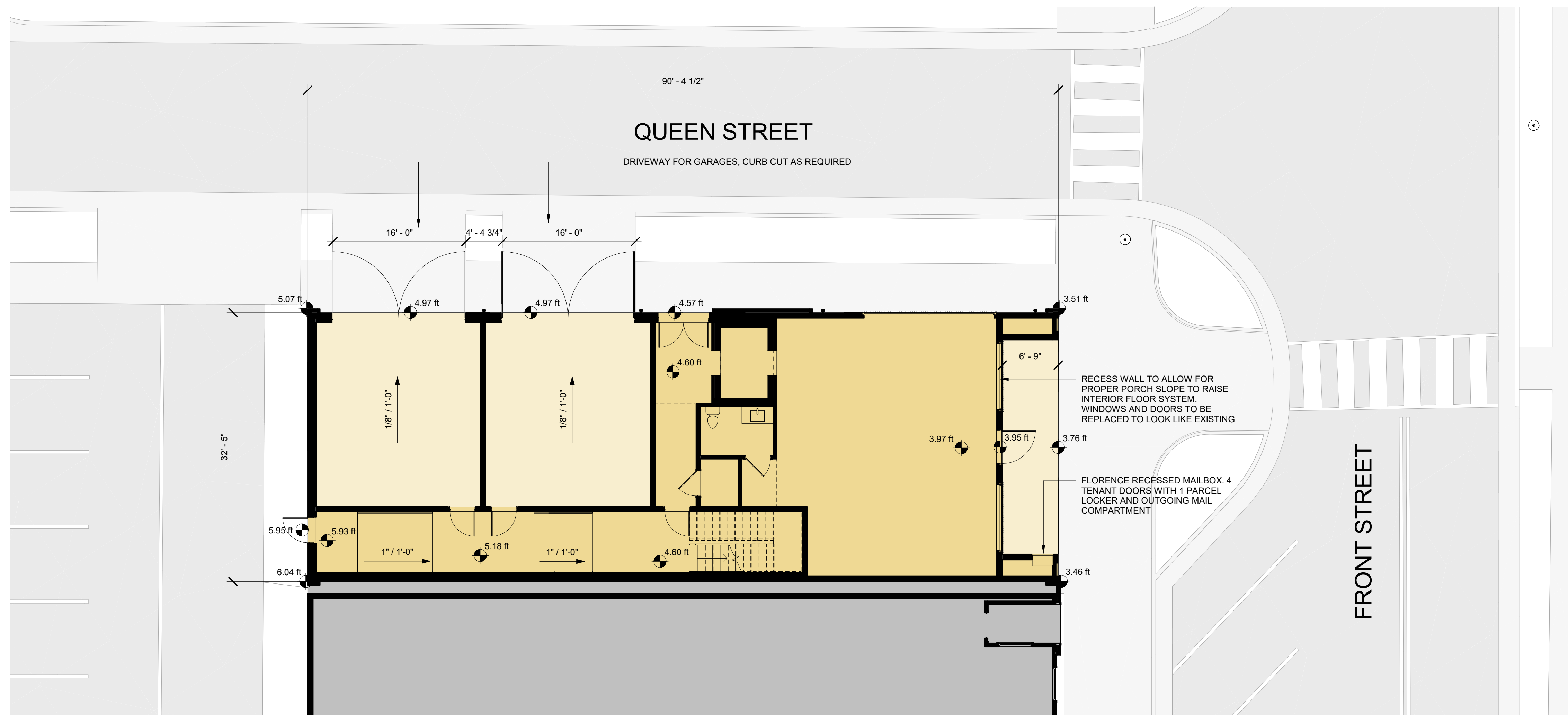


Architecture

Company: Filter Design Studio, P.L.L.C.
Architect: Ryan Edwards
Address: 555 Fayetteville Street Suite 300
Raleigh, North Carolina 27601
Phone: 252-622-4119
Email: ryan@filterdesignstudio.com

Landscape Architecture

Company: Filter Design Studio, P.L.L.C.
Landscape: Thomas "Jay" Horton
Address: 555 Fayetteville Street Suite 300
Raleigh, North Carolina 27601
Phone: 252-622-4119
Email: jay@filterdesignstudio.com



