



## **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](http://www.beaufortnc.org)

### **Board of Commissioners Virtual Work Session 4:00 PM – Monday, February 22, 2021**

---

#### **Call To Order**

#### **Roll Call**

#### **Agenda Approval**

#### **Public Comment**

#### **Presentations**

- [1.](#) Beaufort Housing Authority Utility Rate Increase

#### **Project Updates**

#### **Items for Discussion and Consideration**

- [1.](#) Rezoning from TR to CS-MU 502 Cedar Street  
Case #21-03
- [2.](#) FY 2020 Audit Presentation
- [3.](#) FY 21 Audit Contract
- [4.](#) Request to Rezone 823 West Beaufort Road from R-8 to B-1  
Case No. 21-04.
- [5.](#) Request to Rezone 1001 Cedar Street from R-8 to CS-MU  
Case No. 21-02.
- [6.](#) Request for Special Use Permit for Accessory Dwelling Unit at 102 Carteret Ave.  
Case No. 20-13.
- [7.](#) Sewer Allocation Request  
504 Island Dr., Beaufort NC (Deerfield Shores Subdivision)
- [8.](#) Sewer Allocation Request  
803 Deerfield Dr., Beaufort NC (Deerfield Shores Subdivision)

- [9.](#) Paid Parking
- [10.](#) NCDOT Property on Old Beaufort Road
- [11.](#) Property Acquisition Recommendation – Parks Advisory Board
- [12.](#) Randolph Johnson Park Landscaping/Sign
- [13.](#) Topsail Park Proposed Project & Update
- [14.](#) January Financial Report/Notes
- [15.](#) Appointments to Volunteer Advisory Board and Commission Positions
- [16.](#) Minutes
- [17.](#) Rezoning from TR to CS-MU 508 & 510 Cedar St - Case # 21-01

**Mayor/Commissioner Comments**

**Adjourn**



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session**

**4:00 PM – Monday, February 22, 2021**

**AGENDA CATEGORY:** Presentations  
**SUBJECT:** Beaufort Housing Authority Utility Rate Increase

**BRIEF SUMMARY:**

The Beaufort Housing Authority will discuss the recent utility rate increase, the effects of that increase, and the future of the authority.

The following individuals will be participating in the meeting:

- Dick deButts Jr.
- John Lampros
- Tara Timblin
- Elwyn Wood

**REQUESTED ACTION:**

Informational – no action is requested at this time.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Allen Coleman, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

N/A

# The Beaufort Housing Authority Established 1960

## BHA's Board of Commissioners:

Richard deButts, Jr	Chairman
Elwyn Wood	Vice Chair
Constance Shannon	Resident Board Member
Bill Morris	
Diane Meelheim	
Perry Harker	
John Lampros	
Executive Director:	Tara Timblin

- The BHA is a HUD property and receives a **monthly subsidy for operations and an annual capital subsidy for maintenance**
- We have survived the **Hurricanes, Economic Crisis and now a Pandemic**
- Nationally, the backlog of public housing **capital needs is estimated at over \$35 billion.**
- HUD is slowly transitioning us to **ongoing ownership as a public or non-profit entity.**
- This will allow us to **leverage public and private debt and equity in order to reinvest**
- We have very little money and **will need additional capital**

# Demographic Profile 2019 Census Report

Population 4,343

Median Age 49.8

## Income

Per capita income \$26,127

Median household income \$40,926

## Poverty:

### Persons living below poverty line

In Beaufort, NC 19.8%

In Morehead City 10.7%

In North Carolina 14.7%

## Number of Households:

In Beaufort 2,156

In Morehead City 29,755

## Persons Per Household:

In Beaufort 1.9

In Morehead City 2.3

## Median Value Owner Occupied

### Housing Units:

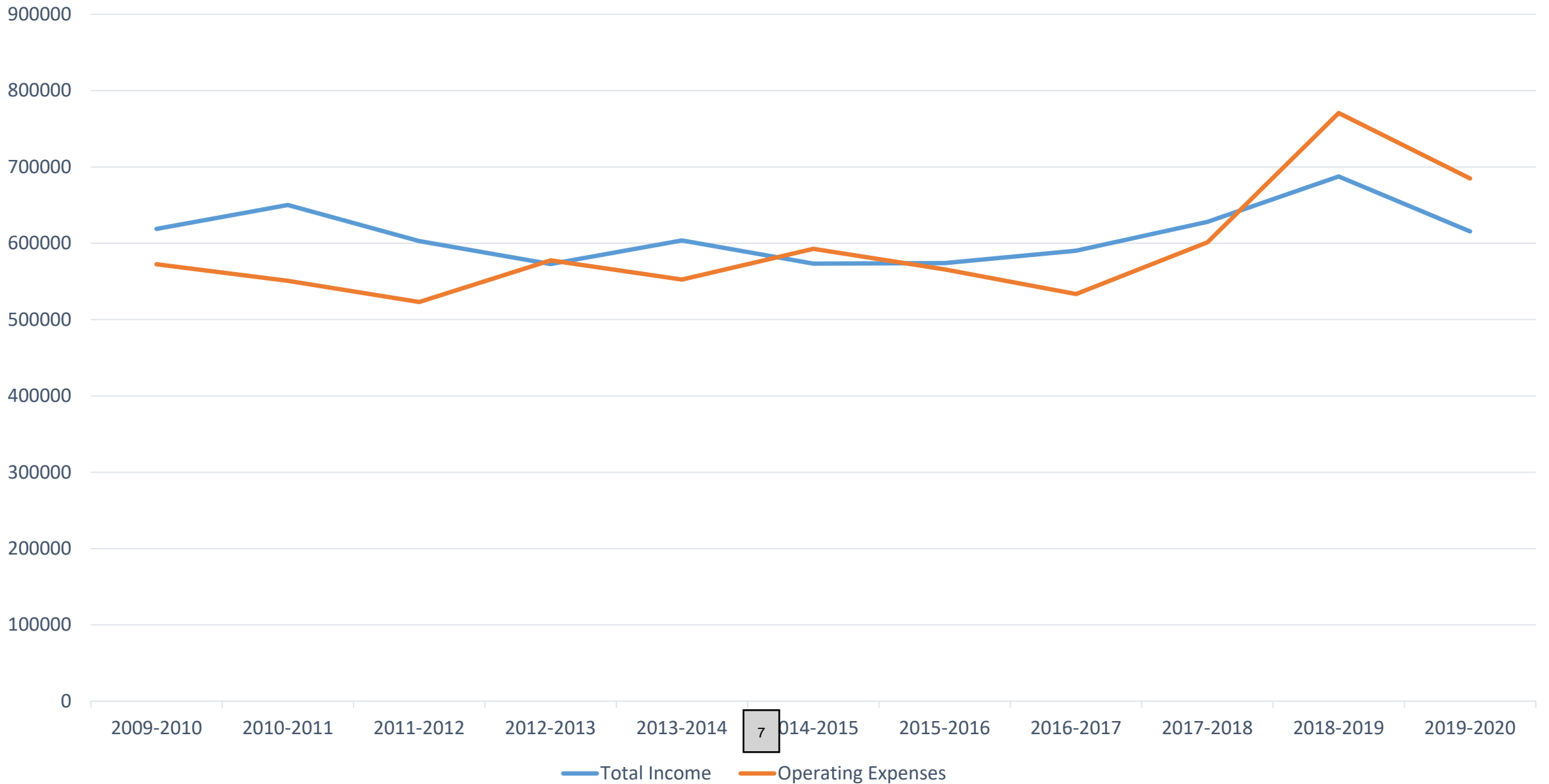
In Beaufort \$229,900

In Morehead City \$214,100

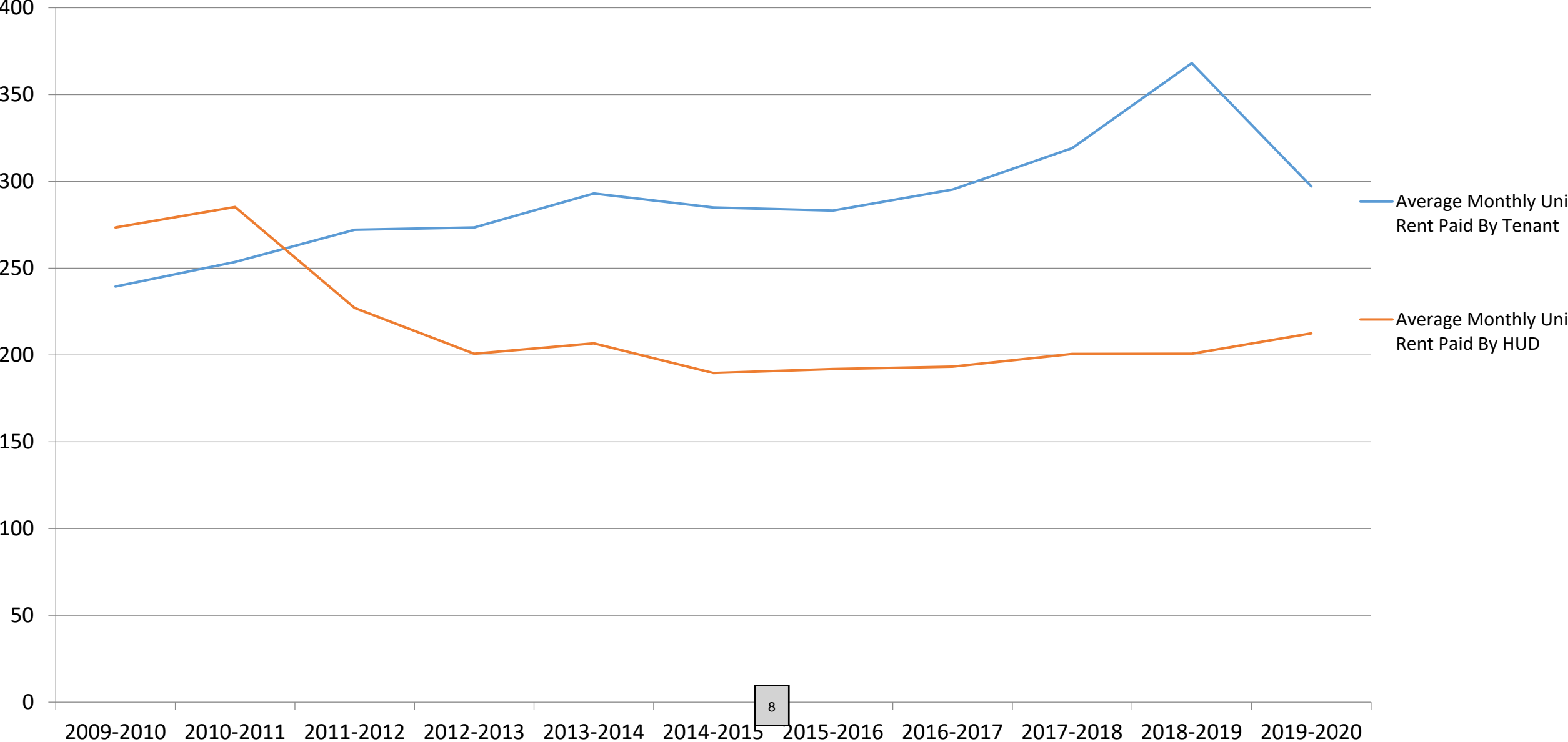
In North Carolina \$172,500

Here's A Little About Our 100 Families										
Total		Average Age			Average Minor Age			Average Household Size		1.
Occupants		Head of Household						Family	Elderly	
184		52			8			2.14	1.11	
Sources of Income by Family							Average Annual Gross			
Source Type		Actual		Largest				All Families	\$13,388.47	
Child Support		6		2				Employed	\$17,763.36	
General Assistance		1		1				Elderly	\$17,160.02	
Other non-wage		1		0				Disabled	\$11,761.98	
Pension		5		1						
Social Security		43		37				Tenants With No Income		
SSI		21		13				11		
Unemployment		3		2				Handicapped / Disabled Occupants		
Wages		34		28				29		
Sex	White	Black	Native American	Asian	Hawaiian	Hispanic	Non-Hispanic	Adults	Minors	
Male	45	22	1	0	0	5	63	38	30	
Female	73	43	0	0	0	7	109	74	42	
Totals	118	65	1	0	0	12	172	112	72	
Average Residency		Length of Residency			Elderly	Count	NonElderly	Count		
8.59		2 Years or Less			1.44	3	0.71	22		
		3 to 5 Years			3.83	7	3.92	28		
		6 to 10 Years			6.17	2	7.87	5		
		11 to 20 Years			12.96	4	14.09	11		
		21 Years and Over			24.94	3	32.63	10		

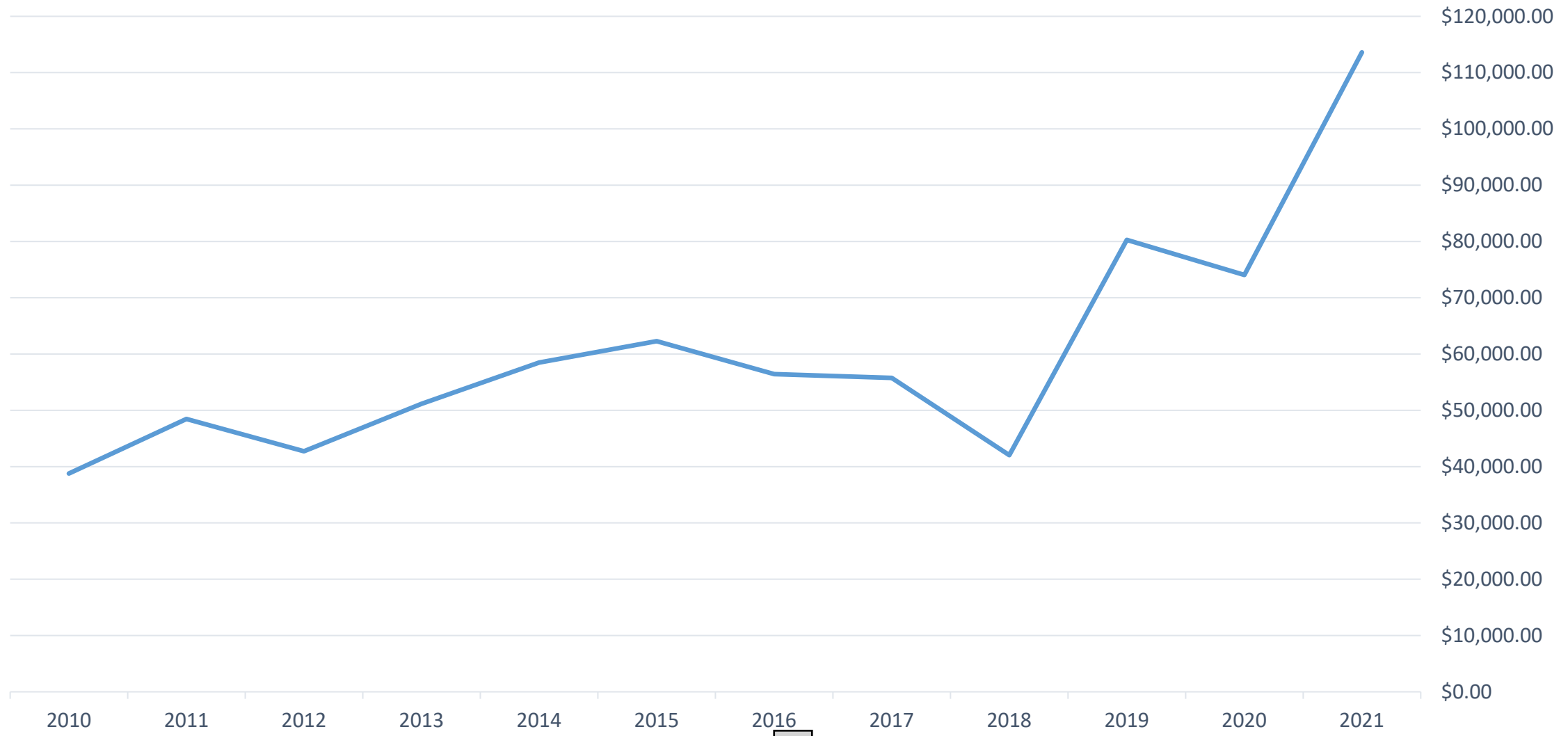
# Ten Year History Of Income & Expense



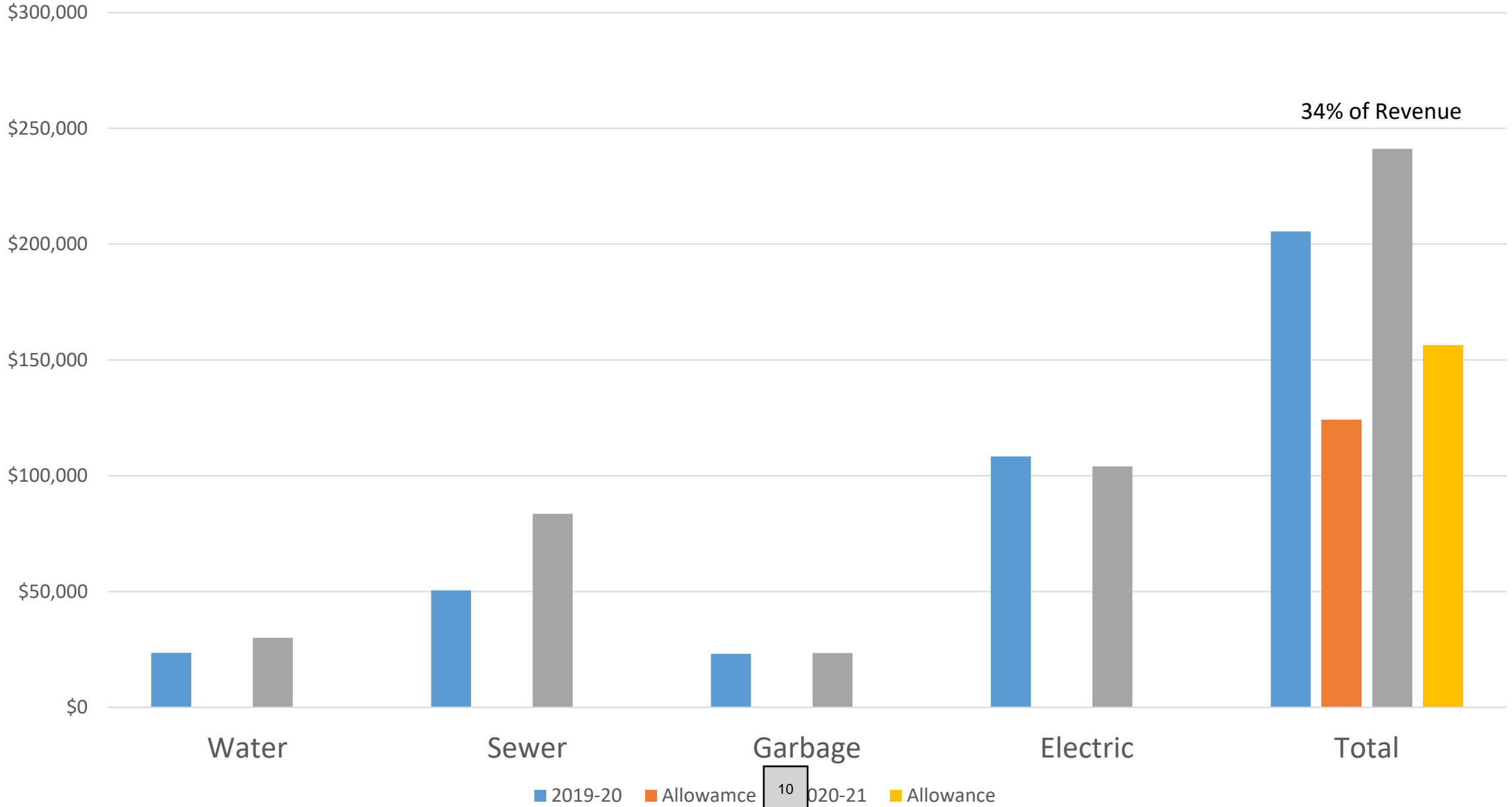
# HUD'S Participation In Tenant Rent Continues To Decrease



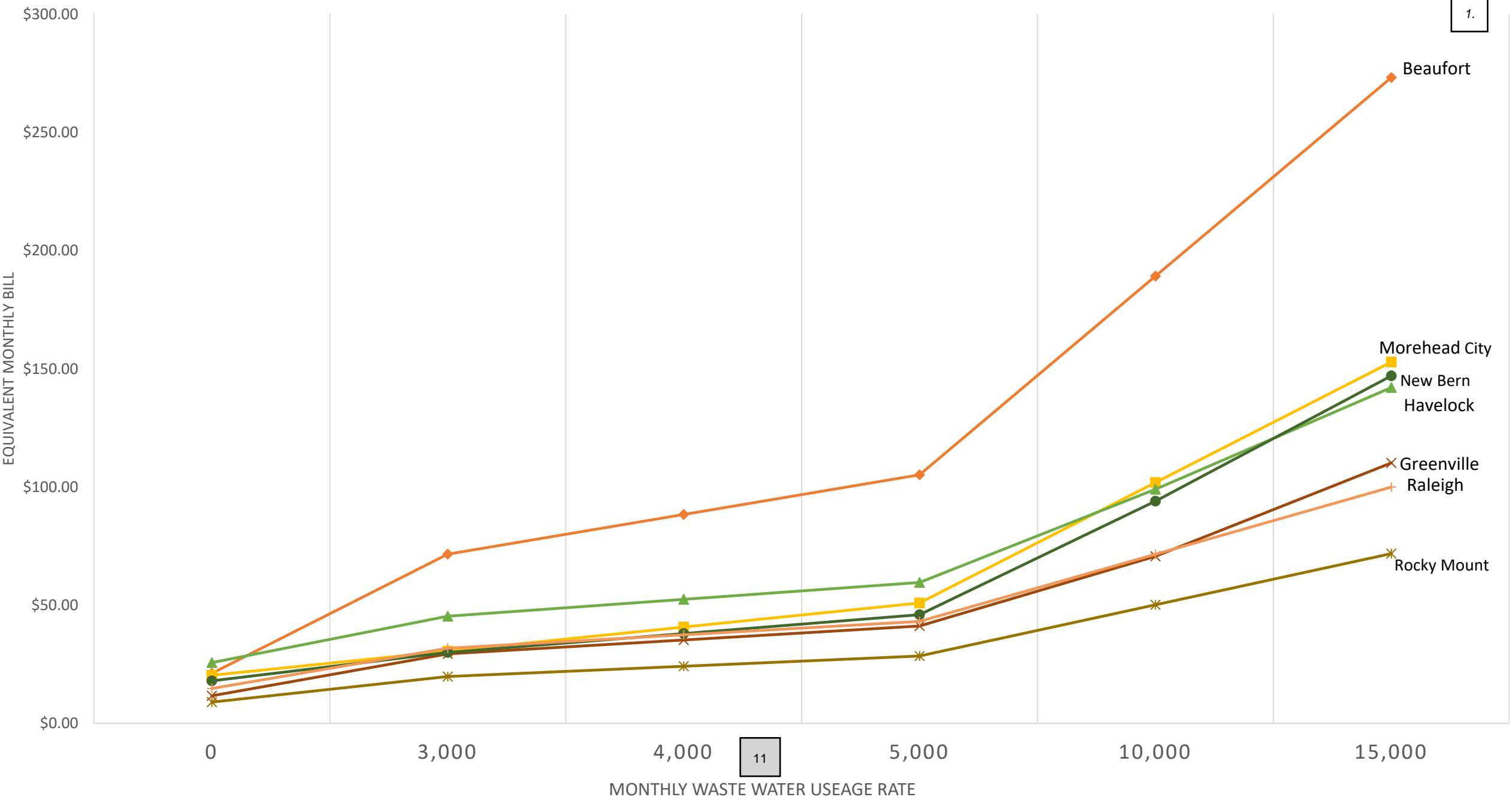
# Ten Year History Water & Sewer



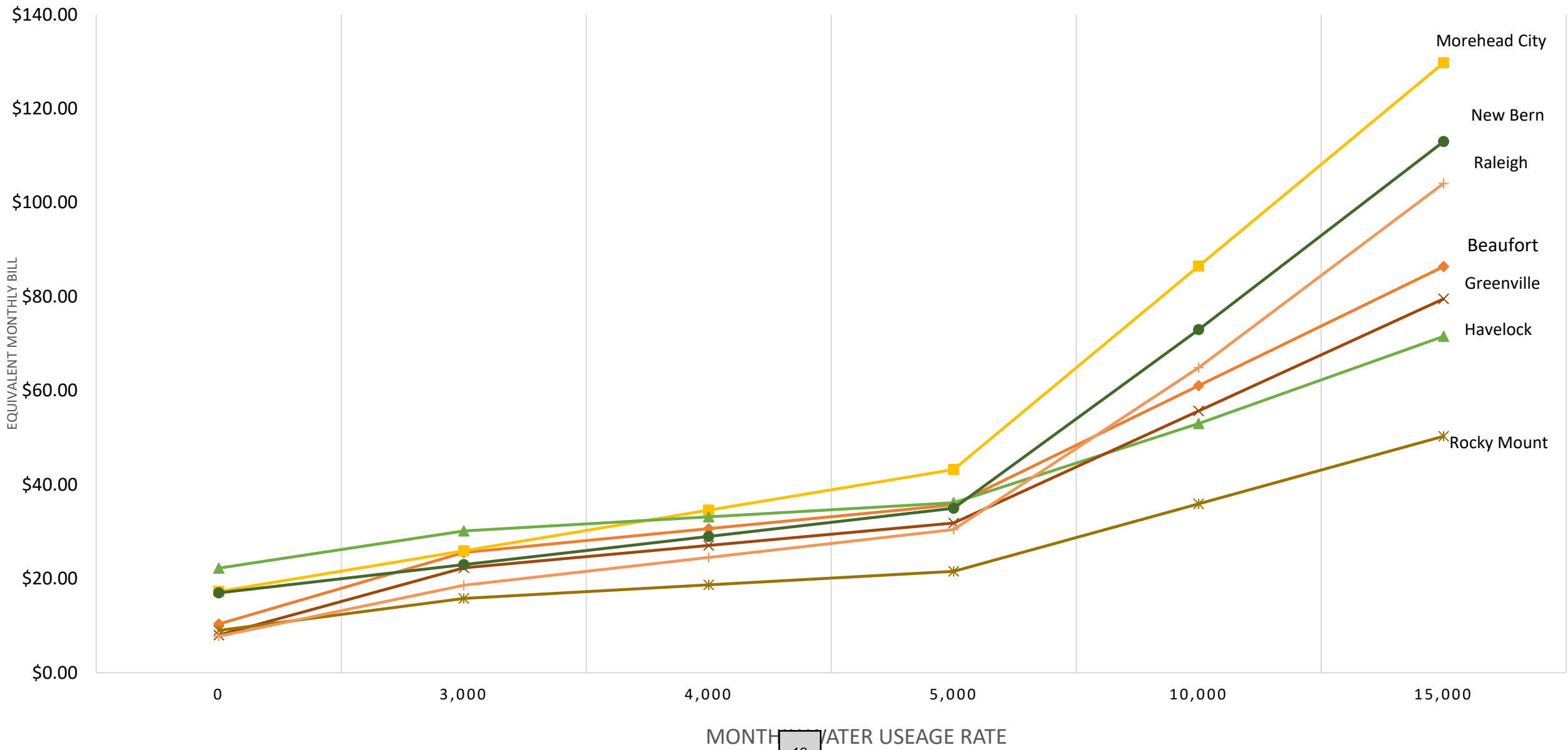
# All Utility Cost With BHA Allowance



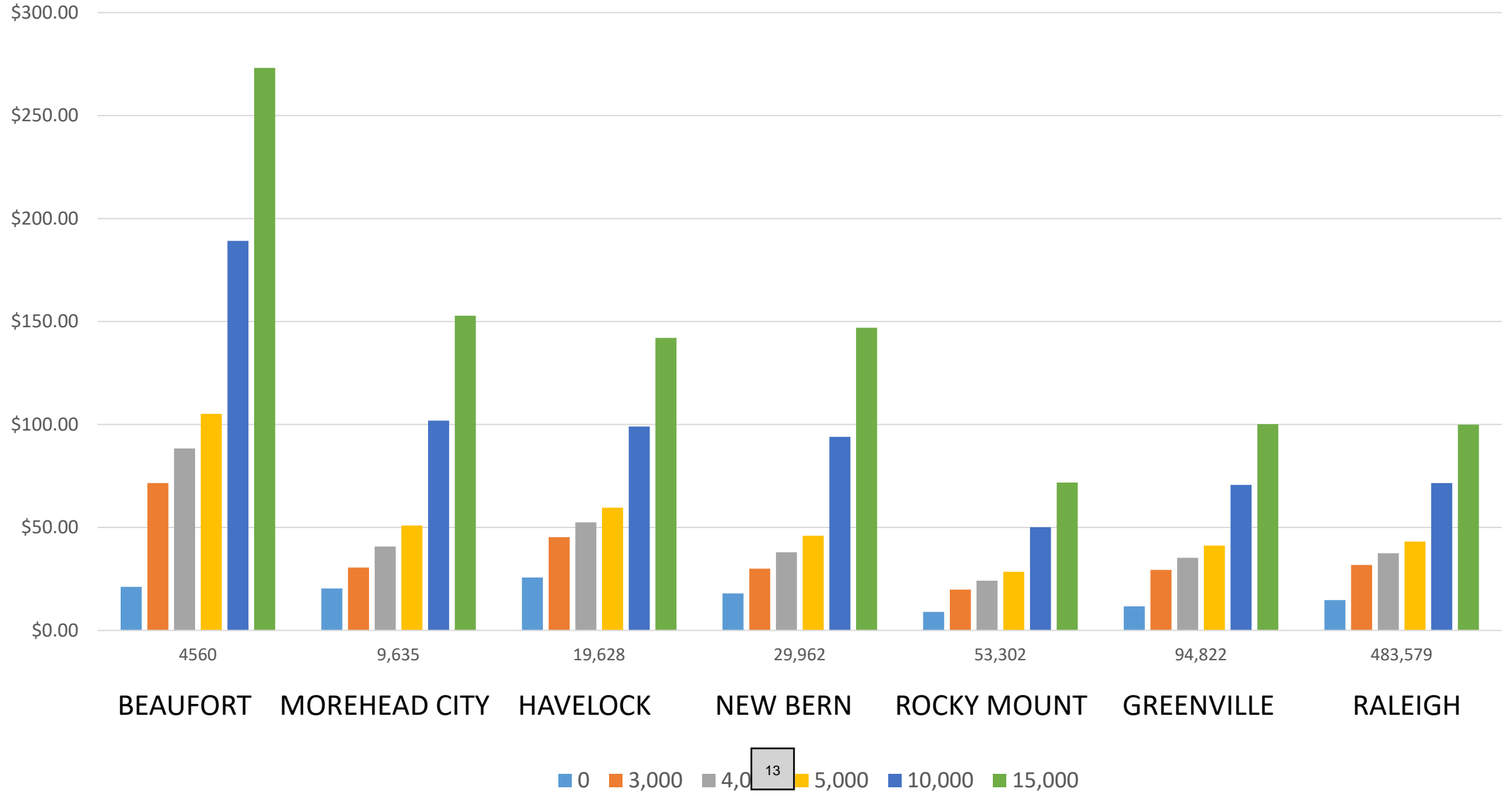
# COMPARITIVE WASTE WATER BILLS



# COMPARATIVE WATER BILLS



# WASTE WATER BILL BY TOWN POPULATION



# Waster Water Billing Rate By Gallons Used

■ 3,000   ■ 4,000   ■ 5,000   ■ 10,000   ■ 15,000

Cents

\$0.0300

\$0.0250

\$0.0200

\$0.0150

\$0.0100

\$0.0050

\$0.0000

4560

9,635

19,628

29,962

53,302

94,822

483,579

Beaufort

Morehead City

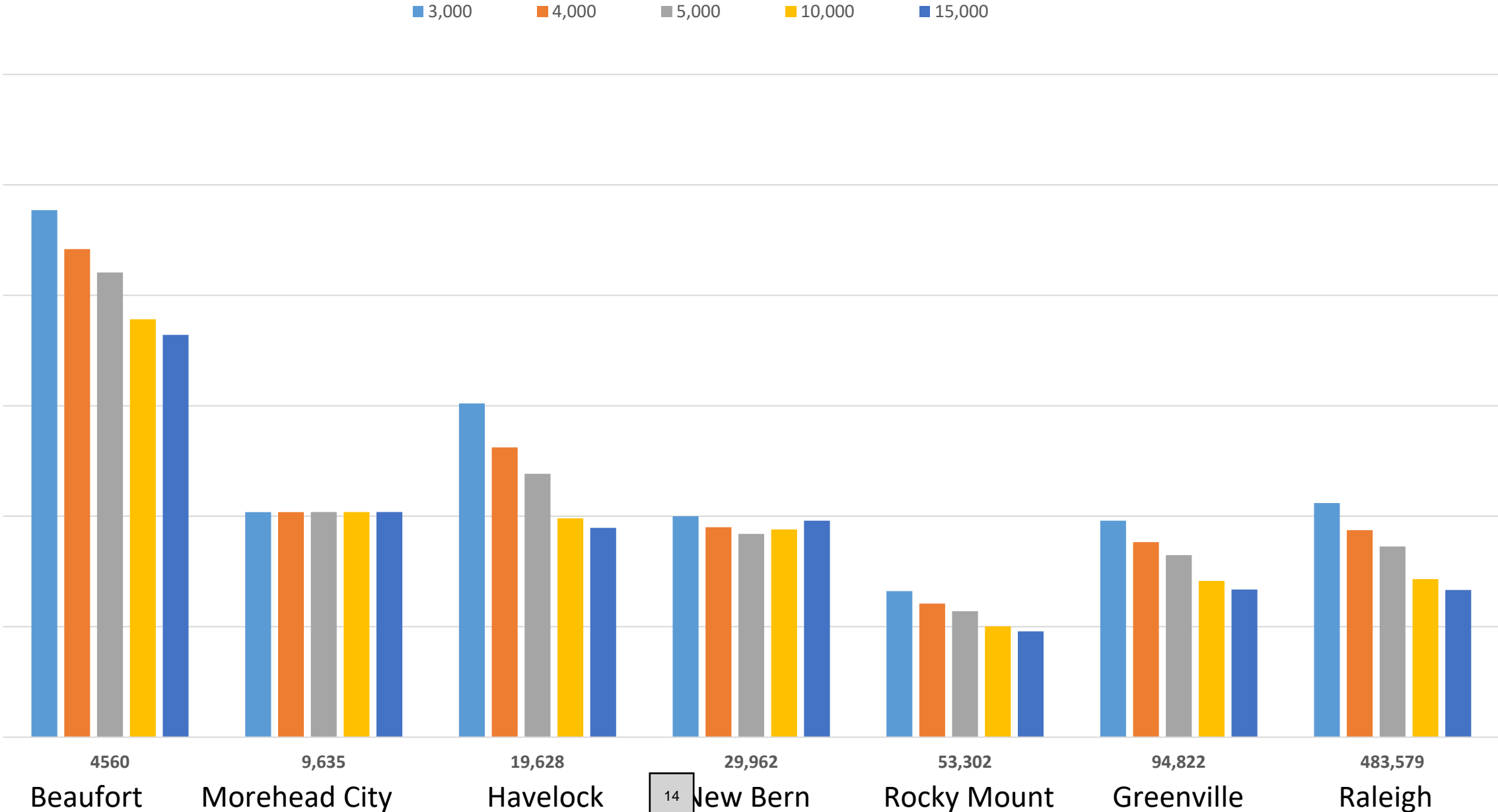
Havelock

14 New Bern

Rocky Mount

Greenville

Raleigh



Bed rooms	Total Utilities	Tenant Share Utilities	Units	Contract Rent	Tenant Share	Bed rooms	Total Utilities	Tenant Share Utilities	Units	Contract Rent	Tenant Share	1.
-----------	-----------------	------------------------	-------	---------------	--------------	-----------	-----------------	------------------------	-------	---------------	--------------	----

**Turner & Craven N06-04**



2	\$149.68	\$47.61	508 Turner	\$577.00	\$50.00
2	\$149.68	\$47.61	510 Turner	\$577.00	\$212.00
3	\$196.00	\$50.63	512 Turner	\$768.00	\$0.00
3	\$196.00	\$50.63	514 Turner	\$768.00	\$735.00
4	\$232.08	\$51.75	516 Turner	\$999.00	\$438.00
4	\$232.08	\$51.75	518 Turner	\$999.00	\$50.00
4	\$232.08	\$51.75	520 Turner	\$999.00	\$116.00
4	\$232.08	\$51.75	522 Turner	\$999.00	\$417.00
3	\$196.00	\$50.63	509 Craven	\$768.00	\$50.00
3	\$196.00	\$50.63	511 Craven	\$768.00	\$925.00
4	\$232.08	\$51.75	513 Craven	\$999.00	\$472.00
4	\$232.08	\$51.75	515 Craven	\$999.00	\$1,075.00
3	\$196.00	\$50.63	517 Craven	\$768.00	\$163.00
3	\$196.00	\$50.63	519 Craven	\$768.00	\$390.00
4	\$232.08	\$51.75	521 Craven	\$999.00	\$50.00
4	\$232.08	\$51.75	523 Craven	\$999.00	\$245.00
<b>54</b>	<b>\$3,331.99</b>	<b>\$813.02</b>	<b>16</b>	<b>\$13,754.00</b>	<b>\$5,388.00</b>

**Land Tax Value \$582,000.00**

<b>Needs Assesment N06-04</b>			
Int Dep	Reh. <12 Mos	Reh. >12 Mos	Annual Dep
\$69,440.00	\$8,800	\$71,400	\$24,000

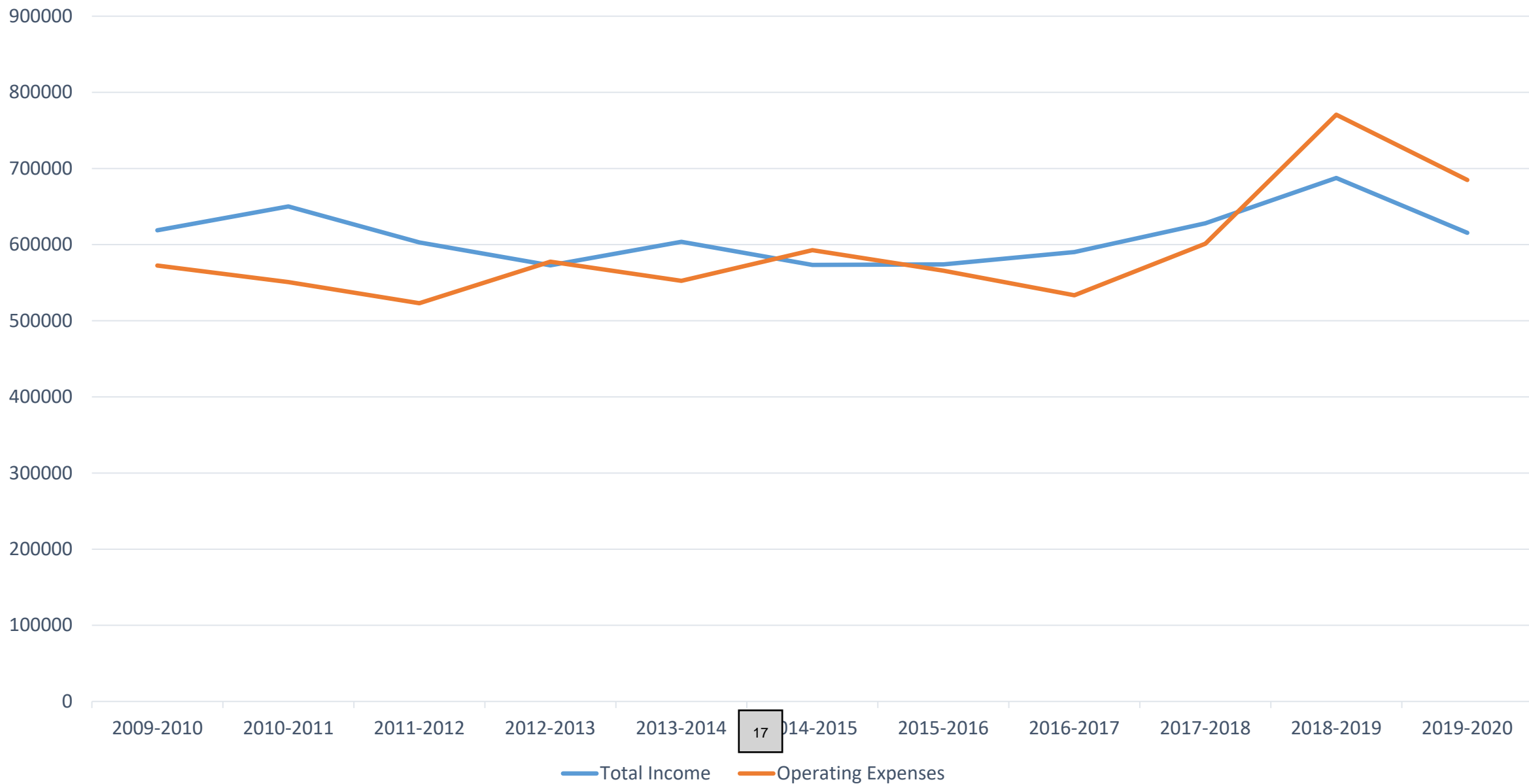


Bed rooms	Total Utilities	Tenant Share Utilities	Units	Contract Rent	Tenant Shrare
<b>Queen N06-02</b>					
1	\$144.07	\$52.47	214 Queen	\$471.00	\$124.00
1	\$144.07	\$52.47	216 Queen	\$471.00	\$257.00
1	\$144.07	\$52.47	218 Queen	\$471.00	\$212.00
1	\$144.07	\$52.47	220 Queen	\$471.00	\$181.00
4	\$576.27	\$209.88		\$1,884.00	\$774.00
		<b>Land Tax Value</b>		<b>\$331,073.00</b>	
<b>Needs Assesment N06-02</b>					
	Int Dep	Reh. <12 Mos	Reh. >12 Mos	Annual Dep	
	\$21,580.00	\$10,424	\$28,820	\$4,800	

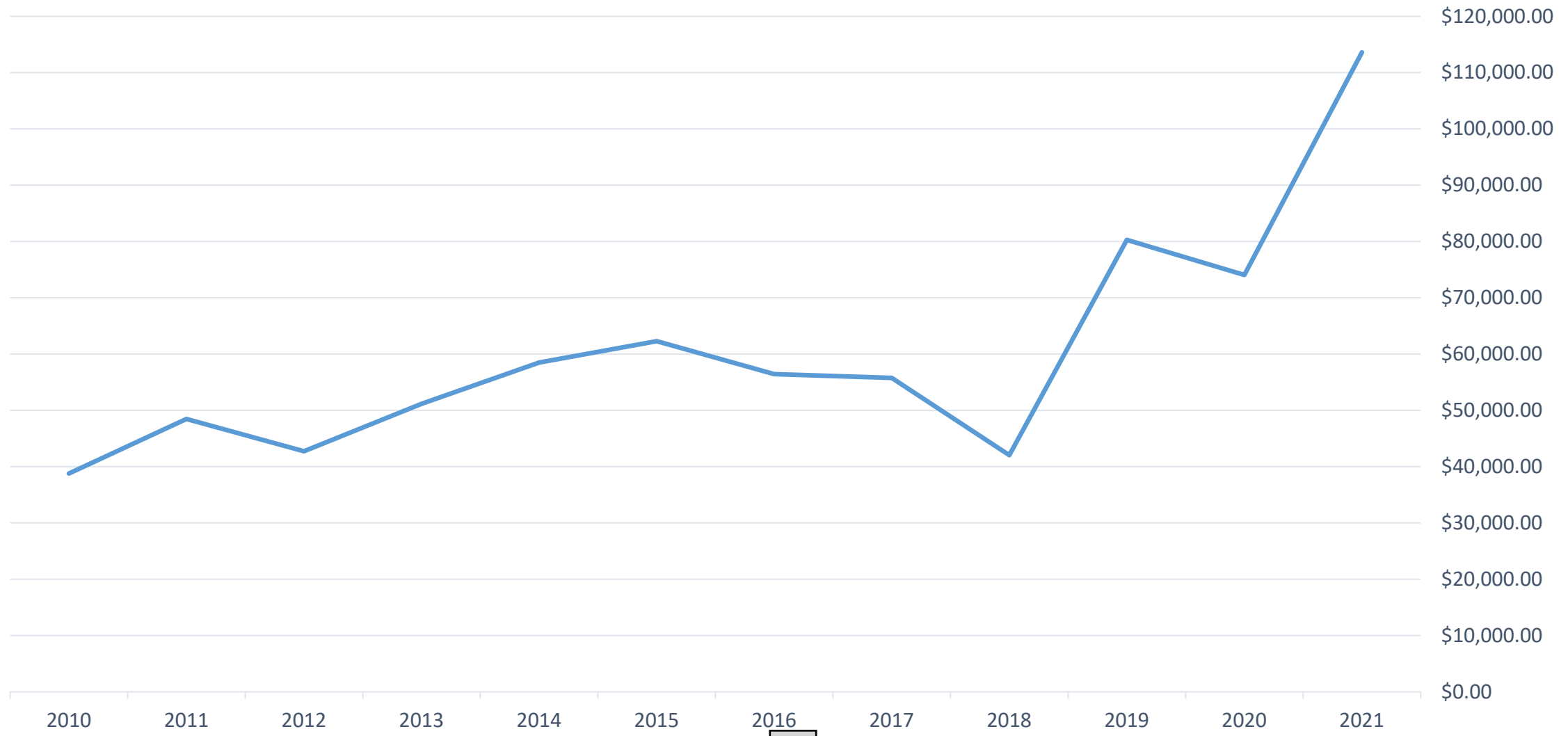
<b>500 Broad N06-01</b>					
1	\$144.07	\$52.47	509 Broad	\$471.00	\$476.00
1	\$144.07	\$52.47	511 Broad	\$471.00	\$241.00
1	\$144.07	\$52.47	513 Broad	\$471.00	\$227.00
1	\$144.07	\$52.47	515 Broad	\$471.00	\$428.00
1	\$144.07	\$52.47	517 Broad	\$471.00	\$163.00
1	\$144.07	\$52.47	519 Broad	\$471.00	\$203.00
6	\$864.40	\$314.82		\$2,826.00	\$1,738.00
		<b>Land Tax Value</b>		<b>\$236,182.00</b>	
<b>Needs Assesment N06-01</b>					
	Int Dep	Reh. <12 Mos	Reh. >12 Mos	Annual Dep	
	\$37,800.00	\$485	\$27,222	\$7,530	

<b>700 Broad N06-03</b>					
1	\$144.07	\$52.47	701 Broad	\$471.00	\$389.00
1	\$144.07	\$52.47	701A Broad	\$471.00	\$302.00
1	\$144.07	\$52.47	703 Broad	\$471.00	\$214.00
1	\$144.07	\$52.47	703A Broad	\$471.00	\$258.00
1	\$144.07	\$52.47	705 Broad	\$471.00	\$494.00
1	\$144.07	\$52.47	705A Broad	\$471.00	\$156.00
6	\$864.40	\$314.82		\$2,826.00	\$1,813.00
		<b>Land Tax Value</b>		<b>\$286,202.00</b>	
<b>Needs Assesment N06-03</b>					
	Int Dep	Reh. <12 Mos	Reh. >12 Mos	Annual Dep	
	\$30,000.00	\$3,135	\$28,545	\$7,500	

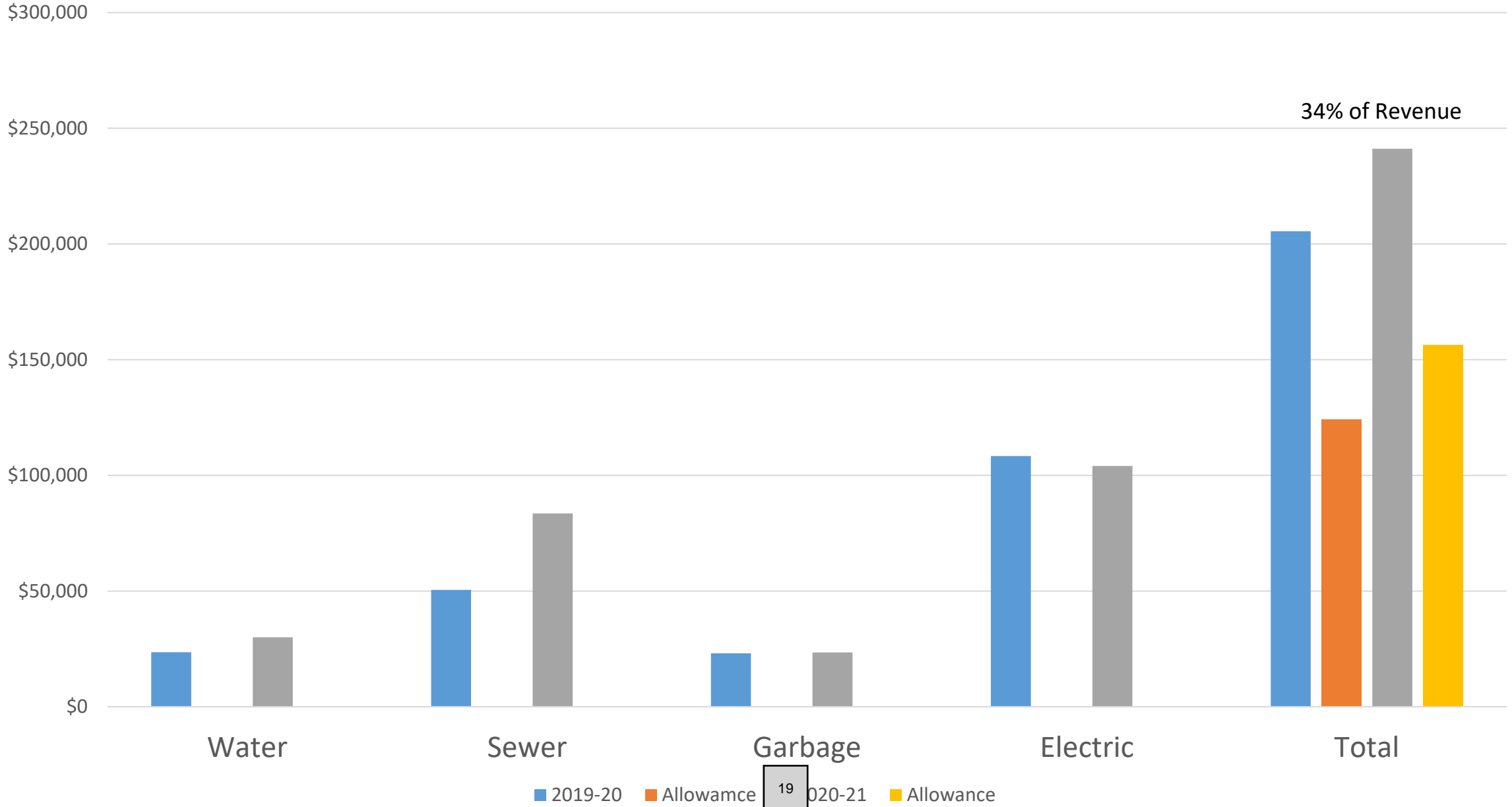
# Ten Year History Of Income & Expense



# Ten Year History Water & Sewer



# All Utility Cost With BHA Allowance





**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 Board of Commissioners Workshop  
4:00 PM Monday, February 22, 2021 – Virtual Meeting via Zoom**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Rezoning from TR to CS-MU 502 Cedar Street  
Case #21-03

**BRIEF SUMMARY:**

At the January 19<sup>th</sup> meeting the Planning Board requested that staff submit a rezoning request for this parcel to add continuity to the 500 block of Cedar Street regarding the zoning of Mixed Use. Per the Boards request staff is submitting 502 Cedar Street for rezoning from TR to CS-MU.

At their February 15, 2021 meeting the Planning Board recommended unanimously to rezone 502 Cedar Street from TR to CS-MU.

**REQUESTED ACTION:**

To Place on the March 8, 2021 BOC Meeting as a Public Hearing  
March 8, 2021 Conduct Public Hearing  
March 22, 2021 Decision on Rezoning at March BOC Workshop

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A



# Staff Report

**To:** Mayor & Board of Commissioners  
**From:** Kyle Garner, AICP

**Date:** 2/15/2021  
**Meeting Date:** 3/8/2021

## Case Number 21-03

### Summary of Request:

Rezone one lot totaling 15,143sq.ft. at 502 Cedar Street from TR to CS-MU.

### Background

#### Location(s) & PIN

730618215164000 (See Attached Map)

#### Owners Applicant

Amy Johnson-Ferdinand  
Town of Beaufort – Staff Initiated

#### Current Zoning

TR Zoning

#### Lot(s) Size & Conformity Status

15,143 Sq. ft. Total (based on GIS data)  
conforming parcel

#### Existing Land Use

Commercial – Bail Bond Business

#### CAMA Future Land Use Map Amendment Required

Public & Institutional  
 Yes  No

#### Adjoining Land Use & Zoning

**North** See Attached Zoning Map of Area  
**South** See Attached Zoning Map of Area  
**East** See Attached Zoning Map of Area  
**West** See Attached Zoning Map of Area

#### Special Flood Hazard Area

Yes  No

#### Public Utilities

Water  
Sewer

Available  Not Available  
 Available  Not Available

#### Additional Information

See Staff Comments

#### Requested Action

- Conduct Public Hearing to:
- Approve the request; Deny the request; or Recommend a more restrictive zoning district.
- Provide a consistency statement addressing the requested zoning amendment and the future land use plan.

**Staff Comments**

At the January 19<sup>th</sup> meeting the Planning Board requested that staff submit a rezoning request for this parcel to add continuity to the 500 block of Cedar Street regarding the zoning of Mixed Use. Per the Boards request staff is submitting 502 Cedar Street for rezoning from TR to CS-MU.

At their February 15, 2021 meeting the Planning Board recommended unanimously to rezone 502 Cedar Street from TR to CS-MU.

This rezoning is **consistent** (see info below) with the existing CAMA Land Use Plan and thus will not require an amendment.

In accordance with **NCGS § 160A-383**, the consistency statement must include one of the following:

- A statement recommending approval of the zoning amendment and describing its consistency with the CAMA Core Land Use Plan
- A statement recommending denial of the zoning amendment and describing its inconsistency with the CAMA Core Land Use Plan
- A statement recommending approval of the zoning amendment containing the following:
  - Declaration that the approval is also deemed an amendment to the CAMA Core Land Use Plan
  - An explanation of the change in conditions the board took into consideration when recommending approval

**CAMA Core Land Use Plan – Future Land Use Classifications**

**C. Mixed Use Classification**

The Mixed Use classification encompasses approximately 1.3 square miles (826 acres) or 17.4 percent of the total land area. The properties classified as Mixed Use are located adjacent to Town Creek (2 sites), at the former Beaufort Elementary School site, adjacent to the Cedar Street-Carteret Avenue area, and along Lennoxville Road at the site of the Atlantic Veneer Corporation and Beaufort Fisheries Industries.

The Mixed Use classification is intended to delineate areas where there is potential to redevelop the existing properties and adjoining vacant land, particularly for multiple land uses. The North Carolina Maritime Museum has proposed expanding the Maritime Museum to a portion of the Mixed Use-designated area located on the north side of Town Creek. An associated maritime village has also been proposed for this site. Mixed residential and commercial uses, including marine uses along waterfront areas, have potential at the other Mixed Use-designated sites.

The Cedar Street corridor is anticipated, with the proposed relocation of US Highway 70, to redevelop from a general commercial area into more of an office, light retail, professional services, institutional, and residential area.

The anticipated residential density within this classification ranges from medium to high density. Multifamily densities are consistent with the current requirements of the Town’s zoning ordinance which allows a density range of up to 16 dwellings per acre for planned developments. Residential

building types encouraged within this classification include single-family attached dwellings, condominiums, cluster developments, and multifamily dwellings. Commercial uses include a variety of retail, office, business services, and personal services. Minimum lot sizes are generally dependent upon the specific nature and characteristics of the land use but typically range from 2,750 to 20,000 square feet for residential land uses and 3,000 to 8,000 square feet for nonresidential land uses. Maximum floor area ratios for nonresidential land uses range from 0.57 to 2.13. Land uses within the Mixed Use designated areas are generally compatible with B-1, General Business; B-3, Marina Business; O & I, Office and Institutional; RMF, Multifamily Residential; and PUD, Planned Unit Development Zoning Districts. Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volume are necessary to support the intensity of development expected within the Mixed Use Classification.

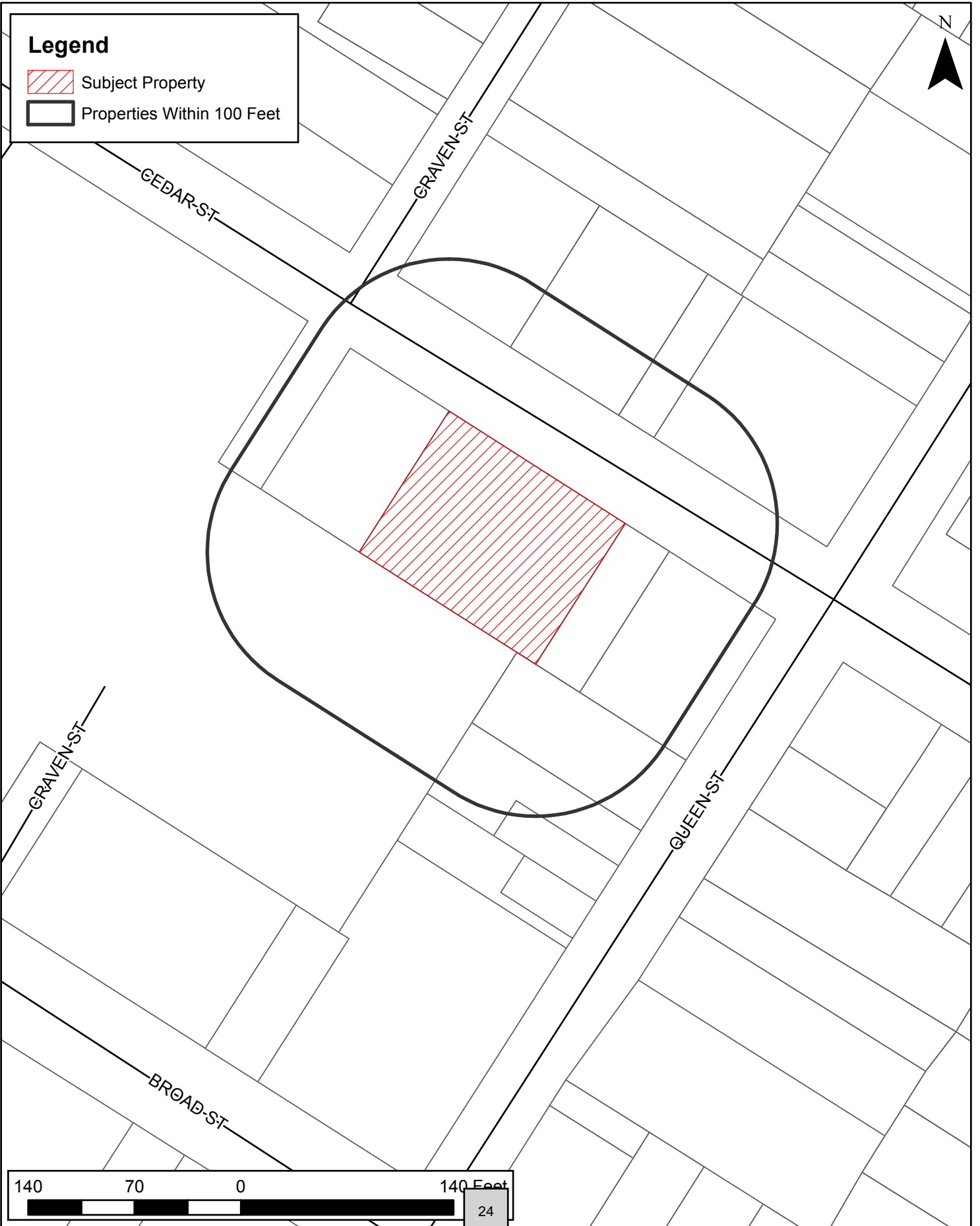
The Town’s goals and policies support the use of land in Mixed Use-classified areas for a range of uses where adequate public utilities and streets are available or can be upgraded to support the intensity of development encouraged in this classification. Public and institutional land uses that support and that are compatible with this type of mixed development are also encouraged.

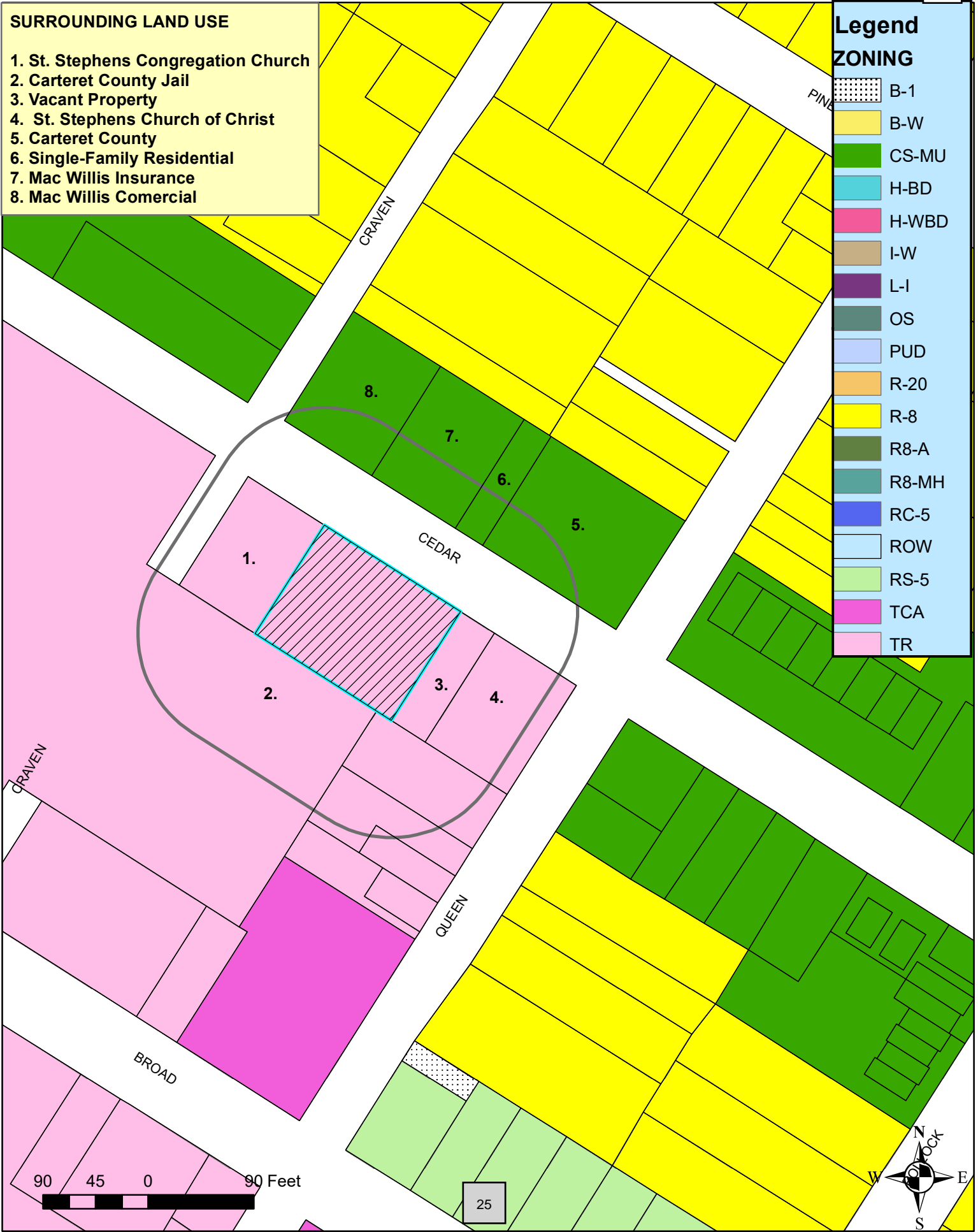
While the Mixed Use areas are expected to accommodate future growth and development, they may or may not actually be developed during the planning period. Critical factors that will determine the development potential of these areas include market demand and the provision of the necessary support infrastructure (particularly public water and sewer utilities). Consequently, the development potential of the some of the lands within the Mixed Use areas may be more long-term than short-term. In order to permit the type of mixed use development envisioned in this classification, the Town of Beaufort may have to prepare amendments to its existing zoning ordinance and subdivision ordinance to establish specific conditions and standards for such mixed use development.

- Attachments:**
- Attachment B - Vicinity Map with 100 Foot Notification Boundary
  - Attachment C - Zoning Map with Adjacent Land Uses
  - Attachment D – Owners within 100 feet - Notified
  - Attachment E - TR & CS-MU Zone Information with Use Table
  - Attachment F - “Draft Ordinance with Consistency Statement”

# Vicinity Map

Case No. 21-03





<b>OWNER</b>	<b>MAIL ADDRESS</b>	<b>CITY, STATE, ZIP</b>
WILLIS,MAURICE M	PO BOX 266	BEAUFORT NC 28516
FIRST RUNG PROPERTIES LLC	304 ORANGE STREET	BEAUFORT NC 28516
CARTERET COUNTY	302 COURTHOUSE SQUAR	BEAUFORT NC 28516
ST STEPHENS CONGREGATION CHURC	314 CRAVEN STREET	BEAUFORT NC 28516
JOHNSON-FERDINAND,AMY V	18 NYMPH RD	WEST ORANGE NJ 07052
OWENS,NELSON N ETUX PATRICIA A	723 COMET DRIVE	BEAUFORT NC 28516
ST STEPHENS CHURCH OF CHRIST	500 CEDAR STREET	BEAUFORT NC 28516
QUEEN ST PROPERTIES OF BFT LLC	PO BOX 643	MT PLEASANT SC 29465

**B) Transitional District (TR).**

The intent of this district is to serve as a transition between residential and more intensive districts. This includes residential and commercial uses with a low noise and traffic impact which would generally be considered compatible with a residential area which may or may not have buffering requirements as documented in section 19 of this Ordinance. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the TR district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the TR district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 8-4 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	15 feet	35 feet

**Table 8-5 Other Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	8 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the lot setback requirements as set forth in section 2-F, section 6, section 15, and all other sections of this Ordinance.

5) Permitted Uses.