Proposed Renovation

525 Front Street
Beaufort, North Carolina

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No.	Description	Date

Architectural Site Plan

Project number: 25-025
Sheet Issue Date: 2026-04-14
Print Date: 4/23/2026 2:32:22 PM

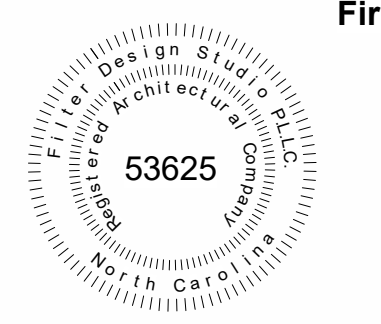
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Architect Seal



Firm Seal



Architecture

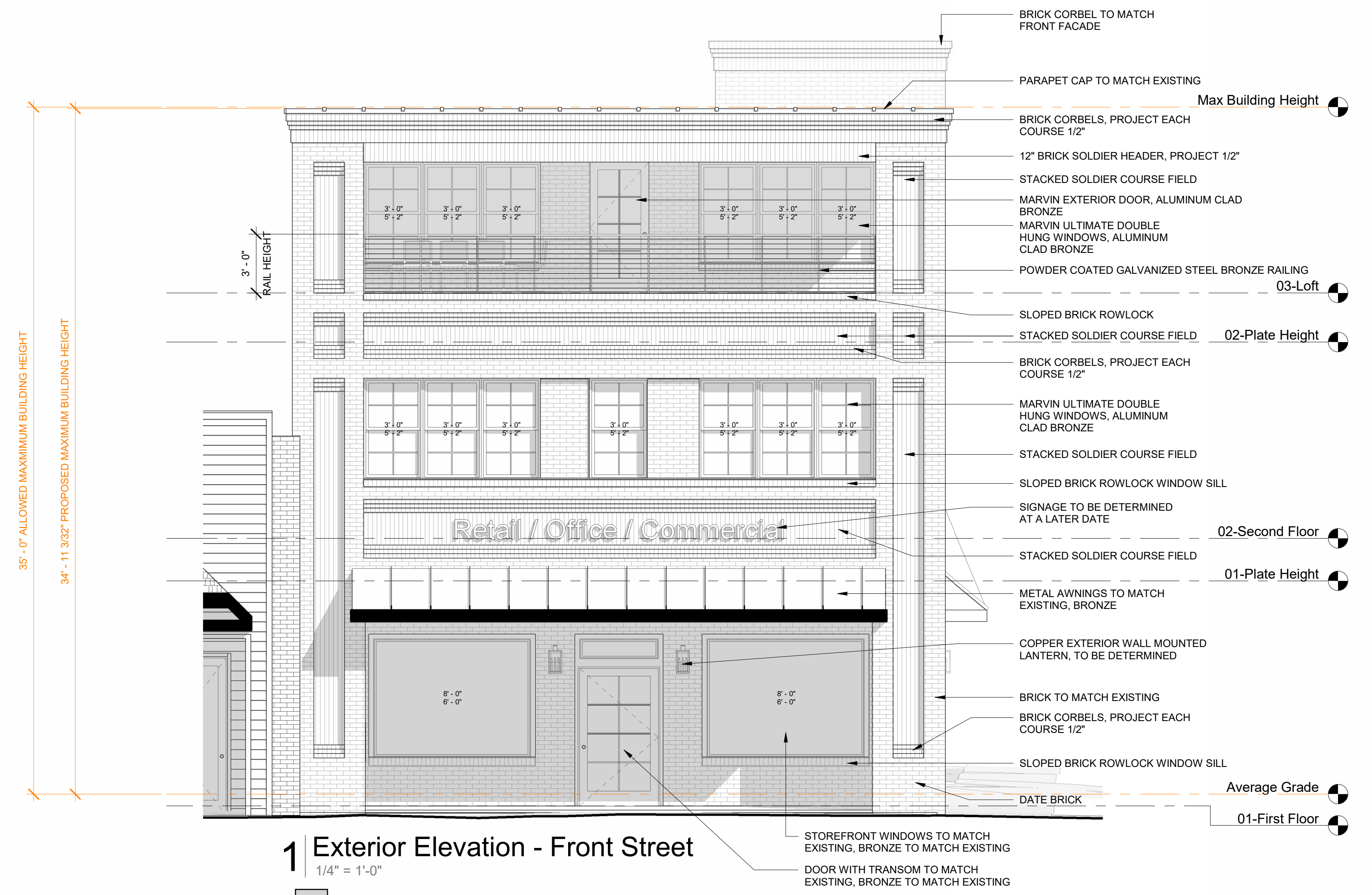
Company: Filter Design Studio, P.L.L.C.
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2 Exterior Elevation - Front Street Rendered
1/4" = 1'-0"



1 Exterior Elevation - Front Street
1/4" = 1'-0"

Proposed Renovation

525 Front Street
Beaufort, North Carolina

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No.	Description	Date

Exterior Elevations

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Sheet Issue Date: 2026-04-14
Print Date: 4/23/2026 2:32:26 PM

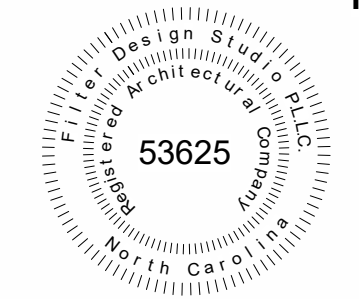
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Scale: 1/4" = 1'-0"

Architect Seal



Firm Seal



Architecture

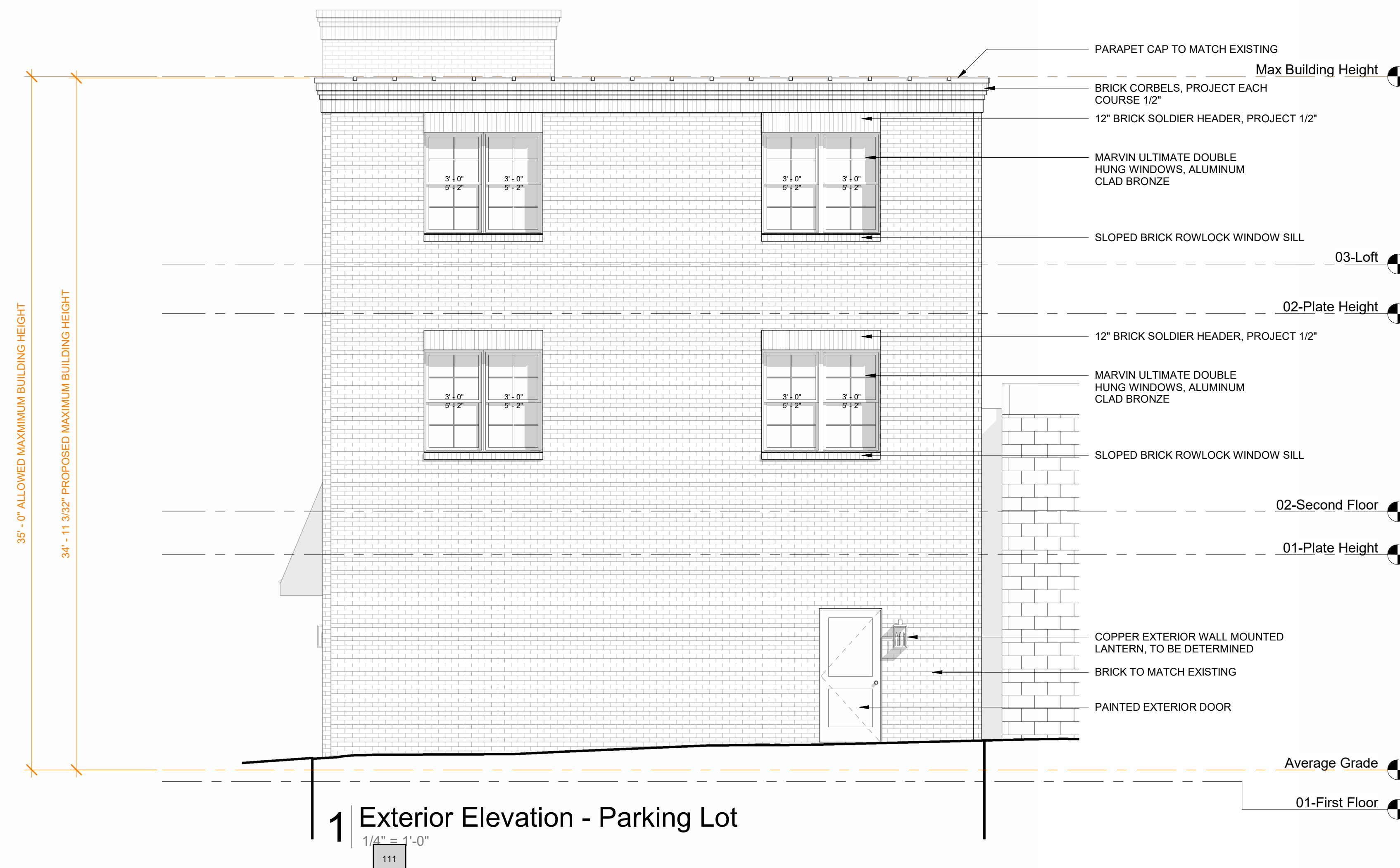
Company: Filter Design Studio, P.L.L.C.
Architect: Ryan Edwards
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Landscape Architect: Thomas "Jay" Horton
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Raleigh, North Carolina 27601
Phone: 252-622-4119
Email: jay@filterdesignstudio.com