- |   |  |
|---|--|
| Antenna Co-Location on Existing Tower   | Dormitory  |
| Assisted Living                         | Dwelling, Single-Family  |
| Athletic Field, Public                  | Garage, Private Detached                                       |
| Bed & Breakfast                         | Government/Non-Profit Owned/<br>Operated Facilities & Services |
| Carport                                 | Group Home   |
| Club, Lodge, or Hall                    | Home Occupation  |
| Commercial Indoor Recreational Facility | Library  |
| Community Garden                        | Mixed Use  |
| Dock                                    | Mortuary/Funeral Home/<br>Crematorium                          |

Land Development Ordinance for the Town of Beaufort

Neighborhood Recreation Center  
 Indoor/Outdoor, Private  
 Neighborhood Recreation Center,  
 Public  
 Nursing Home  
 Office: Business, Professional, or  
 Medical  
 Park, Public  
 Personal Service Establishment  
 Public Safety Station

Public Utility Facility  
 Religious Institution  
 Resource Conservation Area  
 Restaurant with Indoor Operation  
 Shed  
 Signs, Commercial Free-Standing  
 Swimming Pool (Personal Use)  
 Temporary Construction Trailer  
 Utility Minor  
 Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit  
 Aquaculture  
 Financial Institution  
 Cemetery/Graveyard  
 Concealed (Stealth) Antennae &  
 Towers  
 Day Care Center  
 Day Care/Child Care Home  
 Dwelling, Duplex  
 Golf Course, Privately Owned  
 Golf Driving Range  
 Hotel or Motel  
 Kennel, Indoor/Outdoor Operation  
 Marina

Museum  
 Other Freestanding Towers  
 Outdoor Amphitheater, Public  
 Parking Lot  
 Preschool  
 Produce Stand/Farmers' Market  
 Retail Store  
 Satellite Dish Antenna  
 School, K-12  
 School, Post-Secondary  
 Tavern/Bar/ Pub with Indoor  
 Operation  
 Utility Facility

D) Cedar Street Mixed-Use Zoning District (CS-MU)

1) Purpose.

The purpose of this district is to protect, enhance and guide the redevelopment of the Cedar Street corridor by reducing visual clutter through the implementation of commercial design standards and selecting the appropriate type of uses for this district. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

2) Adoption.

The Cedar Street Mixed Use Zoning District (CS-MU) for the Town of Beaufort, as set forth on a map so entitled and dated 07/08/2019, is hereby adopted by reference as an element of the Land Development Ordinance hereafter known as the LDO, and the Official Zoning Map of the Town of Beaufort.

3) Permitted Uses.

The uses listed here, with the exception of single-family residential uses, shall be subject to the Development Standards listed below.

- |                                    |                                  |
|------------------------------------|----------------------------------|
| Convenience Store                  | Park, Public                     |
| Dwelling, Single-family            | Personal Service Establishment   |
| Dwelling, Multi-family             | Produce Stand/Farmers' Market    |
| Financial Institution              | Public Utility Facility          |
| Hotel or Motel                     | Religious Institution            |
| Mixed Use                          | Restaurant with Indoor & Outdoor |
| Office, Business, Professional, or | Operations                       |
| Medical*                           | Retail Store                     |
| Outdoor Retail Display/Sales       | Utility Minor                    |

\*Includes Government Offices

4) Special Uses (Special Use Requirements may be found in Section 20 of the LDO).

Any commercial use which results in a structure or combination of structures with over 15,000 square feet.

- Microbrewery
- Tavern/Bar/Pub with Indoor Operation

5) Prohibited Uses.

Any use not listed in subsections 3 & 4 of this section is prohibited. Development Standards.

a) Design Criteria.

The intent of the following design criteria is to maintain and strengthen the unique character of Cedar Street by ensuring new development projects are architecturally compatible with the characteristics of the community. These characteristics include building forms, proportions, treatments, exterior materials, and architectural styles. It is intended that front elevations and overall massing of new structures shall be of human scale and related to the street. All design criteria will be reviewed and approved by Town Staff.

Land Development Ordinance for the Town of Beaufort

It is not the intent for new structures to closely duplicate existing historic structures. The intent is for new structures to include elements in ways which achieve a design compatible with and complementary to the historic character of the Town.

b) Site Plan Submission.

A detailed site plan, meeting all N.C. State Building Codes and Town Ordinances, shall be required for all commercial and mixed-use development within this zoning district.

c) Signage. Whenever the regulations made under the authority of this section are in conflict with any other provisions of this ordinance, the restrictions of this section shall supersede.

- i) Only attached wall or projecting type signs made of wood or substitute materials which have the appearance of wood are permitted.
- ii) The use of internally lit, flashing or free-standing signs of any kind is prohibited.
- iii) Subject to the provisions of this section, the maximum sign surface area permitted in this district shall not be more than 0.75 square feet per linear foot of total lot frontage.

d) Landscaping.

Any new commercial site plan with on-site parking shall provide a detailed landscape plan identifying all shrub and tree types as well as the number of such trees and shrubs as per section 14 and 19 of the LDO. Additionally if developing adjacent to a different type of land use, a screening and buffering plan shall also be required.

e) Exterior Siding Materials (Commercial & Mixed-Use Structures Only).

The primary siding material constituting a minimum of eighty percent (80%) of the exterior shall be one or a combination of two of the following materials:

- i) Brick;
- ii) Stone: Natural, Limestone or Granite;
- iii) Fiber Cement (Lap or Board & Batten Siding); and/or,
- iv) Treated Wood excluding plywood (Board & Batten or Clapboard Design only)
- v) Cedar Shake
- vi) Other materials or combinations thereof can be submitted to the Planning Board and Board of Commissioners for consideration. Detailed elevation drawings and product specifications shall be required.

f) Outside Walls (Commercial & Mixed-Use Structures Only).

- i) The total area of glass, windows, and/or any similar transparent areas for any side of a commercial structure shall not exceed thirty-five percent (35%) of the surface area for such side of the building, and must be positioned uniformly along the face of the structure. This percentage may be increased if it needs to meet the state fire code.

*Land Development Ordinance for the Town of Beaufort*

- ii) Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100') along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.
- f) **Roof Forms. (Commercial & Mixed-Use Structures Only)**
- i) The dominant shape of roof forms shall be gabled, hipped or parapet. If pitched, the minimum pitch shall be five over twelve (5/12).
  - ii) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.
- g) **Driveway Limitations. (Commercial & Mixed-Use Structures With Onsite Parking Only)**
- i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100').
  - ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
  - iii) No driveway shall be located within a hundred feet (100') of an intersection except in cases where no other access to a public street is available.
- h) **Parking Requirements.**
- i) Mixed use, multi-family and single-family lots shall provide 1.5 onsite parking spaces/unit;
  - ii) Commercial lots with an area less than 5000 ft<sup>2</sup> have no requirements for onsite parking; and,
  - iii) Commercial lots with an area more than 5000 ft<sup>2</sup> shall provide 1 onsite parking space for every 600 ft<sup>2</sup> of gross floor area.
- i) **Exterior Elevation Drawings. (Commercial & Mixed-Use Structures Only)**  
Exterior elevation drawings shall be submitted to determine the visual break of exterior walls for the structure or structures.
- 6) **Minimum Lot Size.**  
The Cedar Street Mixed-Use Zoning District will not have a minimum lot size.
- 7) **Minimum Lot Width.**  
No minimum lot width is required in the Cedar Street Mixed-Use Zoning District at the minimum building line.

8) Building Setback and Building Height Requirements and Limitations.

Subject to the exemptions of this Ordinance, each structure on said lot in this zoning district shall be set back from the boundary line of the lot at least the distance provided in the tables set forth in this section. The building height limitation in this district is also provided in the tables of this section.

**Table 8-6 Single Family Detached Setback Requirements**

<i>District</i>	<i>Cedar Street Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	15 feet minimum	25 feet	8 feet	40 feet
	20 feet maximum	25 feet	8 feet	40 feet

**Table 8-7 Corner Lot and Interior Lot Requirements for Commercial and Mixed Use**

<i>District</i>	<i>Cedar Street Front Setback (Right-of-Way)</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	10 feet minimum	0 feet	20 feet	0 feet	40 feet
	20 feet maximum	0 feet	20 feet	0 feet	40 feet

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Residential Uses</b>					
<b>Group Living</b>	Assisted Living	P	P	S	
	Dormitory	P	P	S	
	Group Home	P	P	S	
	Nursing Home	P	P	S	
<b>Household Living</b>	Accessory Dwelling Unit		S	S	
	Dwelling, Duplex/Townhome	P	S	S	
	Dwelling, Multi-Family	P		S	P
	Dwelling, Single-Family	S	P	S	P
	Manufactured Home			S	
	Manufactured Home Park			S	
	Recreational Vehicle Park			S	
<b>Mixed Uses</b>					
	Mixed Use	S	P	S	P
<b>Public/Institutional Uses</b>					
<b>Aviation</b>	Airport/Landing Strip			S	
<b>Cemeteries/ Graveyards</b>	Cemetery/Graveyard		S	S	
<b>Cultural Facilities</b>	Library		P	S	
	Museum		S	S	
<b>Day Care</b>	Day Care Center		S	S	
	Day Care/Child Care Home		S	S	
<b>Government Services</b>	Government/Non-Profit Owned/ Operated Facilities & Services	P	P	S	
	Public Safety Station	P	P	S	
	Public Utility Facility	P	P	S	P
<b>Hospitals</b>	Hospital			S	
<b>Park and Athletic Fields, Public Use</b>	Athletic Field, Public			S	
	Community Garden	P	P	S	
	Neighborhood Recreation Center, Public	P	P	S	
	Outdoor Amphitheater, Public	S	S	S	
	Park, Public	P	P	S	P
	Resource Conservation Area	P	P	S	
<b>Religious Uses</b>	Religious Institution	S	P	S	P
<b>Educational Uses</b>	Preschool	S	S	S	
	School, K-12		S	S	
	School, Post-Secondary	S	S	S	
<b>Non-Governmental Facilities</b>	Transportation Facility	S		S	
	Utility Facility	S	S	S	P
	Utility Minor	P	P	S	P
<b>Agricultural Uses</b>	Agritourism			S	
	Aquaculture		S	S	
	Farming, General			S	
	Forestry			S	
	Produce Stand/Farmers' Market		S	S	P

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Commercial Uses</b>					
<b>Animal Services</b>	Kennel, Indoor Operation Only		S	S	
	Kennel, Indoor/Outdoor Operation			S	
<b>Assembly</b>	Club, Lodge, or Hall		P	S	
<b>Financial Institutions</b>	Financial Institution		S	S	P
<b>Food and Beverage Services</b>	Microbrewery			S	S
	Restaurant, with Drive-Thru Service	S		S	
	Restaurant, with Indoor Operation	S	P	S	P
	Restaurant, with Outdoor Operation	S		S	P
	Tavern/Bar/Pub with Indoor Operation	S	S	S	S
	Tavern/Bar/Pub with Outdoor Operation	S		S	
<b>Offices</b>	Office: Business, Professional, or Medical		P	S	P
	Office: Small Business				
<b>Public Accommodations</b>	Bed & Breakfast		P	S	
	Hotel or Motel	S	S	S	P
<b>Indoor Recreation &amp; Entertainment, Privately Owned</b>	Adult Entertainment			S	
	Amusement Establishment			S	
	Commercial Indoor Recreation Facility		P	S	
	Neighborhood Recreation Center Indoor/ Outdoor, Private	P	P	S	
	Pool Hall or Billiard Hall			S	
	Theater, Large			S	
	Theater, Small	S		S	
<b>Outdoor Recreation &amp; Entertainment, Privately Owned</b>	Athletic Field, Private			S	
	Commercial Outdoor Amphitheater			S	
	Commercial, Outdoor Recreation Facility			S	
	Golf Course, Privately-Owned		S	S	
	Golf Driving Range		S	S	
	Motor Vehicle Raceway			S	
<b>Retail Sales and Services</b>	Adult-Oriented Retail Establishment			S	
	Convenience Store			S	P
	Mortuary/Funeral Home/ Crematorium		P	S	
	Liquor Store			S	
	Personal Service Establishment	S	P	S	P
	Retail Store	S	S	S	P
<b>Vehicle Storage Facilities</b>	Dry Boat Storage			S	
	Marina	S	S	S	
	Parking Lot		S	S	
	Parking Structure			S	

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
Vehicles and Equipment Facilities	Boat Sales/Rental			S	
	Car Wash			S	
	Gas/Service Station			S	
	Heavy Equipment Sales/Rental			S	
	Heavy Vehicle Repair			S	
	Moped/Golf Cart Sales/Rental			S	
	Motor Vehicle Sales/Rental			S	
	Towing & Vehicle Storage			S	
	Vehicle Service			S	
<b>Industrial Uses</b>					
Industrial Service Uses	General Industrial Service			S	
Manufacturing and Production Uses	Manufacturing, Heavy			S	
	Manufacturing, Light			S	
	Resource Extraction			S	
Telecommunications Facilities	Antenna Co-Location on Existing Tower	P	P	S	
	Concealed (Stealth) Antennae & Towers	P	S	S	
	Other Building-Mounted Antennae & Towers			S	
	Other Freestanding Towers		S	S	
Warehouse and Freight Movement Uses	Commercial Waterfront Facility			S	
	Hazardous Material Storage			S	
	Mini-Storage			S	
	Outdoor Storage			S	
	Warehousing and Distribution Establishment			S	
	Wholesale Establishment			S	
Waste-Related Uses	Recycling & Salvage Operation			S	
<b>Accessory Uses and Structures</b>					
Accessory Uses	Carport	P	P	S	
	Dock	P	P	S	
	Garage, Private Detached	P	P	S	
	Home Occupation	P	P	S	
	Outdoor Retail Display/Sales			S	P
	Satellite Dish Antenna		S	S	
	Shed	P	P	S	
	Signs, Commercial Free- Standing	P	P	S	
	Swimming Pool (Personal Use)		P	S	
	Temporary Construction Trailer	P	P	S	
	Vehicle Charging Station	P	P	S	

Permitted Use

Special Use



**BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO REZONE 508 & 510 Cedar Street FROM TR to CS-MU  
ORDINANCE NO. 21-\_\_**

Applicant: Town of Beaufort Staff  
Location: 502 Cedar Street  
Parcel ID: 730618215164000  
Lot Size: 15,143 Sq. ft. Total (based on GIS data)  
Existing District: TR (Transitional)  
Meeting Date: March 8, 2021  
Requested District: CS-MU – Cedar Street – Mixed Use

**WHEREAS**, the Town of Beaufort Planning Staff has submitted a request to rezone the above referenced property to CS-MU; and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on February 15, 2021, at which time the Planning Board recommended approval of the request; and

**WHEREAS**, the Beaufort Board of Commissioners conducted a public hearing on March 8, 2021 at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

**WHEREAS**, the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of CS-MU is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 502 Cedar Street to CS-MU is approved and the Town’s Zoning Map is amended accordingly.

---

Enacted on motion of Commissioner \_\_\_\_\_ and carried on a vote of \_\_\_ in favor and \_\_\_ against.

This, the <sup>th</sup> day of March 2021

TOWN OF BEAUFORT

---

Everette (Rett) Newton, Mayor

---

Allen Coleman, Town Clerk



**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 Board of Commissioners Work Session Meeting  
4:00 PM Monday, February 22 – Zoom Meeting due to Covid-19**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** FY 2020 Audit Presentation

**BRIEF SUMMARY:**

The Town’s auditor KoTang Cha Moses of Martin Starnes and Associates will present the FY 2020 audit.

**REQUESTED ACTION:**

Receive the report.

**EXPECTED LENGTH OF PRESENTATION:**

15 mins

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

MARTIN · STARNES  

---

 & ASSOCIATES, CPAs, P.A.

# Town of Beaufort

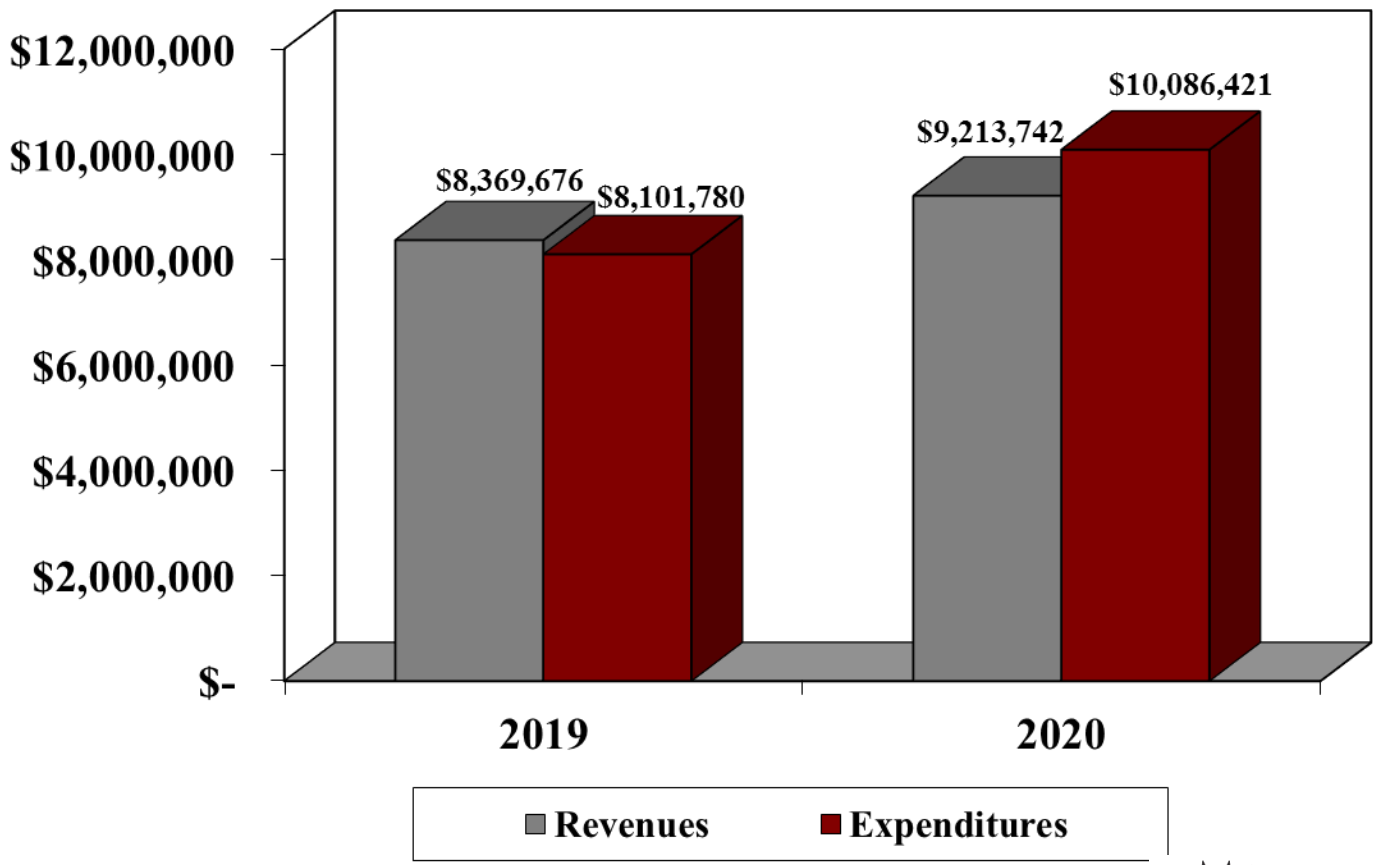
2020 Audited Financial Statements

# Audit Highlights

---

- Unmodified opinion on Financial Statements
- Cooperative staff

# General Fund Summary



# Fund Balance

---

- Serves as a measure of the Town's financial resources available.
  - $(\text{Assets} + \text{Deferred outflows}) - (\text{Liabilities} + \text{Deferred inflows}) = \text{Fund Balance/Net Position}$

## 5 Classifications:

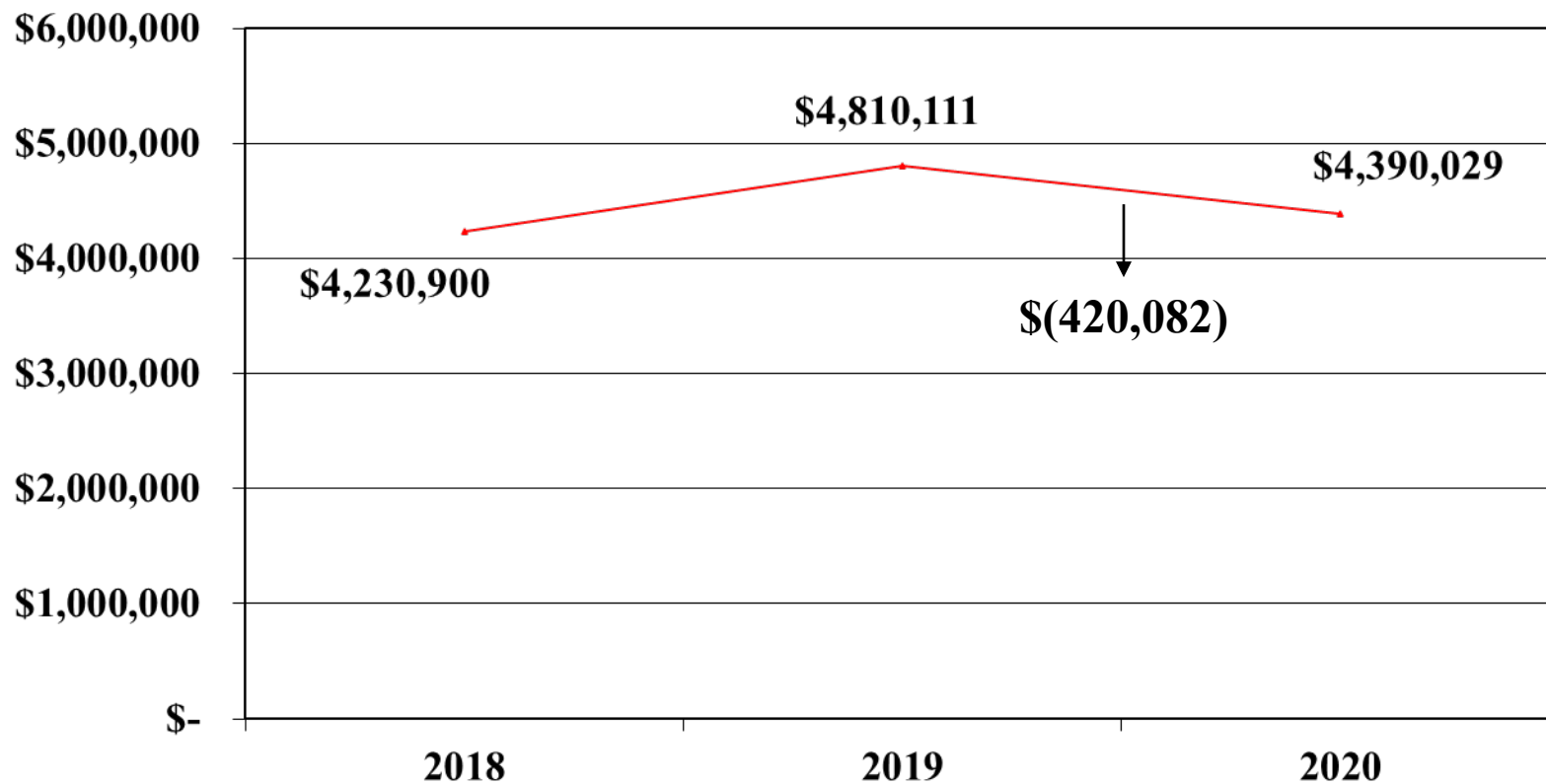
- **Non spendable** - not in cash form
- **Restricted** - external restrictions (laws, grantors)
- **Committed** - internal constraints at the highest (Board) level-do not expire, require Board action to undo
- **Assigned** - internal constraints, lower level than committed
- **Unassigned** - no external or internal constraints

# Fund Balance Position - General Fund

---

	<u>2019</u>	<u>2020</u>
□ Non-spendable	\$ 7,350	\$ 144,432
□ Restricted by State Statute	\$ 1,297,209	\$ 944,534
□ Other Restricted	\$ 115,257	\$ 20,440
□ Assigned	\$ 269,459	\$ -0-
□ Unassigned	\$ 3,120,836	\$ 3,280,623

# Total Fund Balance – General Fund



# Fund Balance

---

Available fund balance as defined by the Local Government Commission (LGC) is calculated as follows:

Total Fund Balance

Less: Non spendable (not in cash form, not available)

Less: Stabilization by State Statute (by state law, not available)

Available Fund Balance

This is the calculation utilized as the basis for comparing you to other units and calculating your fund balance percentages.

# Fund Balance Position - General Fund

---

□ Total Fund Balance	\$ 4,390,029
□ Nonspendable prepaids	- 144,432
□ Stabilization by State Statute	- <u>944,534</u>
□ Available Fund Balance	\$ 3,301,063
□ Available Fund Balance 2019	\$ 3,505,552
□ Decrease in Available FB	\$ 204,489

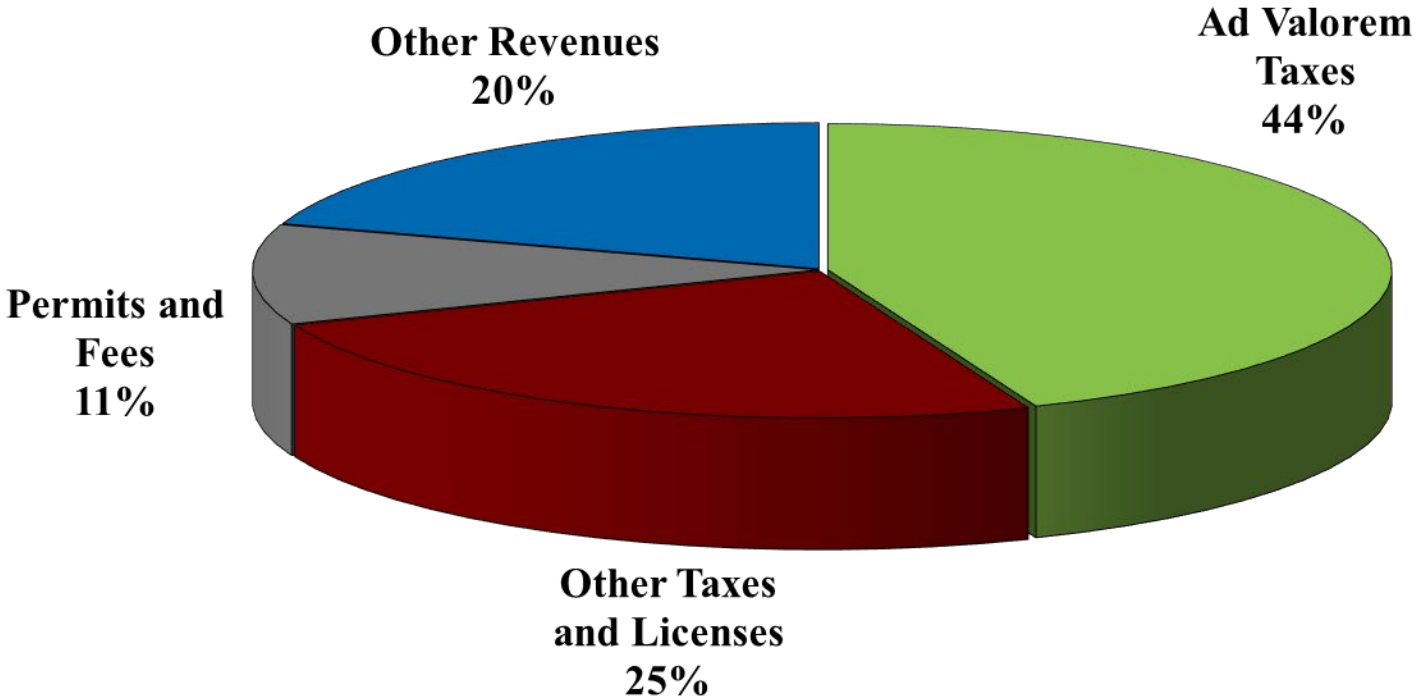
# 3 Year Comparison - General Fund

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Available Fund Balance	\$3,642,417	\$3,505,552	\$3,301,063
Total Exp+Trans out less proceeds	5,868,514	7,890,791	9,633,824
Avail FB/Total Exp+Trans out	62.07%	44.43%	34.27%

### Fund Balance Available – All Units June 30, 2019

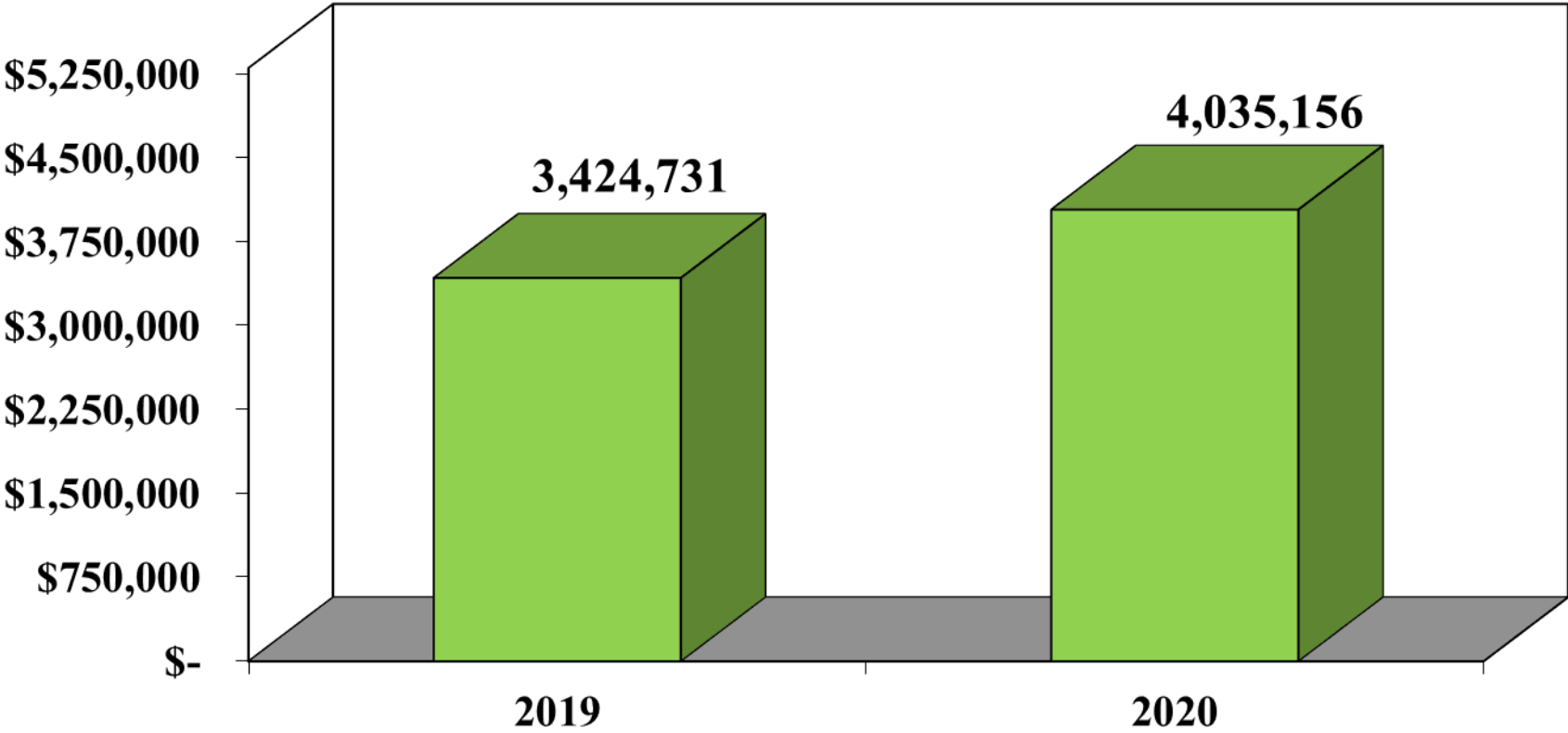
Population by Grouping	Average 2018-2019 Fund Balance Available	Average FBA As a Percentage of Average Expenditures	Median 2018-2019 Fund Balance Available	Median FBA As a Percentage of Average Expenditures
<b>Statewide – All Municipalities</b>	\$5,048,406	46.04%	\$1,330,832	85.05%
<b>Units With Electrical Systems</b>				
All	8,907,467	43.12	3,589,714	43.55
50,000 and above	33,692,211	40.22	27,914,896	35.93
10,000 to 49,999	9,907,197	43.31	7,637,214	36.98
2,500 to 9,999	3,382,748	55.48	1,960,234	40.88
1,000 to 2,499	901,012	59.08	842,499	42.49
500 to 999	2,133,566	52.10	2,133,566	61.67
499 and below	365,428	52.30	301,442	165.84

# Top 3 Revenues: General Fund

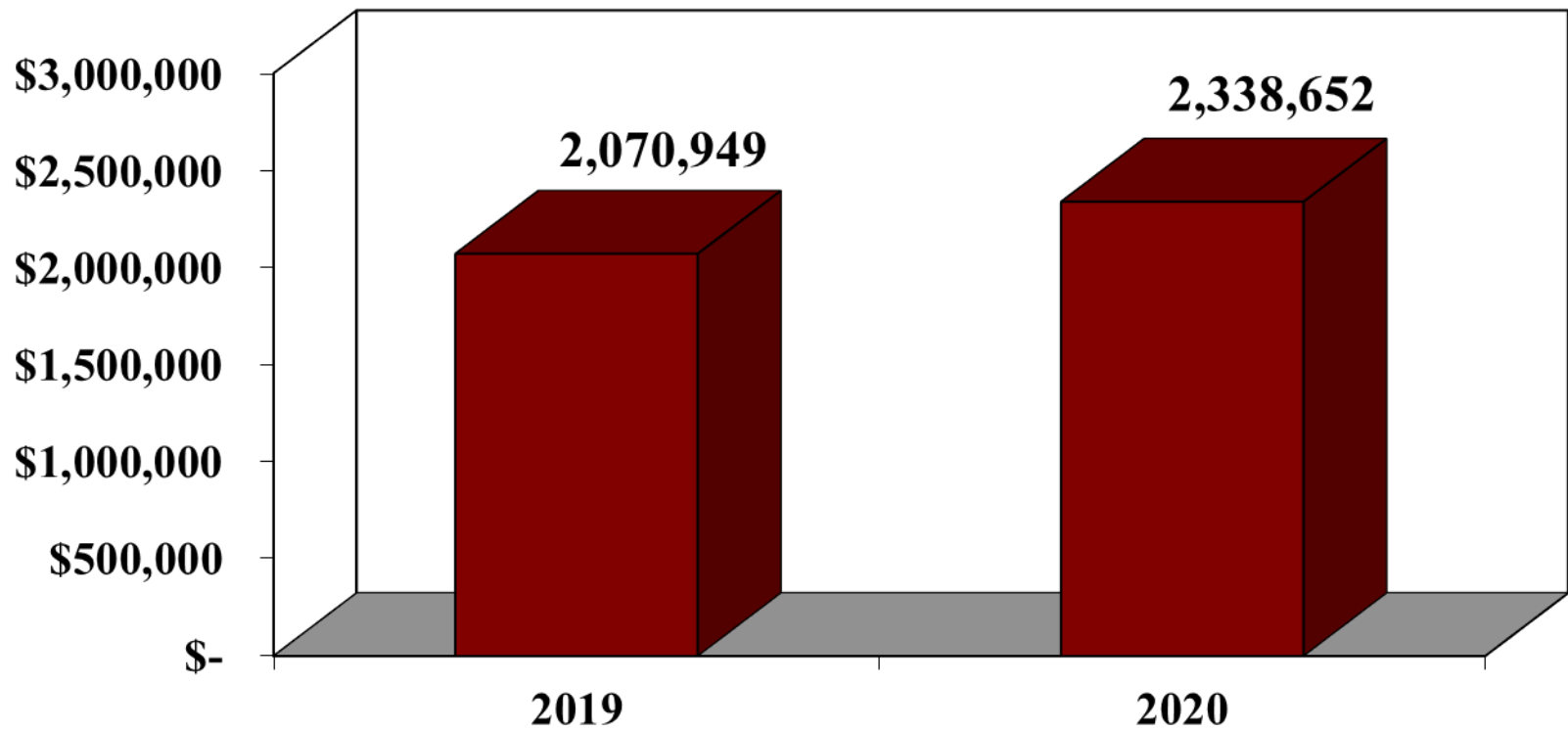


**Total Revenues \$ 9,213,742**

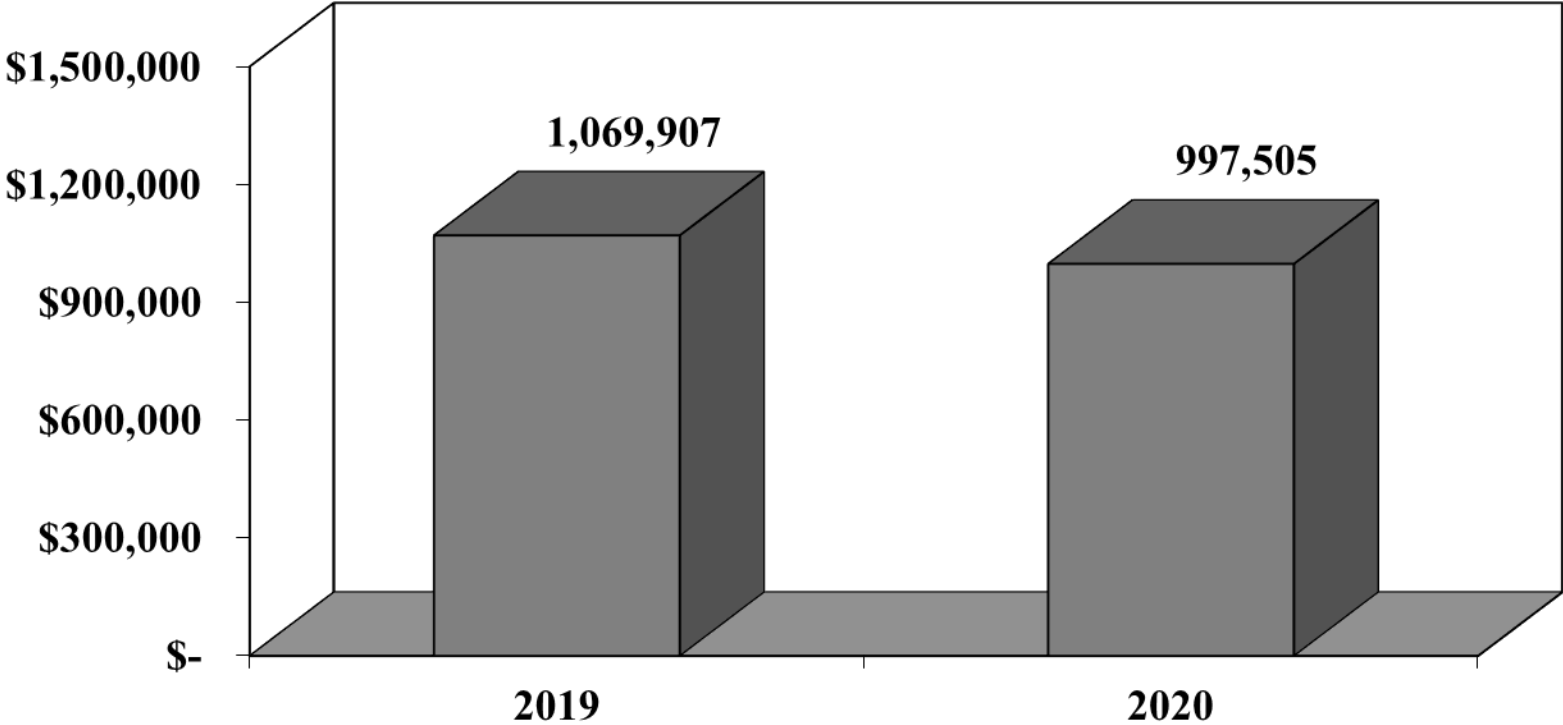
# Property Taxes



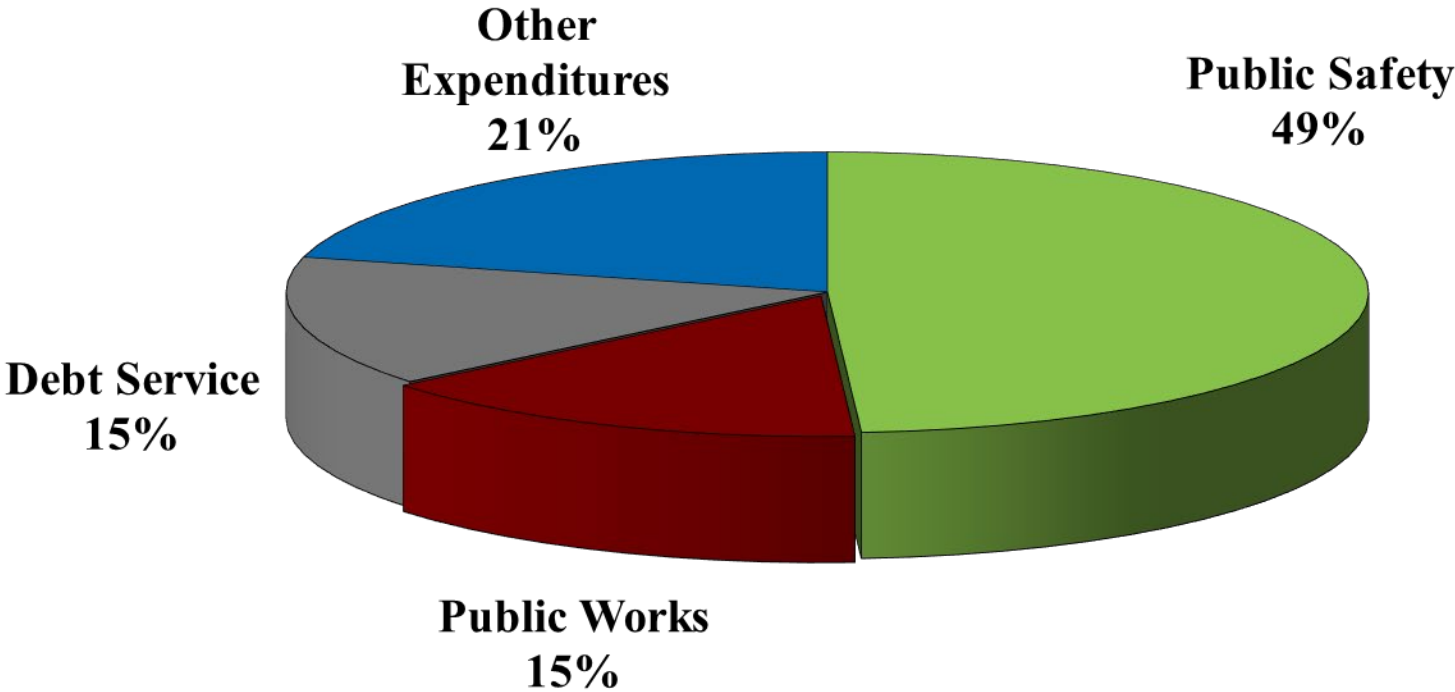
# Other Taxes & Licenses



# Permits & Fees

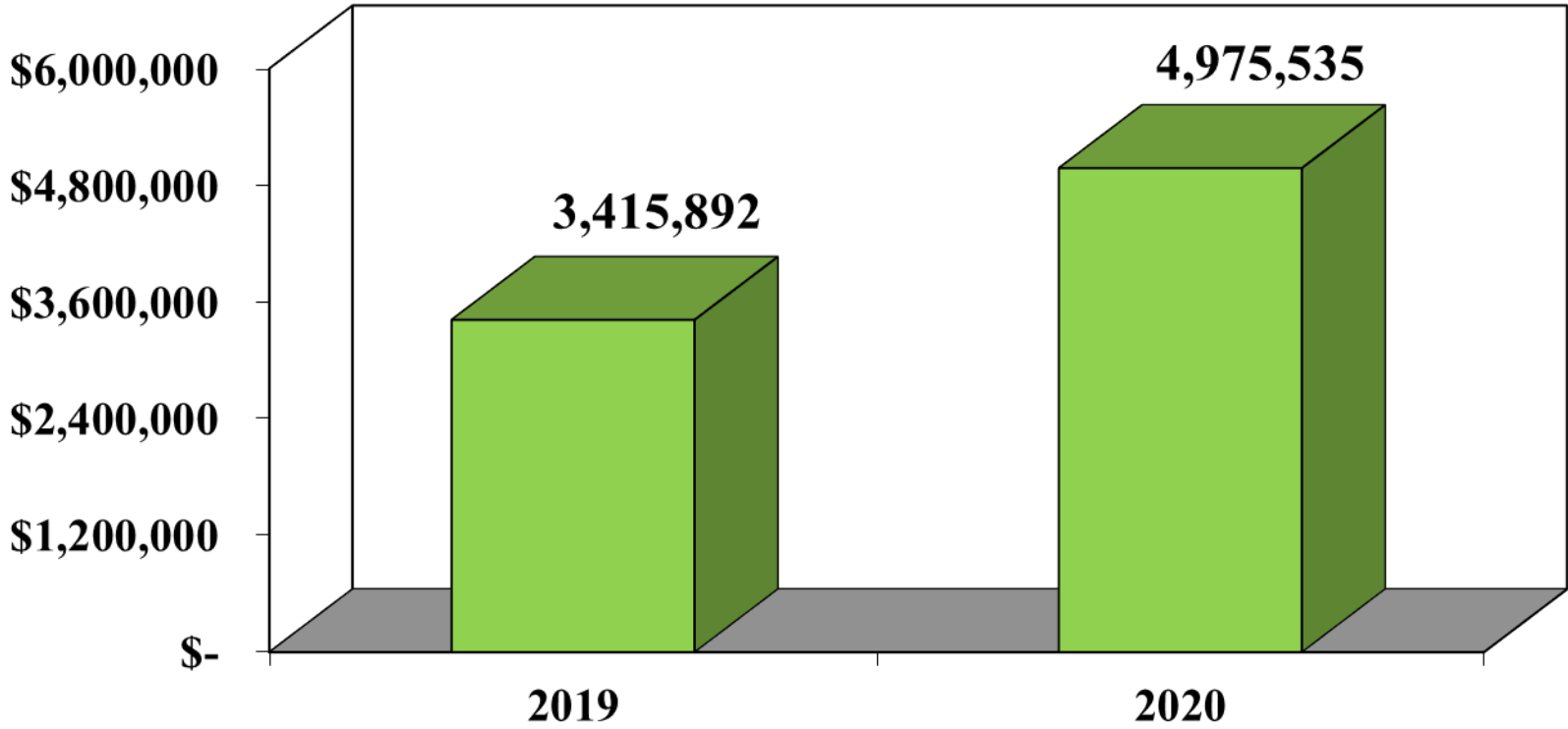


# Top 3 Expenditures: General Fund

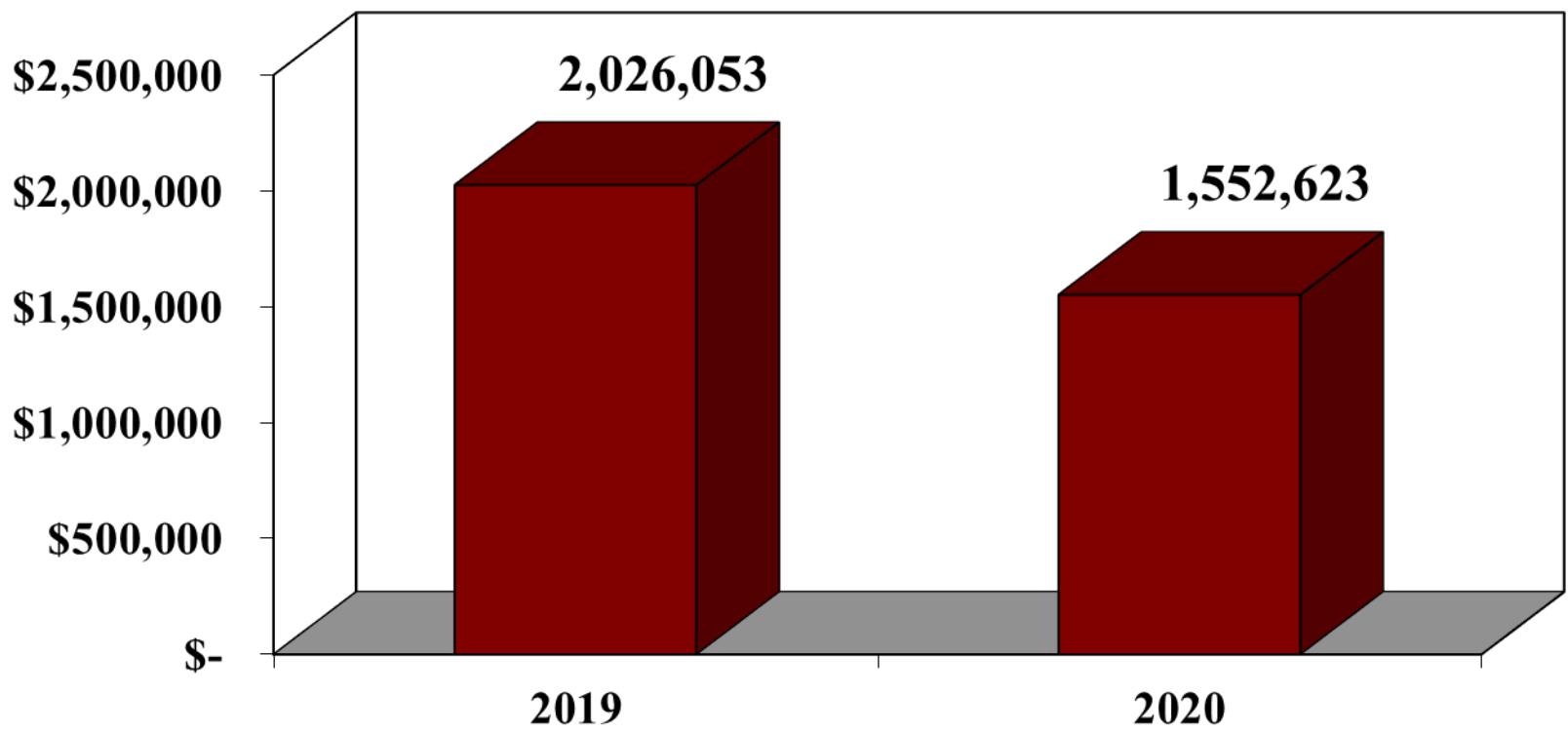


**Total Expenditures \$ 10,086,421**

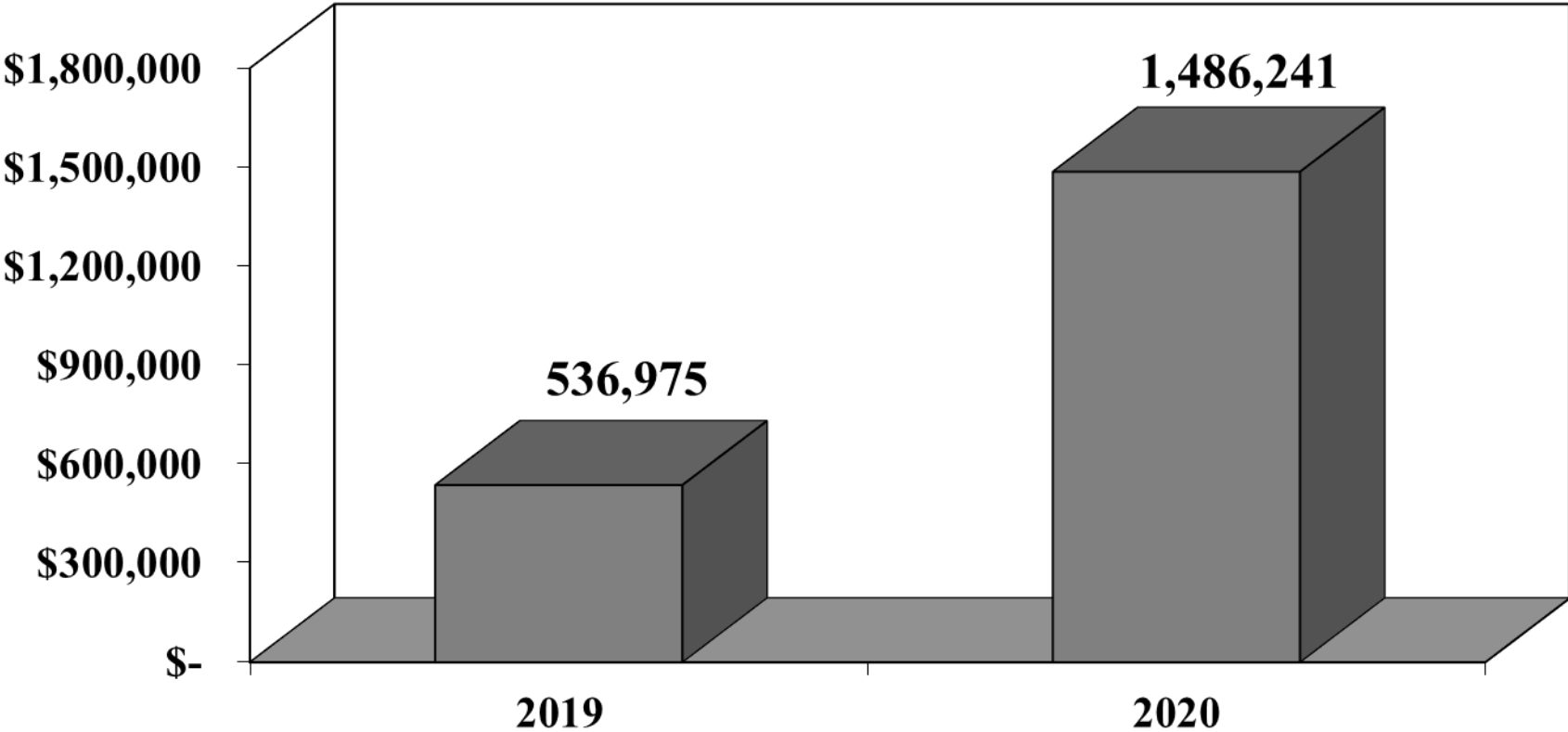
# Public Safety



# Public Works



# Debt Service



# Utility Fund

---

	<u>2019</u>	<u>2020</u>
<b>Unrestricted Net Position</b>	\$ 1,796,503	\$ 2,508,041
<b>Cash Flow From Operations</b>	\$ 1,847,826	\$ 1,870,001
<b>Net Income (Loss) (GAAP)</b>	\$ (597,470)	\$ 701,992
<b>Total Net Position</b>	<b>\$ 20,364,421</b>	<b>\$ 21,066,413</b>

# 3 Year Comparison - Utility Fund

---

	<u>2018</u>	<u>2019</u>	<u>2020</u>
Current Assets	\$4,337,407	\$2,039,193	\$2,796,815
Current Liabilities	1,350,156	1,345,946	1,238,519
Quick Ratio	3.21	1.52	2.26

---

# Discussion & Questions



**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 Board of Commissioners Work Session  
4:00 PM Monday, February 22 – Zoom Meeting due to Covid-19**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** FY 21 Audit Contract

**BRIEF SUMMARY:**

The FY 2021 audit contract with Martin Starnes and Associates is attached.

**REQUESTED ACTION:**

Review and Approve the contract. The contract cost is \$27,035 for FY 2021. The FY 2020 cost was \$26,250.

**EXPECTED LENGTH OF PRESENTATION:**

5 mins

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

The of and	Governing Board Board of Commissioners
	Primary Government Unit (or charter holder) Town of Beaufort, NC
	Discretely Presented Component Unit (DPCU) (if applicable) N/A

*Primary Government Unit, together with DPCU (if applicable), hereinafter referred to as Governmental Unit(s)*

and	Auditor Name Martin Starnes & Associates, CPAs, P.A.
	Auditor Address 730 13th Avenue Dr. SE, Hickory, NC 28602

*Hereinafter referred to as Auditor*

for	Fiscal Year Ending	Audit Report Due Date
	06/30/21	10/31/21

*Must be within four months of FYE*

hereby agree as follows:

1. The Auditor shall audit all statements and disclosures required by U.S. generally accepted auditing standards (GAAS) and additional required legal statements and disclosures of all funds and/or divisions of the Governmental Unit(s). The non-major combining, and individual fund statements and schedules shall be subjected to the auditing procedures applied in the audit of the basic financial statements and an opinion shall be rendered in relation to (as applicable) the governmental activities, the business- type activities, the aggregate DPCUs, each major governmental and enterprise fund, and the aggregate remaining fund information (non-major government and enterprise funds, the internal service fund type, and the fiduciary fund types).

2. At a minimum, the Auditor shall conduct his/her audit and render his/her report in accordance with GAAS. The Auditor shall perform the audit in accordance with *Government Auditing Standards* if required by the State Single Audit Implementation Act, as codified in G.S. 159-34. If required by OMB *Uniform Administration Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, the Auditor shall perform a Single Audit. This audit and all associated audit documentation may be subject to review by Federal and State agencies in accordance with Federal and State laws, including the staffs of the Office of State Auditor (OSA) and the Local Government Commission (LGC). If the audit requires a federal single audit performed under the requirements found in Subpart F of the Uniform Guidance (§200.501), it is recommended that the Auditor and Governmental Unit(s) jointly agree, in advance of the execution of this contract, which party is responsible for submission of the audit and the accompanying data collection form to the Federal Audit Clearinghouse as required under the Uniform Guidance (§200.512).

If the audit and Auditor communication are found in this review to be substandard, the results of the review may be forwarded to the North Carolina State Board of CPA Examiners (NC State Board).

3. If an entity is determined to be a component of another government as defined by the group audit standards, the entity's auditor shall make a good faith effort to comply in a timely manner with the requests of the group auditor in accordance with AU-6 §600.41 - §600.42.
4. This contract contemplates an unmodified opinion being rendered. If during the process of conducting the audit, the Auditor determines that it will not be possible to render an unmodified opinion on the financial statements of the unit, the Auditor shall contact the LGC Staff to discuss the circumstances leading to that conclusion as soon as is practical and before the final report is issued. The audit shall include such tests of the accounting records and such other auditing procedures as are considered by the Auditor to be necessary in the circumstances. Any limitations or restrictions in scope which would lead to a qualification should be fully explained in an attachment to this contract.
5. If this audit engagement is subject to the standards for audit as defined in *Government Auditing Standards*, 2018 revision, issued by the Comptroller General of the United States, then by accepting this engagement, the Auditor warrants that he/she has met the requirements for a peer review and continuing education as specified in *Government Auditing Standards*. The Auditor agrees to provide a copy of the most recent peer review report to the Governmental Unit(s) and the Secretary of the LGC prior to the execution of an audit contract. Subsequent submissions of the report are required only upon report expiration or upon auditor's receipt of an updated peer review report. If the audit firm received a peer review rating other than pass, the Auditor shall not contract with the Governmental Unit(s) without first contacting the Secretary of the LGC for a peer review analysis that may result in additional contractual requirements.
- If the audit engagement is not subject to *Government Accounting Standards* or if financial statements are not prepared in accordance with U.S. generally accepted accounting principles (GAAP) and fail to include all disclosures required by GAAP, the Auditor shall provide an explanation as to why in an attachment to this contract or in an amendment.
6. It is agreed that time is of the essence in this contract. All audits are to be performed and the report of audit submitted to LGC Staff within four months of fiscal year end. If it becomes necessary to amend this due date or the audit fee, an amended contract along with a written explanation of the delay shall be submitted to the Secretary of the LGC for approval.
7. It is agreed that GAAS include a review of the Governmental Unit's (Units') systems of internal control and accounting as same relate to accountability of funds and adherence to budget and law requirements applicable thereto; that the Auditor shall make a written report, which may or may not be a part of the written report of audit, to the Governing Board setting forth his/her findings, together with his recommendations for improvement. That written report shall include all matters defined as "significant deficiencies and material weaknesses" in AU-C 265 of the *AICPA Professional Standards (Clarified)*. The Auditor shall file a copy of that report with the Secretary of the LGC.
8. All local government and public authority contracts for audit or audit-related work require the approval of the Secretary of the LGC. This includes annual or special audits, agreed upon procedures related to internal controls, bookkeeping or other assistance necessary to prepare the Governmental Unit's (Units') records for audit, financial statement preparation, any finance-related investigations, or any other audit-related work in the State of North Carolina. Approval is not required on contracts and invoices for system improvements and similar services of a non-auditing nature.
9. Invoices for services rendered under these contracts shall not be paid by the Governmental Unit(s) until the invoice has been approved by the Secretary of the LGC. (This also includes any progress billings.) [G.S. 159-34 and 115C-447] All invoices for Audit work shall be submitted in PDF format to the Secretary of the LGC for approval. The invoice marked 'approved' with approval date shall be returned to

the Auditor to present to the Governmental Unit(s) for payment. This paragraph is not applicable to contracts for audits of hospitals.

10. In consideration of the satisfactory performance of the provisions of this contract, the Governmental Unit(s) shall pay to the Auditor, upon approval by the Secretary of the LGC if required, the fee, which includes any costs the Auditor may incur from work paper or peer reviews or any other quality assurance program required by third parties (federal and state grantor and oversight agencies or other organizations) as required under the Federal and State Single Audit Acts. This does not include fees for any pre-issuance reviews that may be required by the NC Association of CPAs (NCACPA) Peer Review Committee or NC State Board of CPA Examiners (see Item 13).

11. If the Governmental Unit(s) has/have outstanding revenue bonds, the Auditor shall submit to LGC Staff, either in the notes to the audited financial statements or as a separate report, a calculation demonstrating compliance with the revenue bond rate covenant. Additionally, the Auditor shall submit to LGC Staff simultaneously with the Governmental Unit's (Units') audited financial statements any other bond compliance statements or additional reports required by the authorizing bond documents, unless otherwise specified in the bond documents.

12. After completing the audit, the Auditor shall submit to the Governing Board a written report of audit. This report shall include, but not be limited to, the following information: (a) Management's Discussion and Analysis, (b) the financial statements and notes of the Governmental Unit(s) and all of its component units prepared in accordance with GAAP, (c) supplementary information requested by the Governmental Unit(s) or required for full disclosure under the law, and (d) the Auditor's opinion on the material presented. The Auditor shall furnish the required number of copies of the report of audit to the Governing Board upon completion.

13. If the audit firm is required by the NC State Board, the NCACPA Peer Review Committee, or the Secretary of the LGC to have a pre-issuance review of its audit work, there shall be a statement in the engagement letter indicating the pre-issuance review requirement. There also shall be a statement that the Governmental Unit(s) shall not be billed for the pre-issuance review. The pre-issuance review shall be performed prior to the completed audit being submitted to LGC Staff. The pre-issuance review report shall accompany the audit report upon submission to LGC Staff.

14. The Auditor shall submit the report of audit in PDF format to LGC Staff. For audits of units other than hospitals, the audit report should be submitted when (or prior to) submitting the final invoice for services rendered. The report of audit, as filed with the Secretary of the LGC, becomes a matter of public record for inspection, review and copy in the offices of the LGC by any interested parties. Any subsequent revisions to these reports shall be sent to the Secretary of the LGC along with an Audit Report Reissued Form (available on the Department of State Treasurer website). These audited financial statements, excluding the Auditors' opinion, may be used in the preparation of official statements for debt offerings by municipal bond rating services to fulfill secondary market disclosure requirements of the Securities and Exchange Commission and for other lawful purposes of the Governmental Unit(s) without requiring consent of the Auditor. If the LGC Staff determines that corrections need to be made to the Governmental Unit's (Units') financial statements, those corrections shall be provided within three business days of notification unless another deadline is agreed to by LGC Staff.

15. Should circumstances disclosed by the audit call for a more detailed investigation by the Auditor than necessary under ordinary circumstances, the Auditor shall inform the Governing Board in writing of the need for such additional investigation and the additional compensation required therefore. Upon approval by the

Secretary of the LGC, this contract may be modified or amended to include the increased time, compensation, or both as may be agreed upon by the Governing Board and the Auditor.

16. If an approved contract needs to be modified or amended for any reason, the change shall be made in writing and pre-audited if the change includes a change in audit fee (pre-audit requirement does not apply to charter schools or hospitals). This amended contract shall be completed in full, including a written explanation of the change, signed and dated by all original parties to the contract. It shall then be submitted to the Secretary of the LGC for approval. No change to the audit contract shall be effective unless approved by the Secretary of the LGC, the Governing Board, and the Auditor.

17. A copy of the engagement letter, issued by the Auditor and signed by both the Auditor and the Governmental Unit(s), shall be attached to this contract, and except for fees, work, and terms not related to audit services, shall be incorporated by reference as if fully set forth herein as part of this contract. In case of conflict between the terms of the engagement letter and the terms of this contract, the terms of this contract shall take precedence. Engagement letter terms that conflict with the contract are deemed to be void unless the conflicting terms of this contract are specifically deleted in Item 28 of this contract. Engagement letters containing indemnification clauses shall not be accepted by LGC Staff.

18. Special provisions should be limited. Please list any special provisions in an attachment.

19. A separate contract should not be made for each division to be audited or report to be submitted. If a DPCU is subject to the audit requirements detailed in the Local Government Budget and Fiscal Control Act and a separate audit report is issued, a separate audit contract is required. If a separate report is not to be issued and the DPCU is included in the primary government audit, the DPCU shall be named along with the primary government on this audit contract. DPCU Board approval date, signatures from the DPCU Board chairman and finance officer also shall be included on this contract.

20. The contract shall be executed, pre-audited (pre-audit requirement does not apply to charter schools or hospitals), and physically signed by all parties including Governmental Unit(s) and the Auditor, then submitted in PDF format to the Secretary of the LGC.

21. The contract is not valid until it is approved by the Secretary of the LGC. The staff of the LGC shall notify the Governmental Unit and Auditor of contract approval by email. The audit should not be started before the contract is approved.

22. Retention of Client Records: Auditors are subject to the NC State Board of CPA Examiners' Retention of Client Records Rule 21 NCAC 08N .0305 as it relates to the provision of audit and other attest services, as well as non-attest services. Clients and former clients should be familiar with the requirements of this rule prior to requesting the return of records.

23. This contract may be terminated at any time by mutual consent and agreement of the Governmental Unit(s) and the Auditor, provided that (a) the consent to terminate is in writing and signed by both parties, (b) the parties have agreed on the fee amount which shall be paid to the Auditor (if applicable), and (c) no termination shall be effective until approved in writing by the Secretary of the LGC.