2 Exterior Elevation - Parking Lot Rendered
1/4" = 1'-0"



1 Exterior Elevation - Parking Lot
1/4" = 1'-0"

Proposed Renovation

525 Front Street
Beaufort, North Carolina

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No.	Description	Date

Exterior Elevations

Project number 25-025
Sheet Issue Date 2026-04-14
Print Date 4/23/2026 2:32:30 PM

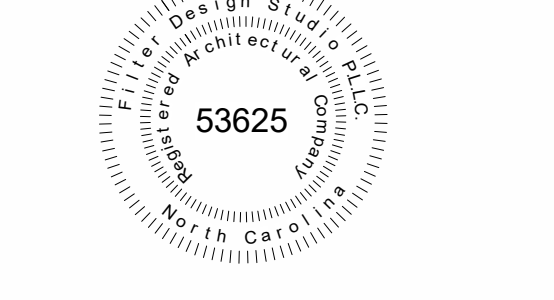
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Scale 1/4" = 1'-0"

Architect Seal



Firm Seal



Architecture

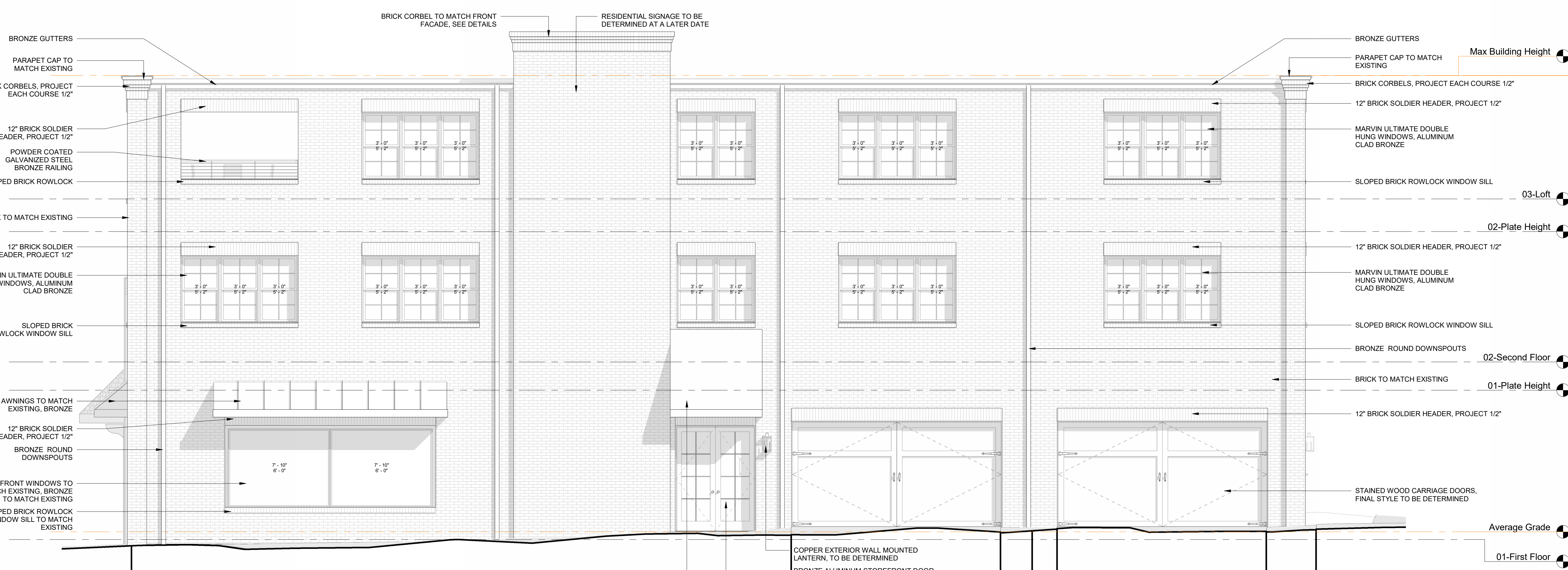
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 Architect: Ryan Edwards
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 Phone: 252-622-4119
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 Landscape Architect: Thomas "Jay" Horton
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: jay@filterdesignstudio.com



2 Exterior Elevation - Queen Street Rendered
 1/4" = 1'-0"



1 Exterior Elevation - Queen Street
 1/4" = 1'-0"

Proposed Renovation
525 Front Street
Beaufort, North Carolina

525 Front Street
 Beaufort, North Carolina

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No.	Description	Date

Exterior Elevations

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 Sheet Issue Date: 2026-04-14
 Print Date: 4/23/2026 2:32:35 PM

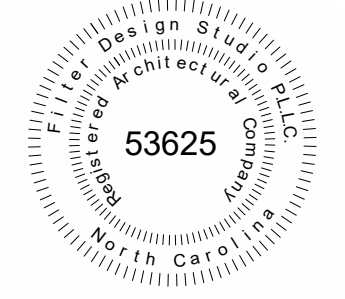
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Scale: 1/4" = 1'-0"

Architect Seal



Firm Seal



Architecture

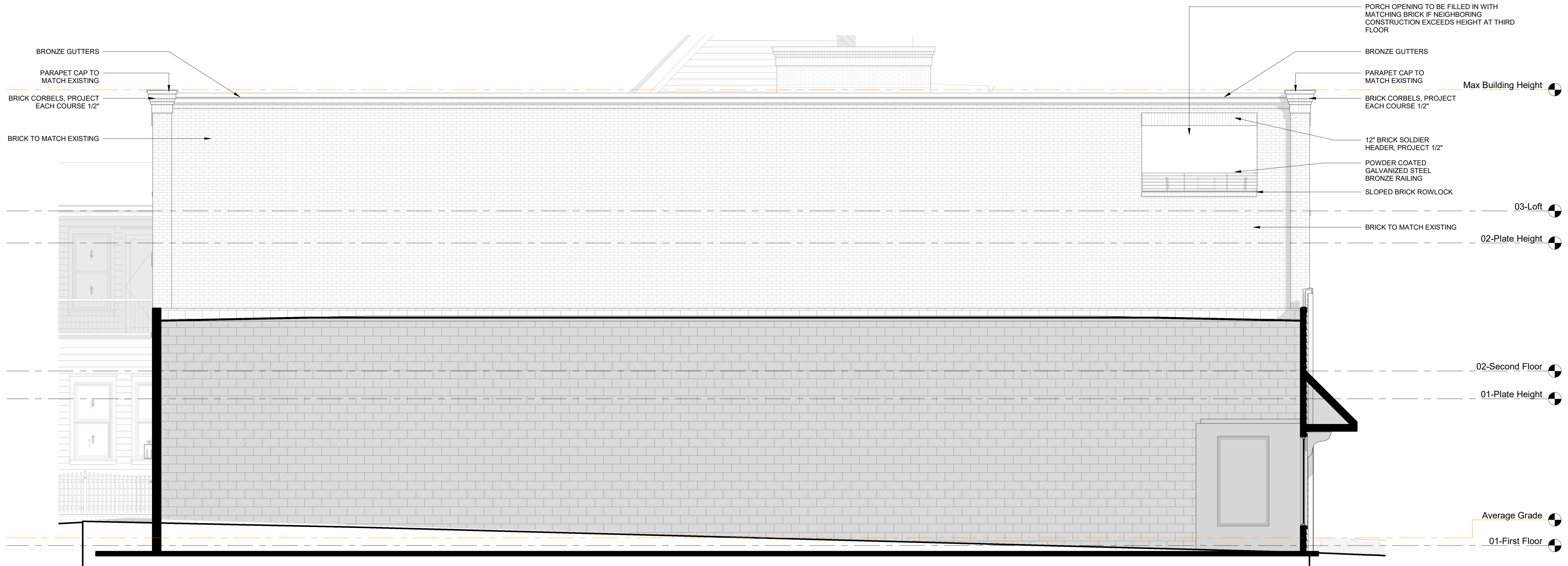
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 Architect: Ryan Edwards
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 Landscape Architect: Thomas "Jay" Horton
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 Phone: 252-622-4119
 Email: jay@filterdesignstudio.com



2 Exterior Elevation - West Rendered
 1/4" = 1'-0"



1 Exterior Elevation - West
 1/4" = 1'-0"

Proposed Renovation

**525 Front Street
 Beaufort, North Carolina**

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No.	Description	Date

Exterior Elevations

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 Sheet Issue Date: 2026-04-14
 Print Date: 4/23/2026 2:32:44 PM

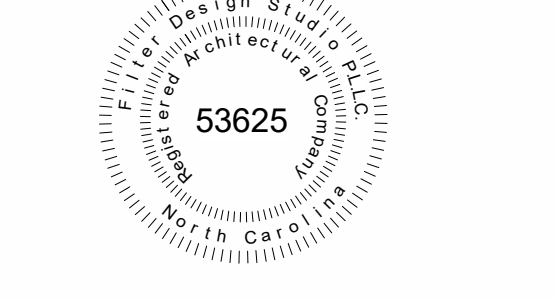
A204

Scale: 1/4" = 1'-0"

Architect Seal



Firm Seal



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Company: Filter Design Studio, P.L.L.C.
 Architect: Ryan Edwards
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 Landscape Architect: Thomas "Jay" Horton
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 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: jay@filterdesignstudio.com



2 Existing Elevation - Queen Street
 1/4" = 1'-0"



1 Existing Elevation - Parking Lot
 1/4" = 1'-0"



4 Existing Elevation - Front Street
 1/4" = 1'-0"

Proposed Renovation

525 Front Street
Beaufort, North Carolina

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No.	Description	Date

Existing Elevations

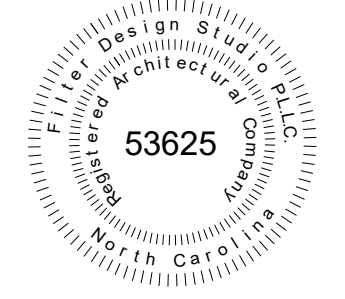
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Sheet Issue Date	2026-04-14
Print Date	4/23/2026 2:32:55 PM
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Scale	1/4" = 1'-0"



Architect Seal



Firm Seal



Architecture

Company: Filter Design Studio, P.L.L.C.
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Proposed Renovation

525 Front Street
 Beaufort, North Carolina

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No.	Description	Date

Exterior Renderings

Project number: 25-025
 Sheet Issue Date: 2026-04-14
 Print Date: 4/23/2026 2:32:56 PM