24. The Governmental Unit's (Units') failure or forbearance to enforce, or waiver of, any right or an event of breach or default on one occasion or instance shall not constitute the waiver of such right, breach or default on any subsequent occasion or instance.

25. There are no other agreements between the parties hereto and no other agreements relative hereto that shall be enforceable unless entered into in accordance with the procedure set out herein and approved by the Secretary of the LGC.

26. E-Verify. Auditor shall comply with the requirements of NCGS Chapter 64 Article 2. Further, if Auditor utilizes any subcontractor(s), Auditor shall require such subcontractor(s) to comply with the requirements of NCGS Chapter 64, Article 2.

27. **Applicable to audits with fiscal year ends of June 30, 2020 and later.** For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct and Governmental Auditing Standards, 2018 Revision (as applicable). Financial statement preparation assistance shall be deemed a "significant threat" requiring the Auditor to apply safeguards sufficient to reduce the threat to an acceptable level. If the Auditor cannot reduce the threats to an acceptable level, the Auditor cannot complete the audit. If the Auditor is able to reduce the threats to an acceptable level, the documentation of this determination, including the safeguards applied, must be included in the audit workpapers.

All non-attest service(s) being performed by the Auditor that are necessary to perform the audit must be identified and included in this contract. The Governmental Unit shall designate an individual with the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the services and accept responsibility for the results of the services performed. If the Auditor is able to identify an individual with the appropriate SKE, s/he must document and include in the audit workpapers how he/she reached that conclusion. If the Auditor determines that an individual with the appropriate SKE cannot be identified, the Auditor cannot perform both the non-attest service(s) and the audit. See "Fees for Audit Services" page of this contract to disclose the person identified as having the appropriate SKE for the Governmental Unit.

28. **Applicable to audits with fiscal year ends of June 30, 2021 and later.** The auditor shall present the audited financial statements including any compliance reports to the government unit's governing body or audit committee in an official meeting in open session as soon as the audited financial statements are available but not later than 45 days after the submission of the audit report to the Secretary. The auditor's presentation to the government unit's governing body or audit committee shall include:

- a) the description of each finding, including all material weaknesses and significant deficiencies, as found by the auditor, and any other issues related to the internal controls or fiscal health of the government unit as disclosed in the management letter, the Single Audit or Yellow Book reports, or any other communications from the auditor regarding internal controls as required by current auditing standards set by the Accounting Standards Board or its successor;
- b) the status of the prior year audit findings;
- c) the values of Financial Performance Indicators based on information presented in the audited financial statements; and
- d) notification to the governing body that the governing body shall develop a "Response to the Auditor's Findings, Recommendations, and Fiscal Matters," if required under 20 NCAC 03 .0508.

29. Information based on the audited financial statements shall be submitted to the Secretary for the purpose of identifying Financial Performance Indicators and Financial Performance Indicators of Concern.

30. Applicable to charter school contracts only: No indebtedness of any kind incurred or created by the charter school shall constitute an indebtedness of the State or its political subdivisions, and no indebtedness of the charter school shall involve or be secured by the faith, credit, or taxing power of the State or its political subdivisions.

31. All of the above paragraphs are understood and shall apply to this contract, except the following numbered paragraphs shall be deleted (See Item 16 for clarification).

32. The process for submitting contracts, audit reports and invoices is subject to change. Auditors and units should use the submission process and instructions in effect at the time of submission. Refer to the N.C. Department of State Treasurer website at <https://www.nctreasurer.com/state-and-local-government-finance-division/local-government-commission/submitting-your-audit>

33. All communications regarding audit contract requests for modification or official approvals will be sent to the email addresses provided on the signature pages that follow.

34. Modifications to the language and terms contained in this contract form (LGC-205) are not allowed.

**FEEES FOR AUDIT SERVICES**

1. For all non-attest services, the Auditor shall adhere to the independence rules of the AICPA Professional Code of Conduct (as applicable) and *Governmental Auditing Standards, 2018 Revision*. Refer to Item 27 of this contract for specific requirements. The following information must be provided by the Auditor; contracts presented to the LGC without this information will be not be approved.

Financial statements were prepared by:  Auditor  Governmental Unit  Third Party

If applicable: Individual at Governmental Unit designated to have the suitable skills, knowledge, and/or experience (SKE) necessary to oversee the non-attest services and accept responsibility for the results of these services:

<b>Name:</b>	<b>Title and Unit / Company:</b>	<b>Email Address:</b>
Christi Wood	Finance Director, Town of Beaufort	c.wood@beaufortnc.org

**OR Not Applicable**  (Identification of SKE Individual not applicable for GAAS-only audit or audits with FYEs prior to June 30, 2020.)

2. Fees may not be included in this contract for work performed on Annual Financial Information Reports (AFIRs), Form 990s, or other services not associated with audit fees and costs. Such fees may be included in the engagement letter but may not be included in this contract or in any invoices requiring approval of the LGC. See Items 8 and 13 for details on other allowable and excluded fees.

3. Prior to submission of the completed audited financial report, applicable compliance reports and amended contract (if required) the Auditor may submit invoices for approval for services rendered, not to exceed 75% of the billings for the last annual audit of the unit submitted to the Secretary of the LGC. Should the 75% cap provided below conflict with the cap calculated by LGC Staff based on the billings on file with the LGC, the LGC calculation prevails. All invoices for services rendered in an audit engagement as defined in 20 NCAC .0503 shall be submitted to the Commission for approval before any payment is made. Payment before approval is a violation of law. (This paragraph not applicable to contracts and invoices associated with audits of hospitals).

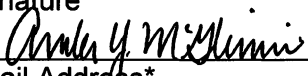
**PRIMARY GOVERNMENT FEES**

Primary Government Unit	Town of Beaufort, NC
Audit Fee	\$ See fee section of engagement letter
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$ N/A
Writing Financial Statements	\$ See fee section of engagement letter
All Other Non-Attest Services	\$ N/A
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$ 19,687.50

**DPCU FEES (if applicable)**

Discretely Presented Component Unit	N/A
Audit Fee	\$
<b>Additional Fees Not Included in Audit Fee:</b>	
Fee per Major Program	\$
Writing Financial Statements	\$
All Other Non-Attest Services	\$
<b>75% Cap for Interim Invoice Approval</b> <i>(not applicable to hospital contracts)</i>	\$

**SIGNATURE PAGE****AUDIT FIRM**

<b>Audit Firm*</b> Martin Starnes & Associates, CPAs, P.A.	
<b>Authorized Firm Representative (typed or printed)*</b> Amber Y. McGhinnis	<b>Signature*</b> 
<b>Date*</b> 02/12/21	<b>Email Address*</b> amcghinnis@martinstarnes.com

**GOVERNMENTAL UNIT**

<b>Governmental Unit*</b> Town of Beaufort, NC	
<b>Date Primary Government Unit Governing Board Approved Audit Contract*</b> (G.S.159-34(a) or G.S.115C-447(a))	
<b>Mayor/Chairperson (typed or printed)*</b> Everette Newton, Mayor	<b>Signature*</b>
<b>Date</b>	<b>Email Address</b> e.newton@beaufortnc.org

<b>Chair of Audit Committee (typed or printed, or "NA")</b> N/A	<b>Signature</b>
<b>Date</b>	<b>Email Address</b>

**GOVERNMENTAL UNIT – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

<b>Primary Governmental Unit Finance Officer* (typed or printed)</b> Christi Wood, Finance Director	<b>Signature*</b>
<b>Date of Pre-Audit Certificate*</b>	<b>Email Address*</b> c.wood@beaufortnc.org

**SIGNATURE PAGE – DPCU  
(complete only if applicable)**

**DISCRETELY PRESENTED COMPONENT UNIT**

DPCU*	
N/A	
Date DPCU Governing Board Approved Audit Contract* (Ref: G.S. 159-34(a) or G.S. 115C-447(a))	
DPCU Chairperson (typed or printed)*	Signature*
Date*	Email Address*

Chair of Audit Committee (typed or printed, or "NA")	Signature
N/A	
Date	Email Address

**DPCU – PRE-AUDIT CERTIFICATE**

Required by G.S. 159-28(a1) or G.S. 115C-441(a1).  
Not applicable to hospital contracts.

*This instrument has been pre-audited in the manner required by The Local Government Budget and Fiscal Control Act or by the School Budget and Fiscal Control Act.*

DPCU Finance Officer (typed or printed)*	Signature*
N/A	
Date of Pre-Audit Certificate*	Email Address*

Remember to print this form, and obtain all required signatures prior to submission.

PRINT



**Report on the Firm's System of Quality Control**

To the Shareholders of Martin Starnes & Associates CPAs, P.A. and the  
Peer Review Committee, North Carolina Association  
Of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. (the firm) in effect for the year ended December 31, 2017. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

**Firm's Responsibility**

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

**Peer Reviewer's Responsibility**

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

**Required Selections and Considerations**

Engagements selected for review included engagements performed under *Government Auditing Standards*, including compliance audits under the Single Audit Act and an audit of an employee benefit plan.

As part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

**Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of Martin Starnes & Associates CPAs, P.A. in effect for the year ended December 31, 2017, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Martin Starnes & Associates CPAs, P.A. has received a peer review rating of pass.

*Koonce, Wooten & Haywood, LLP*

Koonce, Wooten & Haywood, LLP

May 3, 2018

**Raleigh**  
4060 Barrett Drive  
Post Office Box 17806  
Raleigh, North Carolina 27619  
  
919 782 9265  
919 783 8937 FAX

**Durham**  
3500 Westgate Drive  
Suite 203  
Durham, North Carolina 27707  
  
919 354 2500  
919 489 8183 FAX

**Pittsboro**  
10 Sanford Road  
Post Office Box 1399  
Pittsboro, North Carolina 27312  
  
919 542 6000  
919 542 5764 FAX



**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 Board of Commissioners Work Session  
4:00 PM Monday, February 22, 2021 – Virtual Meeting via Zoom**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Case No. 21-04. Request to Rezone 823 West Beaufort Road from R-8 to B-1

**BRIEF SUMMARY:**

Janine Facciola is requesting to rezone 823 West Beaufort Road from R-8 Residential to B-1 General Business District.

The Planning Board reviewed the request at the February 15, 2021 meeting and found the request consistent with the CAMA Future Land Use Map. 5/5 members present unanimously recommended approval of the request.

**REQUESTED ACTION:**

Set public hearing

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Kate Allen, Town Planner

**BUDGET AMENDMENT REQUIRED:**

N/A



# Staff Report

**To:** Board of Commissioners  
**From:** Kate Allen

**Date:** 2/16/2021  
**Meeting Date:** 2/22/2021

## Case Number 21-04

**Summary of Request:** Request to Rezone 823 West Beaufort Road from R-8 Residential to B-1 General Business District

### Background

**Location(s) & PIN** 823 West Beaufort Road (PIN 730615634587000)

**Owner** Alan & Janice Cheek  
**Applicant** Janine Facciola

**Current Zoning** R-8 Residential

**Lot(s) Size & Conformity Status** 0.474 acres or 20,647 ft<sup>2</sup>  
Conforming Lot of Record  
Road Frontage – West Beaufort Road 100’

**Existing Land Use** Residential

**CAMA Future Land Use Map**  
Amendment Required  Yes  No General Commercial

**Adjoining Land Use & Zoning**  
**North** R-8; Residential (Apartments)  
**South** B-1; Commercial  
**East** B-1; Commercial (Ace Hardware, Rolands)  
**West** R-8; Residential (Apartments)

**Special Flood Hazard Area**  Yes  No 0.2% Annual Chance Flood Hazard

**Public Utilities**  
Water  Available  Not Available  
Sewer  Available  Not Available

**Additional Information** See Staff Comments

**Requested Action** February 22, 2021: Set date for public hearing  
March 8, 2021: Conduct public hearing; set date for final determination following 24-hour public comment period  
March 22, 2021: Review public comments and make final determination

## Staff Comments

The subject property is an existing conforming lot of record. The existing residential structure is an existing conforming structure. The accessory structure appears to be conforming, but a survey would be required to verify side and rear setbacks.

The Planning Board reviewed the request at the February 15, 2021 meeting. The Board found the request consistent with the CAMA Future Land Use Map and 5/5 members present recommended approval of the request.

### Additional Information

#### The current **R-8 Residential District Standards**

Minimum Lot Size	8,000 Square Feet	Setbacks
Minimum Lot Width	60 Feet	Front 25 Feet
Maximum Building Height	40 Feet	Rear 25 Feet
		Side 8 Feet
		Side (ROW) 20 Feet

#### The requested **B-1 General Business District Standards**

Minimum Lot Size	5,000 ft <sup>2</sup>	Setbacks
Minimum Lot Width	60 Feet	Front 30 Feet
Maximum Building Height	40 Feet	Rear 15 Feet
		Side 15 Feet

### CAMA Core Land Use Plan – Future Land Use Classifications

#### **Current: General Commercial**

The General Commercial classification is intended to delineate lands that can accommodate a wide range of retail, wholesale, office, business services, and personal services. Areas classified as General Commercial may also include some heavy commercial uses as well as intensive public and institutional land uses. Minimum lot sizes typically range from 5,000 to 8,000 square feet unless a larger minimum lot area is required by the health department for land uses utilizing septic systems. Maximum floor area ratios (the total building floor area divided by the total lot area) range from 0.57 to 0.83. Land uses within General Commercial-designated areas are generally compatible with the B-1, General Business; B-W, Business Waterfront; and the TR, Transitional Zoning Districts. Public water service is needed to support the land uses characteristic of this classification. Public sewer service is needed to support the most intensive commercial uses. Streets with the capacity to accommodate higher traffic volumes are necessary to support commercial development.

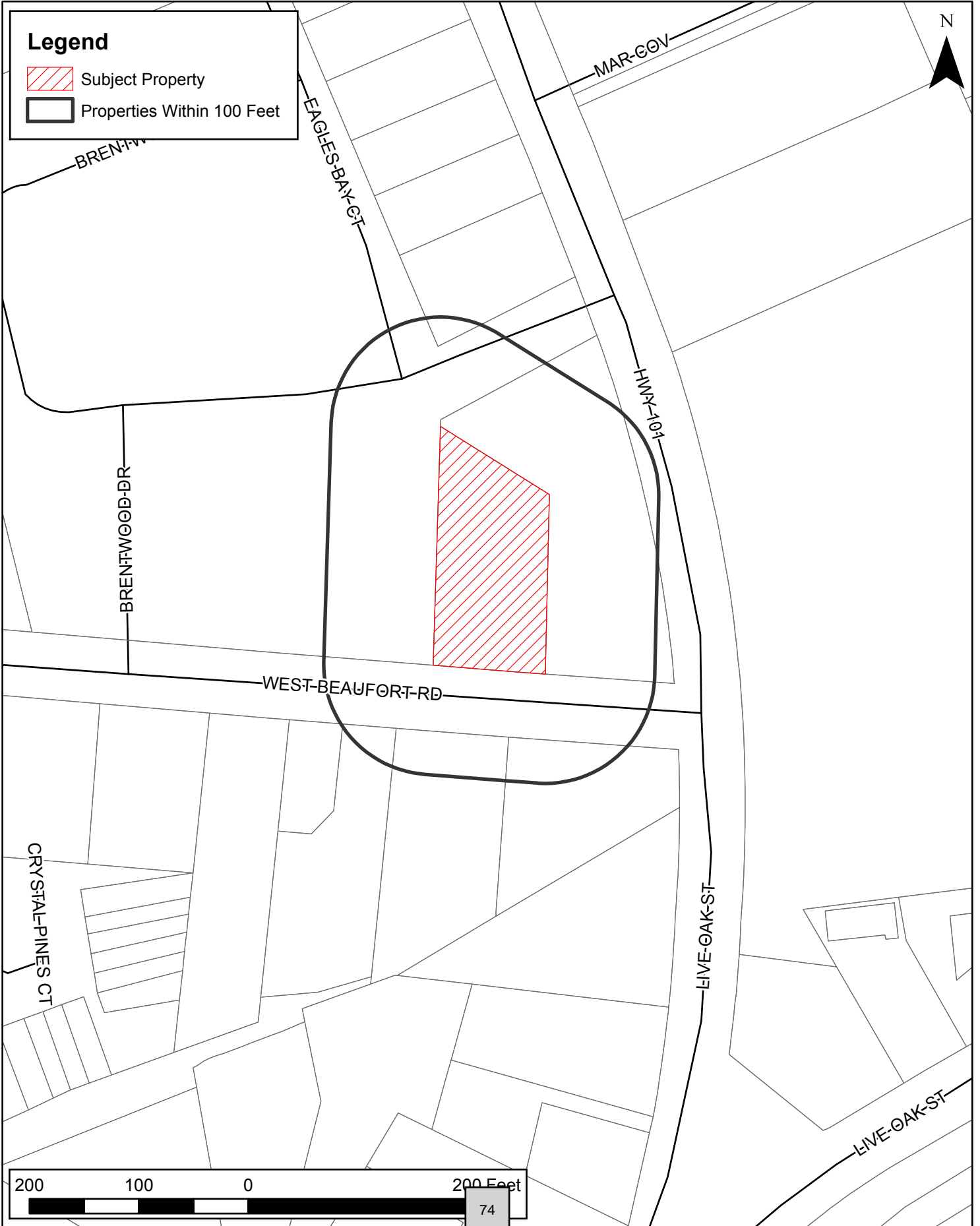
**Attachments:**

1. Property Owners Within 100 Feet
2. Vicinity Map
3. Aerial Map
4. Current Zoning Map
5. Future Land Use Map
6. LDO Excerpts – R-8 Residential District
7. LDO Excerpts – B-1 General Business District
8. Application as Submitted
9. Ordinance Amending Zoning Map

**CASE NO. 21-04. PROPERTY OWNERS WITHIN 100 FEET**

<b>OWNER</b>	<b>MAIL ADDRESS</b>	<b>CITY, STATE, ZIP</b>
BOGUE SOUND APARTMENTS D/B/A	PO BOX 395	JAMESTOWN NC 27282
MILLER, PAMELAJO ETAL MILLER JR	177 HIGHWAY 101	BEAUFORT NC 28516
CARTERET PRIDE CARWASH LLC	5235 WEBB COURT; C/O JC	MOREHEAD CITY NC 28557
CHEEK, ALAN MARVIN ETUX JANICE	802 WEST BEAUFORT ROAD	BEAUFORT NC 28516
BISHOP, CINDY LYNN ETAL MERLE B	810 W BEAUFORT RD	BEAUFORT NC 28516
OWENS, NELSON N ETUX PATRICIA A	723 COMET DRIVE	BEAUFORT NC 28516
RICH, KEVIN CLINTON ETUX AMY	820 WEST BEAUFORT RD	BEAUFORT NC 28516
OWENS, THOMAS	109 SHERWOOD BLVD	BEAUFORT NC 28516
JANINE FACCIOLA	115 WINDY OAKS LANE	BEAUFORT NC 28516

# Vicinity Map



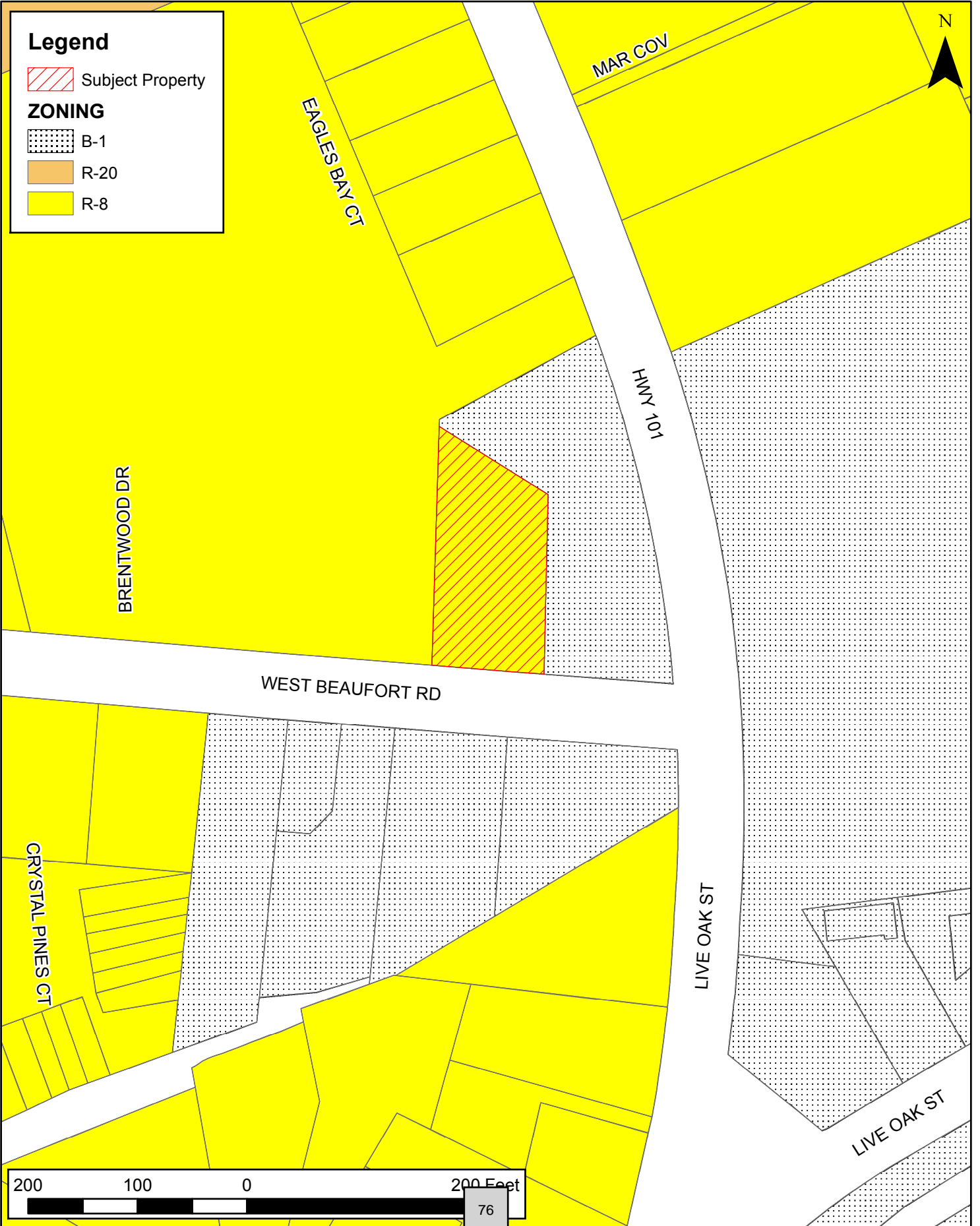
# Aerial

Case No. 20-04



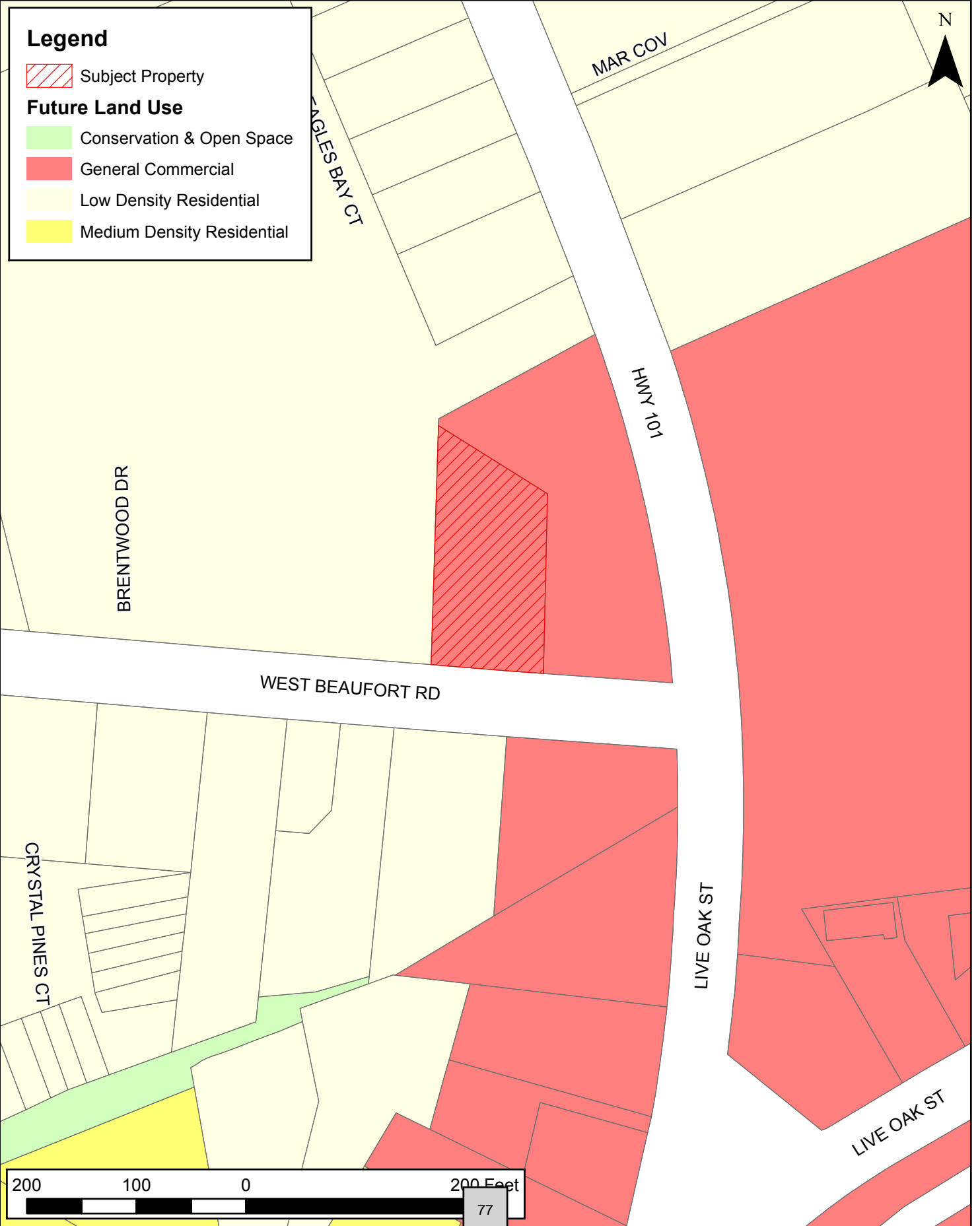
# Current Zoning Map

Case No. 20-04



# Future Land Use Map

Case No. 20-04



**C) R-8 Residential Medium Density District.**

This residential district is established as a medium density district in which the principle use of the land is for single-family dwelling units. The regulations of this district are intended to provide areas of the community for those persons desiring residences in relatively medium density areas. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-8 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-9 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	25 feet	8 feet	35 feet

**Table 7-10 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

**Table 7-11 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA, or the regulations promulgated thereunder.

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Park, Public
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Garage, Private Detached	Swimming Pool (Personal Use)
Government/Non-Profit Owned/ Operated Facilities & Services	Temporary Construction Trailer
Group Home	Utility Minor
Home Occupation	Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Produce Stand/Farmers' Market
Club, Lodge, or Hall	Public Safety Station
Concealed (Stealth) Antennae & Towers	Religious Institution
Day Care/Child Care Home	Satellite Dish Antenna
Golf Course, Privately-Owned	School, Post-Secondary
Golf Driving Range	Utility Facility

C) ***B-1 General Business District.***

The General Business District is established as the district in which a wide variety of sales and service facilities may be provided to the general public. This district will be located throughout the Town's planning jurisdiction.

- 1) Minimum Lot Size.  
All lots in the B-1 district shall be a minimum of five thousand square feet (5,000 ft<sup>2</sup>).
- 2) Minimum Lot Width.  
All lots in the B-1 district shall have a minimum lot width of sixty feet (60') at the minimum building line.
- 3) Building Setback and Building Height Requirements and Limitations.  
Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 9-5 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
B-1	30 feet	15 feet	15 feet	40 feet

- 4) Accessory Building Setback Requirements.  
All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.
- 5) Permitted Uses.

<ul style="list-style-type: none"> <li>Amusement Establishment</li> <li>Antenna Co-Location on Existing Tower</li> <li>Aquaculture</li> <li>Assisted Living</li> <li>Athletic Field, Public</li> <li>Bed &amp; Breakfast</li> <li>Boat Sales/Rentals</li> <li>Car Wash</li> <li>Club, Lodge, or Hall</li> <li>Commercial Indoor Recreation Facility</li> <li>Community Garden</li> <li>Concealed (Stealth) Antennae &amp; Towers</li> <li>Convenience Store</li> <li>Day Care Center</li> <li>Dock</li> </ul>	<ul style="list-style-type: none"> <li>Dry Boat Storage</li> <li>Financial Institution</li> <li>Government/Non-Profit Owned/Operated Facilities &amp; Services</li> <li>Hospital</li> <li>Hotel or Motel</li> <li>Kennel, Indoor Operation Only</li> <li>Library</li> <li>Liquor Store</li> <li>Moped/Golf Cart Sales/Rentals</li> <li>Mortuary/Funeral Home/Crematorium</li> <li>Motor Vehicle Sales/Rentals</li> <li>Museum</li> <li>Neighborhood Recreation Center, Public</li> <li>Nursing Home</li> <li>Office: Business, Professional, or Medical</li> </ul>
---	--

Other Building-Mounted Antennae &  
Towers  
Outdoor Retail Display/Sales  
Park, Public  
Parking Lot  
Parking Structure  
Personal Service Establishment  
Pool Hall or Billiard Hall  
Produce Stand/Farmers' Market  
Public Safety Station  
Public Utility Facility  
Religious Institution  
Resource Conservation Area

Restaurant with Drive-Thru Service  
Restaurant with Indoor Operation  
Retail Store  
Satellite Dish Antenna  
Signs, Commercial Free-Standing  
Tavern/Bar/Pub with Indoor Operation  
Temporary Construction Trailer  
Theater, Small  
Transportation Facility  
Utility Minor  
Vehicle Charging Station  
Vehicle Service

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Adult-Oriented Retail Establishment  
Commercial Outdoor Amphitheater  
Commercial Outdoor Recreation  
Facility  
Commercial Waterfront Facility  
Gas/Service Station  
Golf Driving Range  
Hazardous Material Storage  
Kennel, Indoor/Outdoor Operation  
Manufacturing, Light  
Marina  
Microbrewery  
Microdistillery

Mini-Storage  
Mixed Use  
Outdoor Amphitheater, Public  
Outdoor Storage  
Preschool  
Restaurant with Outdoor Operation  
School, K-12  
School, Post-Secondary  
Tavern/Bar/Pub with Outdoor Operation  
Theater, Large  
Utility Facility  
Wholesale Establishment



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

**APPLICATION FOR AN AMENDMENT TO THE  
BEAUFORT ZONING MAP**

**Instructions:**

Please complete the application below, include all the required attachments and the **\$300.00** for **Rezoning request with no Land Use Plan Change** or **\$400.00** for **Rezoning Request with Land Use Plan Change** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

**APPLICANT INFORMATION**

Applicant Name: JANINE FACCIOLA  
Applicant Address: 115 WINDY OAKS LN BEAUFORT NC 28516  
Phone Number: 252 723 7031 Email: J9BEACH@LIVE.COM

Property Owner Name: DANIEL + JANINE FACCIOLA, MICHAEL + WENDY COCKRELL  
Address of Property Owner: 115 Windy Oaks Ln  
Phone Number: 252 723 7031 Email: J9BEACH@LIVE.COM

**PROPERTY INFORMATION**

Property Address: 823 WEST BEAUFORT RD BEAUFORT NC 28516  
15-Digit PIN: 730615634587000 Lot/Block Number: \_\_\_\_\_  
Size of Property (in square feet or acres): 20,647 square feet  
Current Zoning: R-8 Requested Zoning: B-1

Current Use of Property?  Residential  Vacant  Commercial  Other: \_\_\_\_\_


Applicant Signature: [Signature] Date of Applicant's Signature: 11/5/21


Property Owner Signature (if different than applicant): [Signature] Date of Owner's Signature: 11/5/21

Janine Check  
An application fee of **\$300.00** for **Rezoning request with no Land Use Plan Change** or **\$400.00** for **Rezoning Request with Land Use Plan Change**, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

Re-Zoning Application Statements for amendment

- 1. 823 West Beaufort Road appears on future town maps as a B-1 property. I believe our request to have it rezoned from R-8 to B-1 would be consistent with the future plans of the Town of Beaufort, as well as, consistent with Beaufort Land Use Plan.
- 2. The zoning amendment we are requesting would offer a gathering place in an area surrounded by other businesses and residents. Fixing up this property and creating a business space will improve the area visibly and be a positive addition to the neighborhood.
- 3. We currently have 823 West Beaufort Road under contract. In process of creating an LLC under which we will own and run the business. There are four of us entering into this business together. The undersigned:

Janine Facciola 

Danny Facciola 

Mike Cockrell *Michael C. Cockrell*

Wendy Cockrell *Wendy C. Cockrell*

We are all in agreement that our hopes to have this property rezoned.

Adjacent Properties to  
823 West Beaufort Rd  
Beaufort, NC 28516

Bogue Sound Apartments D/B/A  
Jamestown NC 27282

402, 404 & 406 Brentwood Drive  
Beaufort, NC 28516

1207, 1209 & 1211 West Beaufort Rd  
Beaufort NC 28516

---

Carteret Pride Carwash LLC  
151 Hwy 101  
Beaufort, NC. 28516  
Mailing address:  
5235 Webb Court  
Morehead City NC 28557



FILE # 1522080

NORTH CAROLINA, CARTERET COUNTY  
This instrument and this certificate are duly filed at  
the date and time and in the Book and Page shown  
on the first page hereof.

FOR REGISTRATION REGISTER OF DEEDS  
Jerry T. Herdesty  
Carteret County, NC  
October 07, 2015 09:43:59 AM  
BWC DEED 3 P  
FEE: \$26.00  
NC REVENUE STAMP: \$160.00  
FILE # 1522080

Jerry T. Herdesty, Register of Deeds  
By: R. J. Davis, Notary  
Asst. Deputy, Register of Deeds

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$ 160.00

Parcel Identifier No. 730615634587000 Verified by \_\_\_\_\_ County on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

By: \_\_\_\_\_

✓ Mail/Box to: Richard L. Stanley, P.O. Box 150, Beaufort, NC 28516

This instrument was prepared by: Richard L. Stanley, 601 Cedar St., Ste F, Beaufort, NC 28516

Brief description for the Index: \_\_\_\_\_

THIS DEED made this 1st day of October, 2015 by and between

GRANTOR	GRANTEE
Robin W. Waddell widow 3105 Cromwell Court Clemmons, NC 27012	Alan Marvin Check and wife, Janice Sawyer Check 802 West Beaufort Road Beaufort, NC 28516

Enter in appropriate block for each Grantor and Grantee: name, mailing address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Beaufort Township, CARTERET County, North Carolina and more particularly described as follows:

Exhibit A

The property hereinabove described was acquired by Grantor by instrument recorded in Book \_\_\_\_\_ page \_\_\_\_\_.

All or a portion of the property herein conveyed    includes or X does not include the primary residence of a Grantor.

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_.

NC Bar Association Form No. 3 © 1976, Revised © 1/1/2010  
Printed by Agreement with the NC Bar Association

BOOK 1522 PAGE 80

3

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions: Easements and restrictions of record.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

By: \_\_\_\_\_ (Entity Name) Robin W. Waddell (SEAL)  
Print/Type Name: Robin W. Waddell

By: \_\_\_\_\_ (SEAL)  
Print/Type Name: \_\_\_\_\_

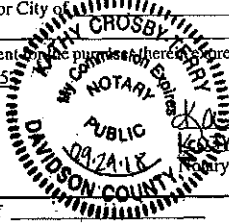
By: \_\_\_\_\_ (SEAL)  
Print/Type Name: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Print/Type Name: \_\_\_\_\_

By: \_\_\_\_\_ (SEAL)  
Print/Type Name: \_\_\_\_\_

State of North Carolina - County or City of \_\_\_\_\_

I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that Robin W. Waddell widow personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes here expressed. Witness my hand and Notarial stamp or seal this 1st day of October, 2015.



My Commission Expires: 09.29.18  
(Affix Seal) Kathy Crosby-Teeley Notary Public  
Print/Type Name: Kathy Crosby-Teeley

State of \_\_\_\_\_ - County or City of \_\_\_\_\_

I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_ personally came before me this day and acknowledged that he is the \_\_\_\_\_ of \_\_\_\_\_, a North Carolina or \_\_\_\_\_ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public  
(Affix Seal) \_\_\_\_\_  
Notary's Printed or Typed Name

State of \_\_\_\_\_ - County or City of \_\_\_\_\_

I, the undersigned Notary Public of the County or City of \_\_\_\_\_ and State aforesaid, certify that \_\_\_\_\_

Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public  
(Affix Seal) \_\_\_\_\_  
Notary's Printed or Typed Name

NC Bar Association Form No. 3 © 1976, Revised © 1/1/2010  
Printed by Agreement with the NC Bar Association

**BOOK 1522 PAGE 80**

Exhibit "A"

Lying and being in the Town of Beaufort, Carteret County, North Carolina, and beginning at a point in the northern margin of the West Beaufort Road which point is N. 78-14-15 W. 120.51 feet from the intersection of the northern right-of-way of the West Beaufort Road and the western right-of-way of N.C. Highway 101; and running thence from said point of beginning with the northern margin of the West Beaufort Road N. 78-14-15 W. 100 feet to a point, which point is the southeast corner of that tract owned by Bogue Sound Apartments; thence N. 9-11-25 E. 221.56 feet to a point; thence S. 50-13-25 E. 116.05 feet to a point; thence S. 9-11-25 W. 167 feet to the point of beginning.



**BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO REZONE 823 WEST BEAUFORT ROAD FROM R-8 to B-1  
ORDINANCE NO. 21-\_\_**

Applicant: Janine Facciola  
Location: 823 West Beaufort Road  
Parcel ID: 730615634587000  
Lot Size: 0.474 acres  
Existing District: R-8 Residential District  
Meeting Date: March 8, 2021  
Requested District: B-1 General Business District

**WHEREAS**, the Applicant has submitted a request to rezone the above referenced property to B-1; and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on February 15, 2021, at which time the Planning Board recommended approval of the request; and

**WHEREAS**, the Beaufort Board of Commissioners conducted a public hearing on March 8, 2021 at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

**WHEREAS**, at the March 22, 2021 meeting the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of B-1 is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan - Future Land Use Map.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 823 West Beaufort Road to B-1 General Business District is approved and the Town’s Zoning Map is amended accordingly.

---

Enacted on motion of Commissioner \_\_\_\_\_ and carried on a vote of \_\_\_ in favor and \_\_\_ against.

This, the 22<sup>nd</sup> day of March, 2021

TOWN OF BEAUFORT

---

Everette (Rett) Newton, Mayor

---

Allen Coleman, Town Clerk



**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 Board of Commissioners Work Session  
4:00 PM Monday, February 22, 2021 – Virtual Meeting Via Zoom**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Case No. 21-02. Request to Rezone 1001 Cedar Street from R-8 to CS-MU

**BRIEF SUMMARY:**

Property owner, Bradley Cummins, is requesting to rezone 1001 Cedar Street from R-8 Residential to CS-MU Cedar Street Mixed Use District.

The Planning Board reviewed the request at the February 15, 2021 meeting and found the request consistent with the CAMA Future Land Use Map. 5/5 members in attendance unanimously recommended approval of the request.

**REQUESTED ACTION:**

Set public hearing

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Kate Allen, Town Planner

**BUDGET AMENDMENT REQUIRED:**

No



# Staff Report

**To:** Board of Commissioners  
**From:** Kate Allen

**Date:** 2/16/2021  
**Meeting Date:** 3/15/2021

## Case Number 21-02

**Summary of Request:** Request to Rezone 1001 Cedar Street from R-8 Residential to CS-MU Cedar Street Mixed Use District

### Background

**Location(s) & PIN** 1001 Cedar Street (PIN 730618404112000)

**Owner** Bradley & Prescott Cummins  
**Applicant** Bradley Cummins

**Current Zoning** R-8 Residential

**Lot(s) Size & Conformity Status** 0.24 acres or 10,645 ft<sup>2</sup>  
Conforming Lot of Record  
Existing Nonconforming Structures  
Road Frontage – Cedar Street 97.88’  
Road Frontage – Hedrick Street 107.53’

**Existing Land Use** Residential

**CAMA Future Land Use Map**  
Amendment Required  Yes  No Mixed Use

**Adjoining Land Use & Zoning**  
**North** B-1 & L-I; Public Works  
**South** RC-5; Residential  
**East** R-8; Residential  
**West** CS-MU; Residential

**Special Flood Hazard Area**  Yes  No

**Public Utilities**  
Water  Available  Not Available  
Sewer  Available  Not Available

**Additional Information** See Staff Comments

**Requested Action**  
February 22, 2021: Set date for public hearing  
March 8, 2021: Conduct public hearing; set date for final determination following 24-hour public comment period  
March 22, 2021: Review public comments and make final determination

## Staff Comments

The subject property is an existing conforming lot of record. The primary residence does not meet front setback requirements. The proposed use would not increase the amount of non-conformity on the subject property.

The Planning Board reviewed the request at the February 15, 2021 meeting. The Board found the request consistent with the CAMA Future Land Use Map and 5/5 members present at the meeting unanimously recommended approval.

### Additional Information

#### The current **R-8 Residential District Standards**

Minimum Lot Size	8,000 Square Feet	Setbacks
Minimum Lot Width	60 Feet	Front 25 Feet
Maximum Building Height	40 Feet	Rear 25 Feet
		Side 8 Feet
		Side (ROW) 20 Feet

#### The requested **CS-MU Cedar Street Mixed Use District Standards – Single Family Detached**

Minimum Lot Size	None	Setbacks
Minimum Lot Width	None	Front 15-20 Feet
Maximum Building Height	40 Feet	Rear 25 Feet
		Side 8 Feet

#### The requested **CS-MU Cedar Street Mixed Use District Standards – Commercial & Mixed Use**

Minimum Lot Size	None	Setbacks
Minimum Lot Width	None	Front 10-20 Feet
Maximum Building Height	40 Feet	Rear 20 Feet
		Side 0 Feet
		Side (ROW) 0 Feet

### CAMA Core Land Use Plan – Future Land Use Classifications

#### **Current: Mixed Use**

The anticipated residential density within this classification ranges from medium to high density. Multifamily densities are consistent with the current requirements of the Town’s zoning ordinance which allows a density range of up to 16 dwellings per acre for planned developments. Residential building types encouraged within this classification include single-family attached dwellings, condominiums, cluster developments, and multifamily dwellings. Commercial uses include a variety of retail, office, business services, and personal services. Minimum lot sizes are generally dependent upon the specific nature and characteristics of the land use but typically range from 2,750 to 20,000 square feet for residential land uses and 3,000 to 8,000 square feet for nonresidential land uses. Maximum floor area ratios for nonresidential land uses range from 0.57 to 2.13. Land uses within the Mixed Use-designated areas are generally compatible with B-1, General Business; B-W,

Business Waterfront; TR, Transitional; TCA, Townhomes, Condominiums, Apartments; and PUD, Planned Unit Development Zoning Districts. Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volume are necessary to support the intensity of development expected within the Mixed Use Classification.

**Attachments:**

- 1. Property Owners Within 100 Feet
- 2. Vicinity Map
- 3. Aerial Map
- 4. Current Zoning Map
- 5. Future Land Use Map
- 6. LDO Excerpts – R-8 Residential District
- 7. LDO Excerpts – CS-MU Cedar Street Mixed Use
- 8. Application as Submitted
- 9. Ordinance Amending Zoning Map

**CASE NO 21-02. PROPERTY OWNERS WITHIN**

<b>PIN15</b>	<b>OWNER</b>	<b>MAIL ADDRESS</b>
730618403358000	DUKE ENERGY PROGRESS INC	550 TRYON STREET; DEC44P
730618402380000	MANOUSARIDIS, CHRISTOPHER	408 LIVE OAK STREET
730618405223000	BARBOUR MARINE SUPPLY CO INC	PO BOX 248
730618403210000	GENTRY, RACHEL R L/T	715 PARHAM RD
730618404291000	PARKER, LOIS PETTEWAY	406 HEDRICK STREET
730618406137000	HENRY, DONALD RAY	PO BOX 672
730618404189000	PARKER, RONALD A ETUX CINERELL	406 HEDRICK ST
730618404112000	CUMMINS, BRADLEY ETUX PRESCOTT	408 METCALF STREET
730618405193000	HENRY, DONALD R ETUX SHARON	PO BOX 672
730618404089000	MAYNARD, SHERRI N	1007 CEDAR STREET
730618402029000	HEDRICK, BRADLEY LEWIS ETUX KIM	416 BUNKER HILL ROAD
730618405026000	CEDAR STREET PROPERTIES LLC	PO BOX 643
730618405074000	CROOMS, ANTONIO	309 BELL CREEK DRIVE
730618403051000	JACKSON, CHARLES R ETUX JANET B	24 NOLEN STREET
730506494935000	CRAFT, JOE R II ETUX SHERYL W	8521 EMERALD LAKE DRIVE E

**100'**

**MAIL CITY, STATE, ZIP**

CHARLOTTE NC 28202

BEAUFORT NC 28516

BEAUFORT NC 28516

ROXBORO NC 27574

BEAUFORT NC 28516

BEAUFORT NC 28516

BEAUFORT NC 28516

NEW BERN NC 28562

BEAUFORT NC 28516

BEAUFORT NC 28516

FREDERICKSBURG VA 22401

MT PLEASANT SC 29465

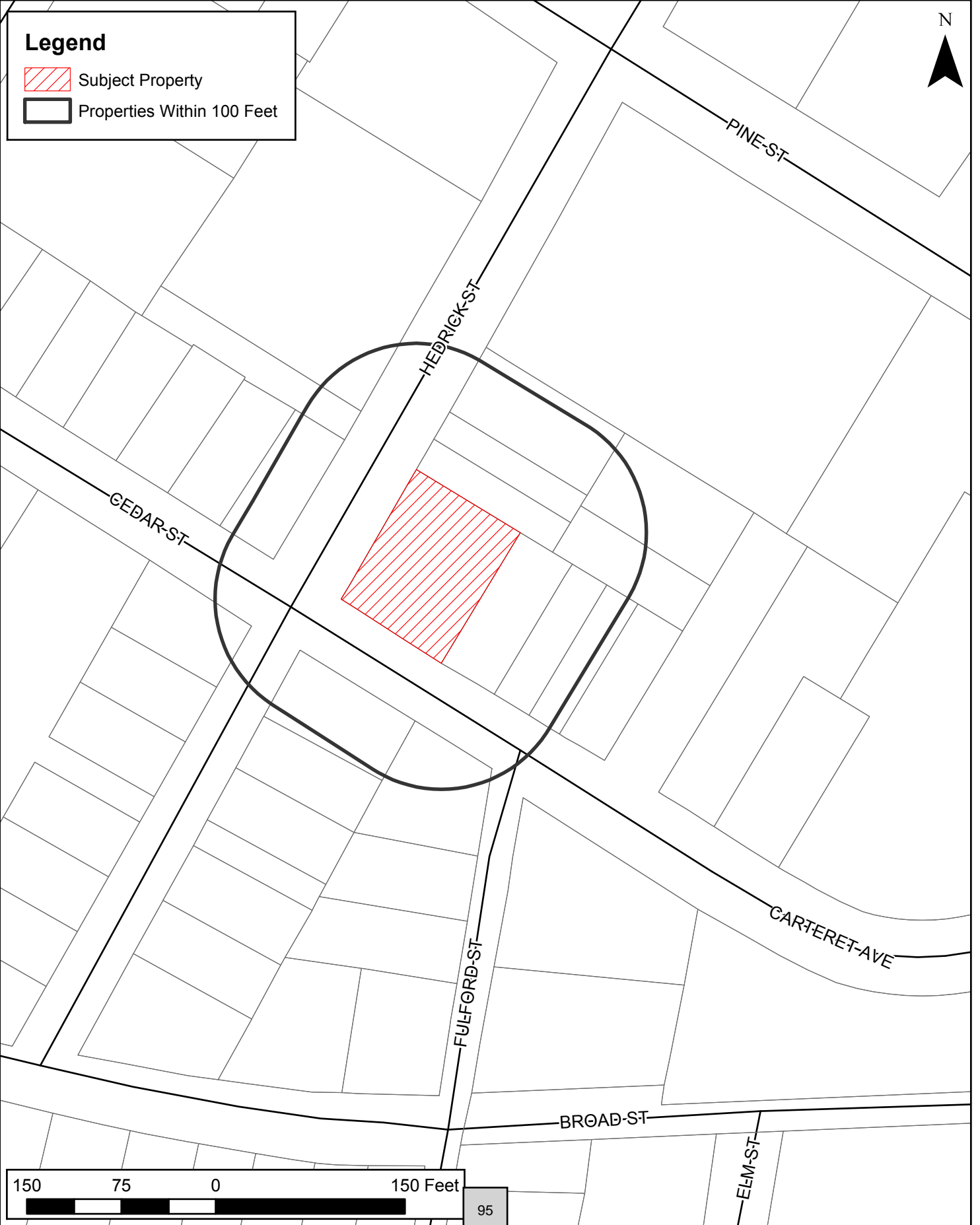
BEAUFORT NC 28516

BIRMINGHAM AL 35242

PINSON AL 35126

# Vicinity Map

Case No. 21-02



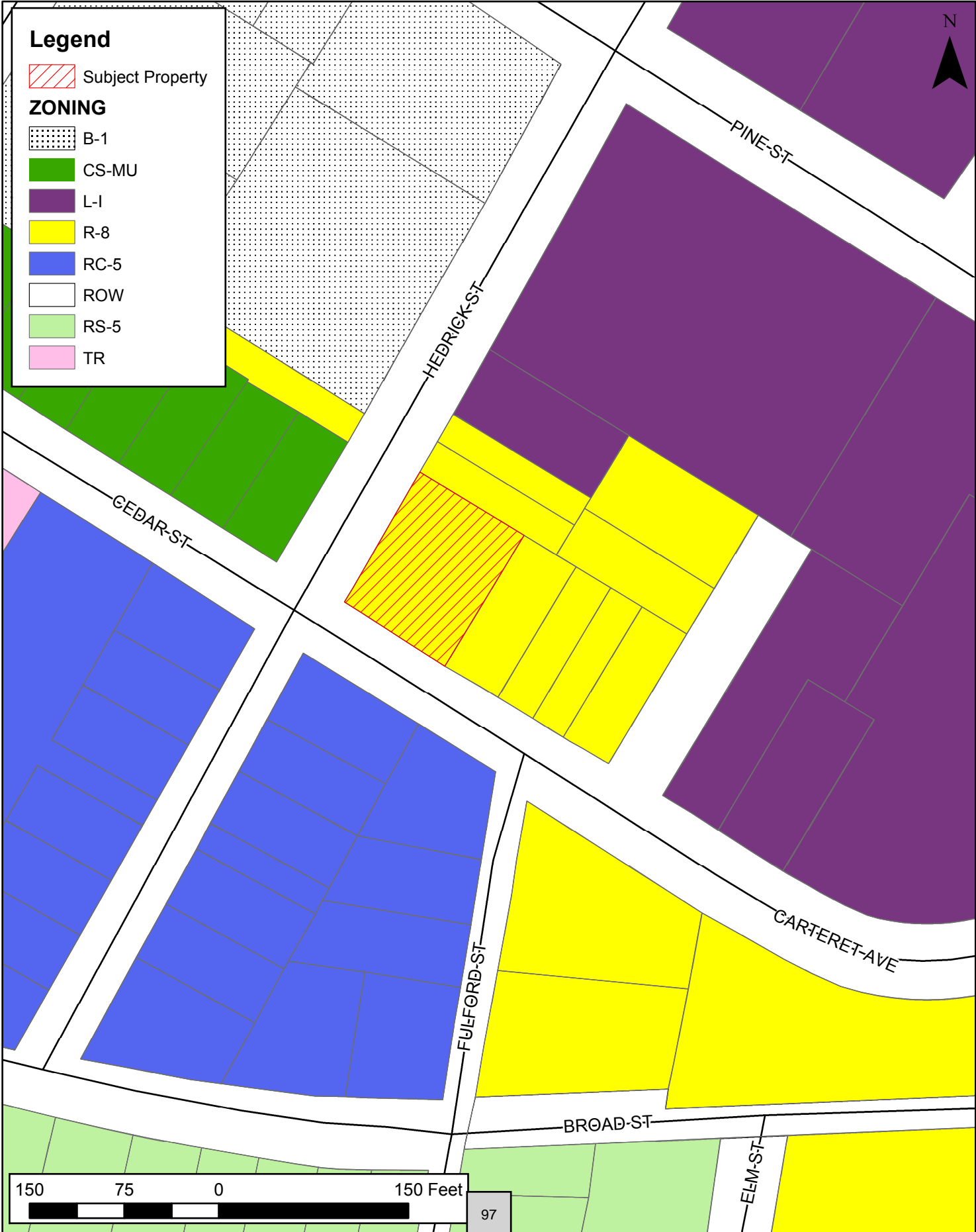
# Aerial Map

Case No. 21-02



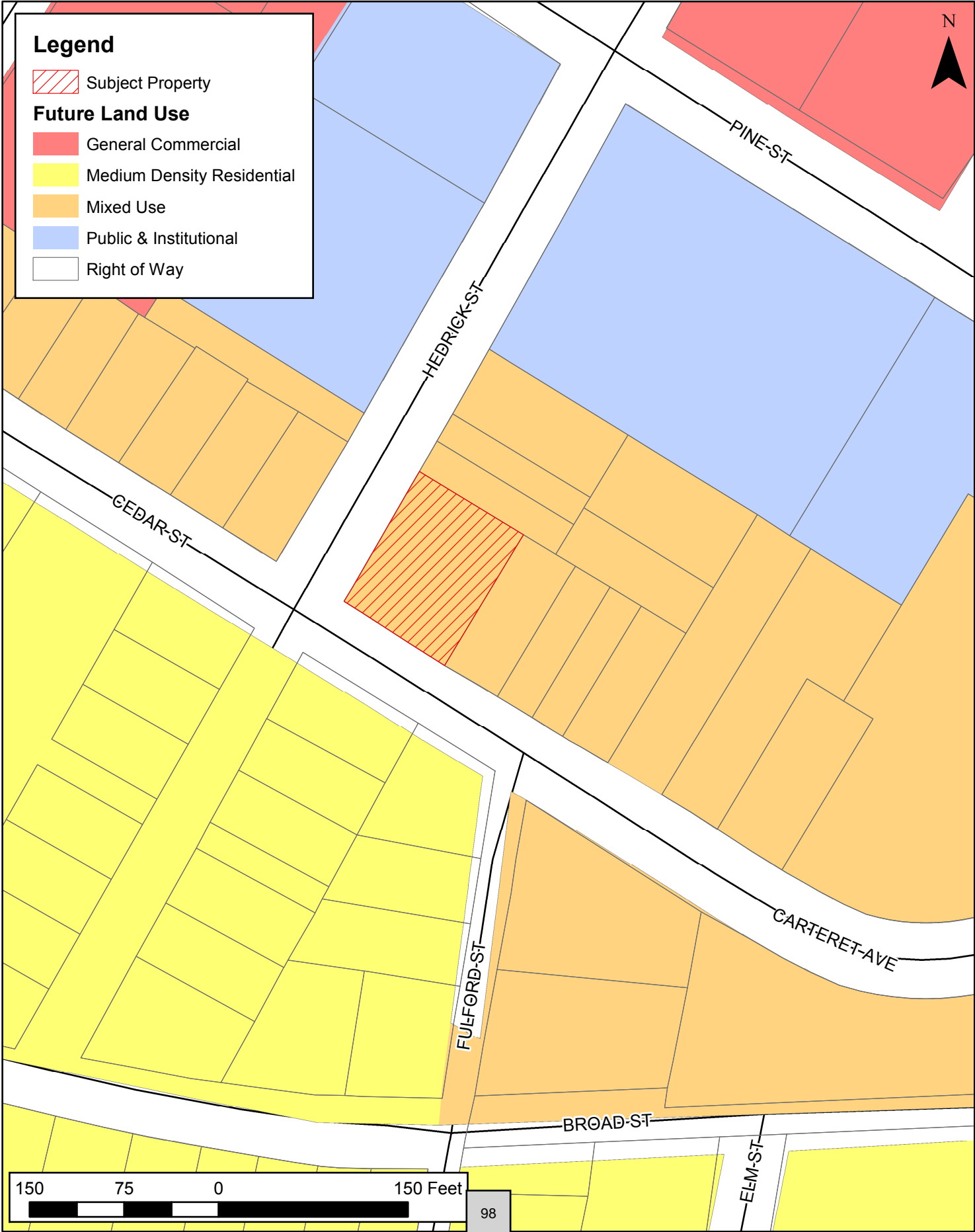
# Current Zoning Map

Case No. 21-02



# Future Land Use Map

Case No. 21-02



**C) R-8 Residential Medium Density District.**

This residential district is established as a medium density district in which the principle use of the land is for single-family dwelling units. The regulations of this district are intended to provide areas of the community for those persons desiring residences in relatively medium density areas. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-8 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-9 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	25 feet	8 feet	35 feet

**Table 7-10 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

**Table 7-11 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA, or the regulations promulgated thereunder.

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Park, Public
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Garage, Private Detached	Swimming Pool (Personal Use)
Government/Non-Profit Owned/ Operated Facilities & Services	Temporary Construction Trailer
Group Home	Utility Minor
Home Occupation	Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Produce Stand/Farmers' Market
Club, Lodge, or Hall	Public Safety Station
Concealed (Stealth) Antennae & Towers	Religious Institution
Day Care/Child Care Home	Satellite Dish Antenna
Golf Course, Privately-Owned	School, Post-Secondary
Golf Driving Range	Utility Facility

D) ***Cedar Street Mixed-Use Zoning District (CS-MU)***

1) Purpose.

The purpose of this district is to protect, enhance and guide the redevelopment of the Cedar Street corridor by reducing visual clutter through the implementation of commercial design standards and selecting the appropriate type of uses for this district. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

2) Adoption.

The Cedar Street Mixed Use Zoning District (CS-MU) for the Town of Beaufort, as set forth on a map so entitled and dated 07/08/2019, is hereby adopted by reference as an element of the *Land Development Ordinance* hereafter known as the *LDO*, and the Official Zoning Map of the Town of Beaufort.

3) Permitted Uses.

The uses listed here, with the exception of single-family residential uses, shall be subject to the Development Standards listed below.

Convenience Store	Park, Public
Dwelling, Single-family	Personal Service Establishment
Dwelling, Multi-family	Produce Stand/Farmers' Market
Financial Institution	Public Utility Facility
Hotel or Motel	Religious Institution
Mixed Use	Restaurant with Indoor & Outdoor
Office, Business, Professional, or	Operations
Medical*	Retail Store
Outdoor Retail Display/Sales	Utility Minor

\*Includes Government Offices

4) Special Uses (*Special Use Requirements* may be found in Section 20 of the *LDO*).

Any commercial use which results in a structure or combination of structures with over 15,000 square feet.

- Microbrewery
- Tavern/Bar/Pub with Indoor Operation

5) Prohibited Uses.

Any use not listed in subsections 3 & 4 of this section is prohibited. Development Standards.

a) Design Criteria.

The intent of the following design criteria is to maintain and strengthen the unique character of Cedar Street by ensuring new development projects are architecturally compatible with the characteristics of the community. These characteristics include building forms, proportions, treatments, exterior materials, and architectural styles. It is intended that front elevations and overall massing of new structures shall be of human scale and related to the street. All design criteria will be reviewed and approved by Town Staff.

It is not the intent for new structures to closely duplicate existing historic structures. The intent is for new structures to include elements in ways which achieve a design compatible with and complementary to the historic character of the Town.

b) Site Plan Submission.

A detailed site plan, meeting all N.C. State Building Codes and Town Ordinances, shall be required for all commercial and mixed-use development within this zoning district.

c) Signage. Whenever the regulations made under the authority of this section are in conflict with any other provisions of this ordinance, the restrictions of this section shall supersede.

- i) Only attached wall or projecting type signs made of wood or substitute materials which have the appearance of wood are permitted.
- ii) The use of internally lit, flashing or free-standing signs of any kind is prohibited.
- iii) Subject to the provisions of this section, the maximum sign surface area permitted in this district shall not be more than 0.75 square feet per linear foot of total lot frontage.

d) Landscaping.

Any new commercial site plan with on-site parking shall provide a detailed landscape plan identifying all shrub and tree types as well as the number of such trees and shrubs as per section 14 and 19 of the *LDO*. Additionally if developing adjacent to a different type of land use, a screening and buffering plan shall also be required.

e) Exterior Siding Materials (Commercial & Mixed-Use Structures Only).

The primary siding material constituting a minimum of eighty percent (80%) of the exterior shall be one or a combination of two of the following materials:

- i) Brick;
- ii) Stone: Natural, Limestone or Granite;
- iii) Fiber Cement (Lap or Board & Batten Siding); and/or,
- iv) Treated Wood excluding plywood (Board & Batten or Clapboard Design only)
- v) Cedar Shake
- vi) Other materials or combinations thereof can be submitted to the Planning Board and Board of Commissioners for consideration. Detailed elevation drawings and product specifications shall be required.

f) Outside Walls (Commercial & Mixed-Use Structures Only).

- i) The total area of glass, windows, and/or any similar transparent areas for any side of a commercial structure shall not exceed thirty-five percent (35%) of the surface area for such side of the building, and must be positioned uniformly along the face of the structure. This percentage may be increased if it needs to meet the state fire code.

- ii) Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100') along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.
- f) Roof Forms. (Commercial & Mixed-Use Structures Only)
- i) The dominant shape of roof forms shall be gabled, hipped or parapet. If pitched, the minimum pitch shall be five over twelve (5/12).
  - ii) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.
- g) Driveway Limitations. (Commercial & Mixed-Use Structures With Onsite Parking Only)
- i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100').
  - ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
  - iii) No driveway shall be located within a hundred feet (100') of an intersection except in cases where no other access to a public street is available.
- h) Parking Requirements.
- i) Mixed use, multi-family and single-family lots shall provide 1.5 onsite parking spaces/unit;
  - ii) Commercial lots with an area less than 5000 ft<sup>2</sup> have no requirements for onsite parking; and,
  - iii) Commercial lots with an area more than 5000 ft<sup>2</sup> shall provide 1 onsite parking space for every 600 ft<sup>2</sup> of gross floor area.
- i) Exterior Elevation Drawings. (Commercial & Mixed-Use Structures Only)  
Exterior elevation drawings shall be submitted to determine the visual break of exterior walls for the structure or structures.
- 6) Minimum Lot Size.  
The Cedar Street Mixed-Use Zoning District will not have a minimum lot size.
- 7) Minimum Lot Width.  
No minimum lot width is required in the Cedar Street Mixed-Use Zoning District at the minimum building line.

8) Building Setback and Building Height Requirements and Limitations.

Subject to the exemptions of this Ordinance, each structure on said lot in this zoning district shall be set back from the boundary line of the lot at least the distance provided in the tables set forth in this section. The building height limitation in this district is also provided in the tables of this section.

**Table 8-6 Single Family Detached Setback Requirements**

<i>District</i>	<i>Cedar Street Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	15 feet minimum	25 feet	8 feet	40 feet
	20 feet maximum	25 feet	8 feet	40 feet

**Table 8-7 Corner Lot and Interior Lot Requirements for Commercial and Mixed Use**

<i>District</i>	<i>Cedar Street Front Setback (Right-of-Way)</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	10 feet minimum	0 feet	20 feet	0 feet	40 feet
	20 feet maximum	0 feet	20 feet	0 feet	40 feet



Town of Beaufort  
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516  
252-728-2141 • 252-728-3982 fax  
[www.beaufortnc.org](http://www.beaufortnc.org)

**APPLICATION FOR AN AMENDMENT TO THE  
BEAUFORT ZONING MAP**

**Instructions:**

Please complete the application below, include all the required attachments and the **\$300.00 for Rezoning request with no Land Use Plan Change** or **\$400.00 for Rezoning Request with Land Use Plan Change** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

**APPLICANT INFORMATION**

Applicant Name: Bradley Cummins  
Applicant Address: 1001 Cedar Street  
Phone Number: 252 571 0796 Email: bradleycummins@gmail.com

Property Owner Name: Bradley Cummins  
Address of Property Owner: 1001 Cedar Street  
Phone Number: 252 571 0796 Email: bradleycummins@gmail.com

**PROPERTY INFORMATION**

Property Address: 1001 Cedar Street  
15-Digit PIN: 730618404112000 Lot/Block Number: \_\_\_\_\_  
Size of Property (in square feet or acres): 10,800 sq ft  
Current Zoning: R-8 Requested Zoning: CS-MU  
Current Use of Property: Residential Vacant Commercial Other: \_\_\_\_\_

*Bradley Cummins* 01.20.2021  
Applicant Signature Date of Applicant's Signature

\_\_\_\_\_  
Property Owner Signature (if different than applicant) Date of Owner's Signature

An application fee of **\$300.00 for Rezoning request with no Land Use Plan Change** or **\$400.00 for Rezoning Request with Land Use Plan Change**, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

Please refer to the *Land Development Ordinance*, [Section 3](#) and all other pertinent sections for the information required to accompany this application.

**REQUIRED ATTACHMENTS FOR AN AMENDMENT TO THE  
BEAUFORT ZONING MAP**

**Please provide the following as attachments to the zoning map amendment form:**

1. A statement as to whether or not the proposed zoning amendment is consistent with the Beaufort Land Use Plan.
2. A statement as to how the zoning amendment will promote the public health, safety or general welfare of the Town of Beaufort.
3. Proof of ownership (For example: a copy of the deed or city tax statement).

If a property is owned by more than one individual or if multiple properties under different ownership are applying under one request, attach a statement and signatures indicating that all owners have given consent to request the zoning change.

4. An area map of property to scale which includes:
  - North Arrow;
  - All Property lines and accurate property line dimensions;
  - Adjacent streets and names;
  - Location of all easements;
  - Location of all structures;
  - Zoning classifications of all abutting properties.
5. Please submit one digital/electronic copy of any drawings or plans associated with the amendment. At least one paper copy of the drawings or plans should also be submitted.
6. A TYPED list all property owners (with addresses) within 100 feet of the boundary lines of all properties requested to be rezoned (notification of adjacent property owners by the Town is required by North Carolina law).

**THE COMPLETE APPLICATION WITH SUPPORTING  
DOCUMENTATION IS DUE TO TOWN STAFF AT LEAST 15 WORKING  
DAYS PRIOR TO A SCHEDULED PLANNING BOARD MEETING.**

The Town’s website is [www.beaufortnc.org](http://www.beaufortnc.org).