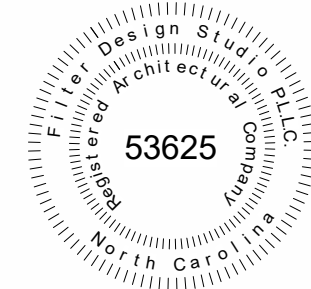
R201

Scale: _____

Architect Seal



Firm Seal



Architecture

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1 Exterior Elevation - Streetscape
 1" = 10'-0"

Proposed Renovation

525 Front Street

Beaufort, North Carolina

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No.	Description	Date

**Streetscape
Render**

Project number	25-025
Sheet Issue Date	2026-04-14
Print Date	4/23/2026 2:33:01 PM
R202	
Scale	1" = 10'-0"

Proposed Materials:

Masonry and Siding

The main body of the structure is to remain brick masonry. Additional brick detailing using projected courses and bond patterns are to be used per the proposed drawings. Final Brick Shall be determined once stucco coat is removed from the Queen street wall. Brick will be the closet match to main body brick of the existing building.

Coping

The coping cap is proposed to be terracotta to match existing coping at the front and rear wall of the project. The long sides along queen and the adjacent property are to have bronze gutters with downspouts as the upper wall termination at the roof.

Roofing

The main body roof of the building is proposed to be white TPO roofing single layer membrane with mechanical fasteners.

The Commercial awnings are to be wood built-up awnings with bronze standing seam roofing with 1" ribbing per the provided drawings.

The awning at the residential entry is proposed to be a green fabric awning. Final color swatches to be approved prior to installation.

Windows

All Residential Windows to be Marvin Ultimate Double Hung Aluminum Clad in Bronze Finish. All Retail Commercial Windows to be bronze storefront.

Doors

Commercial Main Entry Door and transom to be wood stained to match existing door.

Residential Entry Door to be full-lite Storefront Doors Bronze in Color

Garage Doors are to be outswing stained wood carriage doors. (Outswing doors to prevent pedestrian traffic from conflicting while vehicles are moving in and out.)

Railings

All Railings to be powder coated galvanized steel in a bronze finish per drawings.

Lighting

All sconces to be copper, final fixture submittal to be provided prior to installation.

Mailboxes

Florence recessed Mailbox per drawings located under front entry canopy.



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, May 5, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business

SUBJECT: Case # 26-17 611 Front St- Demo - Rear Building

BRIEF SUMMARY:

The Town of Beaufort is applying for a Certificate of Appropriateness to demolish the existing rear structure at 611 Front Street.

The Town has also reached out to SHPO who has surveyed the structure prior to demolition.

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, AICP
Date: April 27, 2026
Case No. Case # 26-17 611 Front St- Demo - Rear Building

Request: The Town of Beaufort is applying for a Certificate of Appropriateness to demolish the existing rear structure at 611 Front Street.

Applicant: Town of Beaufort
 701 Front Street
 Beaufort NC, 28516

Property Information:
 Owners: Town of Beaufort
 Location: 611 Front Street (Rear Structure)
 PIN#: 730505292723000

Project Information: The Town of Beaufort is applying for a Certificate of Appropriateness to demolish the existing rear structure at 611 Front Street.

- The Town agrees to salvage any architecture features or materials that could be repurposed if there are interested parties.
- The Town has also reached out to SHPO who has surveyed the structure and will provide a report prior to demolition.

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 611 Front Street (rear). **Inlet Inn (original wing)**. 2-Story building with a 2-story porch engaged beneath low hip roof. The only surviving section of the original Inlet Inn used to contain 6 rental rooms, but now it is divided into two apartments, 1 upstairs and one downstairs. The Inn safe is located in one apartment. Building has 1 central brick chimney, 2/2 sash, altered windows and doors, and German and asbestos siding. Porch has Doric posts with plain railing and an exterior staircase.