**OFFICE USE ONLY** Revised 08/2020

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

# Cummins General Contractors, LLC

1001 Cedar Street, Beaufort, NC 28516  
bradleycummins@gmail.com  
252 571 0796

January 20, 2021

To: Town of Beaufort

Re: Amendment to the Zoning Map for 1001 Cedar Street

1001 Cedar Street is currently zoned R-8 Residential Medium Density District. We are requesting an amendment to the Beaufort Zoning Map to rezone 1001 Cedar Street to CS-MU Cedar Street Mixed-Use Zoning District.

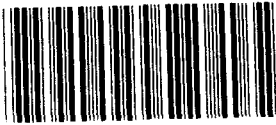
This amendment would be consistent with the future Land Use Map which designates 1001 Cedar Street "Mixed Use" (Beaufort CAMA Land Use Plan, page 90). The adjacent property, 913 Cedar Street, is zoned CS-MU along with the rest of the north side of the 900 block of Cedar Street.

Rezoning 1001 Cedar Street to Cedar Street Mixed-Use Zoning District will allow us to improve this property in a manner congruent with the neighborhood, provide additional housing, and pursue its highest and best use to the benefit of the public health, safety and general welfare of the Town of Beaufort.

We are excited about 1001 Cedar Street. We look forward to improving this property and enjoying it for many years to come.

Thank you greatly for your time and attention to our application.

Kind Regards,  
Bradley Cummins, Kristen Prescott



FILE # 1698036

FOR REGISTRATION REGISTER OF DEEDS  
Karen S. Hardesty  
Carteret County, NC  
December 01, 2020 11:05:23 AM  
BWC DEED 3 P  
FEE: \$26.00  
NC REVENUE STAMP: \$660.00  
FILE # 1698036

↓ Prepared By:  
Rodney G. Fulcher  
416 Live Oak Street  
Beaufort, NC 28516

**NORTH CAROLINA** ) **DEED**  
**CARTERET COUNTY** ) **TAX ID: 730618404112000**  
) **Stamps: \$660.00**

THIS DEED, made this 30<sup>th</sup> day of November 2020 by and between,  
Doy Ray Rhue (unmarried) of 333 Steel Tank Road, Beaufort, North Carolina 28516,  
party of the first part, and Bradley Cummins and wife, Kristen Prescott of 408 Metcalf  
Street, New Bern, North Carolina 27516, parties of the second part,

WITNESSETH:

That the party of the first part, in consideration of the sum of Ten (\$10.00) Dollars  
and other valuable considerations to him in hand paid by the parties of the second part,  
the receipt of which is hereby acknowledged, has bargained and sold and, by these  
presents, does grant, bargain, sell and convey unto the said parties of the second part,  
their heirs and assigns, in fee simple absolute, that tract or parcel of land lying and being  
in Beaufort Township, Carteret County, North Carolina, and being particularly described  
as follows:

3

BEGINNING at the northeast corner of where the eastern right of way of Hedrick Street would intersect with the northern right of way of Cedar Street and running thence from said point of intersection N 37-06-00 E., 107.7 feet to a point; thence from said point S 49-57-45 E., 99.67 feet to a point; thence S 38-09-32 W., 107.78 feet to a point in the northern right of way of Cedar Street; thence N 49-52-00 W. 97.68 feet to the POINT OR PLACE OF BEGINNING.

See map entitled "Physical Survey for Doy Ray Rhue-Portion of Lot 11, Hedrick Street Town", dated June 19, 2000, prepared by Powell Surveying Company, P.A.

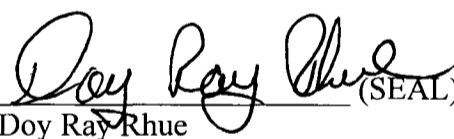
The property acquired by Grantor by instrument recorded in Book 885, Page 565, Carteret County Registry.

The above description does not convey the primary residence of the party of the first part.

TO HAVE AND TO HOLD the aforesaid tract or parcel of land and all privileges and appurtenances thereunto belonging unto the parties of the second part, their heirs and assigns, to their only use and behoof forever.

AND THE PARTY of the first part, for himself, his heirs and assigns, covenants with the parties of the second part, their heirs and assigns, that he is seized of said premises in fee and has the right to convey the same in fee simple; that the same are free and clear from all encumbrances, and that he will forever warrant and defend the title to the same against the claims of all persons whomsoever.

IN TESTIMONY WHEREOF, the said party of the first part has hereunto set his hand and seal, the day and year first above written.

 (SEAL)  
Doy Ray Rhue

STATE OF NORTH CAROLINA  
CARTERET COUNTY

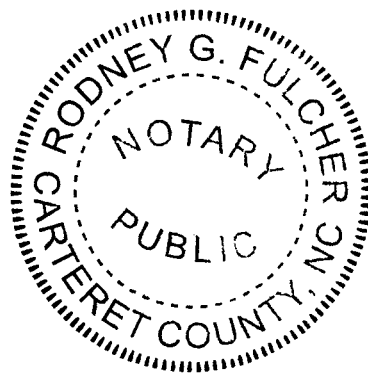
I, Rodney Fulcher, Notary Public, do certify that Doy Ray Rhue personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

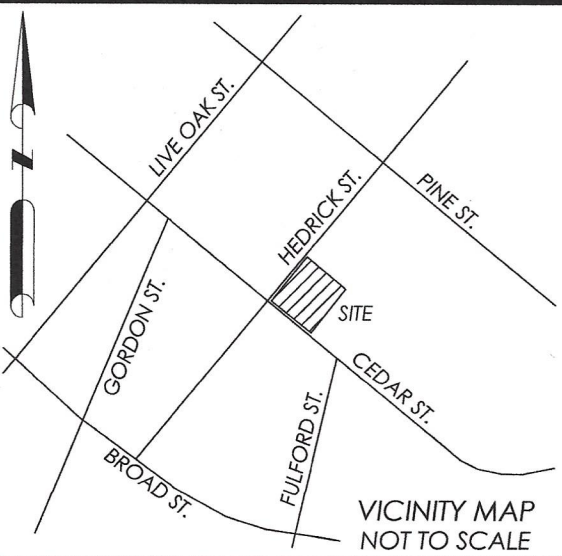
Witness my hand and notarial seal this 30<sup>th</sup> day of November 2020.

RGF

Notary Public

My commission expires: 10/16/21





**SURVEYORS DECLARATION TO WHOM IT MAY CONCERN:** It is the responsibility of the present owner(s) or future owner(s) of the property shown hereon to check for any wetlands, buffers, high water table or other water conditions which may cause a portion of this property to be unusable for certain uses. No responsibility of any nature is assumed by the surveyor for any conditions which may presently exist on the property shown hereon but are unknown to the surveyor such as: Cemeteries, Family Burying Grounds, Toxic or Hazardous Waste Materials, Underground Utilities, Existing or Proposed easements or right-of-ways, etc. not shown hereon. Any utilities or features and any easements, right-of-ways or buffers associated with said utilities or features shown hereon are shown according only to what was known or visible at the time of this survey by the surveyor. This property may be subject to additional easements or right-of-ways unknown to the surveyor at this time that a complete title examination may reveal. There shall not be any construction in the area of any utilities, easements or right-of-ways without a complete title examination and additional surveying to identify the accurate widths and correct locations of record of any easements or right-of-ways. The surveyor is NOT an Attorney at Law and it is advised that the owner of this property consult with a Licensed Attorney at Law to perform a complete title examination to confirm all known encumbrances and reveal any potential encumbrances or title issues associated with this property.

**NOTE:** THE PARCEL OR PARCELS OF LAND SHOWN HEREON HAVE NOT BEEN CHECKED FOR WETLANDS OR FLOOD HAZARD SOILS UNLESS OTHERWISE CERTIFIED OR SHOWN HEREON. THIS PARCEL IS SUBJECT TO ALL NC DEPARTMENT OF ENVIRONMENT, HEALTH AND NATURAL RESOURCES, DIVISION OF WATER QUALITY REGULATIONS AND ANY OTHER FEDERAL, STATE OR LOCAL REGULATION OF ANY NATURE. PORTIONS OF THIS PARCEL MAY CONTAIN WETLANDS.

**NOTE:** THIS LOT IS SUBJECT TO ANY AND ALL ADDITIONAL RESTRICTIONS SHOWN ON RECORDED PLATS AND RESTRICTIVE COVENANTS AND ANY RESTRICTIONS APPLIED BY ANY LOCAL, STATE OR FEDERAL LAWS OR RULES.

**NOTE:** THE SURVEYOR DOES NOT TAKE ANY RESPONSIBILITY FOR ANY UNDERGROUND UTILITIES NOT SHOWN HEREON. ALL UTILITY LOCATIONS SHOULD BE VERIFIED PRIOR TO ANY CONSTRUCTION.

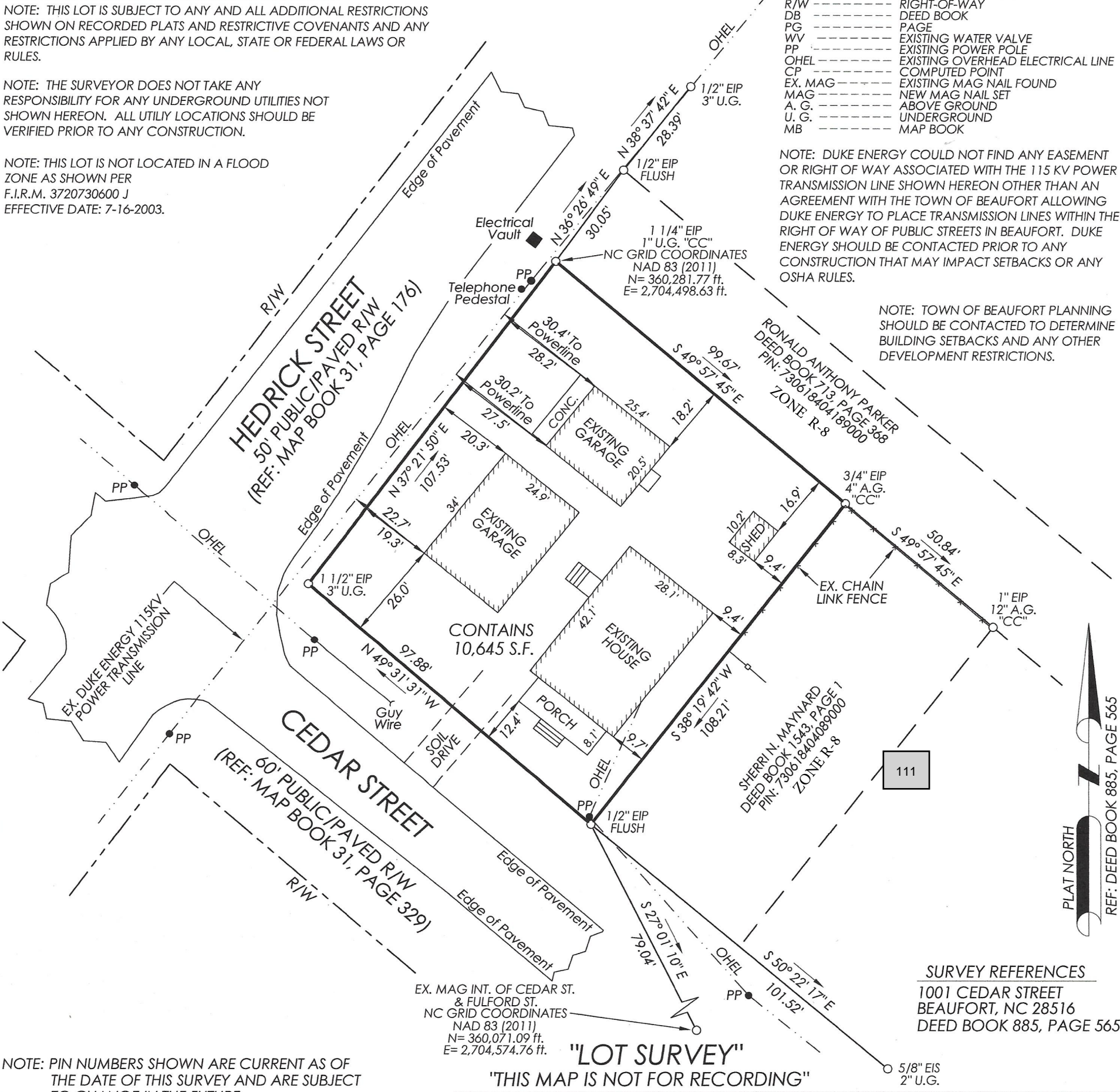
**NOTE:** THIS LOT IS NOT LOCATED IN A FLOOD ZONE AS SHOWN PER F.I.R.M. 3720730600 J EFFECTIVE DATE: 7-16-2003.

**LEGEND**

- LINES SURVEYED (SUBJECT PROPERTY)
- LINES NOT SURVEYED
- - - RIGHT-OF-WAY LINE
- +— CENTERLINE OF ROAD
- EIP ----- EXISTING IRON PIPE FOUND
- WM ----- EXISTING WATER METER
- CC ----- CONTROL CORNER
- EIS ----- EXISTING IRON STAKE FOUND
- NIS ----- NEW IRON STAKE SET
- R/W ----- RIGHT-OF-WAY
- DB ----- DEED BOOK
- PG ----- PAGE
- WV ----- EXISTING WATER VALVE
- PP ----- EXISTING POWER POLE
- OHEL ----- EXISTING OVERHEAD ELECTRICAL LINE
- CP ----- COMPUTED POINT
- EX. MAG ----- EXISTING MAG NAIL FOUND
- MAG ----- NEW MAG NAIL SET
- A. G. ----- ABOVE GROUND
- U. G. ----- UNDERGROUND
- MB ----- MAP BOOK

**NOTE:** DUKE ENERGY COULD NOT FIND ANY EASEMENT OR RIGHT OF WAY ASSOCIATED WITH THE 115 KV POWER TRANSMISSION LINE SHOWN HEREON OTHER THAN AN AGREEMENT WITH THE TOWN OF BEAUFORT ALLOWING DUKE ENERGY TO PLACE TRANSMISSION LINES WITHIN THE RIGHT OF WAY OF PUBLIC STREETS IN BEAUFORT. DUKE ENERGY SHOULD BE CONTACTED PRIOR TO ANY CONSTRUCTION THAT MAY IMPACT SETBACKS OR ANY OSHA RULES.

**NOTE:** TOWN OF BEAUFORT PLANNING SHOULD BE CONTACTED TO DETERMINE BUILDING SETBACKS AND ANY OTHER DEVELOPMENT RESTRICTIONS.



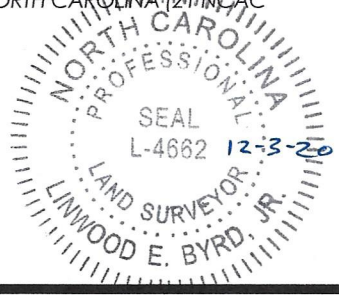
**NOTE:** PIN NUMBERS SHOWN ARE CURRENT AS OF THE DATE OF THIS SURVEY AND ARE SUBJECT TO CHANGE IN THE FUTURE.

**NOTE:** THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, BUFFERS, RIGHT-OF-WAYS OR AGREEMENTS OF RECORD.

I, LINWOOD E. BYRD, JR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DB 885, PG 565); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AS REFERENCED ON THIS PLAT; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1 : 10,000+ ; THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (N.C.A.C. 56.1600)

THIS THE 3rd DAY OF DECEMBER, 2020

*Linwood E. Byrd, Jr.*  
 PROFESSIONAL LAND SURVEYOR  
 LICENSE NUMBER L-4662



**"LOT SURVEY"**  
**"THIS MAP IS NOT FOR RECORDING"**

SURVEY FOR		
BRADLEY CUMMINS		
TOWNSHIP BEAUFORT	COUNTY CARTERET	STATE NORTH CAROLINA
SURVEYED BY LEBJ		ZONE
DRAWN BY LEBJ		CITY / TOWN BEAUFORT
CHECKED BY LEBJ		PIN: 730618404112000
ACREAGE COMPUTED BY COORDINATE METHOD ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES IN US SURVEY FEET UNLESS OTHERWISE NOTED		
0 30' 60'		
SCALE: 1" = 30'		

**BYRD C-0719**  
**SURVEYING, P.A.**  
 LAND SURVEYING  
 5058 US 70 WEST, SUITE N-3  
 MOREHEAD CITY, NC 28557  
 PHONE: 252-515-1039  
 www.byrdsurvey.com

DATE 12-3-2020	DRAWING NO. 20-142
-------------------	-----------------------

**SURVEY REFERENCES**  
 1001 CEDAR STREET  
 BEAUFORT, NC 28516  
 DEED BOOK 885, PAGE 565

PLAT NORTH  
 REF: DEED BOOK 885, PAGE 565

**1001 Cedar Street**  
**Neighboring Property Owners within 100 feet**

CHRISTOPHER MANOUSARIDIS  
408 LIVE OAK STREET  
BEAUFORT, NC 28516

RACHEL GENTRY  
913 CEDAR ST  
BEAUFORT, NC 28516

MAILING ADDRESS:  
715 PARHAM RD  
ROXBORO NC 27574

BRADLEY LEWIS HEDRICK  
315 HEDRICK ST  
BEAUFORT, NC 28516

MAILING ADDRESS:  
416 BUNKER HILL ROAD  
FREDERICKSBURG VA 22401

CHARLES JACKSON  
312 HEDRICK ST  
BEAUFORT, NC 28516

MAILING ADDRESS:  
24 NOLEN STREET  
BIRMINGHAM AL 1832 35242

JOE CRAFT  
309 FULFORD ST  
BEAUFORT, NC 28516

MAILING ADDRESS:  
8521 EMERALD LAKE DRIVE E  
PINSON AL 2497 35126

SHERRI N MAYNARD  
1007 CEDAR ST  
BEAUFORT, NC 28516

CEDAR STREET PROPERTIES LLC  
1011 CEDAR ST  
BEAUFORT, NC 28516

MAILING ADDRESS:  
PO BOX 643  
MT PLEASANT SC 29465

DONALD HENRY  
1015 CEDAR ST  
BEAUFORT, NC 28516

MAILING ADDRESS:  
PO BOX 672  
BEAUFORT, NC 28516

DONALD RAY HENRY  
1017 CEDAR ST  
BEAUFORT, NC 28516

MAILING ADDRESS:  
PO BOX 672  
BEAUFORT, NC 28516

RONALD PARKER  
406 HEDRICK ST  
BEAUFORT, NC 28516

LOIS PETTEWAY PARKER  
408 HEDRICK ST  
BEAUFORT, NC 28516

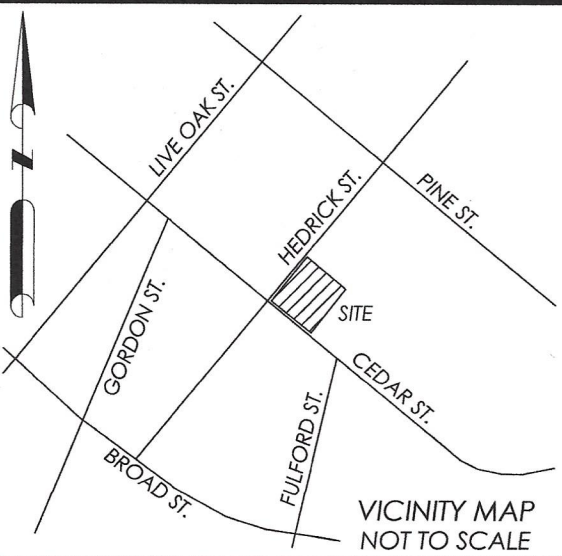
MAILING ADDRESS:  
406 HEDRICK STREET  
BEAUFORT, NC 28516

BARBOUR MARINE SUPPLY CO INC  
410 HEDRICK ST  
BEAUFORT, NC 28516

MAILING ADDRESS:  
PO BOX 248  
BEAUFORT, NC 28516

DUKE ENERGY PROGRESS INC  
405 HEDRICK STREET  
BEAUFORT, NC 28516

MAILING ADDRESS:  
550 TRYON STREET  
MAIL CODE: DEC44P  
CHARLOTTE NC 28202



**SURVEYORS DECLARATION TO WHOM IT MAY CONCERN:** It is the responsibility of the present owner(s) or future owner(s) of the property shown hereon to check for any wetlands, buffers, high water table or other water conditions which may cause a portion of this property to be unusable for certain uses. No responsibility of any nature is assumed by the surveyor for any conditions which may presently exist on the property shown hereon but are unknown to the surveyor such as: Cemeteries, Family Burying Grounds, Toxic or Hazardous Waste Materials, Underground Utilities, Existing or Proposed easements or right-of-ways, etc. not shown hereon. Any utilities or features and any easements, right-of-ways or buffers associated with said utilities or features shown hereon are shown according only to what was known or visible at the time of this survey by the surveyor. This property may be subject to additional easements or right-of-ways unknown to the surveyor at this time that a complete title examination may reveal. There shall not be any construction in the area of any utilities, easements or right-of-ways without a complete title examination and additional surveying to identify the accurate widths and correct locations of record of any easements or right-of-ways. The surveyor is NOT an Attorney at Law and it is advised that the owner of this property consult with a Licensed Attorney at Law to perform a complete title examination to confirm all known encumbrances and reveal any potential encumbrances or title issues associated with this property.

**NOTE:** THE PARCEL OR PARCELS OF LAND SHOWN HEREON HAVE NOT BEEN CHECKED FOR WETLANDS OR FLOOD HAZARD SOILS UNLESS OTHERWISE CERTIFIED OR SHOWN HEREON. THIS PARCEL IS SUBJECT TO ALL NC DEPARTMENT OF ENVIRONMENT, HEALTH AND NATURAL RESOURCES, DIVISION OF WATER QUALITY REGULATIONS AND ANY OTHER FEDERAL, STATE OR LOCAL REGULATION OF ANY NATURE. PORTIONS OF THIS PARCEL MAY CONTAIN WETLANDS.

**NOTE:** THIS LOT IS SUBJECT TO ANY AND ALL ADDITIONAL RESTRICTIONS SHOWN ON RECORDED PLATS AND RESTRICTIVE COVENANTS AND ANY RESTRICTIONS APPLIED BY ANY LOCAL, STATE OR FEDERAL LAWS OR RULES.

**NOTE:** THE SURVEYOR DOES NOT TAKE ANY RESPONSIBILITY FOR ANY UNDERGROUND UTILITIES NOT SHOWN HEREON. ALL UTILITY LOCATIONS SHOULD BE VERIFIED PRIOR TO ANY CONSTRUCTION.

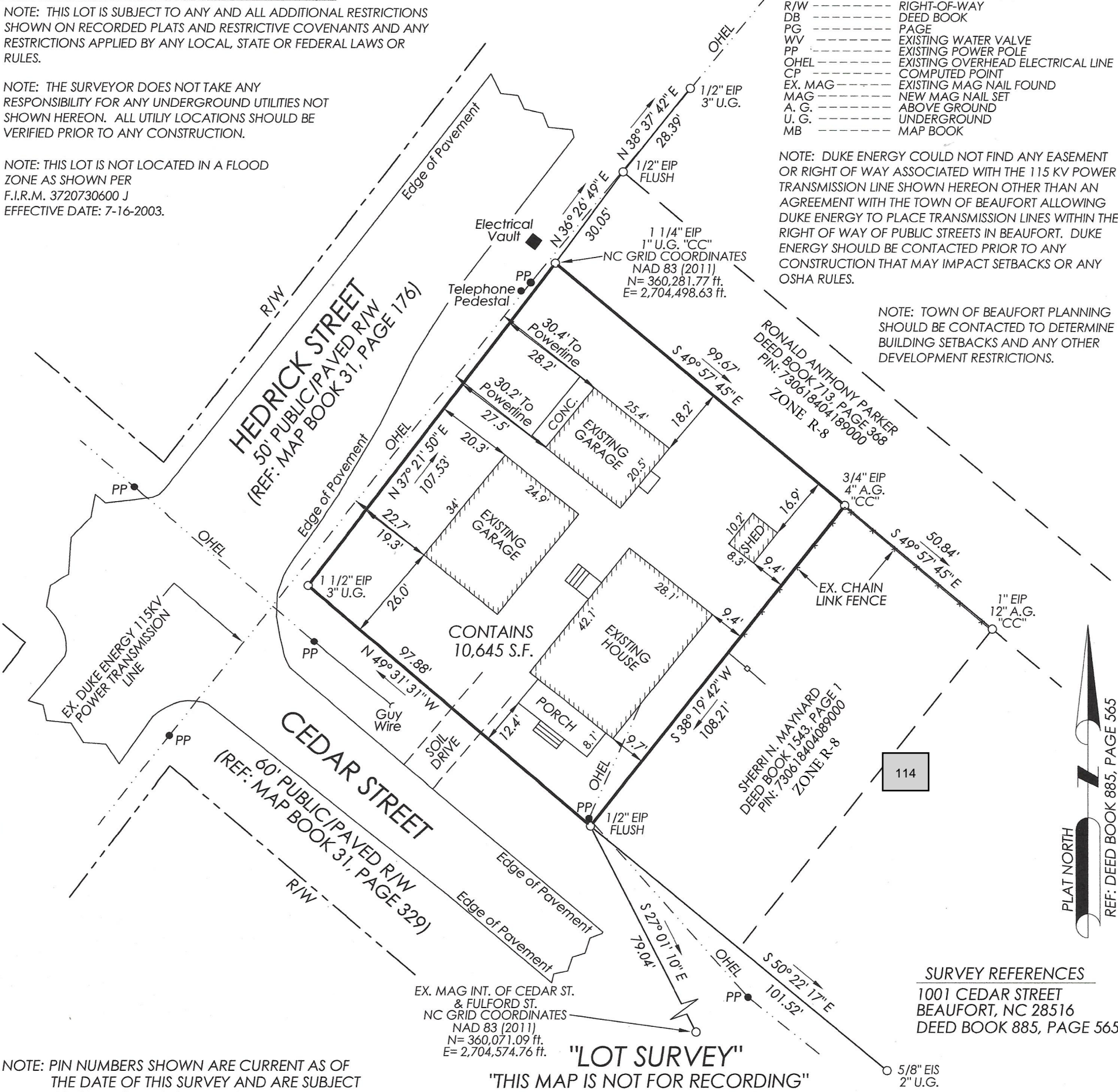
**NOTE:** THIS LOT IS NOT LOCATED IN A FLOOD ZONE AS SHOWN PER F.I.R.M. 3720730600 J EFFECTIVE DATE: 7-16-2003.

**LEGEND**

- LINES SURVEYED (SUBJECT PROPERTY)
- LINES NOT SURVEYED
- - - RIGHT-OF-WAY LINE
- +— CENTERLINE OF ROAD
- EIP ----- EXISTING IRON PIPE FOUND
- WM ----- EXISTING WATER METER
- CC ----- CONTROL CORNER
- EIS ----- EXISTING IRON STAKE FOUND
- NIS ----- NEW IRON STAKE SET
- R/W ----- RIGHT-OF-WAY
- DB ----- DEED BOOK
- PG ----- PAGE
- WV ----- EXISTING WATER VALVE
- PP ----- EXISTING POWER POLE
- OHEL ----- EXISTING OVERHEAD ELECTRICAL LINE
- CP ----- COMPUTED POINT
- EX. MAG ----- EXISTING MAG NAIL FOUND
- MAG ----- NEW MAG NAIL SET
- A. G. ----- ABOVE GROUND
- U. G. ----- UNDERGROUND
- MB ----- MAP BOOK

**NOTE:** DUKE ENERGY COULD NOT FIND ANY EASEMENT OR RIGHT OF WAY ASSOCIATED WITH THE 115 KV POWER TRANSMISSION LINE SHOWN HEREON OTHER THAN AN AGREEMENT WITH THE TOWN OF BEAUFORT ALLOWING DUKE ENERGY TO PLACE TRANSMISSION LINES WITHIN THE RIGHT OF WAY OF PUBLIC STREETS IN BEAUFORT. DUKE ENERGY SHOULD BE CONTACTED PRIOR TO ANY CONSTRUCTION THAT MAY IMPACT SETBACKS OR ANY OSHA RULES.

**NOTE:** TOWN OF BEAUFORT PLANNING SHOULD BE CONTACTED TO DETERMINE BUILDING SETBACKS AND ANY OTHER DEVELOPMENT RESTRICTIONS.



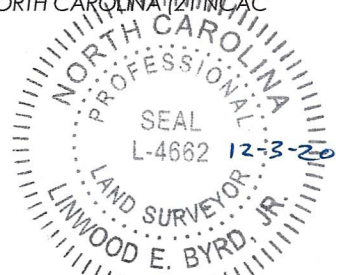
**NOTE:** PIN NUMBERS SHOWN ARE CURRENT AS OF THE DATE OF THIS SURVEY AND ARE SUBJECT TO CHANGE IN THE FUTURE.

**NOTE:** THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, BUFFERS, RIGHT-OF-WAYS OR AGREEMENTS OF RECORD.

I, LINWOOD E. BYRD, JR., CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DB 885, PG 565); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND AS REFERENCED ON THIS PLAT; THAT THE RATIO OF PRECISION OR POSITIONAL ACCURACY IS 1 : 10,000+ ; THAT THIS MAP MEETS THE REQUIREMENTS OF THE STANDARDS OF PRACTICE FOR LAND SURVEYING IN NORTH CAROLINA (N.C.A.C. 56.1600)

THIS THE 3rd DAY OF DECEMBER, 2020

*Linwood E. Byrd, Jr.*  
 PROFESSIONAL LAND SURVEYOR  
 LICENSE NUMBER L-4662



**"LOT SURVEY"**  
**"THIS MAP IS NOT FOR RECORDING"**

SURVEY FOR		
BRADLEY CUMMINS		
TOWNSHIP BEAUFORT	COUNTY CARTERET	STATE NORTH CAROLINA
SURVEYED BY LEBJ		ZONE
DRAWN BY LEBJ		CITY / TOWN BEAUFORT
CHECKED BY LEBJ		PIN: 730618404112000
ACREAGE COMPUTED BY COORDINATE METHOD ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES IN US SURVEY FEET UNLESS OTHERWISE NOTED		
0 30' 60'		
SCALE: 1" = 30'		

**BYRD C-0719**  
**SURVEYING, P.A.**  
 LAND SURVEYING  
 5058 US 70 WEST, SUITE N-3  
 MOREHEAD CITY, NC 28557  
 PHONE: 252-515-1039  
 www.byrdsurvey.com

DATE 12-3-2020	DRAWING NO. 20-142
-------------------	-----------------------

**SURVEY REFERENCES**  
 1001 CEDAR STREET  
 BEAUFORT, NC 28516  
 DEED BOOK 885, PAGE 565

REF: DEED BOOK 885, PAGE 565



**BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO REZONE 1001 CEDAR STREET FROM R-8 to CS-MU  
ORDINANCE NO. 21-\_\_**

Applicant: Bradley Cummins  
Location: 1001 Cedar Street  
Parcel ID: 730618404112000  
Lot Size: 0.24 acres  
Existing District: R-8 Residential District  
Meeting Date: March 8, 2021  
Requested District: CS-MU Cedar Street Mixed Use District

**WHEREAS**, the Applicant has submitted a request to rezone the above referenced property to CS-MU; and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on February 15, 2021, at which time the Planning Board recommended approval of the request; and

**WHEREAS**, the Beaufort Board of Commissioners conducted a public hearing on March 8, 2021 at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

**WHEREAS**, at the March 22, 2021 meeting the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of CS-MU is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan - Future Land Use Map.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 1001 Cedar Street to CS-MU Cedar Street Mixed Use District is approved and the Town’s Zoning Map is amended accordingly.

---

Enacted on motion of Commissioner \_\_\_\_\_ and carried on a vote of \_\_\_ in favor and \_\_\_ against.

This, the 22<sup>nd</sup> day of March, 2021

TOWN OF BEAUFORT

---

Everette (Rett) Newton, Mayor

---

Allen Coleman, Town Clerk



**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 Board of Commissioners Work Session  
4:00 PM Monday, February 22, 2020 – Virtual Meeting Via Zoom**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Case No. 20-13. Request for Special Use Permit for Accessory Dwelling Unit at 102 Carteret Ave.

**BRIEF SUMMARY:**

William Bell, on behalf of property owner Steve Carroll, is requesting a Special Use Permit for an Accessory Dwelling Unit at 102 Carteret Ave. The Planning Board reviewed the request at its regular meeting January 19, 2021 and recommends placing a condition on the SUP (if approved) limiting the use to family members only.

The Board conducted a public hearing at the February 8, 2021 Regular Meeting. Public comments were accepted for 24-hours following the hearing; there were none.

**REQUESTED ACTION:**

Conduct evidentiary hearing and make final determination on request based on required Findings of Fact as outlined in Section 20-E of the Land Development Ordinance

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Kate Allen, Town Planner

**BUDGET AMENDMENT REQUIRED:**

No



# Staff Report

**To:** Board of Commissioners  
**From:** Kate Allen

**Date:** 2/15/2021  
**Meeting Date:** 2/22/2021

## Case Number 20-13

**Summary of Request:** Request for Special Use Permit for Accessory Dwelling Unit at 102 Carteret Ave.

### Background

**Location(s) & PIN** 102 Carteret Ave. (PIN 730619504853000)

**Owner** Steve Carroll  
**Applicant** William Bell

**Current Zoning** R-8 Residential

**Lot(s) Size & Conformity Status** 0.275 acres or 12,000 ft<sup>2</sup>  
Conforming Lot of Record  
Existing Nonconforming Structures  
Road Frontage – Carteret Avenue 120.0’  
Road Frontage – First Street 100.0’

**Existing Land Use** Residential

**CAMA Future Land Use Map**  
Amendment Required  Yes  No Mixed Use

**Adjoining Land Use & Zoning**  
**North** R-8; Residential  
**South** B-1 & R-8; Residential  
**East** B-1 & R-8; Residential  
**West** R-8; Residential

**Special Flood Hazard Area**  Yes  No 0.2% Annual Chance & AE-6

**Public Utilities**  
Water  Available  Not Available  
Sewer  Available  Not Available

**Additional Information** See Staff Comments

**Requested Action** Conduct evidentiary hearing and make final determination of request for Special Use Permit for Accessory Dwelling Unit based on required Findings of Fact

## Staff Comments

The Planning Board reviewed the request at its January 19, 2021 regular meeting and found the request consistent with the CAMA Core Land Use Plan. The Planning Board recommends adding a condition that the accessory dwelling unit be used only by family members.

The subject property is an existing conforming lot of record. There are two existing non-conforming structures on the property. The primary residence does not meet front or side (ROW) setback requirements. The existing garage is non-conforming due to the side (ROW) setback requirements. The proposed use, however, would not increase the amount of non-conformity on the subject property.

### Additional Information

The current **R-8 Residential District Standards**

Minimum Lot Size	8,000 Square Feet	Setbacks
Minimum Lot Width	60 Feet	Front 25 Feet
Maximum Building Height	40 Feet	Rear 25 Feet
		Side 8 Feet
		Side (ROW) 20 Feet

### CAMA Core Land Use Plan – Future Land Use Classifications

#### **Current: Mixed Use**

The anticipated residential density within this classification ranges from medium to high density. Multifamily densities are consistent with the current requirements of the Town’s zoning ordinance which allows a density range of up to 16 dwellings per acre for planned developments. Residential building types encouraged within this classification include single-family attached dwellings, condominiums, cluster developments, and multifamily dwellings. Commercial uses include a variety of retail, office, business services, and personal services. Minimum lot sizes are generally dependent upon the specific nature and characteristics of the land use but typically range from 2,750 to 20,000 square feet for residential land uses and 3,000 to 8,000 square feet for nonresidential land uses. Maximum floor area ratios for nonresidential land uses range from 0.57 to 2.13. Land uses within the Mixed Use-designated areas are generally compatible with B-1, General Business; B-W, Business Waterfront; TR, Transitional; TCA, Townhomes, Condominiums, Apartments; and PUD, Planned Unit Development Zoning Districts. Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volume are necessary to support the intensity of development expected within the Mixed Use Classification.

#### Attachments:

- |                                    |  |
|------------------------------------|--|
| 1. Property Owners Within 200 Feet | 7. LDO Excerpts – R-8 Residential District |
| 2. Vicinity Map                    | 8. LDO Excerpts – Special Use Permits      |
| 3. Aerial Map                      | 9. Application as Submitted                |
| 4. Current Zoning Map              |  |
| 5. Future Land Use Map             |  |
| 6. SFHA Map                        |  |

<b>OWNER</b>	<b>MAILING ADDRESS</b>	<b>CITY STATE ZIP</b>
DOTY,SUSAN G	100 NORTHBROOK DRIVE APT 304	RALEIGH NC 27609
ALPHIN,WILLIAM LEE ETUX JEAN C	501 FIRETOWER ROAD	LAGRANGE NC 28561
RAINS,NANCY ETAL ANN CULLEY	310 MOORE ST	BEAUFORT NC 28516
MULLINS,KIMBERLY A ETVIR C	9366 SKIPWITH ROAD	SKIPWITH VA 23968
PITTMAN,CLYDE D ETUX ANGELA J	210 FIRST STREET	BEAUFORT NC 28516
SPROWL,JONATHAN O ETUX ROBIN E	1412 LAKESTONE VILLAGE LN	FUQUAY VARINA NC 27526
PITTMAN,CLYDE D ETUX ANGELA J	210 FIRST STREET	BEAUFORT NC 28516
FOLLUM,CONNIE MARIE L/T	214 FIRST STREET	BEAUFORT NC 28516
CANOSA,CHRISTOPHER J ETUX K	2 ANTHONY DRIVE	NEW PALTZ NY 12561
MAGYAR,RODNEY P ETUX PATRICIA	203 FIRST ST	BEAUFORT NC 28516
POPE,DAVID W ETUX RENEE G	1305 FAYETTEVILLE STREET	KNIGHTDALE NC 27545
JONES,EARL B ETUX GLORIA	207 FIRST ST	BEAUFORT NC 28516
REECE,CLINTON B ETUX HOLLY H	4904 WILLOWTREE LANE	CLAYTON NC 27520
MANUEL,WILLIAM C ETUX ASHLEY S	109 CARTERET AVENUE	BEAUFORT NC 28516
MARSH STREET PROPERTIES LLC	PO BOX 643	MT PLEASANT SC 29465
CARROLL,STEVE RAYMOND TRUSTEE	700 SWORDFISH RD	FRIPP ISLAND SC 29920
CLARK,JOHN W	103 LENNOXVILLE POINT RD	BEAUFORT NC 28516
BONAVITO,JAMES ANDREW	1107 LENNOXVILLE ROAD	BEAUFORT NC 28516
YOU CAN FLY LLC	PO BOX 1839	NAGS HEAD NC 27959
WOODARD,ALAN	1600 BRICES CREEK ROAD	NEW BERN NC 28562
RAITER,PATRICK JACOBS	103 CARTERET AVENUE	BEAUFORT NC 28516
CARDINAL RULE HOLDINGS LLC	112 S PITT STREET	GREENVILLE NC 27834
ELLISON,WILLIAM L ETUX GRACE L	1201 LENNOXVILLE ROAD	BEAUFORT NC 28516
JAMES,BOOKER TOMMY SR HEIRS	PO BOX 52716	DURHAM NC 27717
FULFORD,MILTA DAVIS L/T	3812 WINDY TRAIL	NEW BERN NC 28560
F & G MANAGEMENT LLC	4044 ARENDELL STREET	MOREHEAD CITY NC 28557
BREUER,NELLIE ETAL CLOSE	1112 LENNOXVILLE RD	BEAUFORT NC 28516
MCCOLLUM,WARREN ETUX KITTY	10 TREADWAY COURT	HILLSBOROUGH NC 27278
CARTERET COURT LLC	PO BOX 25168	WINSTON-SALEM NC 27114


# Vicinity Map 102 Carteret Ave.

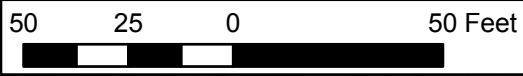


# Vicinity Map 102 Carteret Ave.

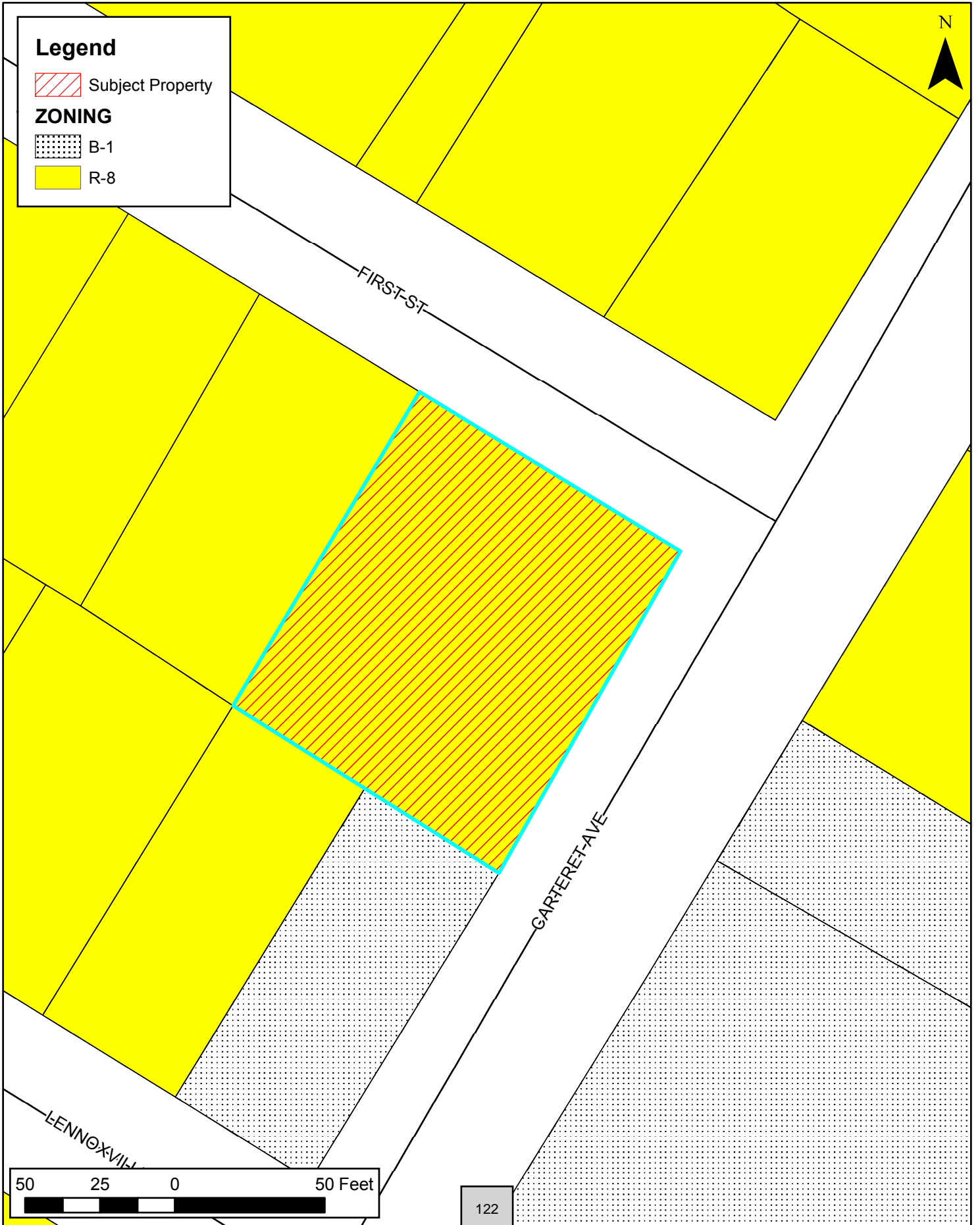


**Legend**

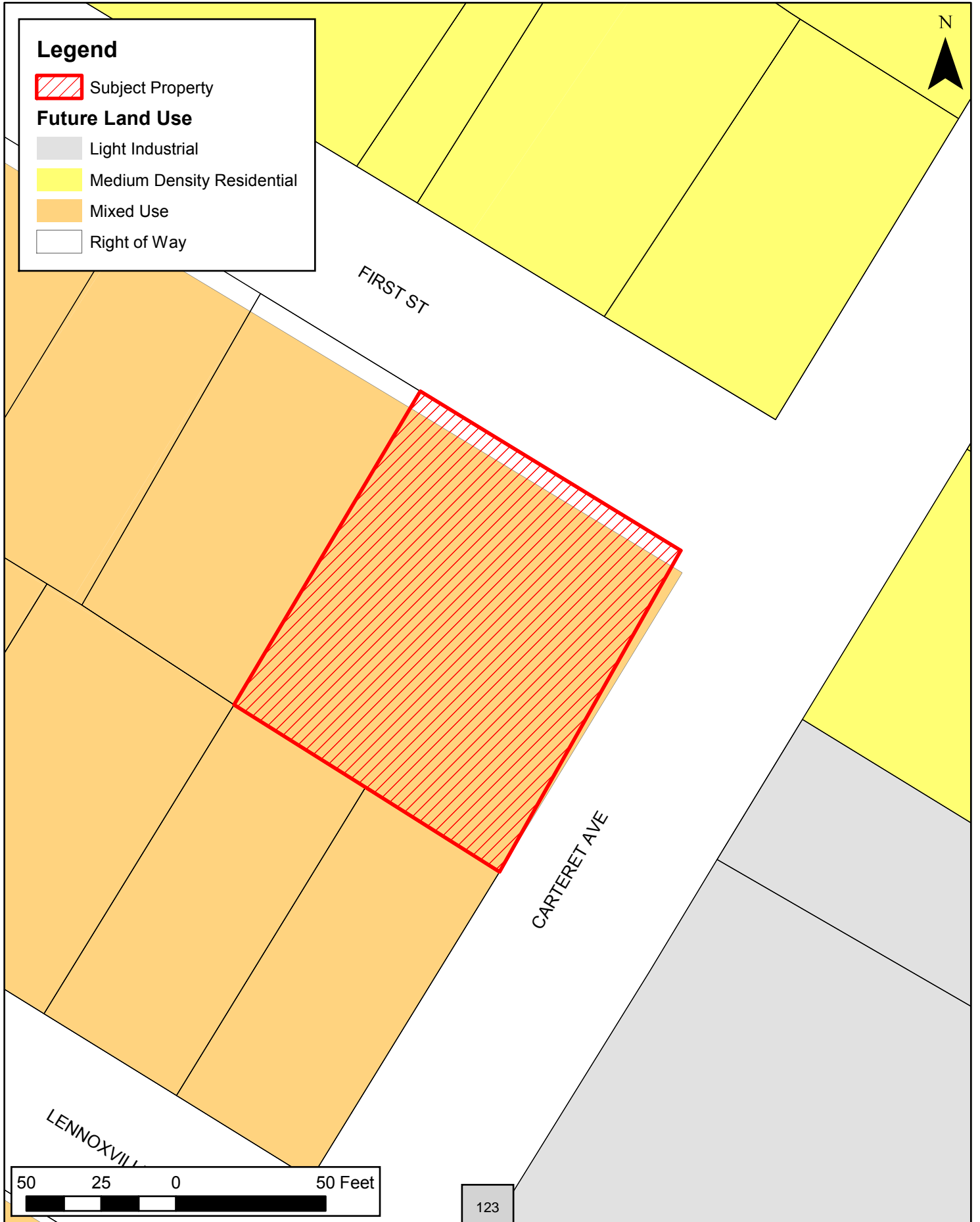
 Subject Property



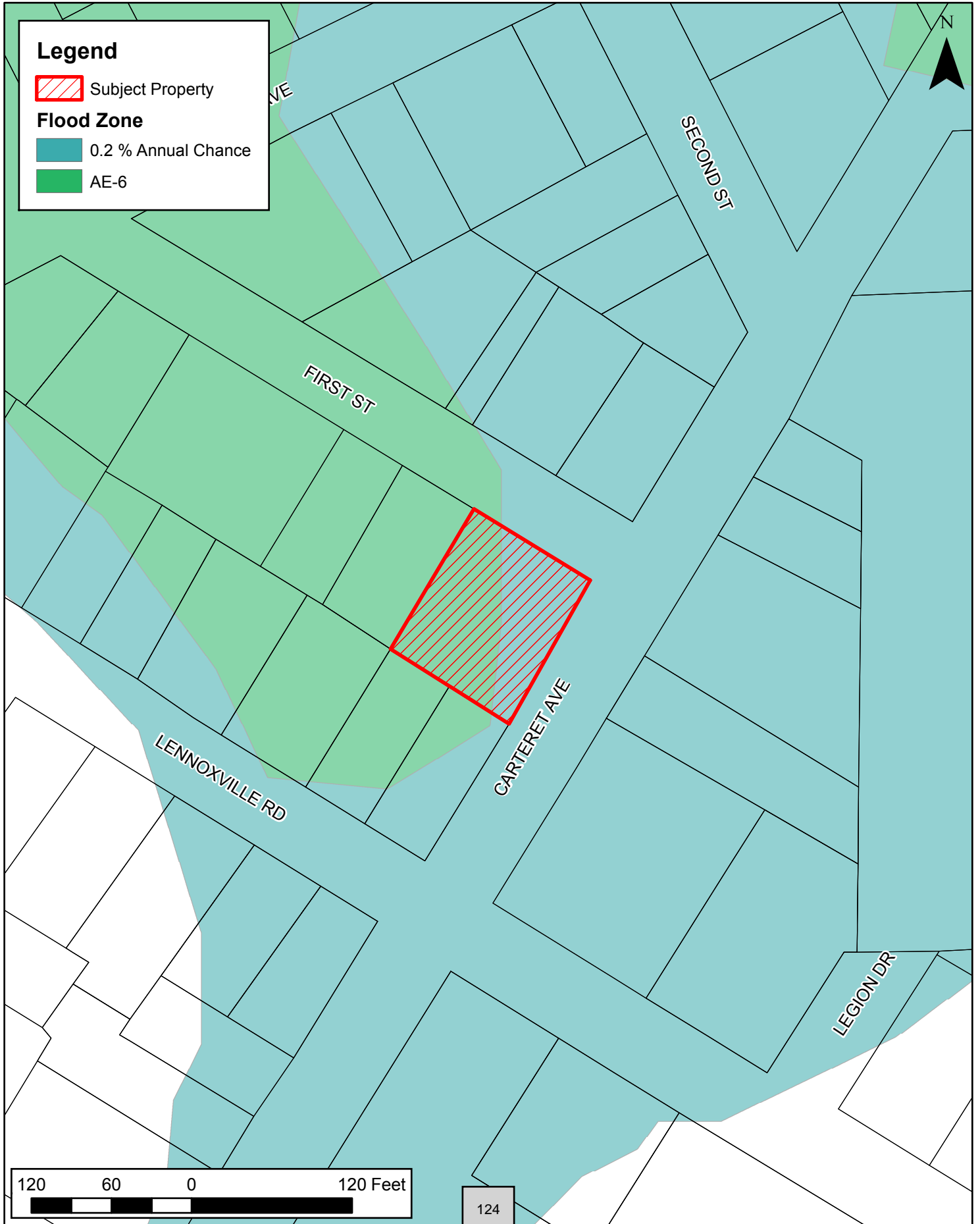
# Current Zoning 102 Carteret Ave.



# Future Land Use 102 Carteret Ave.



# Special Flood Hazard Areas 102 Carteret Ave.



**C) R-8 Residential Medium Density District.**

This residential district is established as a medium density district in which the principle use of the land is for single-family dwelling units. The regulations of this district are intended to provide areas of the community for those persons desiring residences in relatively medium density areas. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in section 2-H of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-8 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-9 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	25 feet	8 feet	35 feet

**Table 7-10 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

**Table 7-11 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA, or the regulations promulgated thereunder.

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing Tower	Neighborhood Recreation Center, Indoor/Outdoor, Private
Athletic Field, Public	Neighborhood Recreation Center, Public
Carport	Park, Public
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Garage, Private Detached	Swimming Pool (Personal Use)
Government/Non-Profit Owned/ Operated Facilities & Services	Temporary Construction Trailer
Group Home	Utility Minor
Home Occupation	Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Produce Stand/Farmers' Market
Club, Lodge, or Hall	Public Safety Station
Concealed (Stealth) Antennae & Towers	Religious Institution
Day Care/Child Care Home	Satellite Dish Antenna
Golf Course, Privately-Owned	School, Post-Secondary
Golf Driving Range	Utility Facility

**SECTION 20 Special Use Permits**

**A) General.**

Special uses are practices which are not permitted by right in any zoning district in the Town of Beaufort, but may only be granted after due consideration by the Board of Commissioners (BOC). The consideration of a special use application is a quasi-judicial function requiring evidentiary hearings and specific findings of fact. Special use permits may only be granted by the BOC following a recommendation by the planning board and the quasi-judicial review process as stipulated in this section.

**B) Special Use Permit Application Procedures.**

- 1) A written application for a special use permit in all zones shall be submitted to the Town’s Planning and Inspections Department in accordance with the requirements of section 1-M of this Ordinance and all applicable administrative regulations. The application shall include:
  - a) A proposed use site plan which contains information documented in section 18-C of this Ordinance and the specific information features below:
    - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
    - ii) A legend identifying all symbols on the map;
    - iii) A North arrow and a scale;
    - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
    - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
    - vi) The map book, page number, and deed book information;
    - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
    - viii) Any other related information requested by Town staff, the planning board, or the BOC.
    - ix) All required environmental permit improvements needed for the property.
  - b) The special use permit sought; and,
  - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.
- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
  - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
  - b) The submitted site plan shall also include all street front architectural elevation drawings to insure the building(s) compatibility with the surrounding residential structures; and,

*Land Development Ordinance for the Town of Beaufort*

- c) Additionally, the BOC and town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by town staff and submitted with comments and recommendation to the planning board for review. After the planning board makes its recommendation, the application shall be forwarded to the BOC for consideration.

**C) *Public Hearing Notification Requirements.***

The Town shall schedule a public hearing for the application and BOC consideration after reasonable opportunity for staff and planning board review by providing public notice no more than thirty days after receipt of the completed application. The notice of a public hearing shall be given using the standards set forth in section 3-E of this Ordinance with the exception of the following:

- 1) The notice shall be given once a week for two successive calendar weeks and published in a newspaper having general circulation within Town. The first publishing shall not be less than ten days or not more than twenty-five days before the date affixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included as documented.
- 2) All property owners within two hundred feet (200') of the lot boundaries on all sides of the subject lot as listed in the county tax records shall be mailed by the Town a notice of the public hearing on the proposed special use application by first class mail at the address listed for such owners on the county tax abstracts. The notice shall identify the location and briefly describe the proposed special use. Section 3-E (2) of this Ordinance gives direction on when the notices shall be mailed.
- 3) The Town shall prominently post a sign giving notice of the public hearing on or immediately adjacent to the subject area reasonably calculated to give public notice of the proposed special use public hearing not more than ten days prior to the hearing date. The wording of such sign should be similar to what is in section 3-E (4) of this Ordinance.

**D) *Procedures on Special Use Applications.***

In considering whether to approve an application for a special use permit, the BOC shall proceed as follows:

- 1) The BOC shall hold the public hearing and consider relevant information regarding whether the required findings under subsection E of this section exist and whether the special use is appropriate in the proposed location. The BOC shall hear relevant information from the applicant, adjoining property owners, the Town Manager, the planning board, planning officials, and any interested or affected members of the public. Parties may appear in person, by designee, or by attorney to present information relevant to the requirements of the Ordinance.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in subsection E of this section. The BOC need not make the required findings at the time of the hearing and may call for additional information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under subsection E of this section have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in subsection E of this section.
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the public hearing for the proposed special use application. The BOC

*Land Development Ordinance for the Town of Beaufort*

need not issue a decision at the time of the hearing if additional information is needed and may continue said hearing until a later date.

- 4) If the application is found not to be in compliance with one or more of the required findings of subsection E of this section or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet. It shall be conclusively presumed the application complies with all requirements not noted by the BOC in their motion to deny the application.
- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under subsection E of this section. The BOC may place an expiration date on the special use permit if a building permit is not secured within a certain period of time. If the special use permit is not renewed periodically by the recipient of the permit, it will expire on the date given to the permit by the BOC.
- 6) After the BOC renders its decision on the special use permit application, the reasons for granting or denying the application shall be made in writing. A written copy of the conclusion(s) of the BOC about the facts of the case and the board’s corresponding decision shall be forwarded to the applicant within ten days.

**E) Required Findings.**

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
  - a) The proposed use is an allowable special use in the zoning district it is being located within;
  - b) The application is complete;
  - c) The location and character of the use will be in conformity with the Town’s land use plan and other comprehensive planning elements;
  - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
  - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
  - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
  - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent evidence" as described in N.C.G.S. 160A-393 (k) and will be cognizant the statute provides in part “competent evidence "shall not be deemed to include the opinion testimony of lay witnesses as to any of the following:
  - a) The use of property in a particular way would affect the value of other property.
  - b) The increase in vehicular traffic resulting from a proposed development would pose a danger to the public safety.

c) Matters about which only expert testimony would generally be admissible under the rules of evidence.

3) Compatibility Standards for Special Uses in Residential Zones:

In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:

- a) Size (footprint);
- b) Height;
- c) Proportion and scale;
- d) Roof shape(s);
- e) Setbacks;
- f) Location, size, and number of openings (doors and windows);
- g) Materials;
- h) Color; and,
- i) Texture.

F) *Special Use Guidelines.*

1) Adult Establishments.

- a) No building, structure, or any portion thereof nor any portion of a lot or parcel or property shall be used for an adult establishment at a location closer than one thousand feet (1000') from any other adult establishment; or closer than one thousand feet (1000') from any residentially zoned property, pre-school, child care, nursery school, day care, K-12 school, public playground, or church situated within the Town limits or the ETJ.
- b) Plans are required and must show:
  - i) Locations of buildings and signs and the size of the plan;
  - ii) Proposed points of access and egress and patterns of circulation;
  - iii) Layout of parking spaces;
  - iv) Lighting plan inclusive of wattage and illumination; and,
  - v) Landscape plan.

2) Day Care Centers (Including Kindergarten).

- a) One parking space shall be provided for each adult attendant and one parking space provided for every six children or fraction thereof.
- b) Section 19 of this Ordinance gives the screening/buffering and fencing guidelines required for this application.
- c) Plans are required and must show:
  - i) Location and approximate size of all existing and proposed structures and buildings within the site and on the lots adjacent thereto;
  - ii) Proposed points of access and egress and pattern of circulation;
  - iii) Layout of parking spaces;
  - iv) Location and extent of open play area(s);
  - v) Day care center shall provide one hundred square feet (100 ft<sup>2</sup>) of play area space per pupil.

*Land Development Ordinance for the Town of Beaufort*

- vi) Outdoor play area shall be enclosed by a solid or open fence or wall at least four feet (4') in height. Where the outdoor play area is directly adjacent to a residentially used or zoned lot, a solid fence or wall at least six feet (6') high or the maximum applicable fence or wall height limitation for the district or an open fence at least four feet high (4') and a screen planting designed to grow three feet (3') thick and six feet (6') high shall be created. The BOC may at its discretion, require additional screening/buffering and/or fencing elements to be located adjacent to abutting nonresidential land uses.
- vii) In residential districts, a day care center shall not be operated between the hours of 7:00 p.m. and 7:00 a.m. unless with written approval by the BOC.
- viii) Landscape plan.

3) Radio or Television Transmitter.

- a) Minimum lot area – at least three acres in area.
- b) One parking space is required at the site.
- c) Plans are required and must show:
  - i) Location and approximate size of all existing and proposed structures within the site and within one thousand linear feet in all directions;
  - ii) Proposed points of access and egress;
  - iii) Proposed off-street parking spaces; and,
  - iv) Protective fencing at least six feet (6') high with three stands of barbed wire turned out and ten feet (10') from the perimeter of the antenna base shall be established.

4) Telecommunication Tower.

- a) Guy-wire towers shall not be permitted.
- b) Co-location towers shall be permitted.
- c) Height of communication towers shall be regulated by the Federal Aviation Administration (FAA).
- d) Communication towers are prohibited in front yards and shall be in compliance with the Telecommunication Act of 1996.
- e) Local governments have no ability to prohibit towers on the basis of environmental or health issues according to the Federal Radio Frequency Emission Standards.
- f) The BOC may deny a permit based upon a tower's influence on property value or aesthetics.
- g) A minimum lot size of one-half acre per tower shall be met; however, the Telecommunication Tower shall be placed on a lot of sufficient size, and in a position on the lot, if the tower falls, no part of it will fall onto adjacent property. Variances shall not be allowed.
- h) Landscaping and screening/buffering are required as approved by the planning board and according to section 15 and section 19 of this Ordinance.
- i) A six-foot (6') high protective barrier shall be required around the base of the tower. The barrier shall be a masonry wall, chain link fence, solid wood fence, or opaque barrier as described in section 19 of this Ordinance.
- j) Setback requirements shall be according to the district in which the tower is located.
- k) Towers shall be lighted to satisfy the FAA requirements.

*Land Development Ordinance for the Town of Beaufort*

- l) Towers shall be removed within ninety days following abandonment of such towers.
- m) Towers shall be removed by the property owner within one hundred eighty days following damage or termination of operation resulting in inoperable towers or towers where the owner of the tower shows no intent to repair said tower. Blown over towers shall also be removed by the owner of such tower under this guideline.
- n) Any advertising signage is strictly prohibited on towers.
- o) Towers shall be painted blue or gray if not otherwise required by the FAA.
- p) The owner must provide adequate insurance coverage for any potential damage caused by or caused to the tower.
- q) For permitting purposes, site plans are required as defined in section 18 of this Ordinance and shall show all of the following additional features:
  - i) Identification of intended user of tower.
  - ii) Documentation by registered engineer shows tower has sufficient structural integrity to accommodate more than one user.
  - iii) Statement from owner indicating his intent to allow shared use of the tower and how others will be accommodated.
  - iv) Evidence the property owners of residentially zoned/used property within three hundred feet of the base of the proposed tower, would be notified prior to the special use application being heard by the BOC.
  - v) Documentation which shows towers over a certain height are absolutely necessary for the provision of service (i.e., a tower up to one hundred ninety-six feet (196') cannot provide a reasonable level of service).
- r) The BOC shall determine if a tower is in harmony with the area and compatible with adjacent properties and may consider the aesthetic effects of the tower as well as mitigating factors concerning aesthetics. The BOC may disapprove a tower based on the grounds the aesthetic effects are unacceptable and a new site should be proposed. The following factors shall be considered:
  - i) Protection of the view in scenic areas, unique natural features, scenic roadways, historic sites, etc.
  - ii) Prevention of a concentration of towers in one certain area; and,
  - iii) Height, design, placement, and other characteristics could be modified to have a less intrusive visual impact.

5) Marinas.

- The requirements below are for marinas and for proper disposal of sewage from boats:
- a) All slips over thirty feet (30') shall provide a permanent pump-out connection so a hose of not more than thirty feet (30') can reach the mid-point of the slip.
  - b) Any vessel with a permanently installed marine sanitation devise shall be located so the holding tank can be pumped-out using a hose not to exceed thirty feet (30').
  - c) Mobile pump-out equipment may not be used to meet the requirements of subsections 5a) and 5b) of this section.
  - d) A marina may not charge marina tenants an additional fee to pump-out their holding tanks.
  - e) When a T-head of a dock is unoccupied during regular business hours, the marina shall provide public access to the pump-out facility for a nominal fee.

6) Office: Small Business.

Property owners may be granted a special use permit for an Office: Small Business in a Residential Zoning District if identified as a *Small Business* as defined in section 4 of this Ordinance.

- a) In addition to application requirements outlined in subsection B of this section, special use permit applications must include the following:
  - i) Detailed narrative describing the activities associated with the requested use;
  - ii) Number of employees requested to work on site;
  - iii) Requested business hours of operation;
  - iv) Estimated number of clients served on site per day; and,
  - v) Detailed drawing or photographs, including measurements, of signage if requested.
- b) Signage will be reviewed by the BOC at the time of the special use permit and will meet the following standards:
  - i) Not more than one sign is permitted;
  - ii) Sign will not exceed an area of two square feet (2 ft<sup>2</sup>);
  - iii) Colors will be compatible with those of the structure and will not detract from the residential characteristics of the structure;
  - iv) Sign will be affixed flatly against the building; and,
  - v) Directly lighted and/or neon signage is not permitted.
- c) Conditions: The BOC may impose reasonable conditions as it deems necessary for the protection of the public health, general welfare, and public interest regarding:
  - i) Compatibility. The compatibility of the proposal, regarding both use and appearance, with the surrounding neighborhood;
  - ii) Hours of Operation. The frequency and duration of indoor/outdoor activities and the impact of the surrounding area;
  - iii) Noise. The added noise level created by activities associated with the request;
  - iv) Parking. The request will not generate a need for additional parking; and,
  - v) Appearance. The general appearance will not be adversely affected by the location of the proposed use on the property.



## APPLICATION FOR A SPECIAL USE PERMIT

### **Instructions:**

Please complete the form below including all required attachments, a **\$400.00 application fee**, and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

### **APPLICANT INFORMATION**

Applicant Name: William Bell

Applicant Address: 110 Sherwood Blvd, Beaufort, NC. 28516

Phone Number: 252-725-0556 Email: Williambell61065@gmail.com

Property Owner Name: Steve Carroll

Address of Property Owner: 700 Swordfish Rd., Fripp Island S.C. 29920

Phone Number: 404-915-1034 Email: Steve@jcomarketing.com

### **PROPERTY INFORMATION**

Property Address: 102 Carteret Avenue, Beaufort, NC. 28516

15-Digit PIN: 730619504853000 Lot/Block #: 10+11, Block 4

Size of Property (in square feet or acres): .275 acre Current Zoning: \_\_\_\_\_

Current Use of Property: Garage Private Detached Requested Use: Accessory Dwelling Unit

An application fee of **\$400.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Land Development Ordinance**, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is [www.beaufortnc.org](http://www.beaufortnc.org).

William Bell  
Applicant Signature

11/30/20  
Date of Applicant's Signature

Steve Carroll  
Property Owner Signature (if different than above)

11-30-2020  
Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

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

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

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

Date Deemed Complete and Accepted: \_\_\_\_\_

## Narrative

We are buying this property for 2 main reasons. The first is to provide myself and my husband with a home of our own and the second is to provide a safe place for my parents to live. The purpose of the garage conversion is to provide a living space for my parents that allows them privacy within their own space yet is close enough so we may be of assistance if needed. As to the future use of the "cottage", it remains to be seen, but the current thinking is when my parents no longer need it we would rent it on a long term basis, or, possibly, my mother-in-law would move in. We have no intention of dividing the property, now or in the future.

As to the proposed changes to the existing garage, the exterior will remain the same material and the footprint of the building remains the same. Changes include the addition of windows, relocation of entrance and the enclosing of the large roll up door. All trim will be in keeping with the main house on the property. There will be a small screened porch attached to the north-west corner, again keeping the style compatible with the main residence. A screened in porch, 8' by 16' will be added to the north-west corner of the garage/cottage.

- This property is included in the Cama Corp Land Use plan.

## Photograph Key and Explanation

Picture 1: This is the west facing façade. There will be the addition of a window with louvered shutters\* into the kitchen area and a triangular fixed pane window\* at the peak of the rood line for added light.

Picture 2: This is the north façade. The eastern most window\* will be replaced with a larger version of the same style. The main entrance\* will be relocated slightly east of the existing door and one window will be eliminated. There will be a basic covered entrance stoop\*.

Picture 3: This is the south facing façade. The western most window\* will remain the same. There will be a window\* added, opening into the bath room, and the eastern most window\* will be replaced with a larger version of the same style.

Picture 4: This is the eastern façade and the street view. The existing garage door will be removed and the space enclosed in keeping with the current siding color and style. There will be 2 windows\* added, each opening into a bedroom. There will be a triangular, fixed pane window\* added in the peak of the roof line to allow more light and to add balance to the overall aesthetic.

\*All shutters, trim and color scheme will be in keeping with the neighborhood and will match the main residence on the property







3







**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session Meeting  
4:00 PM Monday, February 22, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Sewer Allocation Request  
504 Island Dr., Beaufort NC (Deerfield Shores Subdivision)

**BRIEF SUMMARY:**

Mr. Harold A. Booth of Beaufort, NC has formally requested that 360 gallons per day (gpd) of sewer capacity be reserved for 504 Island Drive in the Deerfield Shores subdivision. This parcel is not among the 30 properties which the Town accepted as customers upon transfer of the collection system by the Deerfield Shores Utility Company, Inc. to the Town. As such, granting of the requested allocation must be by the Board of Commissioners.

There is no existing structure on the parcel. Town staff also understands that Mr. Booth does not currently have plans to construct a residence on the parcel. Nonetheless, Mr. Booth desires to **reserve** allocation so that it will be in place when he or another future owner is ready to connect to the Town's collection system.

A request for reservation of sewer capacity for future use is deemed by the Town's Wastewater Allocation Policy to be a Level 4 priority when considering allocation requests. If approved, a non-refundable reservation fee equivalent to twenty percent of the applicable sewer system development fee must be paid. Additionally, Priority Level 4 projects have twenty-four months to receive all approvals, certifications, and/or permits to begin construction. Otherwise, the allocation reverts to the Town, provided that the Board of Commissioners does not grant an extension.

**REQUESTED ACTION:**

Consider approving the reservation of 360 gpd of sewer capacity for 504 Island Drive subject to the payment of the reservation fee.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

Greg Meshaw, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No

# WASTEWATER ALLOCATION REQUEST

7.



**TOWN OF Beaufort**  
Public Services Department  
701 Front Street, Beaufort, NC 2816  
P.O. Box 390, Beaufort, NC 28516  
Phone: 252-728-2141

## WASTEWATER ALLOCATION REQUEST

The Town of Beaufort, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation. Review fee is due upon submittal of request.

Wastewater Allocation Request Review Fee: \$50

### SITE INFORMATION

Name of Project: \_\_\_\_\_ Acreage of Property: .445  
County Tag Number: \_\_\_\_\_ NC PIN: 6397 0299 1363000  
Address/Location: 504 ISLAND DR BEAUFORT NC  
L3 SEC 6 DEERFIELD SHOLES  
Zoning District: \_\_\_\_\_  
Location Status:  Town Limits  Existing Out-of-Town Service Area  
 Out-of-Town Service Approval/Agreement

### APPLICANT INFORMATION

Applicant: HAROLD A BOOTH  
Mailing Address: 101 MACGREGOR DR BEAUFORT NC  
Phone Number: 252-241-2771 Fax: 252-728-5005  
Contact Person: JACKIE BOOTH  
Email Address: \_\_\_\_\_

### PROPERTY OWNER INFORMATION

Name: HAROLD A BOOTH  
Mailing Address: 101 MACGREGOR DR BEAUFORT NC  
Phone Number: 241-2771 Fax: 252-728-5005  
Email Address: \_\_\_\_\_

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ File Number/Name: \_\_\_\_\_

# PROJECT INFORMATION

Use:  New  Expanded  Change Use Type:  Residential  Commercial

Proposed Use(s): SINGLE FAMILY Existing Use(s): VACANT LOT

Developer Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

## ALLOCATION REQUEST (See instructions on page 3 regarding use of Professional Engineer)

The following supplemental information is required:

- Complete development proposal for Priority Levels 1, 2 or 3 allocation request
- Preliminary plan or sketch plan for Priority Level 4 allocation request meeting requirements for site plans as established on the Town's Building Permit Application or as described for sketch plans by the Town's Subdivision Ordinance
- If a phasing schedule is proposed, include as an attachment

Residential:

Gross Acreage: \_\_\_\_\_

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units	<u>1</u>	<u>360</u>	<u>360</u>
>3 Bedroom Units			
<b>Total</b>		-----	

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
<b>Total</b>		-----	

Non-Residential: (Design Flow Guideline provided as Appendix A)\*

*\*If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.*

Gross Acreage: \_\_\_\_\_

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
<b>Total</b>			-----	

TOTAL REQUESTED GALLONS PER DAY: 360

## APPLICANT AFFIDAVIT

*I/We, the undersigned, do hereby make application and petition to the Town of Beaufort to approve the subject Wastewater Allocation. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Beaufort, North Carolina, and will not be returned.*

HAROLD W BOOTH  
Print Name

Harold Booth  
Signature of Applicant

1/20/21  
Date

## ENGINEER'S CERTIFICATION

*The allocation request data provided on page 2 of this form shall be provided by a Professional Engineer for all requests except single lot residential infill requests and commercial requests equal to or less than 360 gallons per day. The certification statement below shall be completed by the Professional Engineer providing the data.*

I, \_\_\_\_\_ hereby attest that the total requested allocation and the values used to derive the total are to the best of my knowledge, accurate and complete having been prepared in accordance with the instructions of this form while also adhering to applicable State laws, regulations, and rules, concerning the determination of design daily wastewater flows from facilities served by public wastewater collection and treatment systems.

\_\_\_\_\_  
Signed and Dated Professional Engineer Seal

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email Address

**TOWN OF BEAUFORT OFFICE USE ONLY:**

Approved by:  Town Engineer  
 Board of Comissioners

Allocation approved: \_\_\_\_\_ gallons per day

Date of Approval: \_\_\_\_\_

Confirmation signature by:

\_\_\_\_\_  
Town Manager

## APPENDIX A: DESIGN FLOW RATES

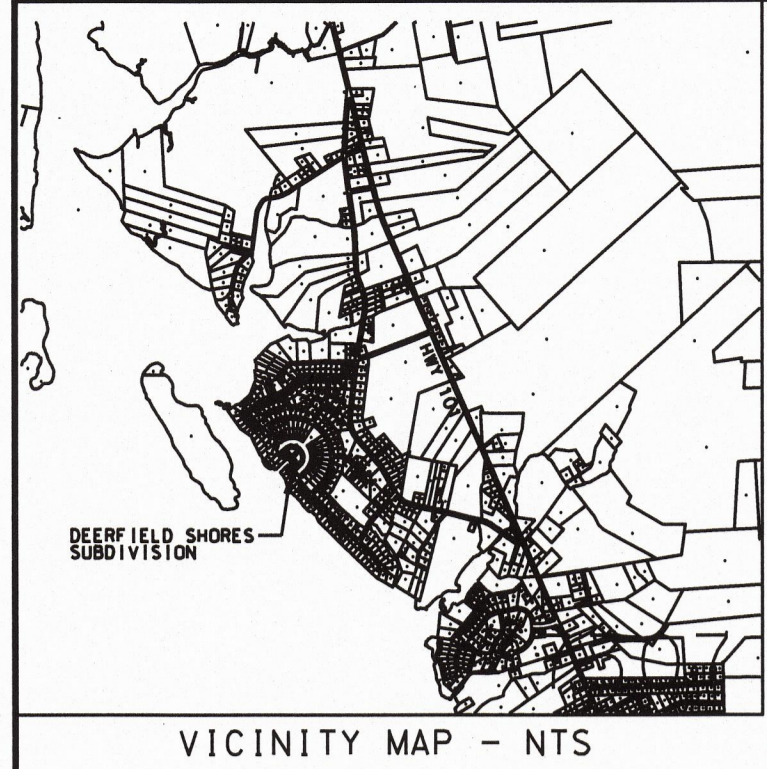
The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on data from the customer's operations (or from similarly situated customers) with a comparable sanitary sewer system, where such data are available and reasonably current.

Establishment Type	Daily Flow Rate
<b>Barber and Beauty Shops</b>	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
<b>Businesses, Offices and Factories</b>	
General business and office facilities	25 gal/employee/shift
Factories, excluding industrial waste	25 gal/employee/shift
Factories or businesses with showers or food preparation	35 gal/employee/shift
Warehouse	100 gal/loading bay
Warehouse – self storage (not including caretaker residence)	1 gal/unit
<b>Churches</b>	
Churches without kitchens, day care or camps	3 gal/seat
Churches with kitchen	5 gal/seat
Churches providing day care or camps	25 gal/person (child & employee)
<b>Fire, Rescue and Emergency Response</b>	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
<b>Food and Drink Facilities</b>	
Banquet, dining hall	30 gal/seat
Bars, cocktail lounges	20 gal/seat
Caterers	50 gal/100 sq. ft. floor space
Restaurant, full Service	40 gal/seat
Restaurant, single service articles	20 gal/seat
Restaurant, drive-in	50 gal/car space
Restaurant, carry out only	50 gal/100 sq. ft. floor space
Institutions, dining halls	5 gal/meal
Deli	40 gal/100 sq. ft. floor space
Bakery	10 gal/100 sq. ft. floor space
Meat department, butcher shop or fish market	75 gal/100 sq. ft. floor space
Specialty food stand or kiosk	50 gal/100 sq. ft. floor space
<b>Hotels and Motels</b>	
Hotels, motels and bed & breakfast facilities, without in-room cooking facilities	120 gal/room
Hotels and motels, with in-room cooking facilities	175 gal/room
Resort hotels	200 gal/room
Cottages, cabins	200 gal/unit
Self-service laundry facilities	500 gal/machine
<b>Medical, Dental and Veterinary Facilities</b>	
Medical or dental offices	250 gal/practitioner/shift
Veterinary offices (not including boarding)	250 gal/practitioner/shift
Veterinary hospitals, kennels, animal boarding facilities	20 gal/pen, cage, kennel or stall
Hospitals, medical	300 gal/bed
Hospitals, mental	150 gal/bed
Convalescent, nursing, rest homes without laundry facilities	60 gal/bed
Convalescent, nursing, rest homes with laundry facilities	120 gal/bed
Residential care facilities	60 gal/person
<b>Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities</b>	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite

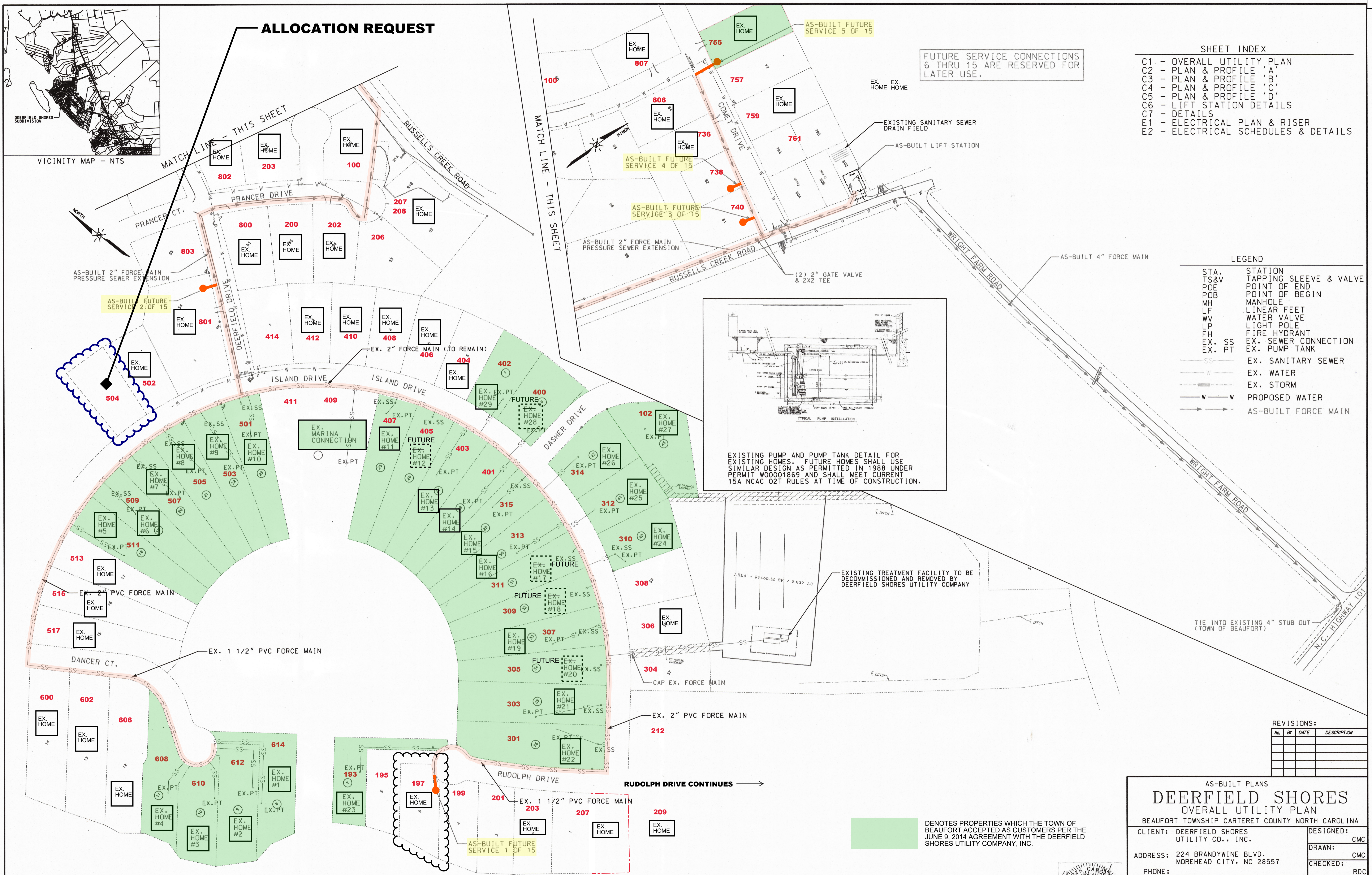
Establishment Type	Daily Flow Rate
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with restroom facilities	250 gal/plumbing fixture
Summer camps without food preparation or laundry facilities	30 gal/person
Summer camps with food preparation and laundry facilities	60 gal/person
Swimming pools, bathhouses and spas	10 gal/person
Public access restrooms	325 gal/plumbing fixture
<b>Schools, Pre-school and Day Care</b>	
Day care and preschool facilities	25 gal/person (child & employee)
Schools with cafeteria, gym and showers	15 gal/student
Schools with cafeteria	12 gal/student
Schools without cafeteria, gym or showers	10 gal/student
Boarding schools	60 gal/person (student & employee)
<b>Service Stations and Car Wash Facilities</b>	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
<b>Sports Centers</b>	
Bowling center	50 gal/lane
Fitness, exercise, karate or dance center	50 gal/100 sq. ft.
Tennis, racquet ball	50 gal/court
Gymnasium	50 gal/100 sq. ft.
Golf course with only minimal food service	250 gal/plumbing fixture
Country clubs	60 gal/member or patron
Mini golf, putt-putt	250 gal/plumbing fixture
Go-kart, motocross	250 gal/plumbing fixture
Batting cages, driving ranges	250 gal/plumbing fixture
Marinas without bathhouse	10 gal/slip
Marinas with bathhouse	30 gal/slip
Video game arcades, pool halls	250 gal/plumbing fixture
Stadiums, auditoriums, theaters, community centers	5 gal/seat
<b>Stores, Shopping Centers, Malls and Flea Markets</b>	
Auto, boat, recreational vehicle dealerships/showrooms with restrooms	125 gal/plumbing fixture
Convenience stores, with food preparation	60 gal/100 sq. ft.
Convenience stores, without food preparation	250 gal/plumbing fixture
Flea markets	30 gal/stall
Shopping centers and malls with food service	130 gal/1000 sq. ft.
Stores and shopping centers without food service	100 gal/1000 sq. ft.
<b>Transportation Terminals</b>	
Air, bus, train, ferry, port and dock	5 gal/passenger

Source: North Carolina Administrative Code 02T.0114, January 1, 2007

Per 15A NCAC 02t .0114 (b), in determining the volume of sewage from dwelling units, the flow rate shall be 120 gallons per day per bedroom. The minimum volume of sewage from each dwelling unit shall be 240 gallons per day and each additional bedroom above two bedrooms shall increase the volume by 120 gallons per day. Each bedroom or any other room or addition that can function as a bedroom shall be considered a bedroom for design purposes. When the occupancy of a dwelling unit exceeds two persons per bedroom, the volume of sewage shall be determined by the maximum occupancy at a rate of 60 gallons per person per day.



**ALLOCATION REQUEST**



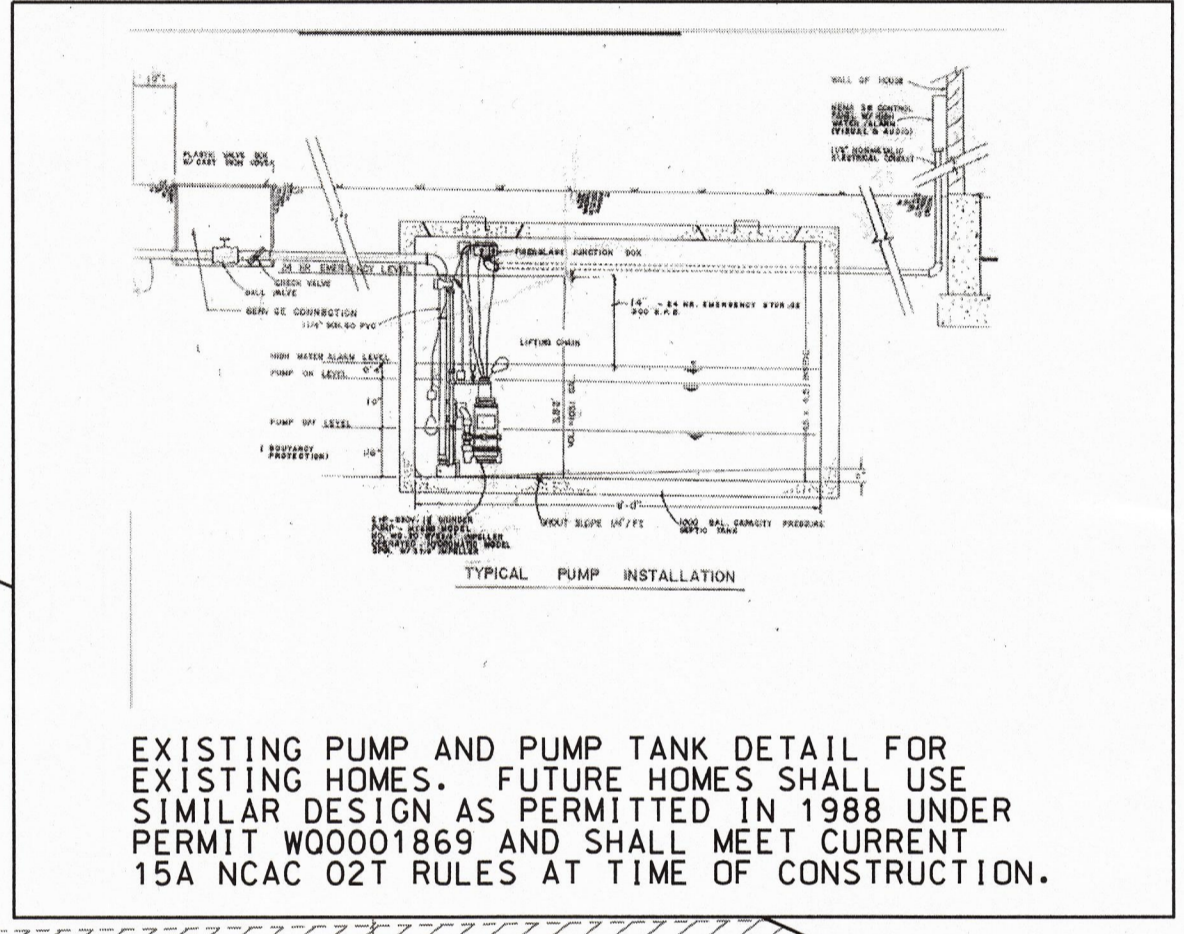
FUTURE SERVICE CONNECTIONS 6 THRU 15 ARE RESERVED FOR LATER USE.

**SHEET INDEX**

- C1 - OVERALL UTILITY PLAN
- C2 - PLAN & PROFILE 'A'
- C3 - PLAN & PROFILE 'B'
- C4 - PLAN & PROFILE 'C'
- C5 - PLAN & PROFILE 'D'
- C6 - LIFT STATION DETAILS
- C7 - DETAILS
- E1 - ELECTRICAL PLAN & RISER
- E2 - ELECTRICAL SCHEDULES & DETAILS

**LEGEND**

STA.	STATION
TS&V	TAPPING SLEEVE & VALVE
POE	POINT OF END
POB	POINT OF BEGIN
MH	MANHOLE
LF	LINEAR FEET
WV	WATER VALVE
LP	LIGHT POLE
FH	FIRE HYDRANT
EX. SS	EX. SEWER CONNECTION
EX. PT	EX. PUMP TANK
SS	EX. SANITARY SEWER
W	EX. WATER
---	EX. STORM
W-W	PROPOSED WATER
---	AS-BUILT FORCE MAIN



EXISTING PUMP AND PUMP TANK DETAIL FOR EXISTING HOMES. FUTURE HOMES SHALL USE SIMILAR DESIGN AS PERMITTED IN 1988 UNDER PERMIT W00001869 AND SHALL MEET CURRENT 15A NCAC 02T RULES AT TIME OF CONSTRUCTION.

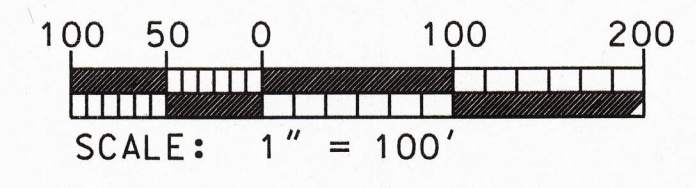
EXISTING TREATMENT FACILITY TO BE DECOMMISSIONED AND REMOVED BY DEERFIELD SHORES UTILITY COMPANY

**REVISIONS:**

NO.	BY	DATE	DESCRIPTION

SHEET #C1 OF 7  
PROJECT #: PM108-1  
DESIGN FILE #: 108-DEERFIELD/Septic Plans

**LOCATION FOR 480 GPD ALLOCATION REQUEST**



AS-BUILT PLANS  
**DEERFIELD SHORES**  
OVERALL UTILITY PLAN  
BEAUFORT TOWNSHIP CARTERET COUNTY NORTH CAROLINA

CLIENT: DEERFIELD SHORES UTILITY CO., INC.      DESIGNED: CMC

ADDRESS: 224 BRANDYWINE BLVD. MOREHEAD CITY, NC 28557      DRAWN: CMC

PHONE:      CHECKED: RDC

**THE CULLIPHER GROUP P.A.**      APPROVED: CMC  
ENGINEERING & SURVEYING SERVICES  
151A HIGHWAY 24  
MOREHEAD CITY, N.C. 28557      DATE: 5/21/2020  
(252) 773-0090      LICENSE NO. C-4482      SCALE: 1" = 100'

**CHARLES M. CULLIPHER P.E.**



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session Meeting  
4:00 PM Monday, February 22, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration

**SUBJECT:** Sewer Allocation Request  
803 Deerfield Dr., Beaufort NC (Deerfield Shores Subdivision)

**BRIEF SUMMARY:**

Mr. Herbert Ridgeway IV of Raleigh, NC has formally requested that 360 gallons per day (gpd) of sewer capacity be reserved for 803 Deerfield Drive in the Deerfield Shores subdivision. This parcel is not among the 30 properties which the Town accepted as customers upon transfer of the collection system by the Deerfield Shores Utility Company, Inc. to the Town. As such, granting of the requested allocation must be by the Board of Commissioners.

It is understood from Mr. Ridgeway that he and his wife purchased the parcel during late November. It is also understood that they are currently working with a design firm to develop plans for a house to be built on the parcel. Since the plans are in-process the Ridgeways are not currently ready to build the house. Nonetheless, the Ridgeways desire to **reserve** allocation so that it will be in place when they are ready to connect to the Town’s collection system.

A request for reservation of sewer capacity for future use is deemed by the Town’s Wastewater Allocation Policy to be a Level 4 priority when considering allocation requests. If approved, a non-refundable reservation fee equivalent to twenty percent of the applicable sewer system development fee must be paid. Additionally, Priority Level 4 projects have twenty-four months to receive all approvals, certifications, and/or permits to begin construction. Otherwise, the allocation reverts to the Town, provided that the Board of Commissioners does not grant an extension.

**REQUESTED ACTION:**

Consider approving the reservation of 360 gpd of sewer capacity subject to the payment of the reservation fee.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

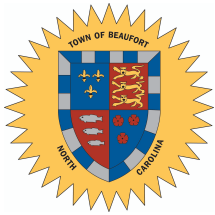
**SUBMITTED BY:**

Greg Meshaw, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No

# WASTEWATER ALLOCATION REQUEST



8.

**TOWN OF Beaufort**  
Public Services Department  
701 Front Street, Beaufort, NC 2816  
P.O. Box 390, Beaufort, NC 28516  
Phone: 252-728-2141

## WASTEWATER ALLOCATION REQUEST

The Town of Beaufort, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation. Review fee is due upon submittal of request.

**Wastewater Allocation Request Review Fee: \$50**

### SITE INFORMATION

Name of Project: Lot 55, Deerfield Shores Acreage of Property: 0.483  
County Tag Number: \_\_\_\_\_ NC PIN: 639702995414000  
Address/Location: 803 Deerfield Drive  
Beaufort, NC 28516  
Zoning District: (Carteret County R20)  
Location Status:  Town Limits  Existing Out-of-Town Service Area  
 Out-of-Town Service Approval/Agreement

### APPLICANT INFORMATION

Applicant: Herbert L Ridgeway IV  
Mailing Address: 727 Swan Neck Lane Raleigh, NC 27615  
Phone Number: 919 274 9775 Fax: \_\_\_\_\_  
Contact Person: Herb Ridgeway  
Email Address: herb.ridgeway@gmail.com

### PROPERTY OWNER INFORMATION

Name: Herbert L Ridgeway IV & Debra Ridgeway  
Mailing Address: 727 Swan Neck Lane Raleigh, NC 27615  
Phone Number: 919 274 9775 Fax: \_\_\_\_\_  
Email Address: herb.ridgeway@gmail.com

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ File Number/Name: \_\_\_\_\_

**PROJECT INFORMATION**

Use:  New  Expanded  Change Use Type:  Residential  Commercial

Proposed Use(s): single lot residential infill requests Existing Use(s): vacant residential lot

Developer Name: Herb Ridgeway (Lot Owner)

Mailing Address: 727 Swan Neck Lane Raleigh, NC 27615

Phone Number: 919 274 9775 Fax Number: \_\_\_\_\_

Email Address: herb.ridgeway@gmail.com

**ALLOCATION REQUEST (See instructions on page 3 regarding use of Professional Engineer)**

The following supplemental information is required:

- Complete development proposal for Priority Levels 1, 2 or 3 allocation request
- Preliminary plan or sketch plan for Priority Level 4 allocation request meeting requirements for site plans as established on the Town's Building Permit Application or as described for sketch plans by the Town's Subdivision Ordinance
- If a phasing schedule is proposed, include as an attachment

**Residential:**

Gross Acreage: 0.483

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units	1	360	360
>3 Bedroom Units			
<b>Total</b>	1	-----	360

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
<b>Total</b>		-----	

**Non-Residential:** (Design Flow Guideline provided as Appendix A)\*

*\*If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.*

Gross Acreage: \_\_\_\_\_

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
<b>Total</b>			-----	

**TOTAL REQUESTED GALLONS PER DAY:** \_\_\_\_\_

**APPLICANT AFFIDAVIT**

*I/We, the undersigned, do hereby make application and petition to the Town of Beaufort to approve the subject Wastewater Allocation. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Beaufort, North Carolina, and will not be returned.*

Herbert L Ridgeway IV  
*Print Name*

Herbert L Ridgeway IV  
*Signature of Applicant*

02/08/21  
*Date*

**ENGINEER'S CERTIFICATION**

*The allocation request data provided on page 2 of this form shall be provided by a Professional Engineer for all requests except single lot residential infill requests and commercial requests equal to or less than 360 gallons per day. The certification statement below shall be completed by the Professional Engineer providing the data.*

I, \_\_\_\_\_ hereby attest that the total requested allocation and the values used to derive the total are to the best of my knowledge, accurate and complete having been prepared in accordance with the instructions of this form while also adhering to applicable State laws, regulations, and rules, concerning the determination of design daily wastewater flows from facilities served by public wastewater collection and treatment systems.

\_\_\_\_\_  
Signed and Dated Professional Engineer Seal

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email Address

Approved by:  Town Engineer  
 Board of Comissioners

Allocation approved: \_\_\_\_\_ gallons per day

Date of Approval: \_\_\_\_\_

Confirmation signature by:

\_\_\_\_\_  
Town Manager

## APPENDIX A: DESIGN FLOW RATES

The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on data from the customer's operations (or from similarly situated customers) with a comparable sanitary sewer system, where such data are available and reasonably current.

Establishment Type	Daily Flow Rate
<b>Barber and Beauty Shops</b>	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
<b>Businesses, Offices and Factories</b>	
General business and office facilities	25 gal/employee/shift
Factories, excluding industrial waste	25 gal/employee/shift
Factories or businesses with showers or food preparation	35 gal/employee/shift
Warehouse	100 gal/loading bay
Warehouse – self storage (not including caretaker residence)	1 gal/unit
<b>Churches</b>	
Churches without kitchens, day care or camps	3 gal/seat
Churches with kitchen	5 gal/seat
Churches providing day care or camps	25 gal/person (child & employee)
<b>Fire, Rescue and Emergency Response</b>	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
<b>Food and Drink Facilities</b>	
Banquet, dining hall	30 gal/seat
Bars, cocktail lounges	20 gal/seat
Caterers	50 gal/100 sq. ft. floor space
Restaurant, full Service	40 gal/seat
Restaurant, single service articles	20 gal/seat
Restaurant, drive-in	50 gal/car space
Restaurant, carry out only	50 gal/100 sq. ft. floor space
Institutions, dining halls	5 gal/meal
Deli	40 gal/100 sq. ft. floor space
Bakery	10 gal/100 sq. ft. floor space
Meat department, butcher shop or fish market	75 gal/100 sq. ft. floor space
Specialty food stand or kiosk	50 gal/100 sq. ft. floor space
<b>Hotels and Motels</b>	
Hotels, motels and bed & breakfast facilities, without in-room cooking facilities	120 gal/room
Hotels and motels, with in-room cooking facilities	175 gal/room
Resort hotels	200 gal/room
Cottages, cabins	200 gal/unit
Self-service laundry facilities	500 gal/machine
<b>Medical, Dental and Veterinary Facilities</b>	
Medical or dental offices	250 gal/practitioner/shift
Veterinary offices (not including boarding)	250 gal/practitioner/shift
Veterinary hospitals, kennels, animal boarding facilities	20 gal/pen, cage, kennel or stall
Hospitals, medical	300 gal/bed
Hospitals, mental	150 gal/bed
Convalescent, nursing, rest homes without laundry facilities	60 gal/bed
Convalescent, nursing, rest homes with laundry facilities	120 gal/bed
Residential care facilities	60 gal/person
<b>Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities</b>	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite

Establishment Type	Daily Flow Rate
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with restroom facilities	250 gal/plumbing fixture
Summer camps without food preparation or laundry facilities	30 gal/person
Summer camps with food preparation and laundry facilities	60 gal/person
Swimming pools, bathhouses and spas	10 gal/person
Public access restrooms	325 gal/plumbing fixture
<b>Schools, Pre-school and Day Care</b>	
Day care and preschool facilities	25 gal/person (child & employee)
Schools with cafeteria, gym and showers	15 gal/student
Schools with cafeteria	12 gal/student
Schools without cafeteria, gym or showers	10 gal/student
Boarding schools	60 gal/person (student & employee)
<b>Service Stations and Car Wash Facilities</b>	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
<b>Sports Centers</b>	
Bowling center	50 gal/lane
Fitness, exercise, karate or dance center	50 gal/100 sq. ft.
Tennis, racquet ball	50 gal/court
Gymnasium	50 gal/100 sq. ft.
Golf course with only minimal food service	250 gal/plumbing fixture
Country clubs	60 gal/member or patron
Mini golf, putt-putt	250 gal/plumbing fixture
Go-kart, motocross	250 gal/plumbing fixture
Batting cages, driving ranges	250 gal/plumbing fixture
Marinas without bathhouse	10 gal/slip
Marinas with bathhouse	30 gal/slip
Video game arcades, pool halls	250 gal/plumbing fixture
Stadiums, auditoriums, theaters, community centers	5 gal/seat
<b>Stores, Shopping Centers, Malls and Flea Markets</b>	
Auto, boat, recreational vehicle dealerships/showrooms with restrooms	125 gal/plumbing fixture
Convenience stores, with food preparation	60 gal/100 sq. ft.
Convenience stores, without food preparation	250 gal/plumbing fixture
Flea markets	30 gal/stall
Shopping centers and malls with food service	130 gal/1000 sq. ft.
Stores and shopping centers without food service	100 gal/1000 sq. ft.
<b>Transportation Terminals</b>	
Air, bus, train, ferry, port and dock	5 gal/passenger

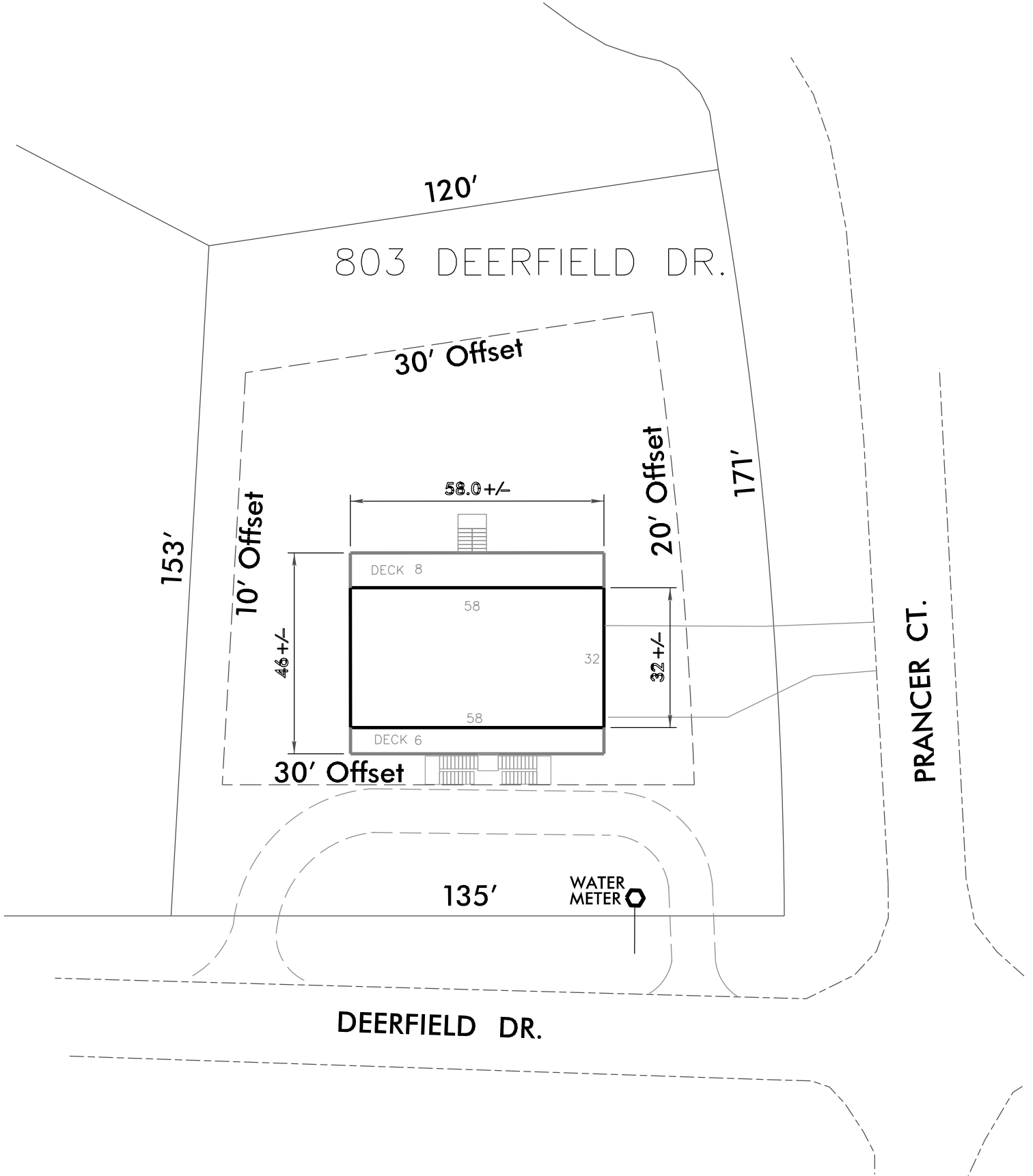
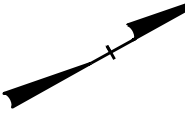
Source: North Carolina Administrative Code 02T.0114, January 1, 2007

Per 15A NCAC 02t .0114 (b), in determining the volume of sewage from dwelling units, the flow rate shall be 120 gallons per day per bedroom. The minimum volume of sewage from each dwelling unit shall be 240 gallons per day and each additional bedroom above two bedrooms shall increase the volume by 120 gallons per day. Each bedroom or any other room or addition that can function as a bedroom shall be considered a bedroom for design purposes. When the occupancy of a dwelling unit exceeds two persons per bedroom, the volume of sewage shall be determined by the maximum occupancy at a rate of 60 gallons per person per day.

LOT 55 DEERFIELD SHORES

1" = 30'

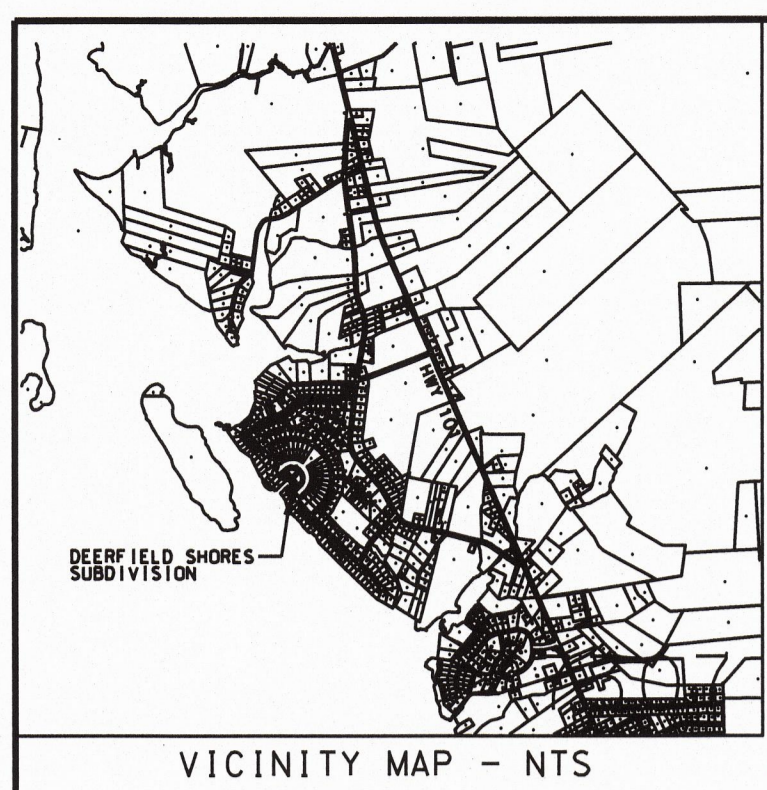
8.



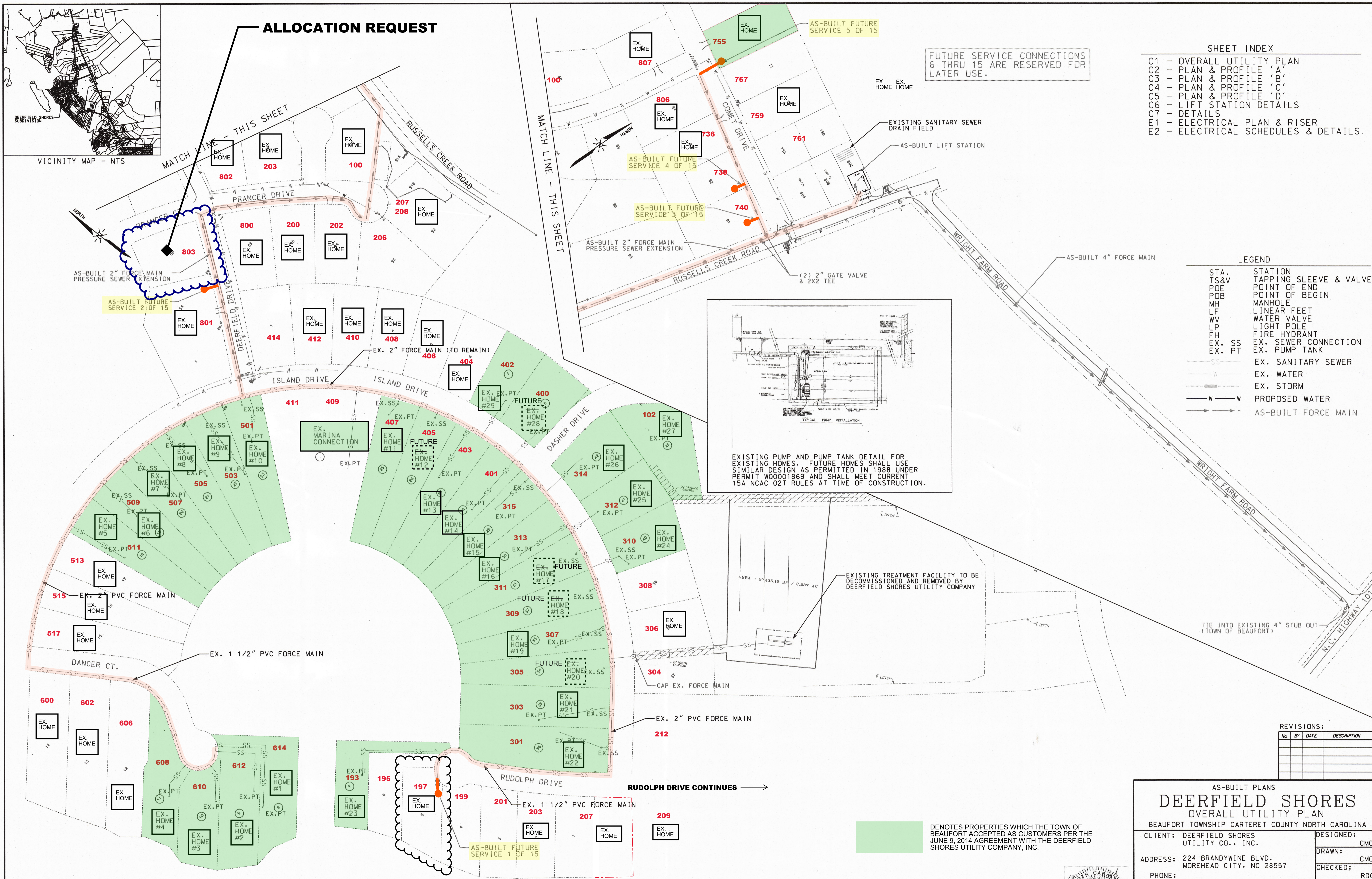
157

0' 15' 30'





**ALLOCATION REQUEST**



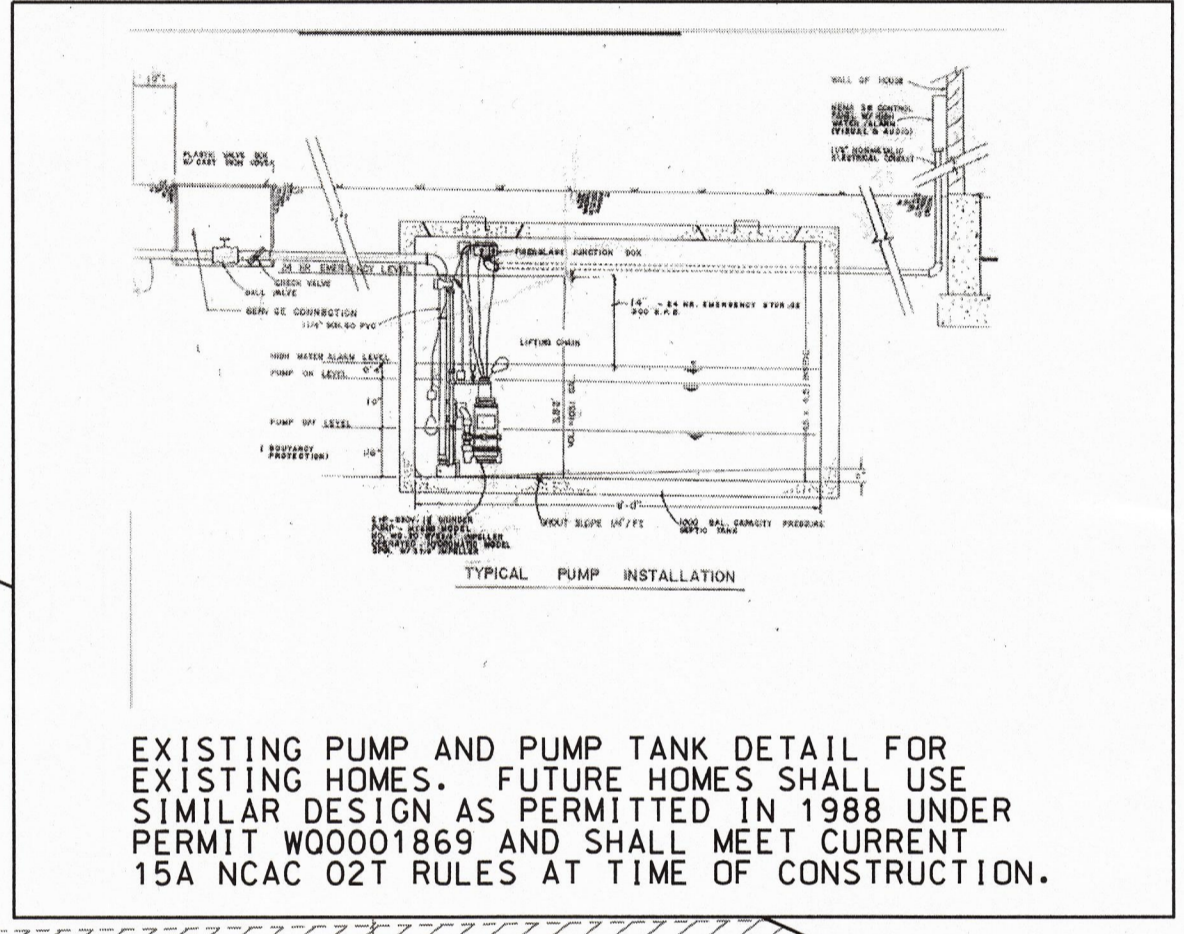
FUTURE SERVICE CONNECTIONS 6 THRU 15 ARE RESERVED FOR LATER USE.

**SHEET INDEX**

- C1 - OVERALL UTILITY PLAN
- C2 - PLAN & PROFILE 'A'
- C3 - PLAN & PROFILE 'B'
- C4 - PLAN & PROFILE 'C'
- C5 - PLAN & PROFILE 'D'
- C6 - LIFT STATION DETAILS
- C7 - DETAILS
- E1 - ELECTRICAL PLAN & RISER
- E2 - ELECTRICAL SCHEDULES & DETAILS

**LEGEND**

- STA. STATION
- TS&V TAPPING SLEEVE & VALVE
- POE POINT OF END
- POB POINT OF BEGIN
- MH MANHOLE
- LF LINEAR FEET
- WV WATER VALVE
- LP LIGHT POLE
- FH FIRE HYDRANT
- EX. SS EX. SEWER CONNECTION
- EX. PT EX. PUMP TANK
- SS EX. SANITARY SEWER
- W EX. WATER
- S EX. STORM
- W-W PROPOSED WATER
- AS-BUILT FORCE MAIN



EXISTING PUMP AND PUMP TANK DETAIL FOR EXISTING HOMES. FUTURE HOMES SHALL USE SIMILAR DESIGN AS PERMITTED IN 1988 UNDER PERMIT W0001869 AND SHALL MEET CURRENT 15A NCAC 02T RULES AT TIME OF CONSTRUCTION.

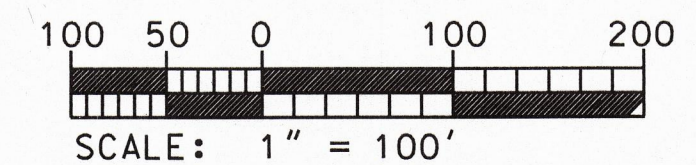
EXISTING TREATMENT FACILITY TO BE DECOMMISSIONED AND REMOVED BY DEERFIELD SHORES UTILITY COMPANY

REVISIONS:

NO.	BY	DATE	DESCRIPTION

SHEET #C1 OF 7  
PROJECT #: PM108-1  
DESIGN FILE #: 108-DEERFIELD/Septic Plans

**LOCATION FOR 480 GPD ALLOCATION REQUEST**



■ DENOTES PROPERTIES WHICH THE TOWN OF BEAUFORT ACCEPTED AS CUSTOMERS PER THE JUNE 9, 2014 AGREEMENT WITH THE DEERFIELD SHORES UTILITY COMPANY, INC.

AS-BUILT PLANS  
**DEERFIELD SHORES**  
OVERALL UTILITY PLAN  
BEAUFORT TOWNSHIP CARTERET COUNTY NORTH CAROLINA

CLIENT: DEERFIELD SHORES UTILITY CO., INC.      DESIGNED: CMC

ADDRESS: 224 BRANDYWINE BLVD. MOREHEAD CITY, NC 28557      DRAWN: CMC

PHONE:      CHECKED: RDC

**THE CULLIPHER GROUP P.A.**      APPROVED: CMC  
ENGINEERING & SURVEYING SERVICES  
151A HIGHWAY 24  
MOREHEAD CITY, N.C. 28557      DATE: 5/21/2020  
(252) 773-0090      LICENSE NO. C-4482      SCALE: 1" = 100'

**CHARLES M. CULLIPHER P.E.**



**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 Board of Commissioners Work Session Meeting  
4:00 PM Monday, February 22 – Zoom meeting due to Covid-19**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Paid Parking

**BRIEF SUMMARY:**

The Board of Commissioners cancelled paid parking downtown in 2020 due to economic concerns related to the COVID-19 Pandemic. Despite the Pandemic, sales and occupancy tax collections set new records.

The Beaufort Development Association (BDA) recently conducted a survey on paid parking downtown and has made a number of recommendations, which are attached.

The Board discussed the BDA recommendations at the February 8 Regular Meeting and a general consensus on parking regulations for 2021 was developed (see Parking Regulations Proposed 2021).

**REQUESTED ACTION:**

Review and decide whether to reinstate paid parking (including applicable regulations)

**EXPECTED LENGTH OF PRESENTATION:**

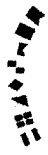
10 minutes

**SUBMITTED BY:**

John Day, Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



January 18, 2021

Dear Town of Beaufort Commissioners, Mayor, Town Administration:

For your review, we have attached the results of the Beaufort Business 2021 Pay for Parking Survey. We received an overwhelming response rate of 51% from the businesses. In 2019, we had a 41% survey response rate.

The business community is genuinely concerned about the pandemic and the affect the coronavirus will have on our summer season. Our "free" parking in 2020 was well received by locals and visitors. However, we continue to see excessive all-day parking by island goers who parked all up and down Front Street. They continue to arrive before most businesses are open and leave late in the day. We recognize that a large majority of these people do little shopping or dining. This is compounded by the fact many employees park wherever they want resulting extraordinarily little parking space turnover. The intention of paid parking was to create turnover.

We urge that consideration be given for all-day or 8-hour parking on Front Street from the docks of Lookout Cruises east to Live Oak Street. We recommend 4-hour paid parking on the rest of Front Street. Would this satisfy our obligation to the park service? What options do we have to control the "all day" parking of the ferry service customers to meet the goal of creating turnover with the parking spaces?

Thank you, in advance, for your consideration. We appreciate the feedback from our businesses participating in the survey.

BEAUFORT BUSINESS ASSOCIATION

Susan Sanders  
President

SS/ss

Enclosure:

- 2021 Executive Summary
- 2021 Survey Downtown Beaufort Pay for Parking in 2021 Survey



## Executive Summary Paid Parking Survey January 18, 2021

The 2021 Paid Parking Survey was sent to 154 businesses from Uptown to Downtown, with 78.5% being owners or managers.

**Respondents:**

- Total Respondents 79 (51% Response Rate)
- Downtown Beaufort Businesses 49 (62.0%)
- Uptown Beaufort Businesses 13 (16.5%)
- Neither Downtown or Uptown Businesses 17 (21.5%)

**Of the 79 respondents:**

- Business Owners 51 (64.6%)
- Managers 15 (18.9%)
- Employees 10 (12.7%)
- Other 3 ( 3.8%)

**Business Mix:**

- Retail 29 (36.7%)
- Service 12 (15.2%)
- Food & Beverage 11 (13.9%)
- Lodging 10 (12.7%)
- Attractions 7 ( 8.8%)
- Other 10 (12.7%)

**We have highlighted some of the significant statistics below:**

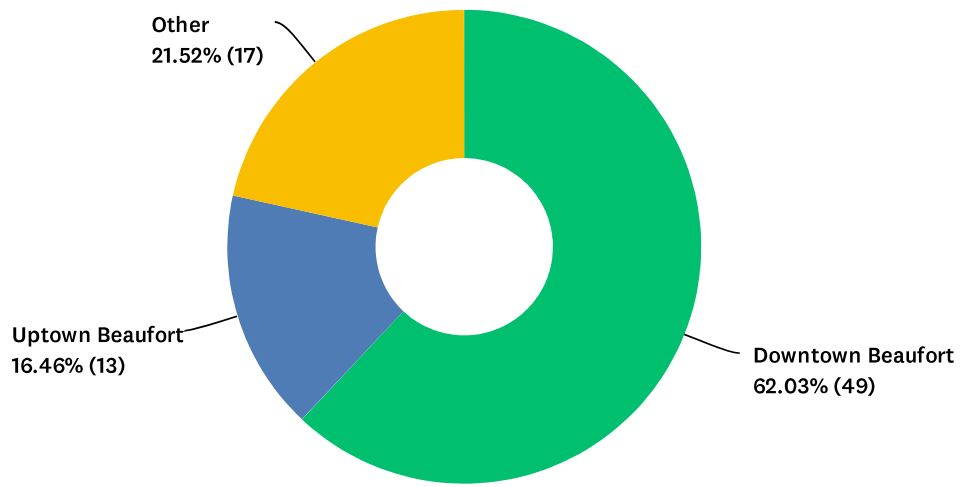
- 54.4% are in favor of paid parking for 2021, 46.6% are not in favor.
- 86.1% favored seasonal paid parking (Memorial Day thru Labor Day) and 13.9% favored year-round paid parking.
- 56.1% strongly agree about the importance of parking space turnover.
- 48.8% strongly agree that generating revenue for the town via paid parking was important.
- 56.6% strongly agree that paid parking on Front Street deters employee parking.
- 65.9% strongly agree that paid parking deters all-day island goers from parking on Front Street.
- 51.2% strongly agree the footprint of Downtown Paid Parking should be like 2019:
  1. Front Street Live Oak to Moore Street
  2. Front Street Parking Lots
  3. Side streets (Turner, Craven, and Queen (between Ann and Front Street)
  4. Queen Street Parking Lots

**How businesses feel about the following services:**

- Parking Meter Functionality Adequate 41.5%
- Availability of Parking Meters Adequate 56.1%
- Downtown Paid Parking Signage Adequate 48.8%
- Availability of Public Restrooms Not Adequate 47.3%
- Cleanliness of Public Restrooms Unacceptable 44.6%
- Availability of Picnic Tables in Downtown Parking Areas Good, Need to Add More 54.1%

### Q1 Where is your business located?

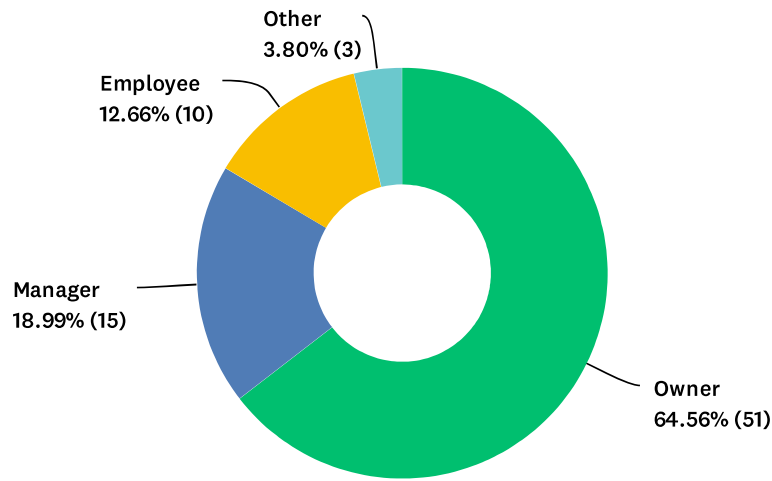
Answered: 79 Skipped: 0



ANSWER CHOICES	RESPONSES	
Downtown Beaufort	62.03%	49
Uptown Beaufort	16.46%	13
Other	21.52%	17
TOTAL		79

## Q2 What is your role with the business?

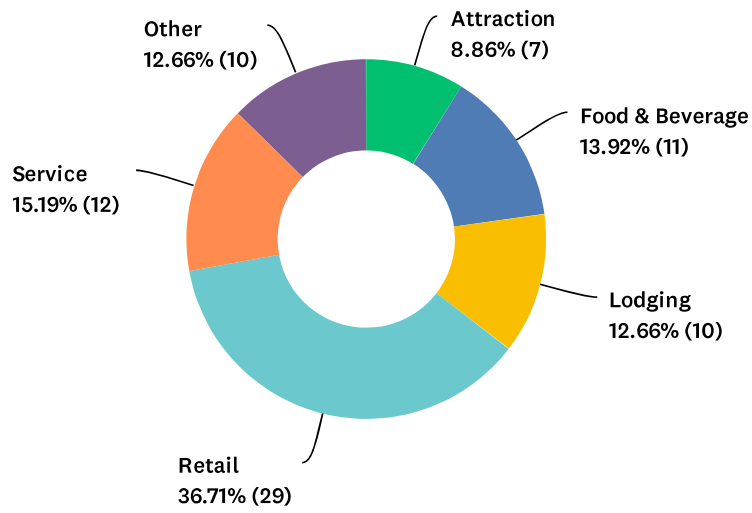
Answered: 79 Skipped: 0



ANSWER CHOICES	RESPONSES	
Owner	64.56%	51
Manager	18.99%	15
Employee	12.66%	10
Other	3.80%	3
TOTAL		79

### Q3 Which best describes your business

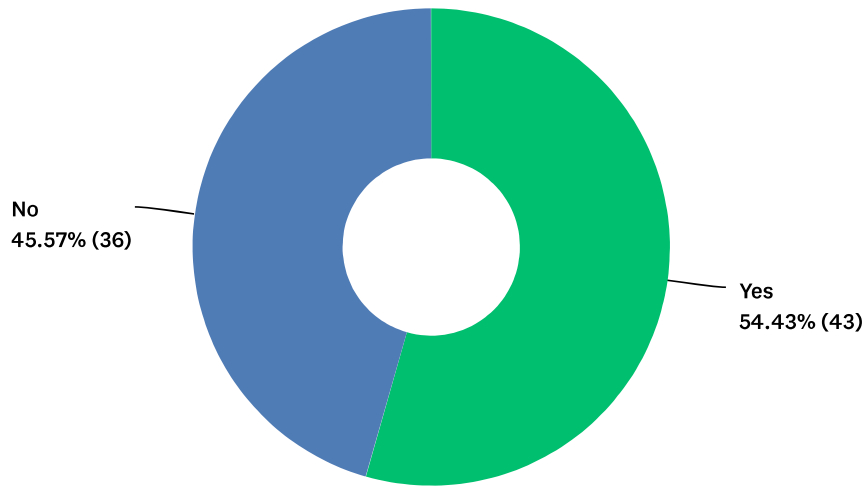
Answered: 79 Skipped: 0



ANSWER CHOICES	RESPONSES	
Attraction	8.86%	7
Food & Beverage	13.92%	11
Lodging	12.66%	10
Retail	36.71%	29
Service	15.19%	12
Other	12.66%	10
TOTAL		79

### Q4 Are you in favor of Paid Parking in Downtown Beaufort in 2021?

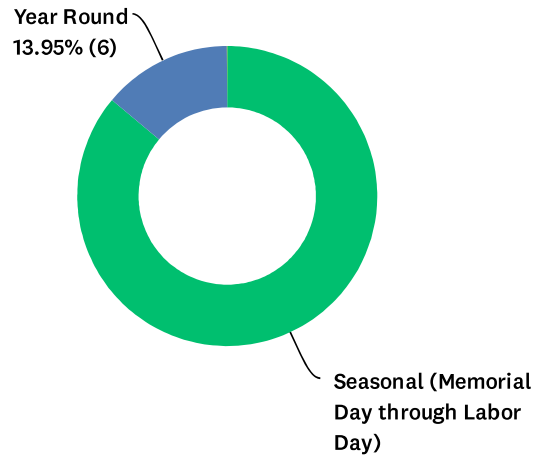
Answered: 79 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	54.43%	43
No	45.57%	36
TOTAL		79

### Q5 Should downtown paid parking be:

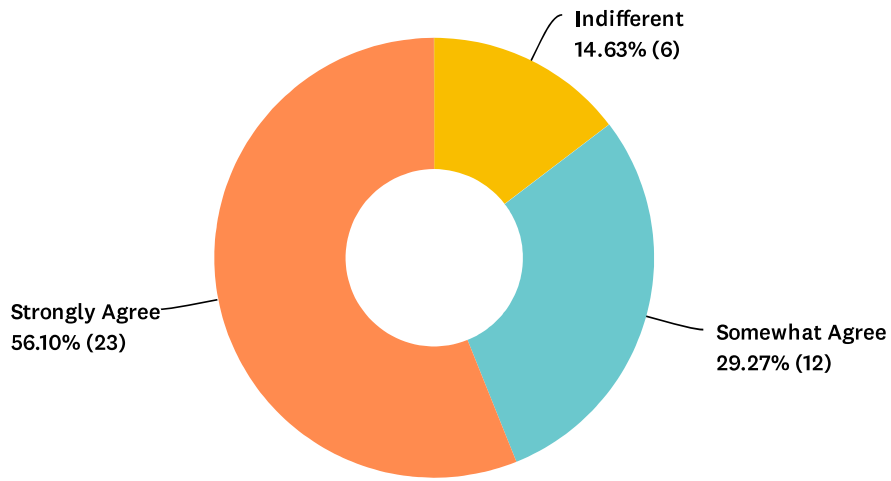
Answered: 43 Skipped: 36



ANSWER CHOICES	RESPONSES	
Seasonal (Memorial Day through Labor Day)	86.05%	37
Year Round	13.95%	6
None of the above	0.00%	0
<b>TOTAL</b>		<b>43</b>

### Q6 Creating parking space turnover via paid parking is important to me.

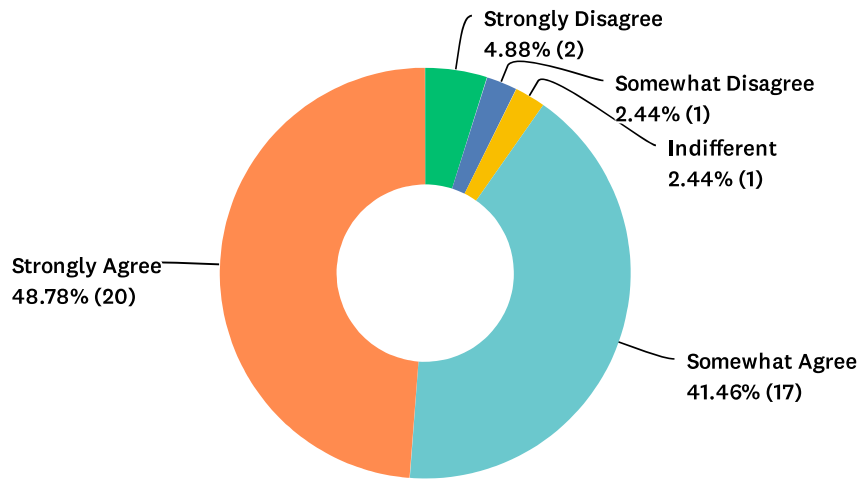
Answered: 41 Skipped: 38



	STRONGLY DISAGREE	SOMEWHAT DISAGREE	INDIFFERENT	SOMEWHAT AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	0.00% 0	14.63% 6	29.27% 12	56.10% 23	41	4.41