Proposed work:
 See Attached Application & Narrative

Material:

See Attached Description and Photos

Demolition of Buildings Guidelines

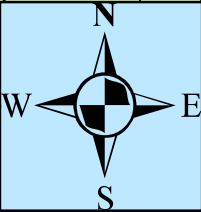
- 10.1.1. Choose demolition only as a last resort. Property owners of contributing buildings should design the replacement building to reflect the demolished building's height, scale, massing and location. Applicants will have a heavy burden to demonstrate to the HPC that a replacement building with different height, scale, massing as the previously existing building is congruous with the Historic District.
- 10.1.2. Document the historic resource prior to demolition. Documentation shall take the form of black and white photographs, and color digital photographs of the building, structure, or site's principal elevations, architectural elements (both in exterior and interior), and special features. Measured drawings of the resource may also be required. The HPC shall determine on a case-by-case basis the extent of documentation required and the parties responsible for producing such documentation. The documentation shall be submitted to the HPC and become a permanent record of the Town of Beaufort.
- 10.1.3. Salvage architectural features and building materials for reuse or study. Contact antique dealers and used building supply establishments to arrange for removal. Consider donations of items to interested non-profit organizations or museums or the NC-SHPO.
- 10.1.4. Minimize ground-disturbing activities during demolition to avoid damage to potential unknown Archaeological resources.
- 10.1.5. Retain mature trees on site.
- 10.1.6. Clean the site thoroughly of all building debris and leave the lot properly graded and seeded.

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0 37.5 75 150 225 300
Feet

121



OWNER

BB&T OF NORTH CAROLINA PROPERTY TAX COMPLIANCE
INLET INN BEAUFORT LLC
JBJ PROPERTIES LLC
PECAN TREE INN HOSPITALITY INC

FullMailin

PO BOX 167 WINSTON SALEM, NC 27102
601 FRONT ST BEAUFORT, NC 28516
PO BOX K ROCKY MOUNT, NC 27802
116 QUEEN STREET C/O STANLEY ETUX CHRISTIN LAMB BEAUFORT, NC 28516



Project Information for proposed demolition for the rear structure at 611 Front Street

The Town of Beaufort is applying for a Certificate of Appropriateness to demolish the existing rear structure at 611 Front Street.

- Attached are color photos of the structure to document the principal elevations and the condition of the structure prior to demolition.
- The Town agrees to salvage any architecture features or materials that could be repurposed if there are interested parties.
- The Town has also reached out to SHPO who wishes to survey the structure prior to demolition.

Required items for COA Application – 611 Front Street

1. Items required for ALL Projects

Below are the guidelines we believe to be applicable for the application to widen the existing driveway:

Chapter 10. Demolition of Historic Landmarks and Buildings in the Beaufort Historic District

Demolition of Buildings Guidelines

10.1.1. Choose demolition only as a last resort. Property owners of contributing buildings should design the replacement building to reflect the demolished building’s height, scale, massing and location. Applicants will have a heavy burden to demonstrate to the HPC that a replacement building with different height, scale, massing as the previously existing building is congruous with the Historic District.

10.1.2. Document the historic resource prior to demolition. Documentation shall take the form of black and white photographs, and color digital photographs of the building, structure, or site’s principal elevations, architectural elements (both in exterior and interior), and special features. Measured drawings of the resource may also be required. The HPC shall determine on a case-by-case basis the extent of documentation required and the parties responsible for producing such documentation. The documentation shall be submitted to the HPC and become a permanent record of the Town of Beaufort.

10.1.3. Salvage architectural features and building materials for reuse or study. Contact antique dealers and used building supply establishments to arrange for removal. Consider donations of items to interested non-profit organizations or museums or the NC-SHPO.

10.1.4. Minimize ground-disturbing activities during demolition to avoid damage to potential unknown archaeological resources.

10.1.5. Retain mature trees on site.

10.1.6. Clean the site thoroughly of all building debris and leave the lot properly graded and seeded

- Attached is a list of adjacent property owners
- Attached are photos of the existing streetscape and structure
- Attached is a site plan showing the dimensions of the structure

2. Items required as applicable to project:

- The Town wishes to remove the dilapidated rear structure at 611 Front Street only and retain the front historic structure. To our knowledge the demo can be accomplished without the removal of any mature trees, and we have reached out to the State Historic Preservation Office (SHPO) to see if they have any interest in providing an architectural survey of the structure. Once the structure would be removed the ground around it would be graded and seeded.