### Q7 Generating revenue for the Town via paid parking is important to me.

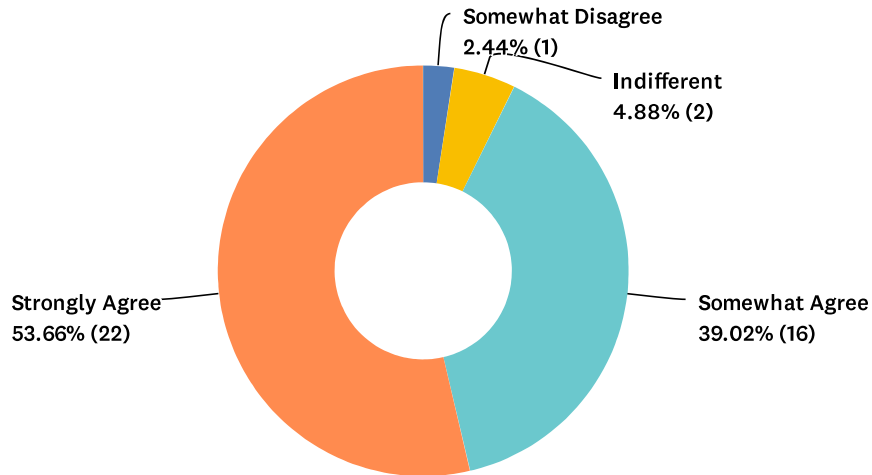
Answered: 41 Skipped: 38



	STRONGLY DISAGREE	SOMEWHAT DISAGREE	INDIFFERENT	SOMEWHAT AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	4.88% 2	2.44% 1	2.44% 1	41.46% 17	48.78% 20	41	4.27

### Q8 Paid parking deters employees from parking on Front Street is important to me.

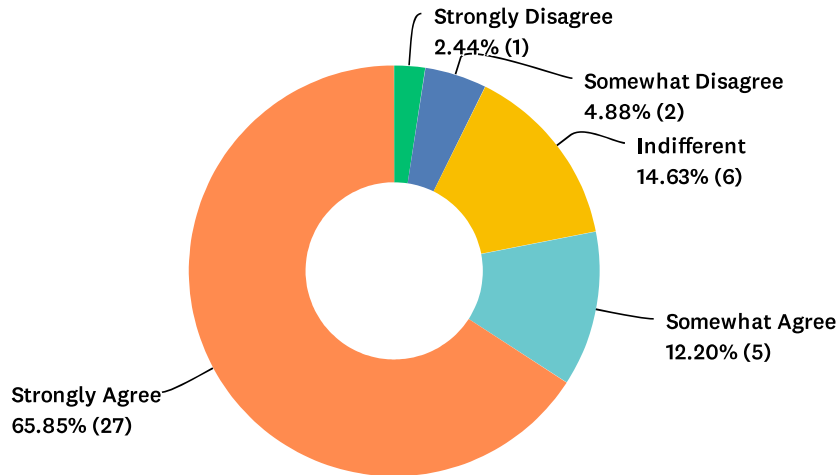
Answered: 41 Skipped: 38



	STRONGLY DISAGREE	SOMEWHAT DISAGREE	INDIFFERENT	SOMEWHAT AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	0.00% 0	2.44% 1	4.88% 2	39.02% 16	53.66% 22	41	4.44

### Q9 Paid parking deters all-day island goers from parking on Front Street all day is important to me.

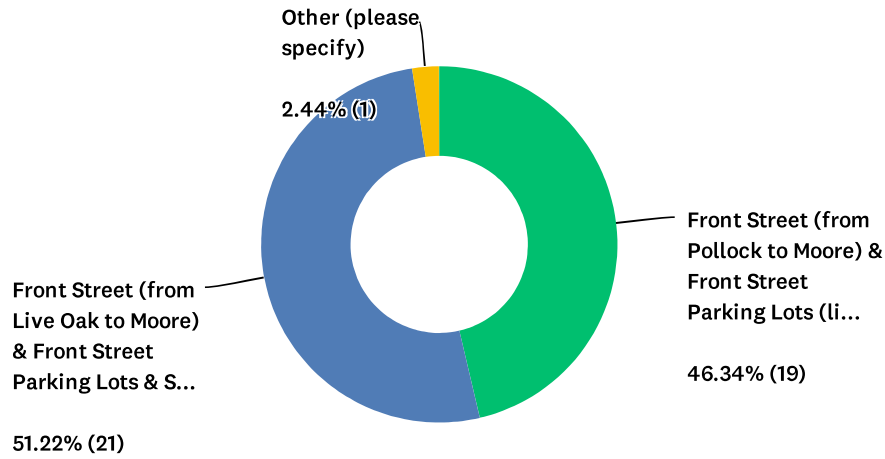
Answered: 41 Skipped: 38



	STRONGLY DISAGREE	SOMEWHAT DISAGREE	INDIFFERENT	SOMEWHAT AGREE	STRONGLY AGREE	TOTAL	WEIGHTED AVERAGE
(no label)	2.44% 1	4.88% 2	14.63% 6	12.20% 5	65.85% 27	41	4.34

### Q10 The footprint of Downtown Paid Parking should be:

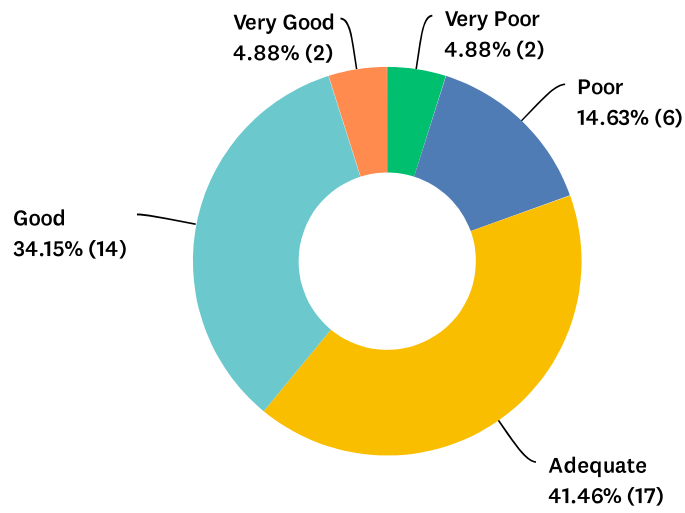
Answered: 41 Skipped: 38



ANSWER CHOICES	RESPONSES
Front Street (from Pollock to Moore) & Front Street Parking Lots (like 2018)	46.34% 19
Front Street (from Live Oak to Moore) & Front Street Parking Lots & Side Streets (Turner, Craven, Queen between Ann & Front) & Craven & Queen Parking Lots (like 2019)	51.22% 21
Other (please specify)	2.44% 1
TOTAL	41

### Q11 How do you rate the functionality of the Parking meters?

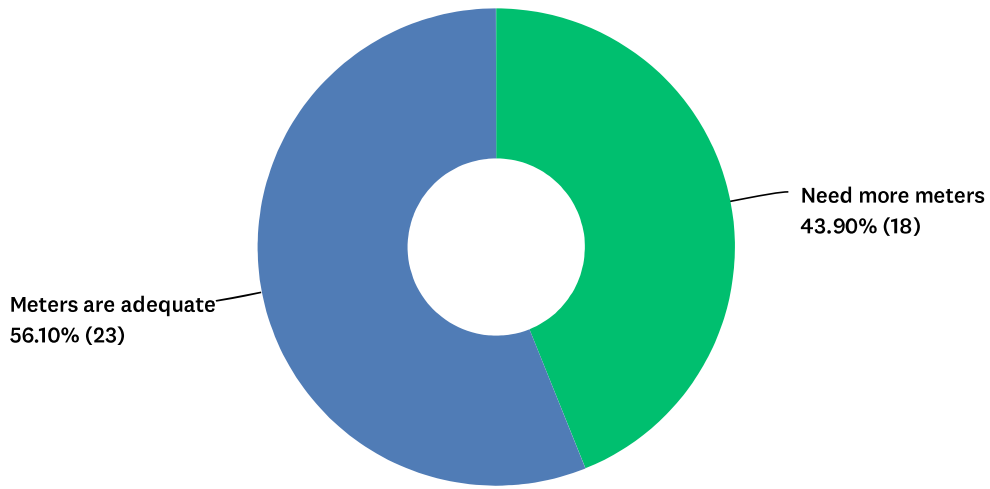
Answered: 41 Skipped: 38



	VERY POOR	POOR	ADEQUATE	GOOD	VERY GOOD	TOTAL	WEIGHTED AVERAGE
(no label)	4.88%	14.63%	41.46%	34.15%	4.88%		
	2	6	17	14	2	41	3.20

### Q12 How do you rate the availability of the Parking Meters?

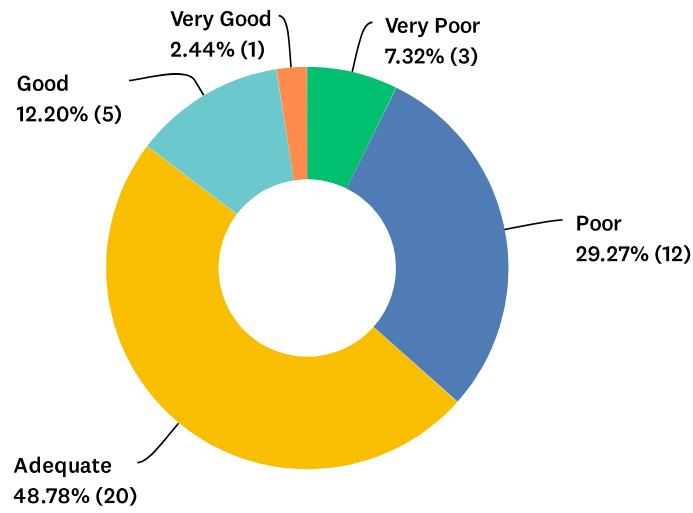
Answered: 41 Skipped: 38



	NEED MORE METERS	METERS ARE ADEQUATE	TOTAL	WEIGHTED AVERAGE
(no label)	43.90% 18	56.10% 23	41	1.56

### Q13 How do you rate the Downtown Paid Parking Signage?

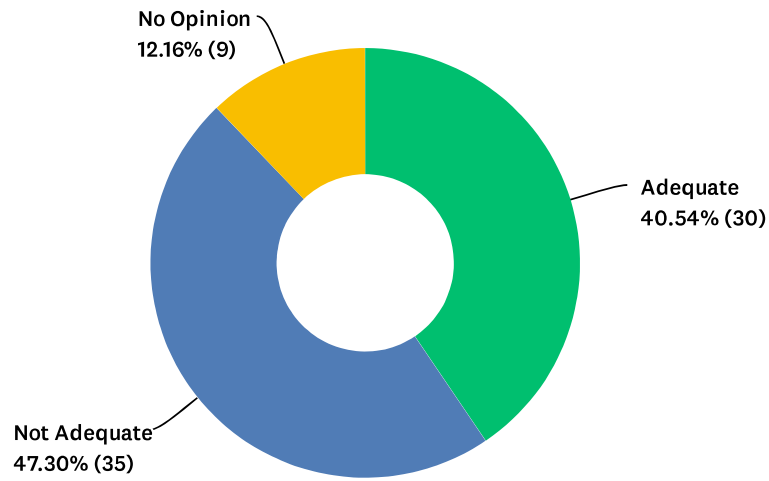
Answered: 41 Skipped: 38



	VERY POOR	POOR	ADEQUATE	GOOD	VERY GOOD	TOTAL	WEIGHTED AVERAGE
(no label)	7.32%	29.27%	48.78%	12.20%	2.44%		
	3	12	20	5	1	41	2.73

### Q14 What is your opinion of the availability of public restrooms downtown?

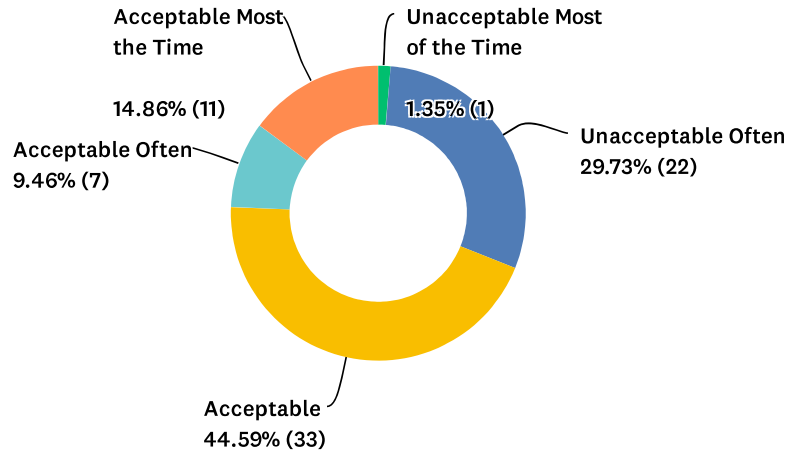
Answered: 74 Skipped: 5



ANSWER CHOICES	RESPONSES	
Adequate	40.54%	30
Not Adequate	47.30%	35
No Opinion	12.16%	9
TOTAL		74

### Q15 How would you rate the cleanliness of the public restrooms downtown?

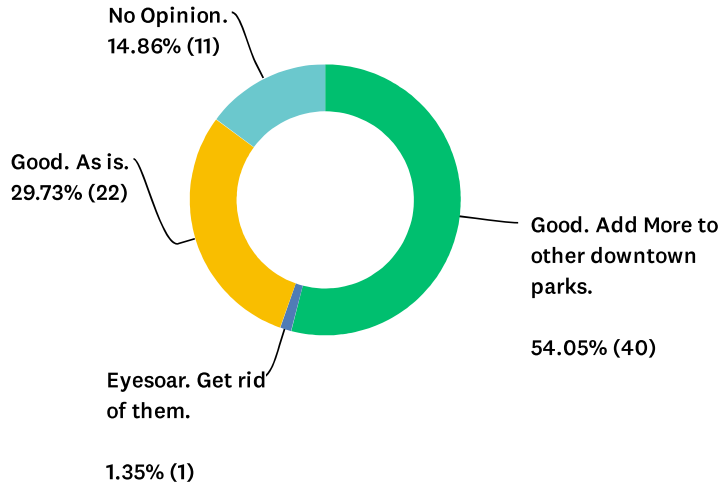
Answered: 74 Skipped: 5



	UNACCEPTABLE MOST OF THE TIME	UNACCEPTABLE OFTEN	ACCEPTABLE	ACCEPTABLE OFTEN	ACCEPTABLE MOST THE TIME	TOTAL	WEIGHT AVERAG
(no label)	1.35% 1	29.73% 22	44.59% 33	9.46% 7	14.86% 11	74	3

### Q16 How do you feel about the availability of picnic tables in downtown park areas?

Answered: 74 Skipped: 5



ANSWER CHOICES	RESPONSES	
Good. Add More to other downtown parks.	54.05%	40
Eyesoar. Get rid of them.	1.35%	1
Good. As is.	29.73%	22
No Opinion.	14.86%	11
<b>TOTAL</b>		<b>74</b>

## Q17 Optional, but welcomed contact information

Answered: 23 Skipped: 56

ANSWER CHOICES	RESPONSES	
Name	95.65%	22
Company	91.30%	21
Address	91.30%	21
Address 2	0.00%	0
City/Town	86.96%	20
State/Province	86.96%	20
ZIP/Postal Code	82.61%	19
Country	73.91%	17
Email Address	91.30%	21
Phone Number	91.30%	21

### Q18 We welcome your comments....

Answered: 21 Skipped: 58

# Parking Regulations – 2021 Season, Proposed

**Dates:** May 24, 2020 (Monday before Memorial Day) through Sept. 6, 2020 (Labor Day)

**Hours:** 8 a.m. - 5 p.m.

**Parking fee schedule:**

- Front Street parking lots (East & West lot): escalating fee beginning at \$1/hour
- All other spaces: \$1/hour
- **First hour free**
- Overtime/improper parking violation: \$20
- Handicap parking violation: \$100
- Violation fee late payment (after 30 days): \$30
- Weekly parking pass: \$25 (subject to time limits, except at Queen/Craven Streets lots & Craven Street on-street)
- Monthly parking pass: \$100 (subject to time limits, except at Queen/Craven Streets lots & Craven Street on-street)
- Seasonal parking pass: \$200 (subject to time limits, except at Queen/Craven Streets lots & Craven Street on-street)
- WBD Resident Premium parking pass: \$800 (only available to Waterfront Business District Residents, not subject to any time limits)

**Fee-Parking space locations (includes golf cart-only spaces):**

- On-street spaces on Front Street from Queen Street to Moore Street, 4 hour limit
- On-street spaces on Front Street from Live Oak to Queen Street, all-day
- Front Street parking lots (East and West), all-day with escalating rate
- Queen Street parking lot, 4 hour limit, except all day with seasonal parking pass
- Craven Street parking lot, 4 hour limit, except all day with seasonal parking pass
- 100 block of Turner Street, 4 hour limit
- 100 block of Craven Street to Middle Lane, 4 hour limit, except all day with seasonal parking pass
- Pollock Street in front of Town Hall (6 spaces), 4 hour limit
- Golf cart spaces, 4 hour limit.



**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 Board of Commissioners Work Session Meeting  
4:00 PM Feb. 22, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** NCDOT Property on Old Beaufort Road

**BRIEF SUMMARY:** NCDOT owns 5 parcels of land on Old Beaufort Road and has indicated to the Town that the property may be available to the Town free of charge for use park land. The parcels are indicated on the attached map with green dots.

The structures have been removed, however, concrete slabs remain on the parcel where storage units were formerly located.

The Beaufort Parks & Recreation Advisory Board voted unanimously to recommend to the Board of Commissioners that the Town pursue obtaining this property. Potential future uses discussed include a pocket park and utilizing the property to connect future bike/walking trails.

**ATTACHMENTS:**

- NCDOT Map

**REQUESTED ACTION:**

Discussion on whether to pursue obtaining the land for a potential future park pocket location.

**EXPECTED LENGTH OF PRESENTATION:**

**5 Minutes**

**SUBMITTED BY:**

Rachel Johnson, Parks Coordinator



October 29, 2020



**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 Board of Commissioners Work Session Meeting  
4:00 PM Feb. 22, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Property Acquisition Recommendation – Parks Advisory Board

**BRIEF SUMMARY:** The owner of the property at the corner of Yaupon and Broad Street has indicated to Town staff his intent to sell that property, which is adjacent to Town property on either side. Current Town property is marked in blue on the attached map and the property in question is marked with a yellow circle. The town owns the land on either side.

Staff has received notification that the property will be going up for sale in the next week or two with a list price of \$139,000. The property owner has asked if the Town is interested in acquiring the property.

The Beaufort Parks & Recreation Advisory Board considered the issue and unanimously recommends the Town pursue acquisition of the property. The Board recommends staff negotiate the purchase price if pursued. The property in consideration could be used in future phases of Randolph Johnson Park.

Staff is asking the BOC for direction on whether to investigate acquiring this property.

**ATTACHMENTS:**

- Property Map

**REQUESTED ACTION:**

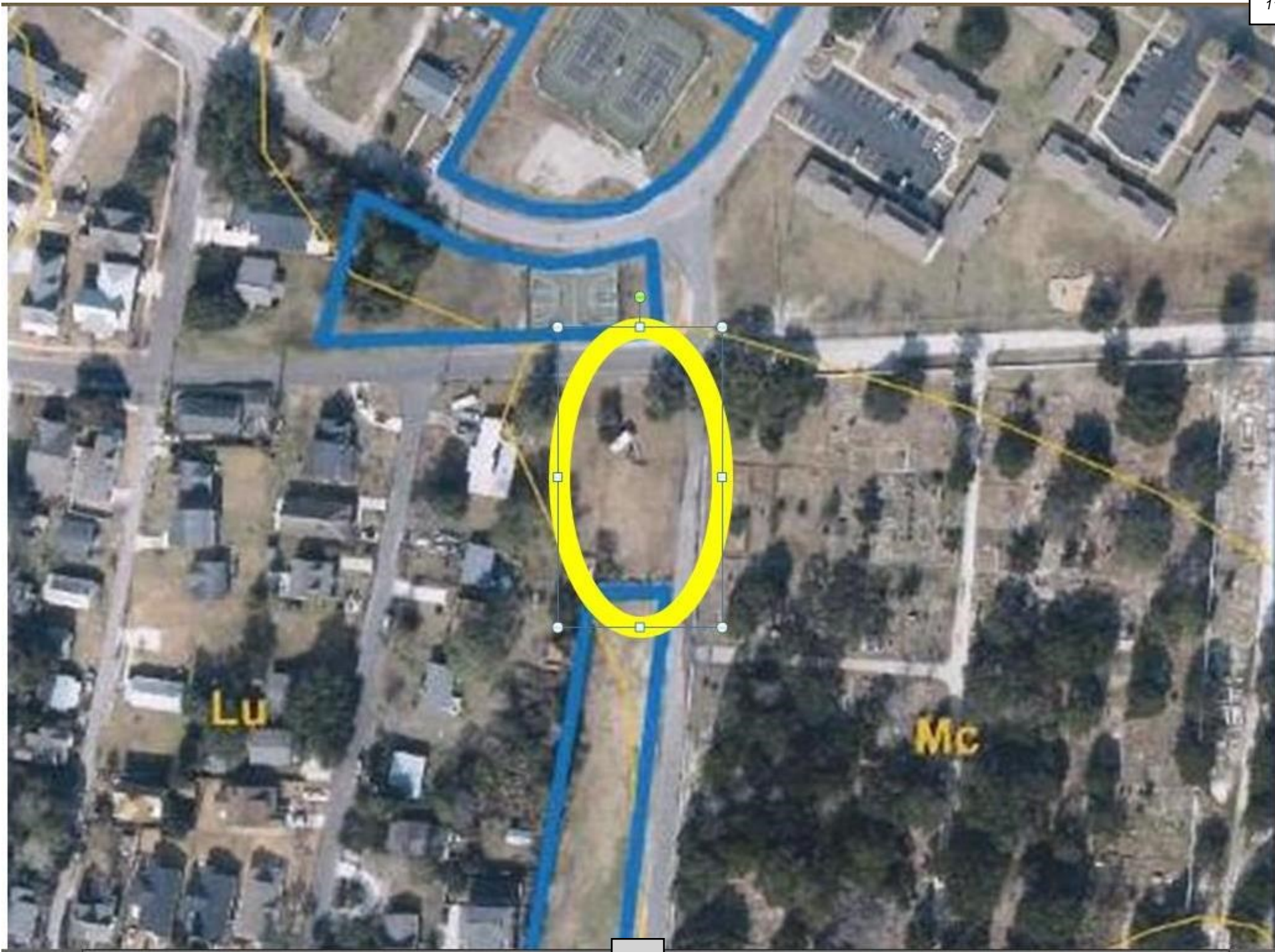
Discussion & Recommendation to staff on whether or not to pursue purchasing the property at the corner of Yaupon and Broad Streets.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Rachel Johnson, Parks Coordinator





**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 Board of Commissioners Work Session  
4:00 PM Feb. 22, 2021**

---

**AGENDA CATEGORY:** Discussion & Consideration

**SUBJECT:** Randolph Johnson Park Landscaping/Sign

**BRIEF SUMMARY:**

Staff has been working with J&S Landscape & Design for a quote on landscaping at Randolph Johnson Park. Attached is the proposal. Staff requested that the plan take into account the desire for low maintenance, future shade, sound and sight buffering, safety/natural barriers and low impact on the Splash Pad drainage system as well as cost.

The plan can be altered. It currently calls for the following:

- 8 Live Oaks 3"
- 15 River Birch 10 gallon (P&R has recommended an alternative)
- 98 Dwarf Yaupons 3 gallon
- 40 Encore Azaleas 3 gallon
- 240 Mulhy Grasses 1 gallon

The current plan reflects the use of River Birch trees which the Parks & Rec Advisory Board has asked staff to explore an alternative. Staff is working with the landscaper to find an alternative which would remain within the initial quote.

The total with installation is \$27,750

The quote includes Encore Azaleas that would be moved from the location shown on the diagram to around a proposed sign on the Pine Street side. Staff has been working with CCBS to design and gain a quote for a sand blasted entry sign. The design has not been worked out yet. The intent is a sign that simply says "Randolph Johnson Memorial Park" with the Town seal. A 4 x 6 foot sandblasted sign is \$2,500. The attached concept design shows the sign elevated but the intent is for it to be ground level on a base surrounded by Encore Azaleas. Please note the sign design is not the actual sign. If approved to pursue, staff will work with CCBS for a final design.

The Beaufort Parks & Recreation Advisory Board recommends the Town move forward with the landscaping and sign plan with the following changes: substitute River Birch trees for an alternative, work to stabilize existing mulch and redesign of the sign.

Total: Landscaping & Sign: \$30,250

Staff is asking for permission to pursue the plans and to continue working with the vendors to complete and install final designs.

**ATTACHMENTS:**

- **Landscape Plan**
- **Quote**
- **Sign Example**

**REQUESTED ACTION:**

Discussion & Recommendation

Recommendation Requested on Landscaping and Sign

**EXPECTED LENGTH OF PRESENTATION:**

**10 Minutes**

**SUBMITTED BY:**

Rachel Johnson, Parks Coordinator

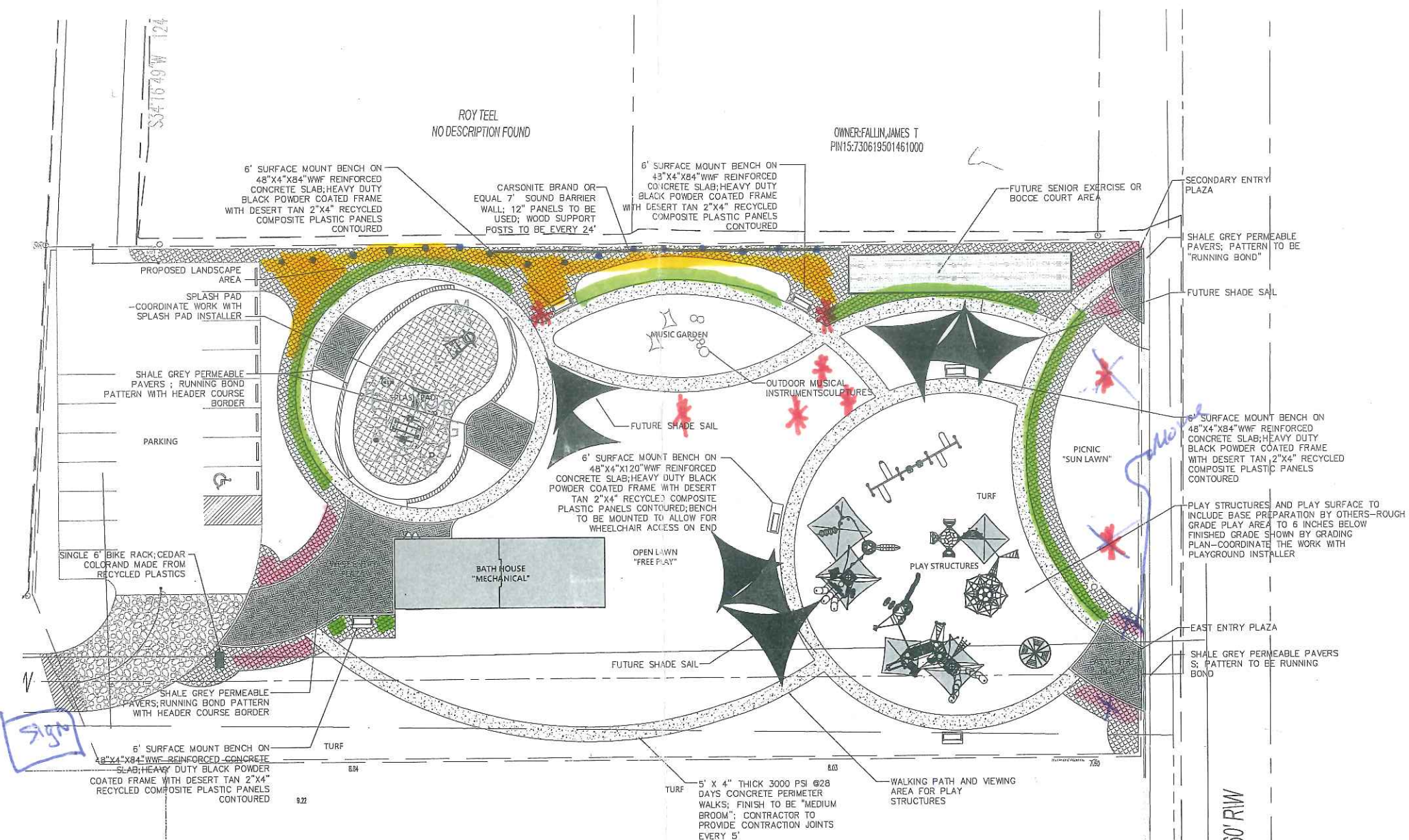
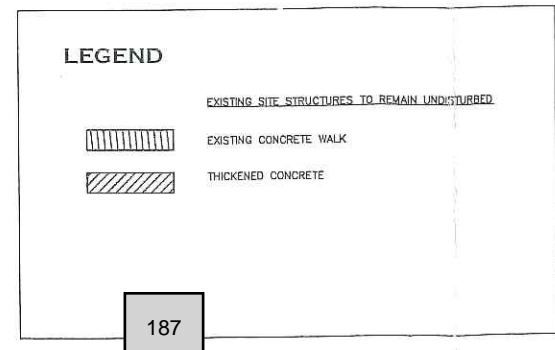
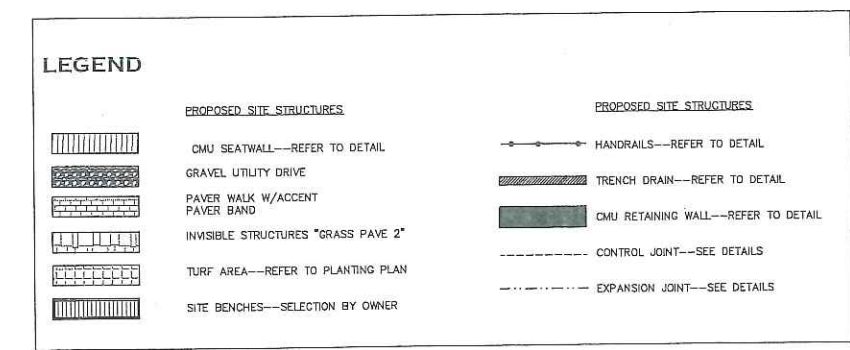
**SITE PLAN NOTES**

- All dimensions are taken at 90° unless noted otherwise.
- Contractor shall verify property lines prior to any construction.
- Contractor shall dispose of existing material per North Carolina regulations.
- A minimum of 2% shall be maintained on all paved and landscape surfaces. Contractor shall be responsible for ensuring that all surfaces slope away from building, walk, and walls a minimum of 2% slope.
- Contractor shall verify all existing contours and spot elevations prior to any construction and shall contact Landscape Architect if any discrepancies occur prior to construction.
- Contractor shall field verify location of all utilities prior to construction and shall be responsible for all repair cost due to damages caused by him/her.
- Contractor shall notify Landscape Architect if any discrepancies occur prior to any construction.
- Contractor shall stake location of proposed walks, seatwalls, retaining walls and courtyard then to be approved by Landscape Architect and Owner for approval.
- Refer to grading plan by The Cullipher Group for additional site information.
- Final bench locations shall be determined by Owner. Contractor shall secure benches to paving or base per manufacturer's directions.
- Contractor shall stake parking lot for review and approval from Owner prior to any construction.
- Survey information was provided by The Town of Beaufort. JAY HORTON DESIGNS is not responsible for any discrepancies that occur in the field. Contractor shall be responsible for field verifying all site conditions and measurements prior and during construction.
- GENERAL CONTRACTORS MUST HOLD AN UNLIMITED CONTRACTING LICENSE IN THE STATE OF NORTH CAROLINA
- LANDSCAPE AND IRRIGATION INSTALLERS MUST BE NORTH CAROLINA LICENSED LANDSCAPE AND IRRIGATION CONTRACTORS

**PROPOSED ADD ALTERNATES**

**ITEM**

- WEST ENTRY PLAZA PERMEABLE PAVERS**  
Permeable pavers to be a specified and noted on the Site Plan; sections and details will be shown on the Layout Plan of this set.
- EAST ENTRY PLAZA PERMEABLE PAVERS**  
Permeable pavers to be a specified and noted on the Site Plan; sections and details will be shown on the Layout Plan of this set.
- SECONDARY EAST ENTRY PLAZA**  
Permeable pavers to be a specified and noted on the Site Plan; sections and details will be shown on the Layout Plan of this set.



\* = 8) Live Oak 3"  
 • = 15) River birch 15gal  
 — 98) Dwarf Yucca 3gal  
 — 20) Mulch Pink 4" (trays)  
 — 40) Encore Azaleas 3gal



**RANDOLPH JOHNSON PARK**  
**CARTERET AVENUE**

ISSUED FOR: CONS  
 ISSUED DATE: 29 MAY  
 SEALS/5/2019



NOT A CONSTRUCTION BY LAW  
 DRAWING TITLE: SITE PLAN  
 DRAWN BY:  
 CHECKED BY:  
 SCALE:  
 SHEET NUMBER



8115 Hwy 70  
Newport, NC

# Landscape Proposal 12.

Date	Proposal #
11/16/2020	1029

Name/Mailing Address
Town of Beaufort Public Works Department PO Box 390 Beaufort, NC 28516

Job Address

Rep
JJr

Job Detail	Total
Plant trees and shrubs as per plan.	17,850.00
Material & Plant List:  8 Live Oaks 3" 15 River Birch 10 gal 98 Dwarf Yaupon 3 gal 40 Encore Azaleas 3 gal 240 Mulhy Grasses 1 gal Soil Conditioner, PHC, Stakes, and Delivery Labor and Equipment	9,900.00

50% due at acceptance 35% due at delivery of materials, final due upon completion of work

<b>Subtotal</b>	\$27,750.00
<b>Sales Tax (6.75%)</b>	\$0.00
<b>Total</b>	\$27,750.00

Phone #	Web Site
252-223-2766	www.jsoutdoorliving.com

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





**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 Board of Commissioners Work Session Meeting  
4:00 PM Feb. 4, 2021**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Topsail Park Proposed Project & Update

**BRIEF SUMMARY:**

Eastern Earthscapes & Construction, LLC was awarded the contract to renovate Topsail Park as the low bidder for the project at \$51,693.80. The Town was awarded a Soil and Water Conservation District Grant for \$13,998 for this project.

The project began in January 2021 and is rapidly nearing completion. There are a few items left to be completed at this time to include installation of a new bike rack (on order), installation of the Topsail Park sign and a few of the plantings will not be available until the spring.

The Beaufort Garden Club has been involved with the entire process. In addition to donating benches for the park, they have raised funding for improvements and beautification. They have identified the park as a potential location for a public art installation.

The Beaufort Garden Club made a presentation to the Beaufort Parks & Recreation Advisory Board at their Feb. 4, 2021 regular meeting. The Garden Club is interested in donating a public art project for the park. They have begun formulating concepts and presented two ideas for art themes to the P&R Board. The presentation is attached.

The Garden Club plans to finalize concept plans and has asked local artists to submit proposals for the project. They anticipate being ready to present to the Board of Commissioners this spring.

The Beaufort Parks & Recreation Advisory Board voted unanimously in favor of the project and were in unanimous agreement that while they liked both art concepts, they preferred the concept of exploring artwork that highlighted the Town's history and the Menhaden legacy.

**ATTACHMENTS:**

- **Topsail Park Final Design Plans**
- **Powerpoint Presentation from the Beaufort Garden Club**

**REQUESTED ACTION:**

Discussion and preliminary feedback

**EXPECTED LENGTH OF PRESENTATION:**

**10 Minutes**

**SUBMITTED BY:**

Rachel Johnson, Parks Coordinator

Notes:

# Topsail Marine Memorial Park



REV:	DESCRIPTION:	BY:	DATE:
STATUS:			



**CLIENT:**



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

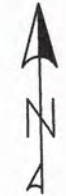
**SITE:** Topsail Park Gardens

**TITLE:** Title

SCALE AT A3:	DATE:	DRAWN:	CHECKED:
	8/26/20	BTC	GKM
PROJECT NO:	DRAWING NO:	REVISION:	
	1	0	

**Project Description:**

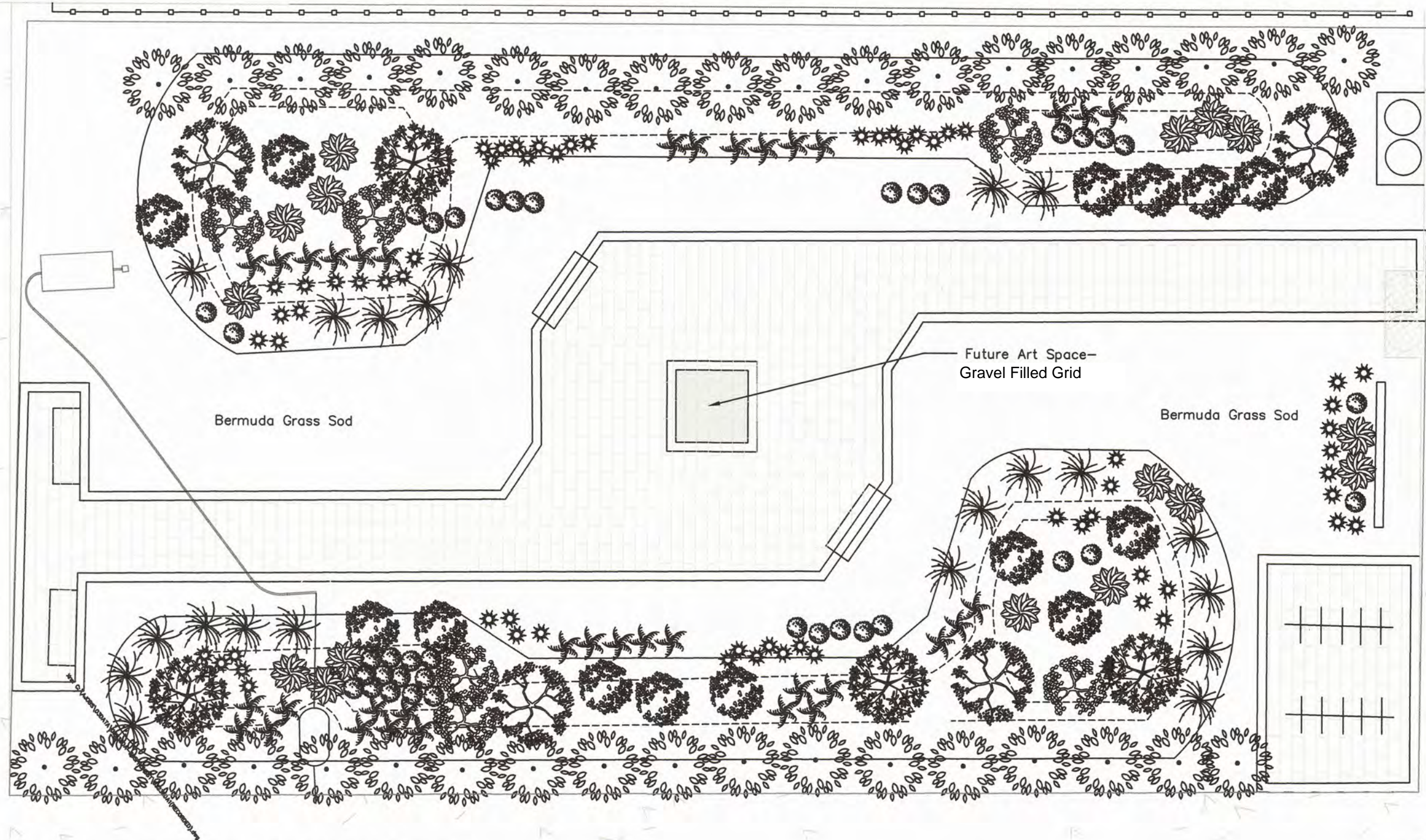
The purpose of this project is to retrofit Topsail Marine Memorial Park with walkways and gardens that will sufficiently infiltrate the stormwater from adjacent properties while enhancing the aesthetics of the park for the public.



\\BEAUFORT-SERVER\Engineering\Private\1 Town Projects\Topsail Park\1 Design\TopsailPark\_Rev0.dwg, 8/26/2020 9:23:12 AM, DWG To PDF.pc3



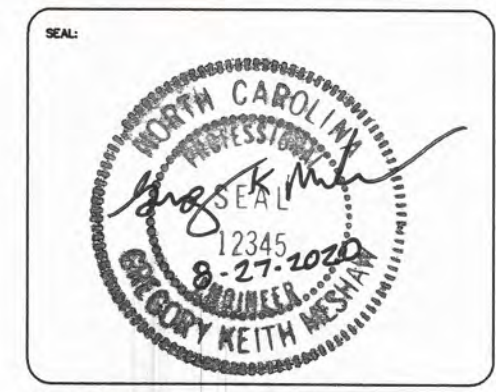
- ☀️ 20—Coreopsis gladiata—1'  
10—Blackleaf Taro—1'  
10—Stokes Aster—1'  
10—Dwarf Mexican Petunia—1'
- 🌻 8—Helianthus angustifolius—2'  
8—Blackeyed Susan—2'
- 🌳 6—Clethra alnifolia—3'
- 🌿 4—Itea virginica—4'
- 🌳 4—Callicarpa americana—4'
- 🌿 20—Echinacea purpurea—1'  
20—Iris—1'
- 🌿 15—Hypericum prolificum—3'
- 🌿 18—Ilex vomitoria 'Nana'—4'  
18—Hawthorn 'Olivia'—4'
- 🌿 35—Eutrochium dubium—2'
- 🌿 21—Muhlenbergia capillaris—3'



Notes:

1. 820 sf of sod required.

REV: DESCRIPTION:	By:	DATE:
STATUS:		



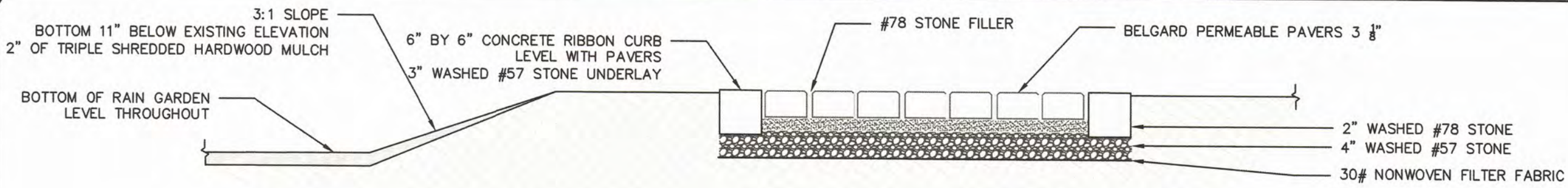
CLIENT:

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

SITE: **Topsail Park Gardens**

TITLE: **Planting Plan**

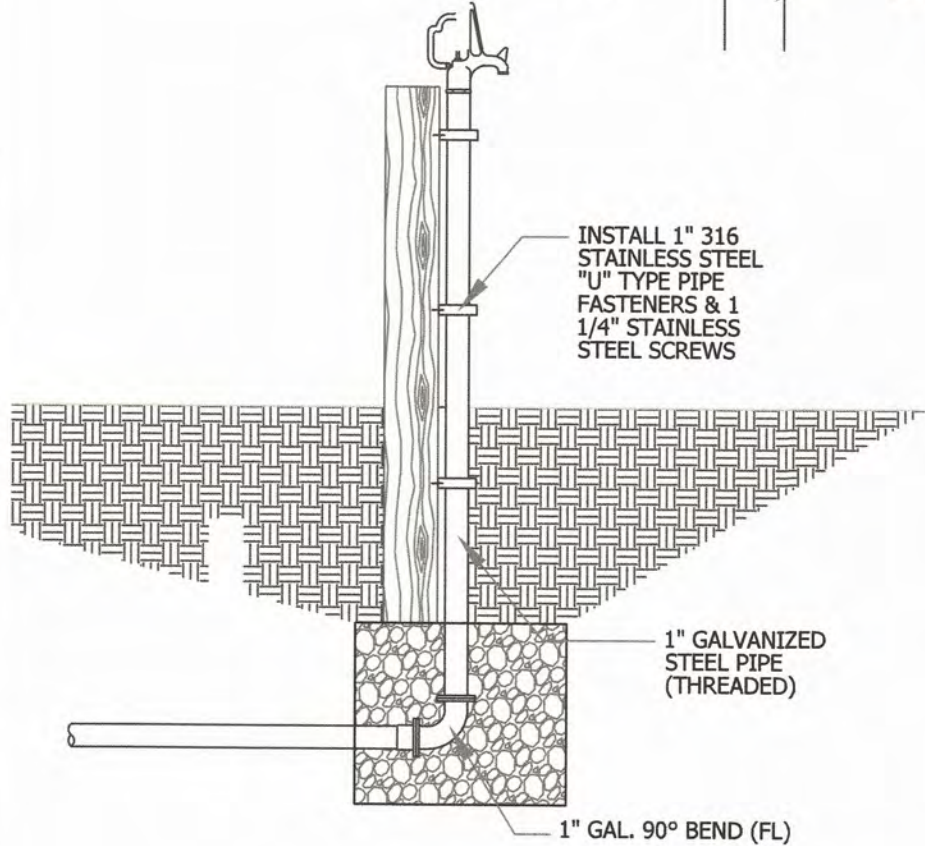
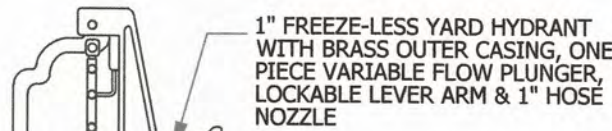
SCALE AT AS: NTS	DATE: 8/26/20	DRAWN: BTC	CHECKED: GKM
PROJECT NO:	DRAWING NO: <b>3</b>	REVISION: <b>0</b>	



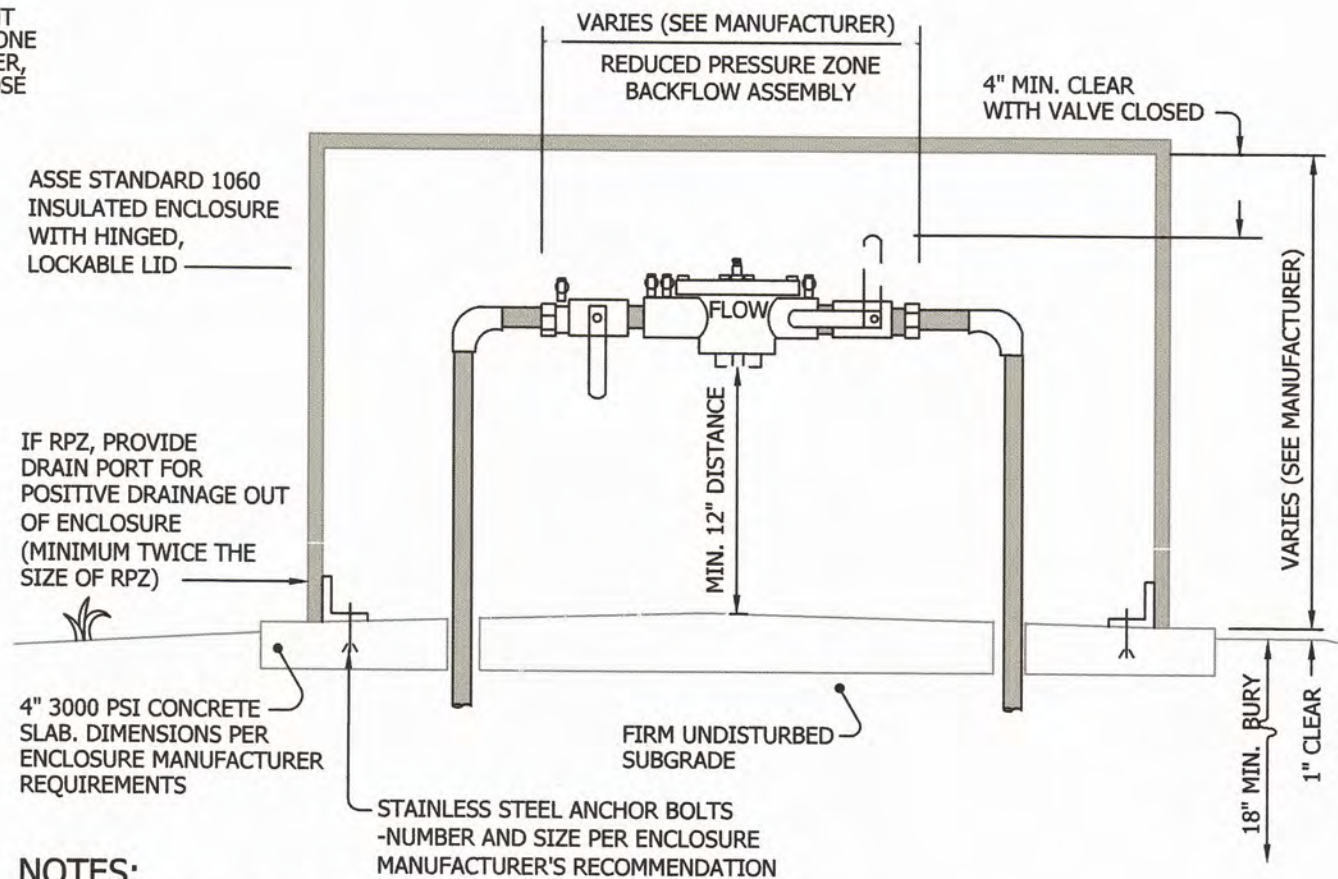
PAVER WALKWAY AND RAIN GARDEN

**YARD HYDRANT NOTES:**

1. CONTRACTOR SHALL INSTALL FREEZE-LESS YARD HYDRANT WITH A MINIMUM BURY DEPTH TO VALVE BODY & PLUNGER OF 36" (INCHES).
2. YARD HYDRANT SHALL BE PAINTED ACCORDING TO STANDARD SPECIFICATIONS.



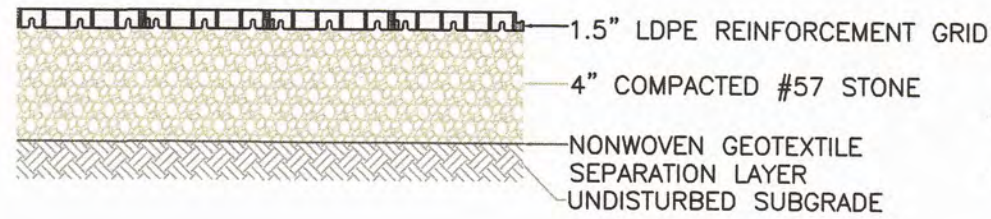
YARD HYDRANT



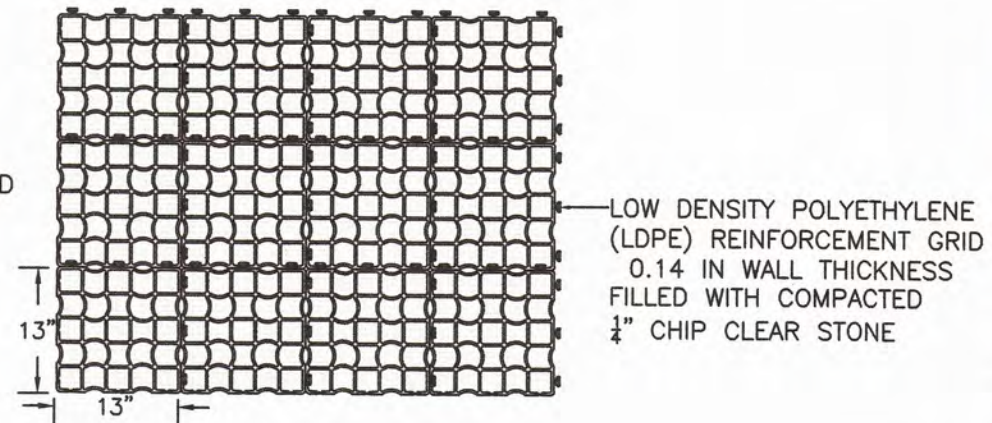
BACKFLOW PREVENTION DEVICE

**NOTES:**

1. BACKFLOW ASSEMBLY SHALL BE USC APPROVED.



GRAVEL FILLED GRID PAVER




LOW DENSITY POLYETHYLENE (LDPE) REINFORCEMENT GRID 0.14 IN WALL THICKNESS FILLED WITH COMPACTED 1/4\"/>

Notes:

REV:	DESCRIPTION:	BY:	DATE:
Preliminary			



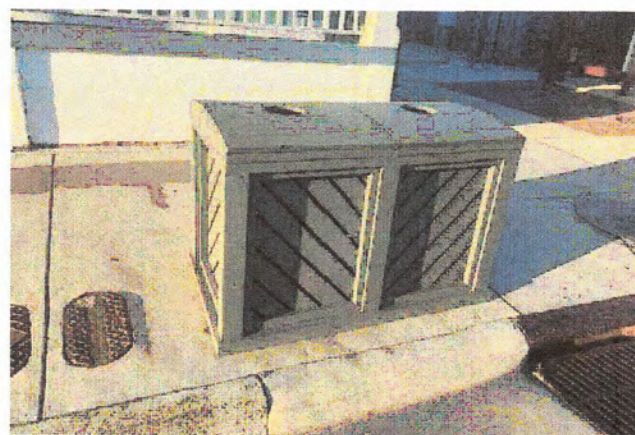
CLIENT:  

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

SITE:  
**Topsail Park Gardens**

TITLE:  
**Details**

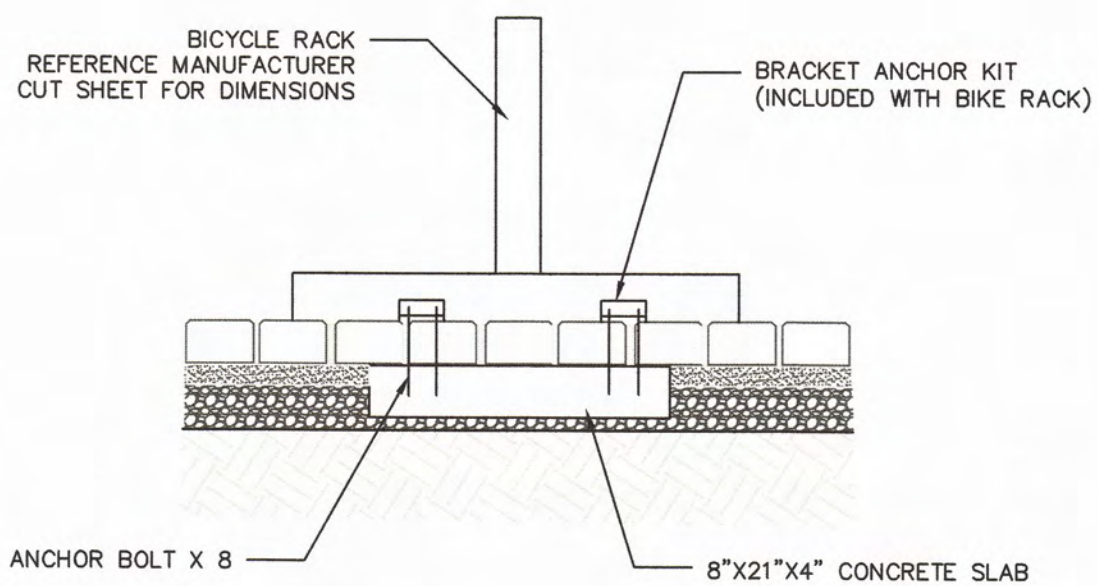
SCALE AT AS:	DATE:	DRAWN:	CHECKED:
NTS	8/26/20	BTC	GKM
PROJECT NO:	DRAWING NO:	REVISION:	
	4	0	

Notes:



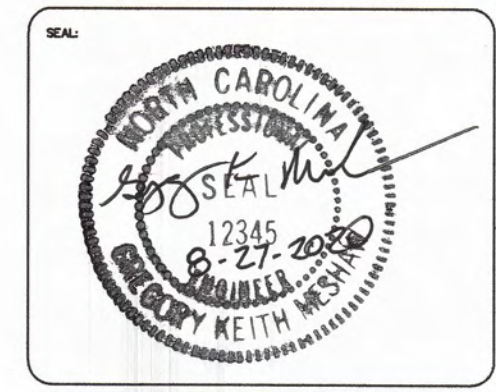
TO BE PROVIDED BY TOWN

TRASH CAN ENCLOSURE



BICYCLE RACK MOUNTING  
NTS

REV:	DESCRIPTION:	BY:	DATE:
STATUS:			



CLIENT:



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

SITE: **Topsail Park Gardens**

TITLE: **Details**

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

Beaufort Garden Club

Public Art Concepts

Topsail Park, Beaufort,  
North Carolina

Beaufort, NC has a maritime heritage like few places in America. To celebrate and reinforce this history of the fishing industry and many boating activities, the Beaufort Garden Club has created a Public Art Committee to select, purchase, and install a sculpture for Topsail Park to highlight our history.

The sculpture will be specifically designed to be located in Topsail Park. Its form will serve to unite the unique structures around it with the water at its door.

## Elements of the Sculpture:

- A solid base of concrete will support the sculpture whether it is at ground level or elevated to up to four feet tall.
- Based on preliminary drawings, the sculpture will range between 12' – 16' high at completion.
- Materials being considered are rebar, steel, powder-coated aluminum, and stainless-steel and cable.
- Material selection will take into consideration the impact of the environment and maintenance.

# Procedural keys to the project:

- **Verification from the town to proceed after ground and engineering studies have been completed**
- **Confirmation from all interested parties (Boards, Commissioners, Garden Club membership) to move forward**
- **Select final design of sculpture**
- **Select artist(s) to create sculpture**
- **Complete budget for project**
- **Fabrication and installation**
- **Dedication**



## Possible Design Concept for Topsail Park

**Subject: Menhaden fish, long the mainstay of  
Beaufort's fishing heritage**

- *Please note: the photo at left is a very general representation of an idea ... **NOT an example!** Materials, installation, and fish would be **VERY different from this photo.***

**This idea takes the focus directly to the center of  
Topsail Park. A sculpture of a menhaden bunker  
formation could be mounted on a base or pole in the  
middle of the park.**

Subject: Menhaden fish, long the mainstay of Beaufort's fishing heritage



## Possible pros of such a design

- A dramatic focus and focal point of the park.
- Speaks directly to history of our area through its subject matter.
- Does not block the view.
- Wind can go through it.
- A great spot for a Beaufort photo op



## Design Concept for Topsail Park

### Subject: Beaufort's Sailing Heritage

- *Please note: the photo at left is a very general representation of an idea . . . NOT an example! (We cannot afford this.)*

*Materials, installation, and design of sails would be very different from this photo. The sculpture could be flush on the ground, or it could be on a base, or the sails designed to be on a pole and made of lighter materials.*

## Subject: Beaufort's Sailing Heritage



## Possible Pros for such a Design:

- Local artists have already engaged with sail designs and have begun rough sketches.
- A dramatic focus and focal point of the park, particularly if it is elevated or on a tall base.
- Speaks directly to the heritage of our area through its subject matter.
- A great spot for a Beaufort photo op.

## General notes and Questions

Budget currently is about \$3,500 from the Beaufort Garden Club. Additional funds could also be solicited within the community.

There is also money allocated for an irrigation system at the park, which will not be used, since the park will not be irrigated. The BGC would have to vote on reallocation of funds.

## Points for Consideration for Topsail Park Public Art

- Consideration of the water view is very important.
- Anything installed in the park should be wind rated to 85+ mph; stability is key, also possibly an open design that allows wind to pass through.

## General notes and Questions, continued



- Funds should be allocated in escrow for maintenance and repair (% of the cost of the project set aside from the outset).
- Because of the location, and the park's openness to wind, water, and salt, care should be taken in choosing materials. Possible suggestions are: rebar, powder coated or sealed iron or steel. In our marine environment, rust is going to occur quickly, so design should plan for that.

## General notes, continued



- There will be no lighting at the park.
- Using local talent/artist(s) if possible is very important.
- The BGC Public Art Committee is interested in a heritage theme pertaining to the Town's history and culture.
- Who will plan the dedication of the benches and art?

## General timeline:

### Months of February and March –

#1 - Subject matter of art should be agreed upon by both Parks and Rec and BGC.

#2 - Once a preference has emerged from both groups, plans will be drawn. If possible, ideas will be sent to Rachel by **February 26**, for inclusion in the **March 4** Parks and Rec meeting to approve. (These will also be reviewed prior by city engineer.)

## Timeline ... continued.

#3 - The Town Board of Commissioners will have their regular work session on **March 22**. If possible, a plan for the final plans of a sculpture should be ready to be examined at the March work session.

#4 - **April** – The Town Board of Commissioners will meet in April on **April 12**, and our goal would be to have them be able to vote for final approval at that time.

#5 - **Summer 2021** – Sculpture is procured, base is procured, and installation is complete. Plans for a dedication ceremony are made with BGC and Town of Beaufort.

**Fall 2021 –**

Dedication of the benches and  
installed Public Art takes place  
at Topsail Park.

***Let's get started ...***

# Beaufort Garden Club Public Art Committee

Cindy Cash, chair

Carol Remy, BGC president

Victoria Sullivan, BGC vice president

BJ Vincent

Maria Apoloni

Katherine Bland

Glad Atkins

Pat Moore

Adeline Talbot

Penny Holland

Jennifer Wuester

Becky Oxholm

Community friends and advisors: Vic and Lori Fasolino

# For more information . . .

## Contact:

- Cindy Cash

252-2330-0719

[cindy.cash,1117@gmail.com](mailto:cindy.cash,1117@gmail.com)

- Carol Remy

336-214-4357

[bgc.carolremy@gmail.com](mailto:bgc.carolremy@gmail.com)



**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 Board of Commissioners Worksession Meeting  
4:00 PM Monday, February 22 – Zoom meeting due to Covid-19**

---

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** January Financial Report/Notes

**BRIEF SUMMARY:**

- Tax collections for December and January are listed below

December		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,542	99.90%
2015	\$7,868	99.69%
2016	\$18,889	99.28%
2017	\$22,579	99.23%
2018	\$30,303	99.07%
2019	\$69,748	98.19%
2020	\$937,898	80.42%
January		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,400	99.91%
2015	\$7,614	99.70%
2016	\$18,519	99.30%
2017	\$21,944	99.25%
2018	\$29,954	99.08%
2019	\$65,549	98.29%
2020	\$194,294	95.94%

- Sales and Use tax distribution for February is \$155,965 (November sales)

**REQUESTED ACTION:**

No action requested/ review

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

Revenue Account Range: 10-301-0000 to 60-307-0001  
Expend Account Range: First to Last  
Print Zero YTD Activity: No

Include Non-Anticipated: Yes  
Include Non-Budget: No

Year To Date As Of: 01/31/21  
Current Period: 01/01/21 to 01/31/21  
Prior Year: 01/01/20 to 01/31/20

Revenue Account	Description	Prior Yr Rev	Anticipated	Curr Rev	YTD Rev	Excess/Deficit	% Real
10-301-0000	AD VALOREM TAX - CURRENT YEAR	\$3,728,340.01	\$4,682,759.00	\$1,772,004.98	\$3,846,703.53	-\$836,055.47	82%
10-301-0001	AD VALOREM TAX PRIOR YEAR	\$100,159.65	\$70,000.00	\$4,633.87	\$49,198.89	-\$20,801.11	70%
10-301-0002	PENALTIES AND INTEREST	\$15,851.08	\$10,000.00	\$1,047.96	\$9,564.06	-\$435.94	96%
10-301-0004	MOTOR VEHICLE TAX	\$190,805.01	\$168,158.00	\$14,235.58	\$98,287.78	-\$69,870.22	58%
10-301-0006	PAYMENT IN LIEU OF TAXES	\$25,054.47	\$32,000.00	\$0.00	\$5,799.42	-\$26,200.58	18%
10-303-0001	LOCAL OPTION SALES TAX	\$1,655,966.50	\$1,250,300.00	\$162,919.48	\$693,618.88	-\$556,681.12	55%
10-303-0002	UTILITIES FRANCHISE TAX	\$379,277.71	\$385,000.00	\$0.00	\$0.00	-\$385,000.00	0%
10-303-0003	BEER AND WINE TAX	\$18,154.77	\$18,872.00	\$0.00	\$0.00	-\$18,872.00	0%
10-303-0004	POWELL BILL	\$118,908.16	\$120,000.00	\$0.00	\$56,777.00	-\$63,223.00	47%
10-303-0012	Grant from NC Natural \$ Cultural Res.	\$44,016.00	\$13,998.00	\$0.00	\$0.00	-\$13,998.00	0%
10-303-0014	FEMA MITIGATION GRANT	\$0.00	\$84,650.00	\$0.00	\$0.00	-\$84,650.00	0%
10-303-0015	FEMA HURRICANE REIMBURSEMENT	\$692,779.21	\$0.00	\$0.00	\$100,099.11	\$100,099.11	0%
10-303-0016	GRANTS - SRO, CAD, School Safety	\$37,833.00	\$91,000.00	\$0.00	\$53,362.95	-\$37,637.05	59%
10-303-0017	NOAA Grant - Taylor's Creek	\$14,289.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-303-0018	NCORR LOAN	\$24,909.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-303-0019	CARES RELIEF FUNDS	\$0.00	\$94,768.00	\$28,346.30	\$94,768.00	\$0.00	100%
10-304-0001	COUNTY ABC PROFIT DISTRIBUTION	\$165,277.00	\$170,000.00	\$50,193.00	\$112,397.00	-\$57,603.00	66%
10-304-0002	FIRE DISTRICT AD VALOREM TAX	\$322,940.04	\$334,081.00	\$27,840.09	\$194,880.63	-\$139,200.37	58%
10-304-0003	FIRE DISTRICT SALES TAX	\$110,000.04	\$105,000.00	\$8,750.00	\$61,250.00	-\$43,750.00	58%
10-304-0004	HARLOWE DIST AD VALOREM TAX	\$63,234.60	\$68,096.00	\$5,674.45	\$39,721.15	-\$28,374.85	58%
10-304-0005	HARLOWE FIRE DISTRCIT SALES TAX	\$21,234.48	\$20,033.00	\$1,669.37	\$11,685.59	-\$8,347.41	58%
10-304-0020	MISC REVENUE-FIRE DEPARTMENT	\$5,181.64	\$0.00	\$0.00	\$105.00	\$105.00	0%
10-305-0001	SOLID WASTE USER FEE ( RES )	\$542,007.11	\$555,000.00	\$47,214.03	\$330,484.91	-\$224,515.09	60%
10-305-0002	SOLID WASTE USER FEES ( COMM )	\$13,523.66	\$13,500.00	\$1,032.90	\$7,690.94	-\$5,809.06	57%
10-305-0003	STORMWATER RESIDENTIAL	\$137,464.94	\$136,000.00	\$44,278.66	\$115,612.24	-\$20,387.76	85%
10-305-0004	SOLID WASTE USER FEE -WBD	\$33,726.13	\$35,000.00	\$2,791.04	\$19,432.65	-\$15,567.35	56%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
10-305-0005	BUILDING PERMITS	\$143,653.74	\$175,000.00	\$23,552.18	\$149,622.97	-\$25,377.03	85%
10-305-0006	PARKING METER	\$101,755.39	\$180,000.00	\$0.00	\$0.00	-\$180,000.00	0%
10-305-0007	PARKING VIOLATIONS/PENALTIES	\$19,699.00	\$20,000.00	\$20.00	\$1,282.42	-\$18,717.58	6%
10-305-0008	COURT COSTS, FEES, CHARGES	\$722.70	\$750.00	\$64.80	\$590.50	-\$159.50	79%
10-305-0009	ROAD RACE REGISTRATION	\$0.00	\$1,500.00	\$0.00	\$0.00	-\$1,500.00	0%
10-305-0010	LATE FEES - SOLID WASTE	\$32.25	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-305-0011	SPECIAL EVENT FEES	\$4,920.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-305-0013	TRAIN DEPOT RENTAL	\$1,380.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-306-0001	PROPERTY LEASES	\$218,050.74	\$224,301.00	\$6,816.31	\$130,531.43	-\$93,769.57	58%
10-306-0002	ANTENNA CONTRACT REVENUE	\$68,583.51	\$54,000.00	\$0.00	\$44,105.37	-\$9,894.63	82%
10-306-0003	CEMETERY LOT SALES	\$2,276.78	\$3,500.00	\$1,800.00	\$3,226.78	-\$273.22	92%
10-306-0006	SALE OF SURPLUS PROPERTY	\$58,270.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-306-0010	SURETY BOND	\$12,320.00	\$0.00	\$0.00	-\$7,840.00	-\$7,840.00	0%
10-307-0001	INVESTMENT EARNINGS	\$84,628.66	\$35,000.00	\$230.87	\$1,957.96	-\$33,042.04	6%
10-307-0002	MISCELLANEOUS REVENUE	\$7,471.36	\$20,000.00	\$75.00	\$5,045.00	-\$14,955.00	25%
10-307-0003	MISCELLANEOUS REVENUE - PD	\$9,317.05	\$0.00	\$0.00	\$4,207.00	\$4,207.00	0%
10-307-0004	DONATIONS	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-307-0007	PROCEEDS FROM LOAN	\$1,001,687.05	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-307-0008	REIMBURSEMENT FROM INSURANCE	\$20,981.58	\$2,817.00	\$0.00	\$2,817.34	\$0.34	100%
10-307-0009	APPROPRIATED FUND BALANCE	\$0.00	\$121,786.00	\$0.00	\$0.00	-\$121,786.00	0%
10-307-0010	UTILITY FUND ADMIN EXPENSE ALLOCATION	\$511,000.00	\$600,000.00	\$0.00	\$0.00	-\$600,000.00	0%
10-307-0011	APP. REST. FUND BALANCE (PUBLIC SAFETY)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-900-9000	cancel revenue	\$0.00	\$0.00	\$0.00	\$174.08	\$174.08	0%
<b>General Fund Revenue Total</b>		<b>\$10,742,683.02</b>	<b>\$9,896,869.00</b>	<b>\$2,205,190.87</b>	<b>\$6,237,160.58</b>	<b>-\$3,659,708.42</b>	<b>63%</b>

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
10-410-0000	GOVERNING BODY:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-0200	SALARIES AND WAGES	\$46,300.08	216 47,226.08	\$3,935.50	\$27,548.50	\$0.00	\$19,677.58	58%
10-410-0500	FICA	\$3,541.80	\$3,778.09	\$301.04	\$2,107.28	\$0.00	\$1,670.81	56%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-410-0800	WORKERS COMPENSATION	\$149.55	\$142.00	\$0.00	\$142.00	\$0.00	\$0.00	100%
10-410-1140	PUBLIC NOTICES/ADVERTISING	\$3,141.53	\$4,500.00	\$0.00	\$2,123.45	\$0.00	\$2,376.55	47%
10-410-1141	NEWSLETTER	\$4,246.47	\$4,000.00	\$0.00	\$1,753.10	\$0.00	\$2,246.90	44%
10-410-1210	OFFICE SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-410-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$1,158.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-410-1250	DUES & SUBSCRIPTIONS	\$11,656.74	\$11,300.00	\$405.66	\$8,776.31	\$0.00	\$2,523.69	78%
10-410-1430	TRAINING- REGISTRATION & CLASS MAT	\$600.00	\$5,000.00	\$0.00	\$6,806.25	\$0.00	-\$1,806.25	136%
10-410-1431	TRAVEL MILEAGE	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-410-1432	MEALS	\$838.70	\$1,500.00	\$0.00	\$0.00	\$0.00	\$1,500.00	0%
10-410-1433	LODGING	\$470.08	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-410-4520	CODIFICATION	\$1,715.57	\$2,500.00	\$0.00	\$2,773.92	\$0.00	-\$273.92	111%
10-410-5400	INSURANCE	\$3,931.79	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$0.00	100%
10-410-5720	ELECTIONS	\$7,099.16	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 410 Total</b>	<b>\$84,849.47</b>	<b>\$87,196.17</b>	<b>\$4,642.20</b>	<b>\$55,530.81</b>	<b>\$0.00</b>	<b>\$31,665.36</b>	<b>64%</b>
10-420-0000	ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0200	SALARIES AND WAGES	\$436,908.71	\$263,899.82	\$21,637.18	\$167,617.46	\$0.00	\$96,282.36	64%
10-420-0201	OVERTIME	\$2,086.78	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-0500	FICA EXPENSE	\$31,011.53	\$21,112.79	\$1,580.79	\$12,215.34	\$0.00	\$8,897.45	58%
10-420-0600	GROUP INSURANCE EXPENSE	\$35,827.99	\$22,354.92	\$1,178.04	\$11,441.76	\$0.00	\$10,913.16	51%
10-420-0700	RETIREMENT EXPENSE	\$60,214.37	\$40,140.68	\$2,530.52	\$24,668.33	\$0.00	\$15,472.35	61%
10-420-0800	WORKERS COMPENSATION	\$2,193.70	\$2,148.00	\$0.00	\$1,804.30	\$0.00	\$343.70	84%
10-420-0900	UNEMPLOYMENT INSURANCE EXPENSE	\$2,717.15	\$3,000.00	\$7,137.71	\$7,137.71	\$0.00	-\$4,137.71	238%
10-420-1110	TELEPHONE	\$1,442.20	\$6,780.00	\$0.00	\$676.91	\$0.00	\$6,103.09	10%
10-420-1120	INTERNET/CABLE	\$6,122.77	\$6,900.00	\$569.65	\$2,951.83	\$0.00	\$3,948.17	43%
10-420-1130	POSTAGE	\$3,101.01	\$3,000.00	\$544.50	\$2,218.43	\$0.00	\$781.57	74%
10-420-1210	OFFICE SUPPLIES	\$15,198.60	\$14,700.00	\$257.80	\$5,834.02	\$0.00	\$8,865.98	40%
10-420-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$14,457.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-420-1221	OFFICE EQUIPMENT LEASES	\$6,610.48	\$7,800.00	\$1,059.36	\$4,015.96	\$0.00	\$3,784.04	51%
10-420-1230	OFFICE CONTRACT SERVICES	\$61,964.53	\$6,000.00	\$107.17	\$2,898.19	\$0.00	\$3,101.81	48%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-420-1250	DUES AND SUBSCRIPTIONS	\$2,700.28	\$2,500.00	\$0.00	\$1,163.42	\$0.00	\$1,336.58	47%
10-420-1310	ELECTRIC	\$11,841.64	\$16,800.00	\$1,084.68	\$7,625.86	\$0.00	\$9,174.14	45%
10-420-1330	WATER/SEWER/SOLID WASTE	\$2,569.56	\$3,356.36	\$159.80	\$907.71	\$0.00	\$2,448.65	27%
10-420-1430	TRAINING-REGISTRATION & CLASS MAT'	\$1,585.00	\$3,000.00	\$2,600.00	\$3,060.00	\$0.00	-\$60.00	102%
10-420-1431	TRAVEL MILEAGE	\$936.12	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-420-1432	MEALS	\$929.68	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-420-1433	LODGING	\$2,024.05	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
10-420-1630	EQUIPMENT MAINT. & REPAIRS	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
10-420-5400	INSURANCE	\$26,773.11	\$50,231.00	\$0.00	\$51,302.60	\$0.00	-\$1,071.60	102%
10-420-7430	CAPITAL OUTLAY - VEHICLES	\$17,305.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 420 Total</b>	<b>\$746,522.78</b>	<b>\$478,073.57</b>	<b>\$40,447.20</b>	<b>\$307,539.83</b>	<b>\$0.00</b>	<b>\$170,533.74</b>	<b>64%</b>
10-430-0000	FINANCE:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-0200	SALARIES AND WAGES	\$266,974.32	\$267,914.94	\$19,640.29	\$169,466.79	\$0.00	\$98,448.15	63%
10-430-0201	OVERTIME	\$148.21	\$0.00	\$0.00	\$7.83	\$0.00	-\$7.83	0%
10-430-0500	FICA EXPENSE	\$18,783.55	\$21,436.08	\$1,393.73	\$12,119.66	\$0.00	\$9,316.42	57%
10-430-0600	GROUP INSURANCE EXPENSE	\$36,143.20	\$37,258.20	\$2,629.56	\$20,275.41	\$0.00	\$16,982.79	54%
10-430-0700	RETIREMENT EXPENSE	\$36,733.47	\$40,755.34	\$2,748.45	\$25,373.72	\$0.00	\$15,381.62	62%
10-430-0800	WORKERS COMPENSATION	\$1,283.45	\$1,210.00	\$0.00	\$1,210.00	\$0.00	\$0.00	100%
10-430-1210	OFFICE SUPPLIES	\$10.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-430-1230	OFFICE CONTRACT SERVICES	\$28,566.63	\$29,000.00	\$538.00	\$14,965.55	\$0.00	\$14,034.45	52%
10-430-1250	DUES & SUBSCRIPTIONS	\$310.00	\$400.00	\$0.00	\$160.00	\$0.00	\$240.00	40%
10-430-1430	TRAINING-REGISTRATION & CLASS MATE	\$475.00	\$5,500.00	\$0.00	\$3,625.00	\$0.00	\$1,875.00	66%
10-430-1431	TRAVEL MILEAGE	\$176.87	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-430-1432	MEALS	\$73.18	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
10-430-1433	LODGING	\$721.87	\$1,900.00	\$0.00	\$0.00	\$0.00	\$1,900.00	0%
10-430-1630	EQUIPMENT MAINT & REPAIRS	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-430-4510	PROFESSIONAL SERVICES	\$9,518.04	\$20,000.00	\$940.00	\$14,874.00	\$0.00	\$5,126.00	74%
10-430-4520	TAX COLLECTION ADMIN EXPENSE PROP.	\$79,874.76	\$87,144.00	\$36,434.44	\$80,381.50	\$0.00	\$6,762.50	92%
10-430-4525	TAX COLLECTION ADMIN EXPENSE MVT	\$10,715.46	\$10,000.00	\$802.73	\$5,427.88	\$0.00	\$4,572.12	54%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
<b>DEPARTMENT 430 Total</b>		<b>\$490,508.67</b>	<b>\$524,618.56</b>	<b>\$65,127.20</b>	<b>\$347,887.34</b>	<b>\$0.00</b>	<b>\$176,731.22</b>	<b>66%</b>
10-450-0000	PARKING DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-450-0200	SALARIES AND WAGES	\$44,608.41	\$37,467.46	\$0.00	\$7,296.00	\$0.00	\$30,171.46	19%
10-450-0201	OVERTIME	\$241.47	\$2,040.00	\$0.00	\$0.00	\$0.00	\$2,040.00	0%
10-450-0205	OTHER SALARIES - PART TIME	\$0.00	\$14,085.00	\$0.00	\$0.00	\$0.00	\$14,085.00	0%
10-450-0500	FICA EXPENSE	\$3,470.43	\$4,309.93	\$0.00	\$551.72	\$0.00	\$3,758.21	13%
10-450-0600	GROUP INSURANCE	\$7,028.64	\$7,451.64	\$0.00	\$1,171.44	\$0.00	\$6,280.20	16%
10-450-0700	RETIREMENT EXPENSE	\$5,250.38	\$6,021.94	\$0.00	\$1,109.73	\$0.00	\$4,912.21	18%
10-450-0800	WORKERS COMPENSATION	\$1,278.52	\$1,343.00	\$0.00	\$1,343.00	\$0.00	\$0.00	100%
10-450-1210	OFFICE SUPPLIES	\$1,107.53	\$2,000.00	\$0.00	\$22.23	\$0.00	\$1,977.77	1%
10-450-1230	OFFICE CONTRACT SERVICES - SOFTWARE	\$11,039.00	\$12,144.00	\$912.00	\$6,384.00	\$0.00	\$5,760.00	53%
10-450-1430	TRAINING -REGISTRATION AND CLASS MAT'L	\$140.00	\$1,050.00	\$0.00	\$0.00	\$0.00	\$1,050.00	0%
10-450-1431	TRAVEL MILEAGE	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
10-450-1432	MEALS	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-450-1433	LODGING	\$0.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-450-1592	WBD PROJECTS	\$42,900.97	\$0.00	\$764.23	\$764.23	\$0.00	-\$764.23	0%
10-450-1620	EQUIPMENT RENTAL - HANDHELDS	\$2,983.07	\$1,700.00	\$0.00	\$0.00	\$0.00	\$1,700.00	0%
10-450-1630	EQUIPMENT MAINTENANCE AND REPAIRS	\$2,930.17	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-450-3901	PARKING METER CREDIT CARD PROCESSING	\$10,804.85	\$22,000.00	\$34.99	\$463.04	\$0.00	\$21,536.96	2%
10-450-3902	COLLECTION FEES	\$2,564.51	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-450-4550	CONTRACT SERVICES	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
10-450-5730	CONTINGENCY	\$0.00	\$13,000.00	\$0.00	\$0.00	\$0.00	\$13,000.00	0%
10-450-8010	DEBT SERVICE - PRINCIPAL	\$7,630.35	\$7,903.00	\$0.00	\$0.00	\$0.00	\$7,903.00	0%
10-450-8011	DEBT SERVICE - INTEREST	\$1,173.01	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
<b>DEPARTMENT 450 Total</b>		<b>\$145,151.31</b>	<b>\$142,915.97</b>	<b>\$1,711.22</b>	<b>\$19,105.39</b>	<b>\$0.00</b>	<b>\$123,810.58</b>	<b>13%</b>
10-510-0000	POLICE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-0200	SALARIES AND WAGES	\$991,986.86	\$1,025,644.54	\$84,866.87	\$639,986.09	\$0.00	\$385,658.45	62%
10-510-0201	OVERTIME	\$27,015.68	28,000.02	\$666.22	\$14,366.10	\$0.00	\$13,633.92	51%
10-510-0203	SEPARATION PAY	\$42,121.08	\$41,400.00	\$3,510.09	\$24,570.63	\$0.00	\$16,829.37	59%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-510-0205	OTHER SALARIES-PARTTIME	\$2,467.77	\$10,000.00	\$0.00	\$2,067.71	\$0.00	\$7,932.29	21%
10-510-0500	FICA EXPENSE	\$77,197.04	\$89,021.32	\$6,584.65	\$50,418.59	\$0.00	\$38,602.73	57%
10-510-0600	GROUP INSURANCE EXPENSE	\$131,680.44	\$141,581.16	\$11,191.38	\$77,032.11	\$0.00	\$64,549.05	54%
10-510-0700	RETIREMENT EXPENSE	\$146,138.02	\$166,660.56	\$13,529.85	\$102,784.43	\$0.00	\$63,876.13	62%
10-510-0800	WORKERS COMPENSATION	\$43,890.54	\$39,940.00	\$0.00	\$41,466.72	\$0.00	-\$1,526.72	104%
10-510-1110	TELEPHONE	\$1,480.48	\$8,184.00	\$0.00	\$690.98	\$0.00	\$7,493.02	8%
10-510-1111	TELEPHONE-CELLULAR	\$9,304.70	\$10,800.00	\$880.57	\$4,757.92	\$0.00	\$6,042.08	44%
10-510-1120	INTERNET/CABLE	\$3,516.53	\$3,700.00	\$402.22	\$3,103.06	\$0.00	\$596.94	84%
10-510-1130	POSTAGE	\$412.49	\$750.00	\$165.40	\$202.65	\$139.75	\$407.60	46%
10-510-1210	OFFICE SUPPLIES	\$2,566.44	\$2,500.00	\$63.66	\$1,856.37	\$63.16	\$580.47	77%
10-510-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$1,904.00	\$2,000.00	\$74.71	\$159.71	\$0.00	\$1,840.29	8%
10-510-1221	OFFICE EQUIPMENT LEASES	\$4,164.78	\$4,100.00	\$328.25	\$2,649.33	\$0.00	\$1,450.67	65%
10-510-1230	OFFICE CONTRACT SERVICES	\$28,726.36	\$22,600.00	\$2,301.19	\$15,378.05	\$0.00	\$7,221.95	68%
10-510-1250	DUES AND SUBSCRIPTIONS	\$925.74	\$2,500.00	\$265.00	\$415.00	\$288.48	\$1,796.52	28%
10-510-1260	MISC. ADMIN. EXPENSE	\$168.00	\$500.00	\$0.00	\$20.50	\$0.00	\$479.50	4%
10-510-1310	ELECTRIC	\$5,958.93	\$6,300.00	\$554.83	\$4,313.28	\$0.00	\$1,986.72	68%
10-510-1330	WATER/SEWER/SOLID WASTE	\$3,259.22	\$3,776.11	\$217.35	\$1,848.13	\$0.00	\$1,927.98	49%
10-510-1420	OSHA/SAFETY COMPLIANE	\$0.00	\$1,310.00	\$0.00	\$316.62	\$0.00	\$993.38	24%
10-510-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-1422	SAFETY SUPPLIES & MATERIALS	\$1,522.05	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-1430	TRAINING- REGISTRATION &CLASS MAT'	\$10,260.77	\$12,000.00	\$0.00	\$1,421.90	\$0.00	\$10,578.10	12%
10-510-1431	TRAVEL MILEAGE	\$19.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-510-1432	MEALS	\$2,663.55	\$3,500.00	\$117.21	\$894.98	\$0.00	\$2,605.02	26%
10-510-1433	LODGING	\$3,624.37	\$4,000.00	\$0.00	\$759.36	\$118.48	\$3,122.16	22%
10-510-1440	UNIFORMS	\$19,403.70	\$15,000.00	\$448.43	\$4,079.08	\$563.83	\$10,357.09	31%
10-510-1451	EMPLOYEE WELLNESS	\$6,259.00	\$18,060.00	\$472.00	\$3,631.00	\$0.00	\$14,429.00	20%
10-510-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$25,874.55	\$34,300.00	\$0.00	\$0.00	\$213.49	\$34,086.51	1%
10-510-1630	EQUIPMENT MAINT. & REPAIRS	\$2,969.41	\$4,000.00	\$40.00	\$1,997.15	\$1,129.76	\$873.09	78%
10-510-1710	AUTO FUEL	\$28,062.52	\$37,740.00	\$1,649.48	\$12,760.85	\$0.00	\$24,979.15	34%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-510-1730	VEHICLE MAINT. & REPAIRS	\$20,232.34	\$15,000.00	\$1,271.90	\$4,902.73	\$69.35	\$10,027.92	33%
10-510-3310	DEPARTMENT SUPPLIES & MATERIALS	\$11,746.01	\$9,000.00	\$189.73	\$3,764.01	\$111.50	\$5,124.49	43%
10-510-4510	PROFESSIONAL SERVICES	\$0.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-510-4560	ABANDONED AND DERELICT VESSEL REMOVA	\$16,375.00	\$12,000.00	\$0.00	\$0.00	\$0.00	\$12,000.00	0%
10-510-4570	MARINE OPERATIONS	\$0.00	\$4,000.00	\$0.00	\$202.37	\$0.00	\$3,797.63	5%
10-510-5400	INSURANCE AND BONDS	\$24,073.10	\$24,720.00	\$0.00	\$24,700.00	\$0.00	\$20.00	100%
10-510-5791	CRIMINAL INVESTIGATION	\$9,392.82	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
10-510-5793	CRIME PREVENTION	\$4,567.60	\$5,000.00	\$1,215.44	\$1,215.44	\$0.00	\$3,784.56	24%
10-510-7420	CAPITAL OUTLAY - EQUIPMENT	\$11,801.79	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-7430	CAPITAL OUTLAY - VEHICLES	\$45,164.18	\$123,963.00	\$0.00	-\$0.10	\$123,729.02	\$234.08	100%
10-510-8010	DEBT SERVICE - PRINCIPAL	\$18,573.71	\$16,594.00	\$0.00	\$16,594.00	\$0.00	\$0.00	100%
10-510-8011	DEBT SERVICE - INTEREST	\$931.03	\$663.00	\$0.00	\$662.25	\$0.00	\$0.75	100%
10-510-9003	HURRICANE SUPPLIES & MATERIALS	\$3,470.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-510-9020	GRANT EXPENDITURES	\$0.00	\$35,000.00	\$0.00	\$30,611.72	\$2,624.93	\$1,763.35	95%
	<b>DEPARTMENT 510 Total</b>	<b>\$1,791,872.09</b>	<b>\$1,998,307.71</b>	<b>\$131,006.43</b>	<b>\$1,096,600.72</b>	<b>\$129,051.75</b>	<b>\$772,655.24</b>	<b>61%</b>
10-531-0000	FIRE DEPARTMENT:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-0200	SALARIES & WAGES	\$965,523.52	\$942,538.93	\$72,961.99	\$573,708.56	\$0.00	\$368,830.37	61%
10-531-0201	OVERTIME	\$21,635.90	\$30,999.02	\$514.72	\$10,287.95	\$0.00	\$20,711.07	33%
10-531-0205	SALARIES-PARTIME/PRN	\$49,375.02	\$43,080.58	\$3,560.97	\$31,074.31	\$0.00	\$12,006.27	72%
10-531-0500	FICA EXPENSE	\$76,571.14	\$81,405.93	\$5,695.81	\$45,900.93	\$0.00	\$35,505.00	56%
10-531-0600	GROUP INSURANCE	\$118,719.76	\$134,129.52	\$10,055.40	\$69,717.93	\$0.00	\$64,411.59	52%
10-531-0700	RETIREMENT EXPENSE	\$135,881.19	\$148,284.71	\$11,175.79	\$88,233.00	\$0.00	\$60,051.71	60%
10-531-0701	FIREMAN'S PENSION FUND	\$1,590.00	\$2,160.00	\$0.00	\$0.00	\$0.00	\$2,160.00	0%
10-531-0800	WORKERS COMPENSATION	\$56,997.04	\$51,027.00	\$0.00	\$50,946.00	\$0.00	\$81.00	100%
10-531-1110	TELEPHONE	\$2,726.50	\$5,768.00	\$0.00	\$836.04	\$0.00	\$4,931.96	14%
10-531-1111	TELEPHONE- CELLULAR	\$1,602.89	\$2,500.00	\$114.03	\$796.21	\$0.00	\$1,703.79	32%
10-531-1120	INTERNET/CABLE	\$4,022.79	\$4,420.00	\$324.43	\$1,946.58	\$0.00	\$2,473.42	44%
10-531-1130	POSTAGE	\$33.55	\$200.00	\$0.00	\$41.15	\$0.00	\$158.85	21%
10-531-1210	OFFICE SUPPLIES	\$1,163.93	\$1,200.00	\$0.00	\$137.53	\$94.99	\$967.48	19%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-531-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$5,413.25	\$1,500.00	\$0.00	\$693.86	\$0.00	\$806.14	46%
10-531-1221	OFFICE EQUIPMENT LEASES	\$2,879.28	\$3,030.00	\$327.41	\$2,036.81	\$0.00	\$993.19	67%
10-531-1230	OFFICE CONTRACT SERVICES	\$1,616.80	\$1,670.00	\$0.00	\$1,420.00	\$0.00	\$250.00	85%
10-531-1250	DUES & SUBSCRIPTIONS	\$2,189.99	\$2,050.00	\$7.82	\$100.82	\$1,000.00	\$949.18	54%
10-531-1310	ELECTRIC	\$20,093.70	\$23,460.00	\$1,799.79	\$11,346.03	\$0.00	\$12,113.97	48%
10-531-1320	LP GAS	\$272.71	\$500.00	\$0.00	\$35.55	\$0.00	\$464.45	7%
10-531-1330	WATER/SEWER/SOLID WASTE	\$3,736.04	\$5,080.03	\$320.54	\$1,974.49	\$0.00	\$3,105.54	39%
10-531-1420	OSHA/ SAFETY COMPLIANCE	\$4,272.47	\$6,610.00	\$0.00	\$1,236.24	\$0.00	\$5,373.76	19%
10-531-1421	SAFETY EQUIPMENT	\$29,643.26	\$31,310.00	\$0.00	\$6,434.66	\$14,810.00	\$10,065.34	68%
10-531-1422	SAFETY SUPPLIES & MATERIALS	\$1,789.19	\$14,300.00	\$0.00	\$12,088.28	\$68.02	\$2,143.70	85%
10-531-1430	TRAINING- REGIST & CLASS MATERIAL	\$3,502.85	\$5,500.00	\$812.49	\$2,149.52	\$0.00	\$3,350.48	39%
10-531-1431	MILEAGE	\$237.01	\$800.00	\$0.00	\$308.46	\$454.40	\$37.14	95%
10-531-1432	MEALS	\$1,710.49	\$2,700.00	\$0.00	\$631.74	\$450.29	\$1,617.97	40%
10-531-1433	LODGING	\$1,444.96	\$3,000.00	\$0.00	\$231.65	\$390.46	\$2,377.89	21%
10-531-1440	UNIFORMS	\$8,123.87	\$12,600.00	\$896.11	\$4,916.76	\$54.00	\$7,629.24	39%
10-531-1510	BUILDING MAINTENANCE	\$9,991.94	\$6,357.00	\$848.65	\$2,536.93	\$0.00	\$3,820.07	40%
10-531-1511	GROUND MAINT	\$4,302.30	\$3,500.00	\$0.00	\$69.87	\$64.04	\$3,366.09	4%
10-531-1512	JANITORIAL SUPPLIES	\$1,544.95	\$1,800.00	\$177.72	\$1,156.03	\$0.00	\$643.97	64%
10-531-1513	CONTRACTED SERVICES	\$6,176.00	\$8,500.00	\$0.00	\$2,554.50	\$0.00	\$5,945.50	30%
10-531-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$15,089.36	\$9,858.00	\$2,395.11	\$6,280.91	\$0.00	\$3,577.09	64%
10-531-1630	EQUIPMENT MAINT & REPAIRS	\$9,530.18	\$15,600.00	\$204.20	\$597.37	\$32.00	\$14,970.63	4%
10-531-1710	AUTO FUEL	\$13,880.28	\$23,000.00	\$591.48	\$5,434.00	\$0.00	\$17,566.00	24%
10-531-1730	VEHICLE MAINT & REPAIRS	\$51,219.69	\$26,817.00	\$111.62	\$23,719.87	\$0.00	\$3,097.13	88%
10-531-3310	DEPARTMENT SUPPLIES & MATERIALS	\$6,582.78	\$9,000.00	\$100.10	\$2,169.33	\$27.51	\$6,803.16	24%
10-531-5400	INSURANCE & BONDS	\$33,509.00	\$34,710.00	\$0.00	\$36,681.00	\$0.00	-\$1,971.00	106%
10-531-7430	CAPITAL OUTLAY- VEHICLES	\$1,056,225.09	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-8010	DEBT SERVICE - PRINCIPAL	\$211,952.45	\$255,437.00	\$0.00	\$200,000.00	\$0.00	\$55,437.00	78%
10-531-8011	DEBT SERVICE - INTEREST	\$79,073.99	\$95,790.00	\$0.00	\$72,024.99	\$0.00	\$23,765.01	75%
10-531-9001	HURRICANE FUEL	\$884.31	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-531-9003	HURRICANE SUPPLIES & MATERIALS	\$5,005.84	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-531-9010	COVID-19 RESPONSE	\$2,399.62	\$1,410.00	\$69.43	\$5,170.17	\$0.00	-\$3,760.17	367%
	<b>DEPARTMENT 531 Total</b>	<b>\$3,030,136.88</b>	<b>\$2,053,602.72</b>	<b>\$113,065.61</b>	<b>\$1,277,626.03</b>	<b>\$17,445.71</b>	<b>\$758,530.98</b>	<b>63%</b>
10-540-0000	PLANNING & INSPECTIONS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-0200	SALARIES AND WAGES	\$313,507.08	\$311,420.48	\$24,091.19	\$197,246.84	\$0.00	\$114,173.64	63%
10-540-0201	OVERTIME	\$975.07	\$1,530.00	\$104.67	\$776.50	\$0.00	\$753.50	51%
10-540-0500	FICA EXPENSE	\$23,323.67	\$25,036.84	\$1,826.48	\$14,969.66	\$0.00	\$10,067.18	60%
10-540-0600	GROUP INSURANCE EXPENSE	\$35,686.86	\$37,258.20	\$2,945.10	\$20,590.95	\$0.00	\$16,667.25	55%
10-540-0700	RETIREMENT EXPENSE	\$43,402.70	\$47,611.85	\$3,680.20	\$29,954.76	\$0.00	\$17,657.09	63%
10-540-0800	WORKERS COMPENSATION	\$6,137.78	\$5,773.00	\$0.00	\$5,682.79	\$0.00	\$90.21	98%
10-540-1250	DUES & SUBSCRIPTIONS	\$2,235.59	\$2,500.00	\$0.00	\$1,066.00	\$0.00	\$1,434.00	43%
10-540-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-540-1430	TRAINING-REGISTRATION & CLASS MAT'	\$2,297.55	\$3,400.00	\$385.00	\$2,105.00	\$0.00	\$1,295.00	62%
10-540-1431	TRAVEL MILEAGE	\$1,979.45	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-1432	MEALS	\$384.95	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-540-1433	LODGING	\$3,188.14	\$2,400.00	\$0.00	\$0.00	\$0.00	\$2,400.00	0%
10-540-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$234.00	\$2,000.00	\$0.00	\$541.73	\$0.00	\$1,458.27	27%
10-540-1710	AUTO FUEL	\$501.02	\$1,000.00	\$0.00	\$248.26	\$0.00	\$751.74	25%
10-540-1730	VEHICLE MAINT & REPAIRS	\$305.45	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-540-1810	PERMITS & FEES RECURRING	\$710.00	\$1,800.00	\$610.00	\$610.00	\$0.00	\$1,190.00	34%
10-540-3510	HISTORIC COMM.EXPENSE	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-540-3512	HISTORIC COMM-TRAVEL	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%
10-540-4510	PROFESSIONAL SERVICES	\$7,500.00	\$22,500.00	\$0.00	\$7,500.00	\$15,000.00	\$0.00	100%
10-540-5400	INSURANCE & BONDS	\$83.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-7420	CAPITAL OUTLAY-PROFESSIONAL SERVICES	\$0.00	\$180,000.00	\$0.00	\$9,912.00	\$170,088.00	\$0.00	100%
10-540-7430	CAPITAL OUTLAY- VEHICLES	\$21,604.44	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-540-8010	DEBT SERVICE - PRINCIPAL	\$4,751.09	\$4,840.00	\$0.00	\$4,840.00	\$0.00	\$0.00	100%
10-540-8011	DEBT SERVICE - INTEREST	\$271.55	\$183.00	\$0.00	\$183.00	\$0.00	\$0.00	100%
	<b>DEPARTMENT 540 Total</b>	<b>\$469,079.73</b>	<b>\$54,153.37</b>	<b>\$33,642.64</b>	<b>\$296,227.49</b>	<b>\$185,088.00</b>	<b>\$172,837.88</b>	<b>74%</b>

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-550-0000	PUBLIC SERVICE ADMINISTRATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-550-0200	SALARIES AND WAGES	\$0.00	\$200,228.96	\$15,761.68	\$118,286.28	\$0.00	\$81,942.68	59%
10-550-0500	FICA EXPENSE	\$0.00	\$16,018.31	\$1,133.62	\$8,573.97	\$0.00	\$7,444.34	54%
10-550-0600	GROUP INSURANCE EXPENSE	\$0.00	\$14,903.28	\$1,178.04	\$7,650.66	\$0.00	\$7,252.62	51%
10-550-0700	RETIREMENT	\$0.00	\$30,454.82	\$2,397.34	\$17,925.39	\$0.00	\$12,529.43	59%
10-550-1230	OFFICE CONTRACT SERVICES	\$0.00	\$8,500.00	\$0.00	\$10.66	\$0.00	\$8,489.34	0%
10-550-1250	DUES AND SUBSCRIPTIONS	\$0.00	\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	0%
10-550-1420	OSHA/SAFETY COMPLIANCE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-550-1430	TRAINING - REGISTRATION & CLASS MATERIAL	\$0.00	\$1,800.00	\$0.00	\$150.00	\$0.00	\$1,650.00	8%
10-550-1431	TRAVEL MILEAGE	\$0.00	\$230.00	\$0.00	\$0.00	\$0.00	\$230.00	0%
10-550-1432	MEALS	\$0.00	\$330.00	\$0.00	\$0.00	\$0.00	\$330.00	0%
10-550-1433	LODGING	\$0.00	\$900.00	\$0.00	\$0.00	\$0.00	\$900.00	0%
10-550-1440	UNIFORMS	\$0.00	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
10-550-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-550-1710	AUTO FUEL	\$0.00	\$1,000.00	\$20.50	\$58.74	\$0.00	\$941.26	6%
10-550-1730	VEHICLE MAINT. & REPAIRS	\$0.00	\$500.00	\$0.00	\$67.21	\$0.00	\$432.79	13%
10-550-4510	PROFESSIONAL SERVICES	\$0.00	\$10,000.00	\$0.00	\$7,371.63	\$0.00	\$2,628.37	74%
	<b>DEPARTMENT 550 Total</b>	<b>\$0.00</b>	<b>\$288,215.37</b>	<b>\$20,491.18</b>	<b>\$160,094.54</b>	<b>\$0.00</b>	<b>\$128,120.83</b>	<b>56%</b>
10-560-0000	PUBLIC WORKS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-0200	SALARIES AND WAGES	\$521,962.17	\$544,713.11	\$39,373.00	\$324,516.89	\$0.00	\$220,196.22	60%
10-560-0201	OVERTIME	\$4,423.77	\$5,100.00	\$585.99	\$5,818.41	\$0.00	-\$718.41	114%
10-560-0500	FICA EXPENSE	\$38,084.39	\$44,019.50	\$2,882.15	\$24,311.03	\$0.00	\$19,708.47	55%
10-560-0600	GROUP INSURANCE EXPENSE	\$87,940.17	\$96,871.32	\$7,068.24	\$50,004.00	\$0.00	\$46,867.32	52%
10-560-0700	RETIREMENT EXPENSE	\$72,081.73	\$81,769.45	\$6,077.78	\$48,604.83	\$0.00	\$33,164.62	59%
10-560-0800	WORKERS COMPENSATION	\$26,566.15	\$24,164.00	\$0.00	\$20,392.07	\$50.46	\$3,721.47	85%
10-560-1110	TELEPHONE	\$1,499.80	\$2,500.00	\$0.00	\$753.78	\$0.00	\$1,746.22	30%
10-560-1111	TELEPHONE- CELLULAR	\$409.14	\$350.00	\$80.83	\$489.14	\$0.00	-\$139.14	140%
10-560-1120	INTERNET\CABLE	\$5,303.11	\$4,900.00	\$449.71	\$2,696.56	\$0.00	\$2,203.44	55%
10-560-1130	POSTAGE	\$4,860.50	\$4,500.00	\$11.00	\$2,510.95	\$0.00	\$1,989.05	56%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

2/16/2021

14.
-----

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-560-1210	OFFICE SUPPLIES	\$1,497.11	\$2,000.00	\$3.18	\$1,741.86	\$0.00	\$258.14	87%
10-560-1220	OFFICE EQUIPMENT (NON-CAPITAL)	\$759.48	\$2,000.00	\$0.00	\$16.48	\$872.00	\$1,111.52	44%
10-560-1221	OFFICE EQUIPMENT LEASE	\$2,929.30	\$3,200.00	\$372.90	\$2,273.27	\$0.00	\$926.73	71%
10-560-1230	OFFICE CONTRACT SERVICES	\$2,081.33	\$2,321.69	\$0.00	\$883.78	\$121.69	\$1,316.22	43%
10-560-1250	DUES AND SUBSCRIPTIONS	\$358.30	\$750.00	\$37.34	\$467.04	\$0.00	\$282.96	62%
10-560-1310	ELECTRIC	\$5,964.29	\$7,000.00	\$413.98	\$3,498.67	\$0.00	\$3,501.33	50%
10-560-1320	LP GAS	\$2,142.29	\$3,150.00	\$7.50	\$138.49	\$0.00	\$3,011.51	4%
10-560-1330	WATER/SEWER/SOLID WASTE	\$2,885.52	\$2,727.61	\$0.00	\$1,434.91	\$0.00	\$1,292.70	53%
10-560-1420	OSHA/SAFETY COMPLIANCE	\$525.57	\$5,650.00	\$0.00	\$2,595.84	\$0.00	\$3,054.16	46%
10-560-1421	SAFETY EQUIPMENT	\$277.62	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-1422	SAFETY SUPPLIES & MATERIALS	\$399.29	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-1430	TRAINING -REGISTRATION & CLASS	\$502.75	\$3,150.00	\$0.00	\$722.20	\$0.00	\$2,427.80	23%
10-560-1431	TRAVEL MILEAGE	\$0.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-1432	MEALS	\$305.29	\$750.00	\$94.76	\$283.96	\$0.00	\$466.04	38%
10-560-1433	LODGING	\$0.00	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-560-1440	UNIFORMS	\$6,293.14	\$7,000.00	\$437.50	\$3,725.36	\$0.00	\$3,274.64	53%
10-560-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$7,587.31	\$18,500.00	\$377.39	\$13,787.77	\$0.00	\$4,712.23	75%
10-560-1630	EQUIPMENT MAINT. & REPAIRS	\$13,604.11	\$10,500.00	\$313.08	\$2,878.36	\$0.00	\$7,621.64	27%
10-560-1710	AUTO FUEL	\$11,914.52	\$15,000.00	\$707.97	\$6,674.03	\$0.00	\$8,325.97	44%
10-560-1730	VEHICLE MAINT. & REPAIRS	\$11,784.41	\$11,000.00	\$90.38	\$4,563.51	\$0.00	\$6,436.49	41%
10-560-1820	PERMITS & FEES - ONE TIME	\$100.00	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
10-560-3310	DEPARTMENT SUPPLIES & MATERIAL	\$6,176.08	\$8,000.00	\$405.81	\$2,860.34	\$0.00	\$5,139.66	36%
10-560-3320	STREETSCAPING MATERIALS	\$0.00	\$74.58	\$0.00	\$0.00	\$74.58	\$0.00	100%
10-560-3811	STREET CONT. SERVICES	\$131,861.15	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-3812	STREET SUPPLIES & MAT'L	\$7,809.91	\$10,000.00	\$0.00	\$73.75	\$3,000.00	\$6,926.25	31%
10-560-3814	SIDEWALKS & MULTI-MODAL	\$40,946.91	\$10,000.00	\$596.00	\$7,592.30	\$0.00	\$2,407.70	76%
10-560-4550	CONTRACT SERVICES	\$41,829.94	\$12,675.00	\$53.00	\$53.00	\$13,313.00	-\$691.00	105%
10-560-4552	MOSQUITO CONTROL	\$59.99	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-4590	DREDGING EXPENSE	\$103,200.00	\$85,000.00	\$0.00	\$0.00	\$0.00	\$85,000.00	0%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-560-5400	INSURANCE	\$13,312.39	\$13,373.00	\$0.00	\$13,372.78	\$178.22	-\$178.00	101%
10-560-5900	STREET LIGHTS	\$122,134.30	\$144,000.00	\$11,764.42	\$82,702.36	\$0.00	\$61,297.64	57%
10-560-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$78,036.00	\$0.00	\$78,035.10	\$0.00	\$0.90	100%
10-560-7430	CAPITAL OUTLAY - VEHICLES	\$48,644.73	\$97,968.00	\$0.00	\$0.00	\$97,967.88	\$0.12	100%
10-560-8010	DEBT SERVICES-PRINCIPAL	\$8,144.72	\$230,000.00	\$0.00	\$0.00	\$0.00	\$230,000.00	0%
10-560-8011	DEBT SERVICES-INTEREST	\$465.52	\$85,934.17	\$0.00	\$41,098.75	\$0.00	\$44,835.42	48%
10-560-9001	HURRICANE FUEL	\$285.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9002	HURRICANE RENTAL EQUIPMENT	\$807.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9003	HURRICANE SUPPLIES & MATERIALS	\$6,537.35	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9004	HURRICANE DEBRIS REMOVAL	\$181,032.80	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-560-9010	COVID-19 RESPONSE	\$48,714.08	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 560 Total</b>	<b>\$1,597,004.97</b>	<b>\$1,680,397.43</b>	<b>\$72,203.91</b>	<b>\$751,571.57</b>	<b>\$115,577.83</b>	<b>\$813,248.03</b>	<b>52%</b>
10-570-0000	SANITATION:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-570-1310	ELECTRIC FOR COMPACTOR	\$474.93	\$1,000.00	\$42.21	\$302.74	\$0.00	\$697.26	30%
10-570-1630	EQUIPMENT MAINT.	\$326.91	\$1,000.00	\$0.00	\$1,326.21	\$0.00	-\$326.21	133%
10-570-1710	AUTO FUEL	\$6,553.39	\$15,000.00	\$446.95	\$4,064.22	\$0.00	\$10,935.78	27%
10-570-1730	VEHICLE MAINTENANCE	\$58.97	\$1,000.00	\$0.00	\$785.05	\$0.00	\$214.95	79%
10-570-4520	COLLECTION CONTRACTED SV WBD ROLLOUT	\$23,779.77	\$17,650.00	\$1,996.59	\$11,856.82	\$0.00	\$5,793.18	67%
10-570-4521	COLLECTION CONTRACTSVC RESROLLOUT SV	\$389,992.98	\$385,044.00	\$41,127.19	\$229,129.94	\$0.00	\$155,914.06	60%
10-570-4560	RECYCLING DISPOSAL WBD CARDBOARD ONL	\$7,356.15	\$7,354.20	\$626.67	\$3,747.12	\$0.00	\$3,607.08	51%
10-570-4561	SOLID WASTE DISPOSAL RES BULK SERVICE	\$36,157.74	\$26,265.00	\$3,051.96	\$19,055.24	\$0.00	\$7,209.76	73%
10-570-4562	YARD DEBRIS DISPOSAL FEE DEE GARNER	\$37,590.00	\$33,000.00	\$1,770.00	\$21,630.00	\$0.00	\$11,370.00	66%
10-570-4563	SOLID WASTE DISPOSAL WBD COMPACTOR FE	\$24,940.40	\$26,265.00	\$2,154.56	\$17,253.69	\$0.00	\$9,011.31	66%
10-570-8010	DEBT SERVICES- PRINCIPAL (GRAPPLE TRUCK	\$29,185.25	\$38,028.04	\$0.00	\$38,028.00	\$0.00	\$0.04	100%
10-570-8011	DEBT SERVICES - INTEREST (GRAPPLE TRUCK	\$1,668.10	\$1,436.55	\$0.00	\$1,436.00	\$0.00	\$0.55	100%
	<b>DEPARTMENT 570 Total</b>	<b>\$558,084.59</b>	<b>\$553,042.79</b>	<b>\$51,216.13</b>	<b>\$348,615.03</b>	<b>\$0.00</b>	<b>\$204,427.76</b>	<b>63%</b>
10-580-0000	STORMWATER	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-580-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$2,769.22	\$25,200.00	\$676.74	\$941.62	\$0.00	\$24,258.38	4%
10-580-1710	DEPARTMENT SUPPLIES AND MATERIALS	\$11,118.72	\$25,000.00	\$365.99	\$13,008.10	\$0.00	\$11,991.90	52%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-580-4550	CONTRACT SERVICES	\$15,920.46	\$79,570.00	\$0.00	\$48,451.48	\$0.00	\$31,118.52	61%
	<b>DEPARTMENT 580 Total</b>	<b>\$29,808.40</b>	<b>\$129,770.00</b>	<b>\$1,042.73</b>	<b>\$62,401.20</b>	<b>\$0.00</b>	<b>\$67,368.80</b>	<b>48%</b>
10-620-0000	FACILITIES & GROUND MAIN:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1510	TOWN HALL BLDG MAINT	\$40,556.56	\$77,600.00	\$13,499.92	\$35,757.74	\$48,124.47	-\$6,282.21	108%
10-620-1511	TOWN HALL GROUND MAINT	\$0.00	\$500.00	\$49.78	\$49.78	\$13.99	\$436.23	13%
10-620-1512	TOWN HALL JANITORIAL SUPPLIES	\$703.80	\$1,500.00	\$42.65	\$181.26	\$0.00	\$1,318.74	12%
10-620-1513	TOWN HALL CONTRACTED SERVICES	\$1,944.87	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1520	TRAIN DEPOT BLDG MAINT	\$11,635.76	\$15,000.00	\$0.00	\$632.57	\$0.00	\$14,367.43	4%
10-620-1522	TRAIN DEPOT JANITORIAL SUPPLIES	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-620-1523	TRAIN DEPOT CONTRACTED SERVICES	\$2,668.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-620-1530	POLICE DEPT BLDG MAINT	\$117,371.59	\$14,200.00	\$0.00	\$16,117.04	\$0.00	-\$1,917.04	114%
10-620-1532	POLICE DEPT JANITORIAL SUPPLIES	\$41.70	\$1,500.00	\$0.00	\$48.57	\$0.00	\$1,451.43	3%
10-620-1533	POLICE DEPT CONTRACTED SERVICES	\$945.72	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
10-620-1540	PUBLIC WORKS BLDG MAINT	\$9,012.64	\$10,700.00	\$0.00	\$2,990.43	\$7,141.50	\$568.07	95%
10-620-1541	PUBLIC WORKS GROUND MAINT	\$2,039.21	\$750.00	\$0.00	\$0.00	\$0.00	\$750.00	0%
10-620-1542	PUBLIC WORKS JANITORIAL SUPPLIES	\$602.58	\$500.00	\$0.00	\$232.64	\$0.00	\$267.36	47%
10-620-1550	CEMETERY MAINTENANCE	\$11,458.99	\$19,646.18	\$396.87	\$8,385.85	\$0.00	\$11,260.33	43%
10-620-1560	PUBLIC RESTROOM BLDG MAINT	\$5,215.84	\$6,419.77	\$143.41	\$3,282.56	\$0.00	\$3,137.21	51%
10-620-1562	PUBLIC RESTROOM JANITORIAL SUPPLY	\$7,362.74	\$7,500.00	\$341.78	\$5,083.21	\$0.00	\$2,416.79	68%
10-620-1570	PARKS MAINTENANCE	\$7,040.89	\$10,238.66	\$481.12	\$7,765.40	\$0.00	\$2,473.26	76%
10-620-1571	RJP PARK MAINTENANCE	\$0.00	\$12,000.00	\$126.97	\$1,093.49	\$0.00	\$10,906.51	9%
10-620-1572	TOPSAIL PARK IMPROVEMENTS	\$0.00	\$51,694.00	\$45,354.01	\$45,354.01	\$7,539.79	-\$1,199.80	102%
10-620-1573	PARKS CONTRACTED SERVICE	\$1,678.34	\$1,500.00	\$163.82	\$737.19	\$0.00	\$762.81	49%
10-620-1580	DOCKS AND BOARDWALK MAINT	\$1,362.57	\$5,250.00	\$0.00	\$385.99	\$0.00	\$4,864.01	7%
10-620-1590	PUBLIC R.O.W. MAINT	\$12,425.10	\$15,000.00	\$390.70	\$13,722.97	\$0.00	\$1,277.03	91%
10-620-1591	TREES	\$5,228.94	\$7,000.00	\$0.00	\$100.00	\$0.00	\$6,900.00	1%
10-620-1610	NON CAPITAL EQUIPMENT PURCHASE	\$0.00	\$2,500.00	\$0.00	\$45.99	\$0.00	\$2,454.01	2%
10-620-1630	EQUIPMENT MAINT & REPAIRS	\$2,719.18	\$2,500.00	\$272.87	\$2,620.47	\$0.00	-\$120.47	105%
10-620-3310	DEPARTMENTAL SUPPLIES & MATERIALS	\$2,524.92	\$4,200.00	\$0.00	\$465.03	\$0.00	\$3,734.97	11%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
10-620-4550	CONTRACT SERVICES	\$42,820.32	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
10-620-7420	CAPITAL OUTLAY/EQUIPMENT	\$0.00	\$112,950.00	\$0.00	\$0.00	\$0.00	\$112,950.00	0%
	<b>DEPARTMENT 620 Total</b>	<b>\$287,360.26</b>	<b>\$386,648.61</b>	<b>\$61,263.90</b>	<b>\$145,052.19</b>	<b>\$62,819.75</b>	<b>\$178,776.67</b>	<b>54%</b>
10-700-0000	NON-DEPARTMENTAL:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-0206	MERIT AWARDS	\$0.00	\$55,000.00	\$0.00	\$0.00	\$0.00	\$55,000.00	0%
10-700-1120	INTERNET- FIBER HUB CONNECTION	\$7,680.50	\$10,200.00	\$822.02	\$4,227.57	\$0.00	\$5,972.43	41%
10-700-1130	INFORMATION TECHNOLOGY SERVICES	\$0.00	\$61,000.00	\$4,351.00	\$30,547.62	\$4,351.00	\$26,101.38	57%
10-700-1250	EURY'S LANDING CONDOMINIUM ANNUAL DUE	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00	0%
10-700-1410	HUMAN RESOURCES - EMPLOYMENT	\$10,661.58	\$13,000.00	\$209.75	\$3,407.67	\$0.00	\$9,592.33	26%
10-700-1420	HUMAN RESOURCES - TRAINING	\$6,218.52	\$16,500.00	\$0.00	\$1,500.00	\$0.00	\$15,000.00	9%
10-700-1450	EMPLOYEE ENGAGEMENT	\$9,848.13	\$12,000.00	\$260.25	\$583.07	\$0.00	\$11,416.93	5%
10-700-1592	WBD PROJECTS	\$0.00	\$64,583.00	\$959.56	\$10,155.68	\$0.00	\$54,427.32	16%
10-700-4510	PROFESSIONAL SERVICES	\$63,590.90	\$96,534.00	-\$2,376.00	\$15,738.60	\$22,049.50	\$58,745.90	39%
10-700-4530	LEGAL SERVICES	\$133,407.67	\$125,000.00	\$13,087.50	\$82,541.06	\$47,500.00	-\$5,041.06	104%
10-700-5600	CONTRIBUTIONS TO OTHER AGENCIES	\$4,600.00	\$4,600.00	\$0.00	\$2,100.00	\$0.00	\$2,500.00	46%
10-700-5730	CONTINGENCY	\$0.00	\$27,358.72	\$0.00	\$0.00	\$0.00	\$27,358.72	0%
10-700-7430	CAPITAL OUTLAY - VEHICLES	\$0.00	\$36,568.00	\$0.00	\$0.00	\$0.00	\$36,568.00	0%
10-700-8010	DEBT SERVICE - PRINCIPAL	\$1,100,000.00	\$100,000.00	\$0.00	\$100,000.00	\$0.00	\$0.00	100%
10-700-8011	DEBT SERVICE - INTEREST	\$22,420.00	\$19,486.00	\$0.00	\$19,485.38	\$0.00	\$0.62	100%
10-700-9003	HURRICANE SUPPLIES & MATERIALS	\$1,095.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-700-9010	COVID-19 RESPONSE	\$6,714.89	\$0.00	\$150.00	\$8,675.00	\$0.00	-\$8,675.00	0%
10-700-9020	CARES RELIEF FUNDS	\$0.00	\$94,768.00	\$2,028.25	\$92,583.37	\$0.00	\$2,184.63	98%
	<b>DEPARTMENT 700 Total</b>	<b>\$1,367,037.19</b>	<b>\$737,397.72</b>	<b>\$19,492.33</b>	<b>\$371,545.02</b>	<b>\$73,900.50</b>	<b>\$291,952.20</b>	<b>60%</b>
10-800-0000	GENERAL FUND TRANSFERS:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-0064	TRANSFER TO CAPITAL PROJECTS	\$45,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
10-800-8000	TRANSFER TO CAPITAL RESERVE	\$528,999.00	\$185,000.00	\$0.00	\$0.00	\$0.00	\$185,000.00	0%
	<b>DEPARTMENT 800 Total</b>	<b>\$573,999.00</b>	<b>\$185,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$185,000.00</b>	<b>0%</b>
	<b>General Fund Expend Total</b>	<b>\$11,171,415.34</b>	<b>\$99,339.99</b>	<b>\$615,352.68</b>	<b>\$5,239,797.16</b>	<b>\$583,883.54</b>	<b>\$4,075,659.29</b>	<b>59%</b>

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
<b>10</b>	<b>General Fund</b>		<u>Prior</u>	<u>Current</u>	<u>YTD</u>			
		<b>Revenue:</b>	<b>\$10,742,683.02</b>	<b>\$2,205,190.87</b>	<b>\$6,237,160.58</b>			
		<b>Expended:</b>	<b>\$11,171,415.34</b>	<b>\$615,352.68</b>	<b>\$5,239,797.16</b>			
		<b>Net Income:</b>	<b>-\$428,732.32</b>	<b>\$1,589,838.19</b>	<b>\$997,363.42</b>			

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
40-303-0009	GRANTS NC	\$67,152.94	\$150,000.00	\$0.00	\$0.00	-\$150,000.00	0%
40-303-0015	FEMA REIMBURSEMENT	\$57,313.46	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-305-0001	REVENUE ACCOUNT REGULAR - WATER USAG	\$1,230,930.38	\$1,194,324.00	\$101,399.68	\$854,762.49	-\$339,561.51	72%
40-305-0002	REVENUE ACCOUNT REGULAR - SEWER USAG	\$3,074,526.93	\$3,072,274.00	\$276,432.48	\$2,149,180.31	-\$923,093.69	70%
40-305-0003	WATER TAP IN FEES	\$43,975.00	\$35,000.00	\$5,150.00	\$58,750.00	\$23,750.00	168%
40-305-0004	SEWER TAP IN FEE	\$27,000.00	\$15,000.00	\$5,250.00	\$42,000.00	\$27,000.00	280%
40-305-0005	ACCOUNT SERVICE CHARGES	\$14,125.00	\$10,000.00	\$500.00	\$3,765.00	-\$6,235.00	38%
40-305-0006	WATER SERVICE CHARGES	\$211.64	\$0.00	\$0.00	\$77.64	\$77.64	0%
40-305-0007	SEWER SERVICE CHARGES	\$211.65	\$0.00	\$0.00	\$77.64	\$77.64	0%
40-305-0008	LATE FEES - WATER	\$39,063.32	\$40,000.00	\$0.00	-\$18.04	-\$40,018.04	-0%
40-305-0009	LATE FEES - SEWER/GREASE	\$50.65	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-305-0010	RETURNED CHECK FEES - WATER	\$875.00	\$0.00	\$25.00	\$200.00	\$200.00	0%
40-305-0012	TEMPORARY UTILITY USE CHARGE	\$1,937.62	\$1,000.00	\$50.00	\$875.00	-\$125.00	88%
40-305-0013	SPRINKLER FEES	\$3,825.00	\$3,000.00	\$3,300.00	\$3,300.00	\$300.00	110%
40-306-0004	SALE OF FIXED ASSETS- WATER	-\$130,632.25	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-306-0005	SALES OF FIXED ASSETS-SEWER	\$6,050.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-307-0001	INVESTMENT EARNINGS-WATER	\$22,456.18	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-307-0003	MISCELLANEOUS REVENUE - WATER	\$1,001.63	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-307-0006	PROCEEDS FROM LOAN - SEWER	\$0.00	\$90,000.00	\$0.00	\$0.00	-\$90,000.00	0%
40-307-0007	REIMBURSEMENT FROM NCDOT	\$109,048.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-307-0008	REIMBURSEMENT FOR INSURANCE	\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-307-0011	APP.UNRESTRICTED FUND BALANCE	\$0.00	\$107,100.00	\$0.00	\$0.00	-\$107,100.00	0%
40-329-0065	TRANSFER FROM CRF	\$0.00	\$194,000.00	\$0.00	\$0.00	-\$194,000.00	0%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
<b>Utility Fund Revenue Total</b>		<b>\$4,571,822.15</b>	<b>\$4,911,698.00</b>	<b>\$392,107.16</b>	<b>\$3,112,970.04</b>	<b>-\$1,798,727.96</b>	<b>63%</b>

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
40-800-0206	MERIT AWARDS	\$0.00	\$16,000.00	\$0.00	\$0.00	\$0.00	\$16,000.00	0%
40-800-1240	CONTRIBUTION TO GF FOR ADMIN SERVICES	\$511,000.00	\$600,000.00	\$0.00	\$0.00	\$0.00	\$600,000.00	0%
40-800-8000	TRANSFER TO CAPITAL RESERVE	\$428,426.00	\$350,000.00	\$0.00	\$0.00	\$0.00	\$350,000.00	0%
<b>DEPARTMENT 800 Total</b>		<b>\$939,426.00</b>	<b>\$966,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$966,000.00</b>	<b>0%</b>
40-810-0000	SEWER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-0200	SALARIES AND WAGES	\$449,955.22	\$430,557.53	\$38,872.06	\$282,349.34	\$0.00	\$148,208.19	66%
40-810-0201	OVERTIME	\$37,877.10	\$48,195.00	\$2,070.24	\$28,682.64	\$0.00	\$19,512.36	60%
40-810-0500	FICA EXPENSE	\$35,144.91	\$38,318.57	\$3,001.74	\$23,290.80	\$0.00	\$15,027.77	61%
40-810-0600	GROUP INSURANCE EXPENSE	\$56,229.12	\$59,613.12	\$4,396.62	\$32,629.98	\$0.00	\$26,983.14	55%
40-810-0700	RETIREMENT EXPENSE	\$66,833.01	\$73,203.59	\$5,970.57	\$46,730.01	\$0.00	\$26,473.58	64%
40-810-0800	WORKERS COMPENSATION	\$18,915.16	\$17,722.00	\$0.00	\$5,995.77	\$0.00	\$11,726.23	34%
40-810-1110	TELEPHONE	\$7,486.65	\$8,400.00	\$149.84	\$4,552.70	\$83.38	\$3,763.92	55%
40-810-1111	TELEPHONE-CELLULAR	\$714.71	\$741.00	\$58.84	\$351.16	\$0.00	\$389.84	47%
40-810-1120	INTERNET/CABLE	\$4,886.46	\$5,200.00	\$374.42	\$2,246.52	\$0.00	\$2,953.48	43%
40-810-1130	POSTAGE	\$5,733.25	\$4,600.00	\$10.94	\$2,977.44	\$0.00	\$1,622.56	65%
40-810-1210	OFFICE SUPPLIES	\$1,030.48	\$1,951.88	\$16.00	\$228.36	\$19.99	\$1,703.53	13%
40-810-1230	OFFICE CONTRACT SERVICES	\$2,271.83	\$2,000.00	\$0.00	\$917.62	\$0.00	\$1,082.38	46%
40-810-1250	DUES & SUBSCRIPTIONS	\$871.16	\$1,300.00	\$272.52	\$1,104.24	-\$50.00	\$245.76	81%
40-810-1310	ELECTRIC	\$173,622.55	\$185,000.00	\$17,642.17	\$104,686.42	\$0.00	\$80,313.58	57%
40-810-1330	WATER/SEWER/SOLID WASTE	\$658.55	\$1,042.17	\$75.46	\$451.84	\$0.00	\$590.33	43%
40-810-1420	OSHA/SAFETY COMPLIANCE	\$1,010.97	\$3,100.00	\$74.71	\$1,177.46	\$0.00	\$1,922.54	38%
40-810-1422	SAFETY SUPPLIES & MATERIALS	\$882.04	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-810-1430	TRAINING - REGISTRATION & CLASS MA	\$425.00	\$2,000.00	\$0.00	\$0.00	\$0.00	\$2,000.00	0%
40-810-1431	TRAVEL MILEAGE	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	0%
40-810-1432	MEALS	\$135.45	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-810-1433	LODGING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%

230

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-810-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$2,500.00	\$0.00	\$0.00	\$0.00	\$2,500.00	0%
40-810-1440	UNIFORMS	\$4,838.13	\$5,000.00	\$324.53	\$2,744.61	\$97.62	\$2,157.77	57%
40-810-1510	BUILDING MAINT	\$7,120.52	\$8,000.00	\$0.00	\$760.36	\$0.00	\$7,239.64	10%
40-810-1512	JANITORIAL SUPPLIES	\$541.10	\$1,000.00	\$0.00	\$272.23	\$0.00	\$727.77	27%
40-810-1610	NON-CAPITAL EQUIPMENT PURCHASE	\$15,655.68	\$23,000.00	\$0.00	\$0.00	\$0.00	\$23,000.00	0%
40-810-1620	EQUIPMENT LEASE	\$0.00	\$0.00	\$0.00	-\$38.14	\$0.00	\$38.14	0%
40-810-1630	EQUIPMENT MAINT & REPAIRS	\$56,159.11	\$62,000.00	\$4,308.65	\$51,325.28	\$161.23	\$10,513.49	83%
40-810-1710	AUTO FUEL	\$13,334.03	\$16,000.00	\$438.43	\$5,657.64	\$0.00	\$10,342.36	35%
40-810-1730	VEHICLE MAINT & REPAIRS	\$4,409.29	\$6,000.00	\$287.51	\$2,742.65	\$0.00	\$3,257.35	46%
40-810-1810	PERMITS & FEES - RECCURING	\$7,410.00	\$8,620.00	\$0.00	\$6,000.00	\$397.75	\$2,222.25	74%
40-810-1830	COMPLIANCE TESTING	\$8,359.97	\$15,000.00	\$579.00	\$3,593.00	\$275.00	\$11,132.00	26%
40-810-3310	DEPARTMENT SUPPLIES & MATERIALS - SEWE	\$15,372.26	\$19,000.00	\$1,280.58	\$6,209.86	\$474.50	\$12,315.64	35%
40-810-3311	DEPARTMENT SUPPLIES & MATERIALS -WWTP	\$39,842.04	\$40,000.00	\$7,029.44	\$26,296.29	\$0.00	\$13,703.71	66%
40-810-4510	PROFESSIONAL SERVICES	\$8,829.60	\$116,512.00	\$0.00	\$30,457.70	\$42,877.70	\$43,176.60	63%
40-810-4550	CONTRACT SERVICES	\$114,830.08	\$252,000.00	\$449.77	\$86,497.16	\$94,360.00	\$71,142.84	72%
40-810-4560	STREET PATCHING FOR UTILITY REPAIRS	\$7,387.80	\$17,000.00	\$0.00	\$0.00	\$0.00	\$17,000.00	0%
40-810-5400	INSURANCE	\$53,418.33	\$62,880.00	\$0.00	\$43,933.70	\$0.00	\$18,946.30	70%
40-810-7420	CAPITAL OUTLAY - EQUIPMENT	\$54,371.96	\$184,000.00	\$0.00	\$0.00	\$138,266.31	\$45,733.69	75%
40-810-7430	CAPITAL OUTLAY - VEHICLES	\$126,704.36	\$169,600.00	\$0.00	\$0.00	\$79,533.10	\$90,066.90	47%
40-810-8010	DEBT SERVICE-PRINCIPAL	\$1,122,672.99	\$1,051,316.60	\$0.00	\$4,840.00	\$0.00	\$1,046,476.60	0%
40-810-8011	DEBT SERVICE-INTEREST	\$203,268.94	\$193,357.71	\$0.00	\$95,420.50	\$0.00	\$97,937.21	49%
40-810-9001	HURRICANE FUEL	\$1,472.34	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 810 Total</b>	<b>\$2,730,682.15</b>	<b>\$3,137,431.17</b>	<b>\$87,684.04</b>	<b>\$905,085.14</b>	<b>\$356,496.58</b>	<b>\$1,875,849.45</b>	<b>40%</b>
40-811-0000	WWTP DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-811-9010	DEPRECIATION	\$986,920.71	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
	<b>DEPARTMENT 811 Total</b>	<b>\$986,920.71</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>0%</b>
40-812-0000	WATER DEPARTMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-0200	SALARIES AND WAGES	\$207,909.61	\$200,228.85	\$16,703.72	\$127,408.46	\$0.00	\$72,820.39	64%
40-812-0201	OVERTIME	\$13,002.28	\$16,320.00	\$0.00	\$7,403.09	\$0.00	\$8,916.91	45%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<i>Expend Account</i>	<i>Description</i>	<i>Prior Yr Expd</i>	<i>Budgeted</i>	<i>Curr Expd</i>	<i>YTD Expd</i>	<i>Encumbered</i>	<i>Balance</i>	<i>% Expd</i>
40-812-0500	FICA EXPENSE	\$16,279.56	\$17,336.12	\$1,271.35	\$10,267.75	\$0.00	\$7,068.37	59%
40-812-0600	GROUP INSURANCE EXPENSE	\$28,114.56	\$29,806.56	\$2,356.08	\$16,472.76	\$0.00	\$13,333.80	55%
40-812-0700	RETIREMENT EXPENSE	\$29,918.56	\$33,109.89	\$2,540.63	\$20,373.07	\$0.00	\$12,736.82	62%
40-812-0800	WORKERS COMPENSATION	\$8,632.64	\$8,056.00	\$0.00	\$7,892.00	\$0.00	\$164.00	98%
40-812-1110	TELEPHONE	\$1,157.83	\$2,000.00	\$0.00	\$314.47	\$0.00	\$1,685.53	16%
40-812-1111	TELEPHONE-CELLULAR	\$781.58	\$600.00	\$65.67	\$393.05	\$0.00	\$206.95	66%
40-812-1120	INTERNET/CABLE	\$4,173.00	\$3,600.00	\$324.43	\$1,946.58	\$0.00	\$1,653.42	54%
40-812-1130	POSTAGE	\$4,922.41	\$4,500.00	\$0.00	\$2,499.95	\$0.00	\$2,000.05	56%
40-812-1210	OFFICE SUPPLIES	\$74.93	\$1,000.00	\$0.00	\$24.37	\$0.00	\$975.63	2%
40-812-1230	OFFICE CONTRACT SERVICES	\$4,170.14	\$3,000.00	\$14.06	\$1,719.33	\$0.00	\$1,280.67	57%
40-812-1250	DUES AND SUBSCRIPTIONS	\$1,794.19	\$2,500.00	\$26.15	\$607.88	\$0.00	\$1,892.12	24%
40-812-1310	ELECTRIC	\$37,409.20	\$42,000.00	\$3,393.60	\$25,937.11	\$0.00	\$16,062.89	62%
40-812-1320	LP GAS	\$73.80	\$1,500.00	\$0.00	\$23.94	\$0.00	\$1,476.06	2%
40-812-1330	WATER/SEWER/SOLID WASTE	\$809.57	\$809.17	\$58.26	\$410.23	\$0.00	\$398.94	51%
40-812-1420	OSHA/SAFETY COMPLIANCE	\$622.58	\$1,519.99	\$0.00	\$546.82	\$19.99	\$953.18	37%
40-812-1421	SAFETY EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-1430	TRAINING -REGISTRATION&CLASS MAT'L	\$1,070.00	\$1,500.00	\$0.00	\$255.00	\$0.00	\$1,245.00	17%
40-812-1431	TRAVEL MILEAGE	\$0.00	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	0%
40-812-1432	MEALS	\$85.93	\$400.00	\$0.00	\$0.00	\$0.00	\$400.00	0%
40-812-1433	LODGING	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00	0%
40-812-1434	EMPLOYEE DEVELOPMENT	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	\$3,000.00	0%
40-812-1440	UNIFORMS	\$1,791.05	\$2,600.00	\$100.86	\$949.34	\$0.00	\$1,650.66	37%
40-812-1510	BUILDING MAINT	\$4,145.12	\$2,000.00	\$42.68	\$214.45	\$0.00	\$1,785.55	11%
40-812-1512	JANITORIAL SUPPLIES	\$44.11	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
40-812-1610	NON-CAPITAL EQUIPMENT PURCHASES	\$2,105.86	\$9,000.00	\$0.00	\$3,993.00	\$0.00	\$5,007.00	44%
40-812-1630	EQUIPMENT MAINT. & REPAIRS	\$6,954.74	\$20,000.00	\$314.16	\$9,772.72	\$0.00	\$10,227.28	49%
40-812-1710	AUTO FUEL	\$2,834.46	\$5,000.00	\$325.78	\$1,918.55	\$0.00	\$3,081.45	38%
40-812-1730	VEHICLE MAINT. & REPAIRS	\$2,776.24	\$4,000.00	\$6.19	\$1,790.99	\$0.00	\$2,209.01	45%
40-812-1810	PERMITS & FEES - REOCCURING	\$2,855.00	\$4,000.00	\$860.00	\$3,715.00	\$0.00	\$285.00	93%

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<u>Expend Account</u>	<u>Description</u>	<u>Prior Yr Expd</u>	<u>Budgeted</u>	<u>Curr Expd</u>	<u>YTD Expd</u>	<u>Encumbered</u>	<u>Balance</u>	<u>% Expd</u>
40-812-1830	COMPLIANCE TESTING	\$10,730.55	\$13,000.00	\$350.00	\$4,075.00	\$0.00	\$8,925.00	31%
40-812-3310	DEPARTMENT SUPPLIES & MATERIALS - METEI	\$120,228.48	\$85,020.97	\$2,697.18	\$33,956.58	\$10,052.97	\$41,011.42	52%
40-812-3311	DEPARTMENT SUPPLIES & MATERIALS -PLANT	\$311.00	\$35,000.00	\$9,576.50	\$45,649.48	\$0.00	-\$10,649.48	130%
40-812-4550	CONTRACT SERVICES	\$116,215.87	\$50,600.00	\$41.46	\$25,569.42	\$4,900.00	\$20,130.58	60%
40-812-4560	STREET PATCHING FOR UTILITY REPAIRS	\$7,169.00	\$17,000.00	\$0.00	\$5,150.00	\$0.00	\$11,850.00	30%
40-812-4570	COUNTY WATER PURCHASE	\$37,073.37	\$37,000.00	\$3,335.16	\$21,834.07	\$0.00	\$15,165.93	59%
40-812-5400	INSURANCE	\$17,017.35	\$19,800.00	\$0.00	\$17,200.00	\$0.00	\$2,600.00	87%
40-812-5730	CONTINGENCIES	\$0.00	\$10,959.60	\$0.00	\$0.00	\$0.00	\$10,959.60	0%
40-812-7420	CAPITAL OUTLAY - EQUIPMENT	\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$10,000.00	0%
40-812-7430	CAPITAL OUTLAY-VEHICLES	\$32,806.47	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
40-812-8010	DEBT SERVICE - PRINCIPAL	\$102,061.49	\$102,150.33	\$0.00	\$4,840.00	\$0.00	\$97,310.33	5%
40-812-8011	DEBT SERVICE - INTEREST	\$22,577.57	\$31,403.65	\$0.00	\$15,793.47	\$0.00	\$15,610.18	50%
40-812-9001	HURRICANE FUEL	\$156.49	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>DEPARTMENT 812 Total</b>		<b>\$850,856.59</b>	<b>\$832,921.13</b>	<b>\$44,403.92</b>	<b>\$420,917.93</b>	<b>\$14,972.96</b>	<b>\$397,030.24</b>	<b>52%</b>
<b>Utility Fund Expend Total</b>		<b>\$5,507,885.45</b>	<b>\$4,936,352.30</b>	<b>\$132,087.96</b>	<b>\$1,326,003.07</b>	<b>\$371,469.54</b>	<b>\$3,238,879.69</b>	<b>34%</b>

<b>40</b>	<b>Utility Fund</b>		<u>Prior</u>	<u>Current</u>	<u>YTD</u>	
			<b>Revenue:</b>	<b>\$4,571,822.15</b>	<b>\$392,107.16</b>	<b>\$3,112,970.04</b>
			<b>Expended:</b>	<b>\$5,507,885.45</b>	<b>\$132,087.96</b>	<b>\$1,326,003.07</b>
			<b>Net Income:</b>	<b>-\$936,063.30</b>	<b>\$260,019.20</b>	<b>\$1,786,966.97</b>

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
60-305-0000	WATER CAPACITY FEES	\$5,869.00	\$0.00	\$952.00	\$5,236.00	\$5,236.00	0%
60-305-0001	SEWER CAPACITY FEES	\$56,731.00	\$0.00	\$11,048.00	\$180,764.00	\$180,764.00	0%
60-305-0002	WATER CAPACITY FEES (ACCRUED)	\$900.00	\$0.00	\$0.00	\$0.00	\$0.00	0%
60-307-0001	INVESTMENT EARNINGS	\$1,299.95	\$0.00	\$0.00	\$0.00	\$0.00	0%
<b>Impact Fee Fund Revenue Total</b>		<b>\$64,799.95</b>	<b>\$0.00</b>	<b>\$12,000.00</b>	<b>\$186,000.00</b>	<b>\$186,000.00</b>	<b>0%</b>

**TOWN OF BEAUFORT**  
Statement of Revenue and Expenditures - Operating

<u>Revenue Account</u>	<u>Description</u>	<u>Prior Yr Rev</u>	<u>Anticipated</u>	<u>Curr Rev</u>	<u>YTD Rev</u>	<u>Excess/Deficit</u>	<u>% Real</u>
<b>60</b>	<b>Impact Fee Fund</b>		<u>Prior</u>	<u>Current</u>	<u>YTD</u>		
		<b>Revenue:</b>	\$64,799.95	\$12,000.00	\$186,000.00		
		<b>Expended:</b>	\$0.00	\$0.00	\$0.00		
		<b>Net Income:</b>	\$64,799.95	\$12,000.00	\$186,000.00		

**Grand Totals**

	<u>Prior</u>	<u>Current</u>	<u>YTD</u>
<b>Revenue:</b>	\$15,379,305.12	\$2,609,298.03	\$9,536,130.62
<b>Expended:</b>	\$16,679,300.79	\$747,440.64	\$7,521,153.31
<b>Net Income:</b>	-\$1,299,995.67	\$1,861,857.39	\$2,014,977.31



Comparison of FY 19,20, and 21 Sales and Use Tax Distributions						
Sales Month	Collection Month	Distribution Month	Distribution Amount FY 2019	Distribution Amount FY 2020	Distribution Amount FY 2021	% change from PY
July	August	October	\$102,279	\$154,624	\$198,338	28%
August	September	November	\$118,261	\$147,895	\$158,529	7%
September	October	December	\$104,910	\$132,455	\$173,832	31%
October	November	January	\$113,279	\$130,905	\$162,919	24%
November	December	February	\$118,047	\$116,991	\$155,965	33%
December	January	March	\$112,470	\$133,544		
January	February	April	\$91,523	\$110,330		
February	March	May	\$96,640	\$96,305		
March	April	June	\$127,685	\$127,868		
April	May	July	\$123,099	\$110,588		
May	June	August	\$145,214	\$158,801		
June	July	September	<u>\$150,652</u>	<u>\$202,009</u>		
<b>Total</b>			<u>\$1,404,059</u>	<u>\$1,622,314</u>	<u>\$849,583</u>	



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session  
4:00 PM Monday, February 22, 2021**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Appointments to Volunteer Advisory Board and Commission Positions

**BRIEF SUMMARY:**

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on various Town advisory boards and commissions. As of January 31, 2021, four vacancies existed for the following:

- Board of Adjustments – 1 position
- Historic Preservation Commission (HPC) – 2 positions
- Planning Board – 1 position

Active recruitment for the four vacant positions began in January, 2021 with an application deadline of Monday, February 15, 2021. In an effort to increase public participation and awareness, Town staff used the Carteret County News Times, Facebook, and the Sunshine List to advertisement the position vacancies and to encourage a diverse group of applicants.

As of Monday, February 15, 2021, twelve applications were received and they are:

<b>Applicant</b>	<b>Board of Adjustments</b>	<b>Historic Preservation Commission (HPC)</b>	<b>Planning Board</b>
Barry Evans	X		X
Becky Bowler		X	X
Bradley Cummings	X	X	X
Bradley Hedrick		X	
Catherine Reeve	X		
<b>Heather Poling (Incumbent)</b>		X	
Howard Paul			X
Ian Huckabee		X	
Jared Penland		X	X
John Flowers		X	
Phillip Coe		X	X
<b>Ralph Merrill (Incumbent)</b>			X

Of the four vacant positions, two individuals are seeking re-appointment for a three-year term, expiring on January 2024.

Each applicant's submitted application is included as part of this agenda item.

**REQUESTED ACTION:**

The Manager recommends the Board consider appointing applicants to the vacant positions on the Historic Preservation Commission (2 positions), Board of Adjustments (1 position), and Planning Board (1 position). The official appointment would be effective after the March 8, 2021 BOC Regular Meeting.

**EXPECTED LENGTH OF PRESENTATION:**

10 min

**SUBMITTED BY:**

Allen Coleman,  
Town Clerk

**BUDGET AMENDMENT REQUIRED:**

N/A



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Barry D. Evans

Address: 106 Macgregor Dr

Telephone: (252) 259-5076 Email: Assist2sellnewbern.com

Employer: Owner/Broker Occupation: Retired

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: Open

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

- 2008 Board of Directors Greenbrier Property Owners Association-Vice President
- 2009 Board of Directors Greenbrier Property Owners Association-President
- 2010 Board of Directors Greenbrier Property Owners Association-Director at Large
- 2008 -2012 Emerald Adcisory Board
- 2008-2013 Appearance Commission City of New Bern
- 2010 Certified North Carolina Master Gardner
- 2010-2013 Board of Adjustment City of New Bern
- 2019 Board of Directors The Oaks at Beaufort- Vice President
- 2020 Board of Directors The Oaks at Beaufort-President

Bachelor of Science University of Tennessee  
Service United States Marine Corps Commissioned Officer

Dedicated-Responsible-Conservative

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:

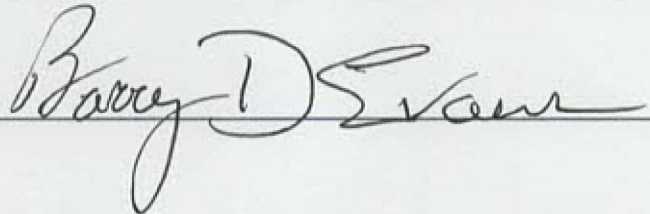
\_\_\_\_\_

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?  YES  NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Barry D Evans Date: 1/10/21

Signature: 

**From:** [Barry D Evans](#)  
**To:** [Allen Coleman](#)  
**Subject:** Town Application -Addition to Barry Evans Application-  
**Date:** Friday, February 5, 2021 5:55:03 PM  
**Attachments:** [image001.png](#)

---

## Recognition of Service

3 messages

---

**Morgan Jethro Potts** <[PottsM@newbern-nc.org](mailto:PottsM@newbern-nc.org)> Wed, Jul 26, 2017 at 10:11 AM  
To: "Barry Evans ([barryevans@assist2sellnewbern.com](mailto:barryevans@assist2sellnewbern.com))" <[barryevans@assist2sellnewbern.com](mailto:barryevans@assist2sellnewbern.com)>

Dear Mr. Evans:

On August 3<sup>rd</sup>, at 6:00 p.m., the City of New Bern Planning & Zoning Board would like to take a moment at the beginning of their meeting to have a moment of recognition for your years of service on the Board, and to express their gratitude for your time served on the Board! If you will be available to attend, please let me know by Friday morning. You will be missed, and I look forward to your response.

Regards,

Morgan J. Potts, AICP, CFM, NCLID

City Planner

Development Services

City of New Bern

303 First St., P.O. Box 1129

New Bern, NC 28563

Ph: (252) 639-7583





# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Becky Bowler

Address: 107 Harper Street, Beaufort NC 28516

Telephone: (917) 565-3563 Email: becky.bowler@gmail.com

Employer: Guggenheim Partners Occupation: Managing Director, Strategic Partnerships

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Please see attached.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES     NO

**Town of Beaufort – Application for Volunteer Board  
Applicant: Becky Bowler – February 2021**

*Please outline or attach your qualifications (including education, employment history and any special skills) and how you feel you would contribute to the board, committee or commission that you are applying for:*

I'd love to be considered for the Town of Beaufort Planning Board or Historic Preservation Commission.

I was born and raised in Fayetteville, NC. After graduating from Meredith College in Raleigh, I moved to London and spent several years working for Lehman Brothers, an investment bank. For much of the past 25 years, I've lived in Greenwich Village, a landmarked historic district in NYC, and have worked for asset management firms including Invesco and Guggenheim Partners – my employer now and for the past 15 years. At Guggenheim, I'm a Managing Director in the Investments division and have responsibility for business development with institutions. My role involves strategic negotiation, budget development and collaborating with clients and colleagues around the globe. In addition to my education at Meredith, I attended Wharton-the University of Pennsylvania where I obtained the Certified Investment Management Analyst (CIMA) designation.

While I only recently bought my home in (and relocated to) Beaufort, I believe I can make an immediate contribute to either the Planning Board or the Historic Preservation Committee based on my education and professional experience – and, perhaps most important, through my passion for eastern NC, always positive attitude and approach to working diligently with others in a collaborative, congenial manner. I will be happy to provide a long list of references who can provide a candid assessment of me if that will be helpful.

*Have you ever served on a Board, Committee or Commission in Beaufort or elsewhere?*

Yes – please see below:

- Currently serve on Board of Directors of Hot Bread Kitchen, a non-profit focused on creating economic mobility for women, minorities & immigrants through job training programs and small business incubation [www.hotbreadkitchen.org](http://www.hotbreadkitchen.org)
- Guggenheim Partners Corporate Social Responsibility Committee – member of senior leadership committee (served for 5 years through December 2020)
- Board of Directors 108 East 91<sup>st</sup> – elected by my neighbors and fellow shareholders to serve as the vice president of our co-op board (2013-14)

If I'm selected to serve with you on the Planning Board or Historic Preservation Commission, you can depend on me to be engaged & prepared and an active participant in each meeting. Thank you for considering me, and please let me know if I can provide additional information.

Best,



Becky Bowler

[becky.bowler@gmail.com](mailto:becky.bowler@gmail.com)

tel: (917) 565-3563

If yes, please state the name of the Board, Committee, or Commission:

Please see attached.

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Becky Bowler Date: 2/4/21

Signature: Becky Bowler



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Bradley Cummins

Address: 1505 Front Street, Beaufort, NC 28516

Telephone: (252) 571-0796 Email: bradleycummins@gmail.com

Employer: UNC Occupation: Software Engineer

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Born and raised in NC, I have worked remotely in software engineering for more than 20 years with clients all over the world. This experience allows me to relate to the influx of remote workers and their families who are joining our community.

I have been a licensed NC General Contractor and NC Real Estate Broker for 15 years. I have used these credentials to develop personal as well as non-profit projects throughout North Carolina.

I have served on a number of boards, both in leadership and at large, including two terms on the New Bern Historic Preservation Commission. I greatly enjoy learning, discussion and being a productive team member.

I have a BS in Engineering and a BA in Spanish Language and Literature from NC State. I have lived and worked on six continents including Antarctica. My wife and I are most excited about living and raising our daughters (6 and 2 years old) in Beaufort.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:

New Bern Historic Preservation Commission (4yrs), New Bern Preservation Foundation (4yrs), UMC Camping and Retreat Board for Camp Don Lee, Rockfish, Chestnut Ridge (6yrs)

---

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.


Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Bradley Cummins Date: 1/21/21

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Bradley Hedrick

Address: 315 Hedrick Street

Telephone: 540-220-9260 Email: sparkytect@hotmail.com

Employer: Williams Electric Occupation: Master Electrician

**Board, Committee, or Commission Interested In (please check all that apply):**

- Planning Board
- Board of Adjustment
- Historic Preservation Commission
- Airport Authority
- Oceanview Cemetery
- Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**

**REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

BS Historic Preservation, Mary Washington College, UMW  
Preservation Contractor, Fredericksburg, VA with several projects completed working on National register properties  
Past President, Historic Prince William, Inc. Prince William County, VA

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES

NO

If yes, please state the name of the Board, Committee, or Commission:  
Zoning Appeals Board, Fredericksburg, VA

---

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?  YES  NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: \_\_\_\_\_ Bradley L Hedrick \_\_\_\_\_ Date: \_\_\_\_\_ 2/4/2021 \_\_\_\_\_

Signature: Bradley L Hedrick

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Catherine Reeve

Address: 210 Belle Air Street, Beaufort

Telephone: (919) 842-6668 Email: cgreeve87@gmail.com

Employer: N/A Occupation: Retired

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board
- Board of Adjustment
- Historic Preservation Commission
- Airport Authority
- Oceanview Cemetery
- Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I earned a degree in Urban and Regional Planning from ECU and recently retired after forty years in the transportation planning and operations industry. My experience includes transportation planning in Greensboro, Durham and Wilmington, NC, and directing transportation and parking operations at two large urban universities: N C State and Duke. My experience in both municipal and university environments encompassed navigating local zoning ordinances and participating in developing landuse plans, including campus master plans. During my career I have served on various committees that dealt with transortation and land use planning.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:

Most recent: Wake County Transportation Planning & Advisory Committee, Wake County Transportation Coordinating Committee, Raleigh Transportation Alliance

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?

YES

NO

*Due to covid19*

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Catherine Reeve Date: 2/12/21

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Heather Poling

Address: 503 courtyard East Beaufort NC 28516

Telephone: 704 877 1820 Email: pyratemermmaid@me.com

Employer: Shack Shoppe Occupation: Shopkeep

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board
- Board of Adjustment
- Historic Preservation Commission
- Airport Authority
- Oceanview Cemetery
- Parks & Recreation
- Other: \_\_\_\_\_

- NEW APPOINTMENT
- REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

*minor in History; previously have served on HPC as Vice Chair for 4 out of 6 years ~~years~~ of appointment.  
My passion is to help Beaufort both remain as she stands historically & allow for the forward momentum of change with grace.*

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

- YES
- NO

If yes, please state the name of the Board, Committee, or Commission:

Historic Preservation Commission

If this is a reappointment, please list the number of meetings attended during the last 12 months: 12.

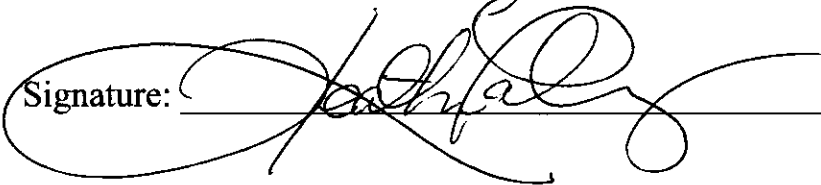
Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Leather Poling Date: 1/28/2021

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: HOWARD PAUL

Address: 1538 ANN ST. BEAUFORT, NC 28516

Telephone: 650-948-8677 Email: HAP1000@ME.COM

Employer: \_\_\_\_\_ Occupation: RETIRED

**Board, Committee, or Commission Interested In (please check all that apply):**

Planning Board     Board of Adjustment     Historic Preservation Commission

Airport Authority     Oceanview Cemetery     Parks & Recreation

Other: \_\_\_\_\_

NEW APPOINTMENT     REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES     NO

If yes, please state the name of the Board, Committee, or Commission:


\_\_\_\_\_

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?  YES  NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Harold Papp Date: 1/28/21

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_

Howard Paul  
1538 Ann St.  
Beaufort, NC 2851

650-918-8677

[hap1000@me.com](mailto:hap1000@me.com)

To Whom it May Concern,

I would like to offer my experience in helping the Planning Commission guide the future growth of Beaufort, NC

My background is rather diverse. After school I spent 12 years trading foreign currency rates in Chicago.

I spent the next 5 years sailing. I then decided to move to the West Coast.

Shortly after moving to the West Coast I entered the High Density Mobile Storage Systems industry. I spent 3 years in sales serving the Medical Community. I worked with Bio Techs, Hospitals, Clinics and Doctors.

In 1994 I started DesignSpace. DesignSpace provided storage systems to large retail chains. Kinko's Copies and Federal Express Retail Operations were just a few of my clients. I sold DesignSpace in 2006.

Of interest DesignSpace was written up in two consecutive years by Entrepreneur Magazine as one of the fastest growing Privately Held Companies in the United States. DesignSpace was also featured on MSNBC's Power Lunch program as an example of a company who adapting partnering as a way to achieve rapid growth. During this time I was asked by Coopers and Lybrand to participate in their Trendsetter Barometer Study. This was a quarterly study of how the participants viewed the economy as relating to their companies. I was one of 400 Presidents and CEO's chosen.

I also spent 5 years as a member of the Board of Directors of Manhattan Village Homeowners Assoc., a large Planned Urban Development or PUD. We had \$1.25m budget. I served 1 year as President, 2 years as Vice President and 2 years as a Member at Large.

Locally I have been a Volunteer at the Museum and also at the Watercraft Center. I'm also a Member of the Friends of the mUseum.

I hope this will provide an overview of my background. I am available to answer any questions anyone might have. Thank you for your consideration.

Howard D. Paul



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Ian Huckabee

Address: 715 Ann Street, Beaufort, NC 28516

Telephone: 252.226.0480 Email: ian@crewcoastal.com

Employer: Crew Coastal (self-emp) Occupation: Real estate

**Board, Committee, or Commission Interested In** (please check all that apply):

Planning Board     Board of Adjustment     Historic Preservation Commission

Airport Authority     Oceanview Cemetery     Parks & Recreation

Other: \_\_\_\_\_

**NEW APPOINTMENT**

**REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES

NO

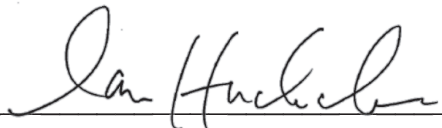
If yes, please state the name of the Board, Committee, or Commission:  
Former board chair and current board member, Museum of Life and Science

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?  YES  NO  
(Please see attached)

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Ian Huckabee Date: 2/12/21

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_

**Ian Huckabee — HPC Qualifications**

*Please outline your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:*

I've provided my board membership and work experience below. You'll see that I have a unique set of skills that will allow me to perform well as a member of the Historic Preservation Commission.

Most notably, from 2001-2010, I was involved in new home construction in Pinehurst and Chapel Hill, NC. I worked closely with the Village of Pinehurst Planning and Inspections, which maintains tight guidelines on all construction, as well as with the architectural review boards for National Golf Club (now Pinehurst No. 9), Pinewild Country Club in Pinehurst, and Briar Chapel in Chapel Hill. My experience with covenants, conditions and restrictions (CC&Rs) and architectural review board policies and procedures will help me to serve as a member of the HPC.

I recently moved to Beaufort full-time. My wife and I live in the 700 block of Ann Street. We're both thrilled to live here finally (my wife is from the area), and we seek to do our part to help maintain and promote its charm through community involvement. It's important to preserve the qualities that have landed Beaufort in such high regard regionally and nationally. The historic, charming, and quaint waterfront town has been recognized by TravelMag as the #1 Coolest Small Town in America. Southern Living voted Beaufort as the South's best small town, and Porter Briggs calls it the Nicest Place in the South. Proper stewardship, through the Town of Beaufort's HPC, BOA, and Planning Board, is vital to preserving the wonderful lifestyle Beaufort offers. I feel my experience would allow me to contribute meaningfully in this regard.

**Board Memberships**

Board Chair  
Museum of Life and Science  
2016 – 2017

Member Board Of Directors  
Museum of Life and Science  
2014 – Present

Member of Executive, Finance, Development, and Compensation committees

Board Member - TechHome Division  
Consumer Technology Association (formerly Consumer Electronics Association)  
2002 – 2003  
Inaugural board member

**Employment History**

Real Estate Broker & Entrepreneur  
Crew Coastal Real Estate (eXp Realty)  
May 2020 – Present  
Beaufort, NC

- Provide premium full-service listing and buying experiences. Agency-level marketing expertise. Thorough market research. Single-family, multi-family, vacation rentals (including B&Bs), new construction, commercial.

Chief Business Development Officer  
Cactus Group  
Durham, NC  
Apr 2018 – May 2020

- Responsible for all aspects of business development, including marketing strategy and execution, sales planning, and operational and customer service improvements. Identified new growth areas through effective market segmentation and implementation strategies. Oversaw sales and marketing and project management teams.
- Helped lead a restructuring that resulted in improved organizational structure, service mix, revenue strategies, and overall operations.
- Created an integrated marketing and sales strategy that achieved 450% growth in number of new customers in 2019, exceeding Cactus' yearly sales goal.

Operations and Marketing – Chief Marketing Officer (CMO)  
Principled Technologies  
Sep 2015 – Mar 2018  
Research Triangle Park, NC

*Principled Technologies acquired Weejee Learning, a company co-founded by Ian Huckabee.*

- Responsibilities for the post-acquisition integration of operational/marketing aspects of Weejee into PT daily operation.

- Successfully integrated all operations, marketing, sales and finance activities of Weejee into PT; maintained employee morale in a transition period.
- Developed and managed strategic marketing and sales planning activities. Worked with sales teams, and implemented sales strategies leading to increased learning revenue growth of 60%.
- Maintained overall key account development with large national accounts including Proctor & Gamble, Hilton, MassMutual, and Daimler.

Chief Executive Officer (CEO)/Co-founder

Weejee Learning

2010 – 2015

Durham, NC

(Acquired by Principled Technologies, Inc. in September 2015.)

- Co-founded and led the direction of this startup organization creating custom innovative elearning courses and programs for large enterprise. Created and implemented company vision. Developed marketing plans and objectives.
- Delivered solutions for Learning and Development directors to transform employee learning and engagement activities. Provided direction for 15 staff plus more than 30 contractors, overseeing all business operations activities including CX, marketing, sales, finance, technology, and human resources. Solicited, developed, and maintained large national accounts, such as PwC, Genworth, Halliburton, American Heart Association, DaVita, and Abbott Labs. Developed training segments on multiple topics including compliance, sales, and business process.
- Led strategic marketing efforts which led to greater than 50% year-over-year growth. Focused on company-wide strategy, innovation, and key initiatives, including customer experience initiatives that led to improved net promoter scores.
- Oversaw the creation of custom development frameworks and an elearning analytics platform enabling users to track learner competency and performance data from team members in other markets.
- Bootstrapped the organization on a staff/contractor model. Successfully negotiated the sale of the organization to Principled Technologies.

President

DwellWell Group

2001 – 2010

- Oversaw all aspects of residential construction. Maintained full P&L responsibilities and managed all financial activities. Conducted market research, negotiated land purchases, and secured construction and lot loans from lenders; managed borrowed funds. Provided daily direction for building teams and subcontractors.

- Identified new products/home types, reducing days-on-market and increasing profit; grew profit margins from 11% to 19%.
- Netted additional revenue of 12% annually through successful forecasting of cash needs, investment of excess cash, and reduction of interest charges.
- Created HomeConnect integrated home automation and security solution.
- Designed and oversaw the development of DwellWell.com, an online real estate marketing service allowing sellers to list and easily share information about their homes online and with social media connections.

Vice President, Audio Operations and Marketing

Sony Music Entertainment

1993 – 2000

New York, NY

- Supervised daily operations, marketing, and sales of five departments. Provided direction for 65+ staff including studio managers, audio engineers and technicians. Managed salary and expense planning; represented Sony Music in collective bargaining negotiations. Maintained P&L responsibilities; established new profit centers and set sales budget forecasts. Created and planned marketing activities.
- Successfully restructured Sony Music’s audio operations into five integrated departments. Evaluated existing processes, drafted a new business and reorganization plan. Successfully executed reorganization, earning the promotion to Vice President.
- Achieved marketing and sales goals, including landing clients whose work at the studio earned over 160 Grammy awards; exceeded plans for growth and increased revenue from \$8MM to \$24MM per year.
- Led the design of a custom integrated scheduling and invoicing system which improved operational efficiency and reduced overhead.
- Prior Roles Held: Director of Audio Operations and Marketing; Studio Manager



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Jarrod C. Penland

Address: 209 Shearwater Lane

Telephone: (252) 344-1880 Email: jarrod@penlandheating.com

Employer: Self Employed Occupation: Business Owner

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I am a licensed contractor in North Carolina, with 25 years of experience working throughout the state, on various residential and commercial projects. I have spent a majority of my career working in the historical town of Hillsborough. I have completed countless historical projects for the residents, and the town, all while working with the Historical society to preserve the history and character during the completion of those projects.

In addition, I have worked with various planning departments in NC to complete municipale and private commercial construction projects. I have experience with building codes as well as town ordinances. I have extensive experience with working alongside architects and engineers

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:

\_\_\_\_\_

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?

YES

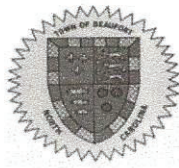
NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name:           Jarrod C. Penland           Date:           2/1/20          

Signature:           *jarrod penland*          

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: John Flowers

Address: 321 Orange Street

Telephone: (910) 262-0826 Email: Jfloconst@gmail.com

Employer: Self Occupation: General Contractor

**Board, Committee, or Commission Interested In** (please check all that apply):

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I am a licensed general contractor (#64682) in the state of NC for the past 25 Years. My company has specilized in remodeling and repair in Wilmington NC with many remodels in the historic area of Wilmington and Wrightsville Beach. I have been in the construction industry for the past 42 years. I believe with my years of residential and commerical work I can be a asset to the Historic Preservation Commission.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:


Wilmington Home Builders

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?  YES  NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: John Flowers Date: 2/11/21

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Phillip V, Coe

Address: 420 Skimmer Cove Beaufort N, C, 28516

Telephone: (336) 682-8001 Email: phillip.coe@yahoo.com

Employer: retired Occupation: \_\_\_\_\_

**Board, Committee, or Commission Interested In (please check all that apply):**

Planning Board     Board of Adjustment     Historic Preservation Commission

Airport Authority     Oceanview Cemetery     Parks & Recreation

Other: \_\_\_\_\_

**NEW APPOINTMENT**       **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I was until my retirement in November of 2019 the president of Coe Management Group Inc, The Center for a Drugfree Workplace, llc and Substance Abuse Control Systems, llc with home offices located in Winston-Salem, N. C. these three companies managed the drug and alcohol programs for over 2200 companies and operated in all fifty states. I also served on the Board of Trustees at Konnoak Hills Moravian Church for sixteen years before being elected to the Board of Trustees for Salem Congregation of the Southern Province of the Moravian Church, this board managed most of the buildings and the graveyard in Old Salem. I also worked with the Boy Scouts for eighteen years.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES       NO

If yes, please state the name of the Board, Committee, or Commission:

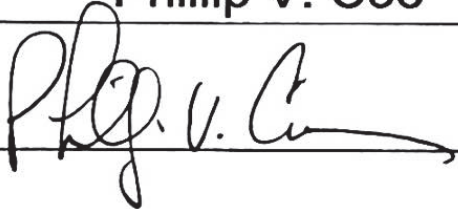
\_\_\_\_\_

If this is a reappointment, please list the number of meetings attended during the last 12 months: \_\_\_\_\_.

Do you attend regular town meetings?  YES  NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Phillip V. Coe Date: 2/11/21

Signature: 

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



# TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Ralph Merrill

Address: 312 Craven Avenue, Beaufort

Telephone: (252) 723 8628 Email: merrillrc@embargo.mail.com

Employer: FRCE Cherry Point Occupation: Engineer

**Board, Committee, or Commission Interested In (please check all that apply):**

- Planning Board     Board of Adjustment     Historic Preservation Commission
- Airport Authority     Oceanview Cemetery     Parks & Recreation
- Other: \_\_\_\_\_

NEW APPOINTMENT

REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I have been on the planning board the past 2 years and am currently the vice chairman.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

- YES     NO

If yes, please state the name of the Board, Committee, or Commission:

Beaufort & Carteret Co. Bots, Carteret Co. Board of Health

If this is a reappointment, please list the number of meetings attended during the last 12 months: 12.

Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Ralph Merrill Date: 2/9/2021

Signature: Ralph Merrill

Date received \_\_\_\_\_ Received by: \_\_\_\_\_ Date Reviewed by BOC: \_\_\_\_\_



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session  
4:00 PM Monday, February 22, 2021**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Minutes

**BRIEF SUMMARY:**

In accordance with 153A-42 of the General Statutes, the Governing Board has the legal duty to approve all minutes that are entered into the official journal of the Board’s proceedings.

The following draft minutes **are not included** but are recommended to be included on the March 8, 2021 BOC Regular Meeting Agenda:

- January 25, 2021 – Virtual Board of Commissioners (BOC) Work Session
- February 8, 2021 – Virtual Board of Commissioners (BOC) Regular Meeting
- February 22, 2021 – Virtual Board of Commissioners (BOC) Work Session

**REQUESTED ACTION:**

The Manager recommends the Board consider the draft minutes on the March 8, 2021 Regular Meeting Agenda. The draft minutes will be included with the March 8, 2021, BOC Regular Meeting agenda package.

**EXPECTED LENGTH OF PRESENTATION:**

2 minutes

**SUBMITTED BY:**

Allen Coleman, Town Clerk and Assistant to the Town Manager

**BUDGET AMENDMENT REQUIRED:**

No



**Town of Beaufort, NC**

**Board of Commissioners  
Virtual Work Session**

**4:00 PM Monday, February 22, 2021**

**AGENDA CATEGORY:** Discussion & Consideration  
**SUBJECT:** 21-01 Rezoning from TR to CS-MU 508 & 510 Cedar St

**BRIEF SUMMARY:**

At the February 8<sup>th</sup> Commissioners Regular Meeting, a public hearing was conducted via zoom, however a decision was not made due to the requirement to wait 24 hours. The request is that the Commissioners make a decision to approve or deny the request, and provide a consistency statement.

These two lots were not included in the initial rezoning in 2019 however of late there has been a number of inquiries regarding these properties and if there zoning was mixed use like others along this corridor. In an effort to encourage the redevelopment of these properties Staff has submitted them for rezoning to the CS-MU.

At the January 19, 2021 meeting the Planning Board unanimously recommended approval rezoning from TR to CS-MU.

**REQUESTED ACTION:**

Make a decision to approve or deny the request and provide a consistency statement.

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director



# Staff Report

**To:** Board of Commissioners  
**From:** Kyle Garner, AICP

**Date:** 1/19/2021  
**Meeting Date:** 1/25/2021

## Case Number 21-01

**Summary of Request:**

Rezone two lots totaling 12,906 sq. ft. along Cedar Street from TR to CS-MU.

### Background

**Location(s) & PIN**

730618216055000, 730618217003000 – Southwest of the intersection of Queen & Cedar (See Attached Map)

**Owners**

ST STEPHENS CHURCH OF CHRIST & NELSON OWENS)

**Applicant**

Town of Beaufort – Staff Initiated

**Current Zoning**

TR Zoning

**Lot(s) Size & Conformity Status**

12,906 Sq. ft. Total (based on GIS data)  
Conforming & Non-conforming parcels

**Existing Land Use**

Vacant & Institutional - Church

**CAMA Future Land Use Map  
Amendment Required**

Public & Institutional  
 Yes  No

**Adjoining Land Use & Zoning**

**North** See Attached Zoning Map of Area  
**South** See Attached Zoning Map of Area  
**East** See Attached Zoning Map of Area  
**West** See Attached Zoning Map of Area

**Special Flood Hazard Area**

Yes  No

**Public Utilities**

Water  Available  Not Available  
Sewer  Available  Not Available

**Additional Information**

See Staff Comments

**Requested Action**

Provide a consistency statement to the Board of Commissioners addressing the requested zoning amendment and the future land use plan.

Provide recommendation to the Board of Commissioners to:

- Approve the request;
- Deny the request; or
- Recommend more restrictive zoning district

**Comments**

These two lots were not included in the initial rezoning in 2019 however of late there has been a number of inquiries regarding these properties and if there zoning was mixed use like others along this corridor. In an effort to encourage the redevelopment of these properties Staff has submitted them for rezoning to the CS-MU.

At the January 19, 2021 meeting the Planning Board unanimously recommended approval rezoning from TR to CS-MU.

It should be noted that this rezoning is **consistent** (see info below) with the existing CAMA Land Use Plan and thus will not require an amendment.

In accordance with **NCGS § 160A-383**, the consistency statement must include one of the following:

- A statement recommending approval of the zoning amendment and describing its consistency with the CAMA Core Land Use Plan
- A statement recommending denial of the zoning amendment and describing its inconsistency with the CAMA Core Land Use Plan
- A statement recommending approval of the zoning amendment containing the following:
  - Declaration that the approval is also deemed an amendment to the CAMA Core Land Use Plan
  - An explanation of the change in conditions the board took into consideration when recommending approval

**CAMA Core Land Use Plan – Future Land Use Classifications**

**C. Mixed Use Classification**

The Mixed Use classification encompasses approximately 1.3 square miles (826 acres) or 17.4 percent of the total land area. The properties classified as Mixed Use are located adjacent to Town Creek (2 sites), at the former Beaufort Elementary School site, adjacent to the Cedar Street-Carteret Avenue area, and along Lennoxville Road at the site of the Atlantic Veneer Corporation and Beaufort Fisheries Industries.

The Mixed Use classification is intended to delineate areas where there is potential to redevelop the existing properties and adjoining vacant land, particularly for multiple land uses. The North Carolina Maritime Museum has proposed expanding the Maritime Museum to a portion of the Mixed Use-designated area located on the north side of Town Creek. An associated maritime village has also been proposed for this site. Mixed residential and commercial uses, including marine uses along waterfront areas, have potential at the other Mixed Use-designated sites.

The Cedar Street corridor is anticipated, with the proposed relocation of US Highway 70, to redevelop from a general commercial area into more of an office, light retail, professional services, institutional, and residential area.

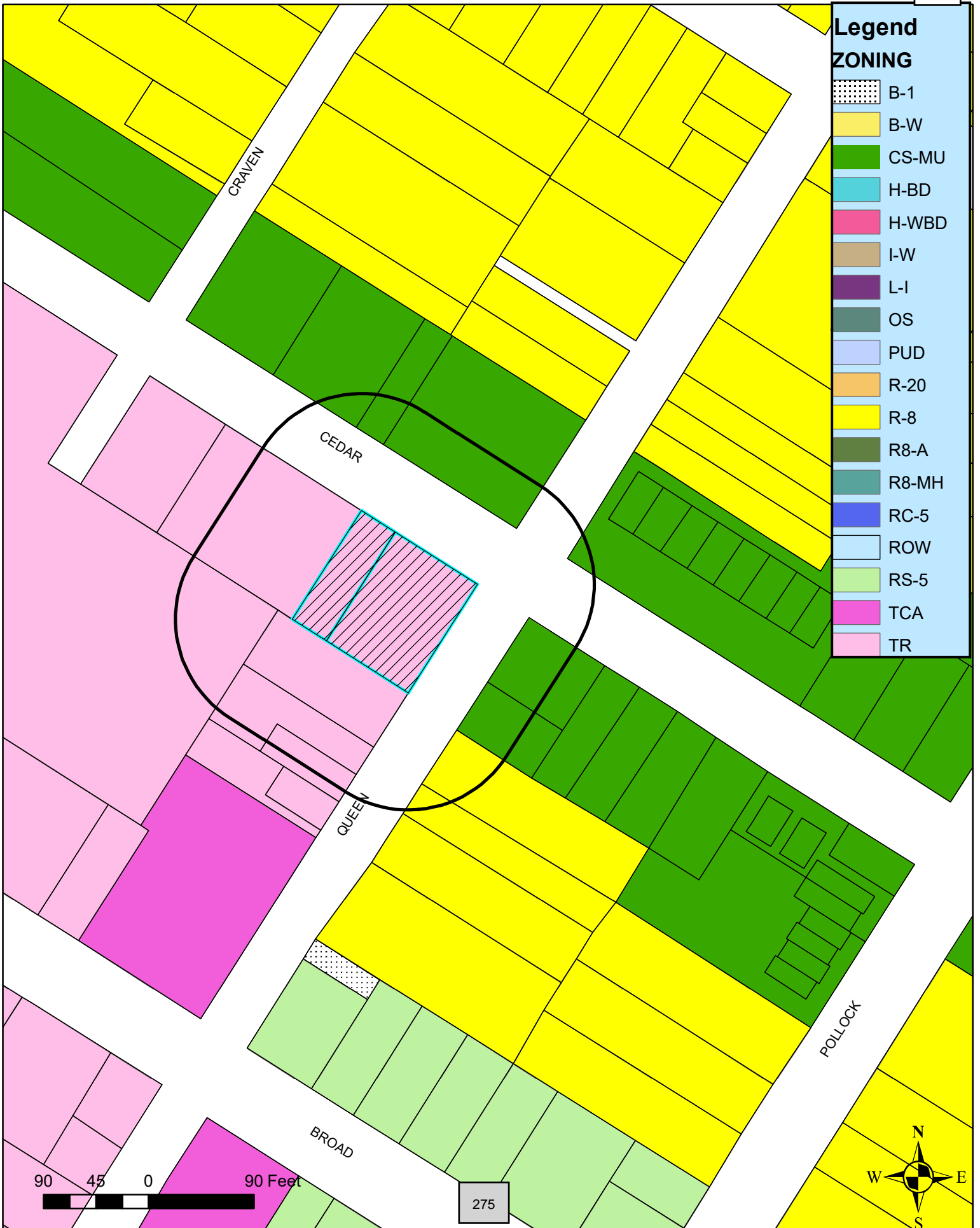
The anticipated residential density within this classification ranges from medium to high density. Multifamily densities are consistent with the current requirements of the Town’s zoning ordinance which allows a density range of up to 16 dwellings per acre for planned developments. Residential building types encouraged within this classification include single-family attached dwellings, condominiums, cluster developments, and multifamily dwellings. Commercial uses include a variety of

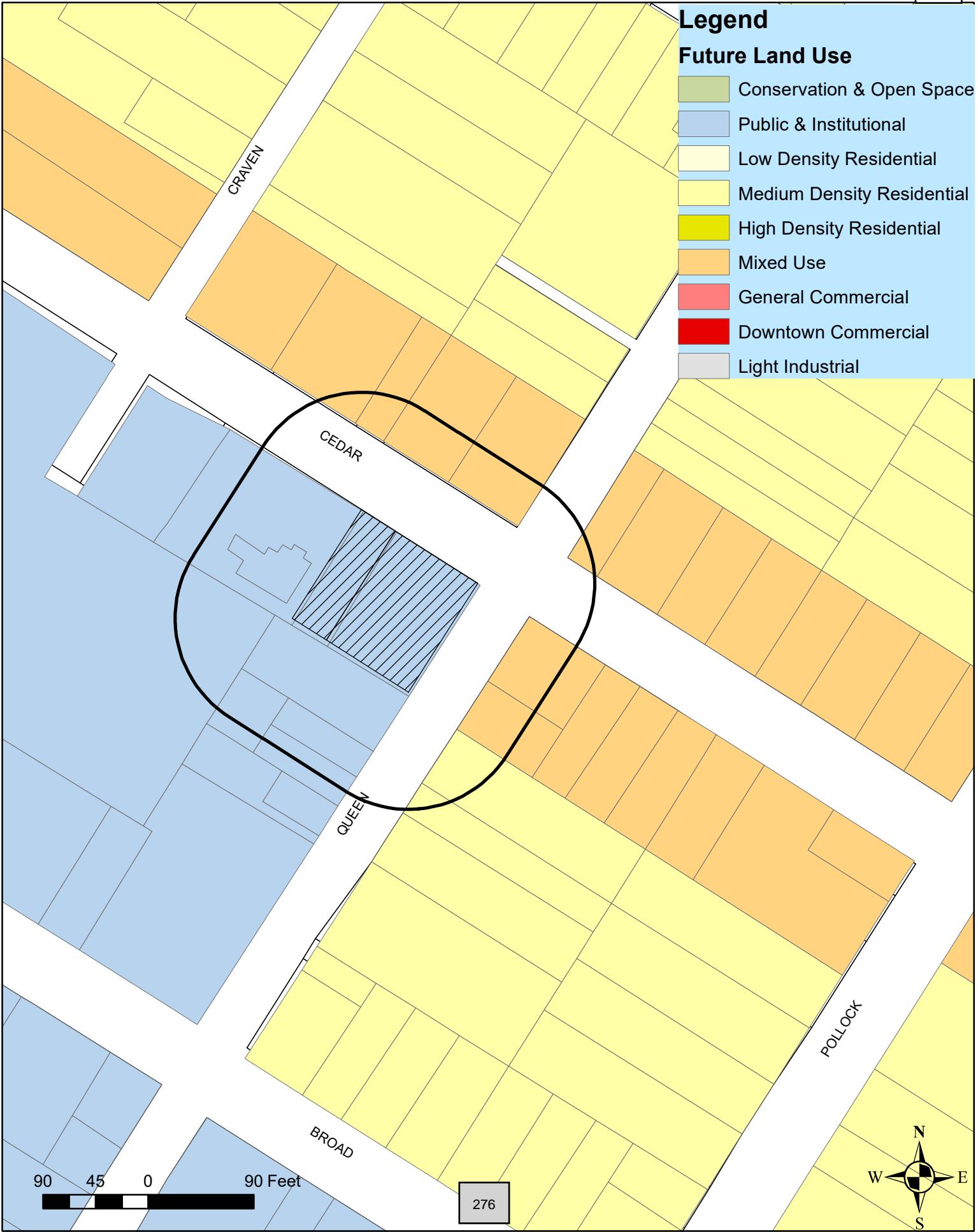
retail, office, business services, and personal services. Minimum lot sizes are generally dependent upon the specific nature and characteristics of the land use but typically range from 2,750 to 20,000 square feet for residential land uses and 3,000 to 8,000 square feet for nonresidential land uses. Maximum floor area ratios for nonresidential land uses range from 0.57 to 2.13. Land uses within the Mixed Use designated areas are generally compatible with B-1, General Business; B-3, Marina Business; O & I, Office and Institutional; RMF, Multifamily Residential; and PUD, Planned Unit Development Zoning Districts. Public water and sewer service is needed to support the land uses characteristic of this classification. Streets with the capacity to accommodate higher traffic volume are necessary to support the intensity of development expected within the Mixed Use Classification.

The Town’s goals and policies support the use of land in Mixed Use-classified areas for a range of uses where adequate public utilities and streets are available or can be upgraded to support the intensity of development encouraged in this classification. Public and institutional land uses that support and that are compatible with this type of mixed development are also encouraged.

While the Mixed Use areas are expected to accommodate future growth and development, they may or may not actually be developed during the planning period. Critical factors that will determine the development potential of these areas include market demand and the provision of the necessary support infrastructure (particularly public water and sewer utilities). Consequently, the development potential of the some of the lands within the Mixed Use areas may be more long-term than short-term. In order to permit the type of mixed use development envisioned in this classification, the Town of Beaufort may have to prepare amendments to its existing zoning ordinance and subdivision ordinance to establish specific conditions and standards for such mixed use development.

- Attachments:** Property Owners Within 100 Feet  
Vicinity & Zoning Map with 100 Foot Notification Boundary  
CAMA Future Land Use Map with 100 Foot Notification Boundary  
TR & CS-MU Zone Information with Use Table  
Consistency Statement “Draft”





<u>OWNER</u>	<u>MAIL_HOL</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>IL_ST/MAIL_ZI</u>	<u>MAIL_ADD2</u>
CARTERET COUNTY	302	COURTHOUSE SQUARE	BEAUFORT	NC	28516 SUITE 200
FIRST RUNG PROPERTIES LLC	304	ORANGE STREET	BEAUFORT	NC 1821	28516
JACOBS,MAROLINE	104	BRUGG COURT	NEW BERN	NC 8728	28562
JOHNSON,MARGARET L/T			MOUNT PLEASANT	SC	29465 PO BOX 643
JOHNSON-FERDINAND,AMY V	18	NYMPH RD	WEST ORANGE	NJ	07052
JONES,EDDIE M	9328	DANSFORESHIRE WAY	WAKE FOREST	NC 5040	27857
LOUDEN,FLORA LEA	101	STURBRIDGE ROAD	RALEIGH	NC 1551	27615 C/O JAMES W ANKENY
OWENS,NELSON N ETUX PATRICIA A	723	COMET DRIVE	BEAUFORT	NC	28516
QUEEN ANNE'S QUARTERS LLC	715	COMET DRIVE	BEAUFORT	NC	28516
QUEEN ST PROPERTIES OF BFT LLC			MT PLEASANT	SC	29465 PO BOX 643
ST STEPHENS CHURCH OF CHRIST	500	CEDAR STREET	BEAUFORT	NC	28516
WILLIS,MAURICE M			BEAUFORT	NC	28516 PO BOX 266
YOST,MARK S	2026	SAINT ANDREWS ROAD	GREENBORO	NC	27408

**B) Transitional District (TR).**

The intent of this district is to serve as a transition between residential and more intensive districts. This includes residential and commercial uses with a low noise and traffic impact which would generally be considered compatible with a residential area which may or may not have buffering requirements as documented in section 19 of this Ordinance. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the TR district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the TR district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 8-4 Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	15 feet	35 feet

**Table 8-5 Other Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TR	25 feet	25 feet	8 feet	35 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the lot setback requirements as set forth in section 2-F, section 6, section 15, and all other sections of this Ordinance.

5) Permitted Uses.

- |   |  |
|---|--|
| Antenna Co-Location on Existing Tower   | Dormitory  |
| Assisted Living                         | Dwelling, Single-Family  |
| Athletic Field, Public                  | Garage, Private Detached                                       |
| Bed & Breakfast                         | Government/Non-Profit Owned/<br>Operated Facilities & Services |
| Carport                                 | Group Home   |
| Club, Lodge, or Hall                    | Home Occupation  |
| Commercial Indoor Recreational Facility | Library  |
| Community Garden                        | Mixed Use  |
| Dock                                    | Mortuary/Funeral Home/<br>Crematorium                          |

Land Development Ordinance for the Town of Beaufort

Neighborhood Recreation Center  
 Indoor/Outdoor, Private  
 Neighborhood Recreation Center,  
 Public  
 Nursing Home  
 Office: Business, Professional, or  
 Medical  
 Park, Public  
 Personal Service Establishment  
 Public Safety Station

Public Utility Facility  
 Religious Institution  
 Resource Conservation Area  
 Restaurant with Indoor Operation  
 Shed  
 Signs, Commercial Free-Standing  
 Swimming Pool (Personal Use)  
 Temporary Construction Trailer  
 Utility Minor  
 Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit  
 Aquaculture  
 Financial Institution  
 Cemetery/Graveyard  
 Concealed (Stealth) Antennae &  
 Towers  
 Day Care Center  
 Day Care/Child Care Home  
 Dwelling, Duplex  
 Golf Course, Privately Owned  
 Golf Driving Range  
 Hotel or Motel  
 Kennel, Indoor/Outdoor Operation  
 Marina

Museum  
 Other Freestanding Towers  
 Outdoor Amphitheater, Public  
 Parking Lot  
 Preschool  
 Produce Stand/Farmers' Market  
 Retail Store  
 Satellite Dish Antenna  
 School, K-12  
 School, Post-Secondary  
 Tavern/Bar/ Pub with Indoor  
 Operation  
 Utility Facility

D) Cedar Street Mixed-Use Zoning District (CS-MU)

1) Purpose.

The purpose of this district is to protect, enhance and guide the redevelopment of the Cedar Street corridor by reducing visual clutter through the implementation of commercial design standards and selecting the appropriate type of uses for this district. These standards are designed to improve the aesthetics, traffic congestion and provide for a solid and vibrant tax base as well as promote the public health, safety and welfare of the town.

2) Adoption.

The Cedar Street Mixed Use Zoning District (CS-MU) for the Town of Beaufort, as set forth on a map so entitled and dated 07/08/2019, is hereby adopted by reference as an element of the Land Development Ordinance hereafter known as the LDO, and the Official Zoning Map of the Town of Beaufort.

3) Permitted Uses.

The uses listed here, with the exception of single-family residential uses, shall be subject to the Development Standards listed below.

- |                                    |                                  |
|------------------------------------|----------------------------------|
| Convenience Store                  | Park, Public                     |
| Dwelling, Single-family            | Personal Service Establishment   |
| Dwelling, Multi-family             | Produce Stand/Farmers' Market    |
| Financial Institution              | Public Utility Facility          |
| Hotel or Motel                     | Religious Institution            |
| Mixed Use                          | Restaurant with Indoor & Outdoor |
| Office, Business, Professional, or | Operations                       |
| Medical*                           | Retail Store                     |
| Outdoor Retail Display/Sales       | Utility Minor                    |

\*Includes Government Offices

4) Special Uses (Special Use Requirements may be found in Section 20 of the LDO).

Any commercial use which results in a structure or combination of structures with over 15,000 square feet.

- Microbrewery
- Tavern/Bar/Pub with Indoor Operation

5) Prohibited Uses.

Any use not listed in subsections 3 & 4 of this section is prohibited. Development Standards.

a) Design Criteria.

The intent of the following design criteria is to maintain and strengthen the unique character of Cedar Street by ensuring new development projects are architecturally compatible with the characteristics of the community. These characteristics include building forms, proportions, treatments, exterior materials, and architectural styles. It is intended that front elevations and overall massing of new structures shall be of human scale and related to the street. All design criteria will be reviewed and approved by Town Staff.

*Land Development Ordinance for the Town of Beaufort*

It is not the intent for new structures to closely duplicate existing historic structures. The intent is for new structures to include elements in ways which achieve a design compatible with and complementary to the historic character of the Town.

- b) **Site Plan Submission.**  
A detailed site plan, meeting all N.C. State Building Codes and Town Ordinances, shall be required for all commercial and mixed-use development within this zoning district.
- c) **Signage.** Whenever the regulations made under the authority of this section are in conflict with any other provisions of this ordinance, the restrictions of this section shall supersede.
  - i) Only attached wall or projecting type signs made of wood or substitute materials which have the appearance of wood are permitted.
  - ii) The use of internally lit, flashing or free-standing signs of any kind is prohibited.
  - iii) Subject to the provisions of this section, the maximum sign surface area permitted in this district shall not be more than 0.75 square feet per linear foot of total lot frontage.
- d) **Landscaping.**  
Any new commercial site plan with on-site parking shall provide a detailed landscape plan identifying all shrub and tree types as well as the number of such trees and shrubs as per section 14 and 19 of the *LDO*. Additionally if developing adjacent to a different type of land use, a screening and buffering plan shall also be required.
- e) **Exterior Siding Materials (Commercial & Mixed-Use Structures Only).**  
The primary siding material constituting a minimum of eighty percent (80%) of the exterior shall be one or a combination of two of the following materials:
  - i) Brick;
  - ii) Stone: Natural, Limestone or Granite;
  - iii) Fiber Cement (Lap or Board & Batten Siding); and/or,
  - iv) Treated Wood excluding plywood (Board & Batten or Clapboard Design only)
  - v) Cedar Shake
  - vi) Other materials or combinations thereof can be submitted to the Planning Board and Board of Commissioners for consideration. Detailed elevation drawings and product specifications shall be required.
- f) **Outside Walls (Commercial & Mixed-Use Structures Only).**
  - i) The total area of glass, windows, and/or any similar transparent areas for any side of a commercial structure shall not exceed thirty-five percent (35%) of the surface area for such side of the building, and must be positioned uniformly along the face of the structure. This percentage may be increased if it needs to meet the state fire code.

*Land Development Ordinance for the Town of Beaufort*

- ii) Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100') along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.
- f) Roof Forms. (Commercial & Mixed-Use Structures Only)
  - i) The dominant shape of roof forms shall be gabled, hipped or parapet. If pitched, the minimum pitch shall be five over twelve (5/12).
  - ii) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.
- g) Driveway Limitations. (Commercial & Mixed-Use Structures With Onsite Parking Only)
  - i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100').
  - ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
  - iii) No driveway shall be located within a hundred feet (100') of an intersection except in cases where no other access to a public street is available.
- h) Parking Requirements.
  - i) Mixed use, multi-family and single-family lots shall provide 1.5 onsite parking spaces/unit;
  - ii) Commercial lots with an area less than 5000 ft<sup>2</sup> have no requirements for onsite parking; and,
  - iii) Commercial lots with an area more than 5000 ft<sup>2</sup> shall provide 1 onsite parking space for every 600 ft<sup>2</sup> of gross floor area.
- i) Exterior Elevation Drawings. (Commercial & Mixed-Use Structures Only)  
Exterior elevation drawings shall be submitted to determine the visual break of exterior walls for the structure or structures.

6) Minimum Lot Size.

The Cedar Street Mixed-Use Zoning District will not have a minimum lot size.

7) Minimum Lot Width.

No minimum lot width is required in the Cedar Street Mixed-Use Zoning District at the minimum building line.

8) Building Setback and Building Height Requirements and Limitations.

Subject to the exemptions of this Ordinance, each structure on said lot in this zoning district shall be set back from the boundary line of the lot at least the distance provided in the tables set forth in this section. The building height limitation in this district is also provided in the tables of this section.

**Table 8-6 Single Family Detached Setback Requirements**

<i>District</i>	<i>Cedar Street Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	15 feet minimum	25 feet	8 feet	40 feet
	20 feet maximum	25 feet	8 feet	40 feet

**Table 8-7 Corner Lot and Interior Lot Requirements for Commercial and Mixed Use**

<i>District</i>	<i>Cedar Street Front Setback (Right-of-Way)</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
	10 feet minimum	0 feet	20 feet	0 feet	40 feet
	20 feet maximum	0 feet	20 feet	0 feet	40 feet

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Residential Uses</b>					
<b>Group Living</b>	Assisted Living	P	P	S	
	Dormitory	P	P	S	
	Group Home	P	P	S	
	Nursing Home	P	P	S	
<b>Household Living</b>	Accessory Dwelling Unit		S	S	
	Dwelling, Duplex/Townhome	P	S	S	
	Dwelling, Multi-Family	P		S	P
	Dwelling, Single-Family	S	P	S	P
	Manufactured Home			S	
	Manufactured Home Park			S	
	Recreational Vehicle Park			S	
<b>Mixed Uses</b>					
	Mixed Use	S	P	S	P
<b>Public/Institutional Uses</b>					
<b>Aviation</b>	Airport/Landing Strip			S	
<b>Cemeteries/ Graveyards</b>	Cemetery/Graveyard		S	S	
<b>Cultural Facilities</b>	Library		P	S	
	Museum		S	S	
<b>Day Care</b>	Day Care Center		S	S	
	Day Care/Child Care Home		S	S	
<b>Government Services</b>	Government/Non-Profit Owned/ Operated Facilities & Services	P	P	S	
	Public Safety Station	P	P	S	
	Public Utility Facility	P	P	S	P
<b>Hospitals</b>	Hospital			S	
<b>Park and Athletic Fields, Public Use</b>	Athletic Field, Public			S	
	Community Garden	P	P	S	
	Neighborhood Recreation Center, Public	P	P	S	
	Outdoor Amphitheater, Public	S	S	S	
	Park, Public	P	P	S	P
	Resource Conservation Area	P	P	S	
<b>Religious Uses</b>	Religious Institution	S	P	S	P
<b>Educational Uses</b>	Preschool	S	S	S	
	School, K-12		S	S	
	School, Post-Secondary	S	S	S	
<b>Non-Governmental Facilities</b>	Transportation Facility	S		S	
	Utility Facility	S	S	S	P
	Utility Minor	P	P	S	P
<b>Agricultural Uses</b>	Agritourism			S	
	Aquaculture		S	S	
	Farming, General			S	
	Forestry			S	
	Produce Stand/Farmers' Market		S	S	P

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Commercial Uses</b>					
<b>Animal Services</b>	Kennel, Indoor Operation Only		S	S	
	Kennel, Indoor/Outdoor Operation			S	
<b>Assembly</b>	Club, Lodge, or Hall		P	S	
<b>Financial Institutions</b>	Financial Institution		S	S	P
<b>Food and Beverage Services</b>	Microbrewery			S	S
	Restaurant, with Drive-Thru Service	S		S	
	Restaurant, with Indoor Operation	S	P	S	P
	Restaurant, with Outdoor Operation	S		S	P
	Tavern/Bar/Pub with Indoor Operation	S	S	S	S
	Tavern/Bar/Pub with Outdoor Operation	S		S	
<b>Offices</b>	Office: Business, Professional, or Medical		P	S	P
	Office: Small Business				
<b>Public Accommodations</b>	Bed & Breakfast		P	S	
	Hotel or Motel	S	S	S	P
<b>Indoor Recreation &amp; Entertainment, Privately Owned</b>	Adult Entertainment			S	
	Amusement Establishment			S	
	Commercial Indoor Recreation Facility		P	S	
	Neighborhood Recreation Center Indoor/ Outdoor, Private	P	P	S	
	Pool Hall or Billiard Hall			S	
	Theater, Large			S	
	Theater, Small	S		S	
<b>Outdoor Recreation &amp; Entertainment, Privately Owned</b>	Athletic Field, Private			S	
	Commercial Outdoor Amphitheater			S	
	Commercial, Outdoor Recreation Facility			S	
	Golf Course, Privately-Owned		S	S	
	Golf Driving Range		S	S	
	Motor Vehicle Raceway			S	
<b>Retail Sales and Services</b>	Adult-Oriented Retail Establishment			S	
	Convenience Store			S	P
	Mortuary/Funeral Home/ Crematorium		P	S	
	Liquor Store			S	
	Personal Service Establishment	S	P	S	P
	Retail Store	S	S	S	P
<b>Vehicle Storage Facilities</b>	Dry Boat Storage			S	
	Marina	S	S	S	
	Parking Lot		S	S	
	Parking Structure			S	

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
Vehicles and Equipment Facilities	Boat Sales/Rental			S	
	Car Wash			S	
	Gas/Service Station			S	
	Heavy Equipment Sales/Rental			S	
	Heavy Vehicle Repair			S	
	Moped/Golf Cart Sales/Rental			S	
	Motor Vehicle Sales/Rental			S	
	Towing & Vehicle Storage			S	
	Vehicle Service			S	
<b>Industrial Uses</b>					
Industrial Service Uses	General Industrial Service			S	
Manufacturing and Production Uses	Manufacturing, Heavy			S	
	Manufacturing, Light			S	
	Resource Extraction			S	
Telecommunications Facilities	Antenna Co-Location on Existing Tower	P	P	S	
	Concealed (Stealth) Antennae & Towers	P	S	S	
	Other Building-Mounted Antennae & Towers			S	
	Other Freestanding Towers		S	S	
Warehouse and Freight Movement Uses	Commercial Waterfront Facility			S	
	Hazardous Material Storage			S	
	Mini-Storage			S	
	Outdoor Storage			S	
	Warehousing and Distribution Establishment			S	
	Wholesale Establishment			S	
Waste-Related Uses	Recycling & Salvage Operation			S	
<b>Accessory Uses and Structures</b>					
Accessory Uses	Carport	P	P	S	
	Dock	P	P	S	
	Garage, Private Detached	P	P	S	
	Home Occupation	P	P	S	
	Outdoor Retail Display/Sales			S	P
	Satellite Dish Antenna		S	S	
	Shed	P	P	S	
	Signs, Commercial Free- Standing	P	P	S	
	Swimming Pool (Personal Use)		P	S	
	Temporary Construction Trailer	P	P	S	
	Vehicle Charging Station	P	P	S	

Permitted Use

Special Use



**BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO REZONE 508 & 510 Cedar Street FROM TR to CS-MU  
ORDINANCE NO. 21-\_\_**

Applicant: Town of Beaufort Staff  
Location: 508 & 510 Cedar Street  
Parcel ID: 730618216055000, 730618217003000  
Lot Size: 12,906 Sq. ft. Total (based on GIS data)  
Existing District: TR (Transitional)  
Meeting Date: February 8, 2021  
Requested District: CS-MU – Cedar Street – Mixed Use

**WHEREAS**, the Town of Beaufort Planning Staff has submitted a request to rezone the above referenced property to CS-MU; and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on January 19, 2021, at which time the Planning Board recommended approval of the request; and

**WHEREAS**, the Beaufort Board of Commissioners conducted a public hearing on February 8, 2021 at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

**WHEREAS**, the Town Board of Commissioners has made the following findings and conclusions:

1. The request is consistent with surrounding land use patterns and zoning in the area.
2. The proposed zoning of CS-MU is consistent with the spirit and intent of the ordinance and the CAMA Core Land Use Plan.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone 508 & 510 Cedar Street to CS-MU is approved and the Town’s Zoning Map is amended accordingly.

---

Enacted on motion of Commissioner \_\_\_\_\_ and carried on a vote of \_\_\_ in favor and \_\_\_ against.

This, the 8<sup>th</sup> day of February 2021

TOWN OF BEAUFORT

---

Everette (Rett) Newton, Mayor

---

Allen Coleman, Town Clerk