



## **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

### **Board of Commissioners Regular Meeting 6:00 PM Monday, September 12, 2022 Train Depot, 614 Broad Street Beaufort, NC 28516**

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#### **Call to Order**

#### **Pledge of Allegiance**

#### **Roll Call**

#### **Agenda Approval**

#### **Public Comment**

#### **Presentations**

1. Beaufort Police Department- Awards/SRO Introductions
2. Dredging Update- Kyle Garner

#### **Items of Consent**

1. Minutes- July 14th & August 8th
2. Budget Amendment- 1809 Live Oak Street Water and Sewer Main Extensions
3. FY 2023 Budget Amendment #4

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

1. Comprehensive and CAMA Land Use Plan
2. Conflict of Interest Policies
3. Sewer Allocation Request- 506 Island Drive., Beaufort NC (Deerfield Shores Subdivision)
4. Grant Funding Assistance Resolution- Local Assistance for Stormwater Infrastructure Investment

**Public Hearing**

- [1.](#) Walking Permit- Hungry Town Tours

**Manager Report**

**Mayor/Commissioner Comments**

**Closed Session**

- [1.](#) Pursuant to NCGS 143-318.11 (a) (3)

**Adjourn**



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**Board of Commissioners  
Regular Meeting**

**6:00 PM Monday, September 12, 2022  
Train Depot, 614 Broad Street**

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**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Minutes- July 14<sup>th</sup> & August 8<sup>th</sup>

**BRIEF SUMMARY:**

Review the draft Board of Commissioner minutes from the August 8, 2022 Regular Meeting and July 14, 2022 Special Meeting.

**REQUESTED ACTION:**

Approval of attached minutes.

**EXPECTED LENGTH OF PRESENTATION:**

1 Minutes

**SUBMITTED BY:**

Elizabeth Lewis, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

N/A



**Town of Beaufort, NC**

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**Board of Commissioners  
Special Meeting  
6:00 PM Monday, July 14, 2022  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**Call To Order**

Mayor Harker called the meeting to order at 6:00 p.m. explaining the purpose of the Special Meeting was to review the Comprehensive/CAMA Land Use Plan and to set a future Public Hearing date regarding the proposed plan.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

Present:

- Mayor Harker
- Mayor Pro Tem Hagle
- Commissioner Cooper
- Commissioner Oliver
- Commissioner Terwilliger

Mayor Harker excused Commissioner Hollinshed, who was unable to attend the meeting.

**Comprehensive/CAMA Land Use Plan Presentation**

Jay McLeod presented the Comprehensive and CAMA Land Use Plan, which includes the Resilient Beaufort Strategy Plan. He provided a detailed explanation of the design process and shared the major elements which compose the plan. *A copy of the presentation material is attached and incorporated as part of these minutes.*

The Board of Commissioners asked several questions regarding the Public Surveys, Mitigation Strategies and the Non-Intensification Zone referenced in the proposed plan. The group complemented the data collected and the hard work invested in composing the document. There were also questions regarding maps within the plan and the ability to ensure they are current before finalized.

Arey Grady, Town Attorney, spoke on what the approval of the document means for the Town. He discussed plans of this type were required by CAMA in coastal areas. He referenced the need for the document in terms of zoning regulations incorporated within 160D; and noted how the guide could be utilized once adopted.

Sam Burdick, Town Planner, briefly discussed the Resilient Beaufort Strategy Plan. She requested a Public Hearing be set, to allow public input on the proposed CAMA Land Use Plan and the Resilient Strategy.

Mr. Grady noted that the Town's plan was considered reasonably updated and a current adoption was not necessarily required at that point.

Commissioner Oliver asked Ms. Burdick if she considered the Resiliency Plan fully integrated into the CAMA Land Use Plan.

Ms. Burdick confirmed that she did.

Commissioner Hagle made a motion to set the Public Hearing date as August 8, 2022 at 6:00 p.m.

The motion passed unanimously.

**Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 7:45 p.m.

The motion carried unanimously.

\_\_\_\_\_  
Sharon Harker, Mayor

\_\_\_\_\_  
Elizabeth Lewis, Town Clerk

# Comprehensive and CAMA Land Use Plan

Board of Commissioners Work Session

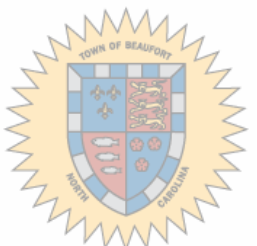
07/14/2022



# Presentation Outline

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- Process Review
- Plan Overview
- Discussion
- Next Steps





# Background and Plan Update Process

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# Stewart's Municipal Planning Group

## STEWART PRACTICE AREAS

- Civil Engineering
- Geomatics
- Geotechnical Engineering & Construction Services
- Landscape Architecture
- Municipal Planning**
- Sports & Events
- Structural Engineering
- Transportation

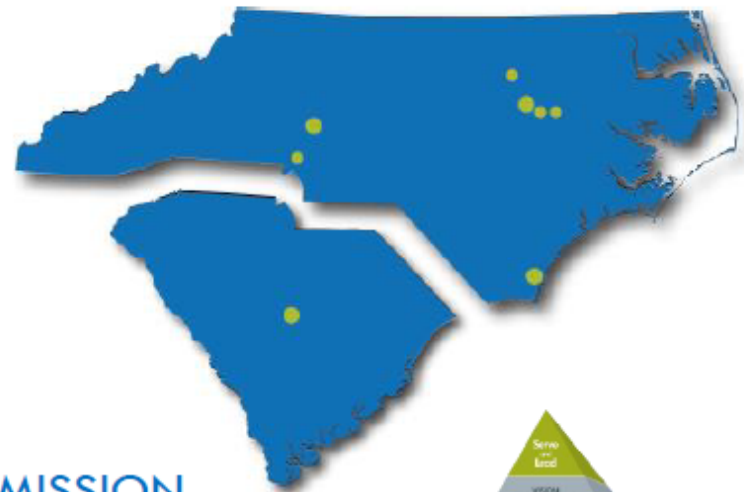
*With a unique, collaborative, cross-discipline approach that results in **stronger** and **more creative** design solutions, Stewart offers a full range of services to meet the needs of our clients.*

**1994**  
COMPANY  
FOUNDED

**8**  
OFFICE  
LOCATIONS

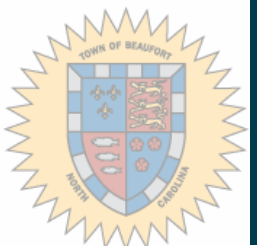
**8**  
PRACTICE  
AREAS

**200+**  
PROFESSIONAL  
STAFF



## STEWART MISSION STATEMENT

Strengthening communities by serving, leading, and working in a creative and interdisciplinary way.



# What's a Land Use Plan for? (CAMA = Coastal Area Management Act)

- Required:
  - State / Coastal Resource Commission (CRC)
    - CAMA permitting decisions
  - Land Use Plan – required to enforce zoning per 160D
  
- Guide:
  - Policy
  - Development standards
  - Public and private investment
  - Rezoning decisions
  - Communicates vision and community priorities/goals

**TOWN OF BEAUFORT  
NORTH CAROLINA**

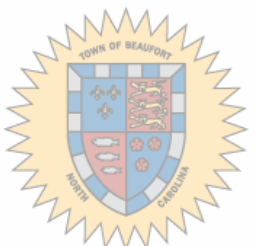
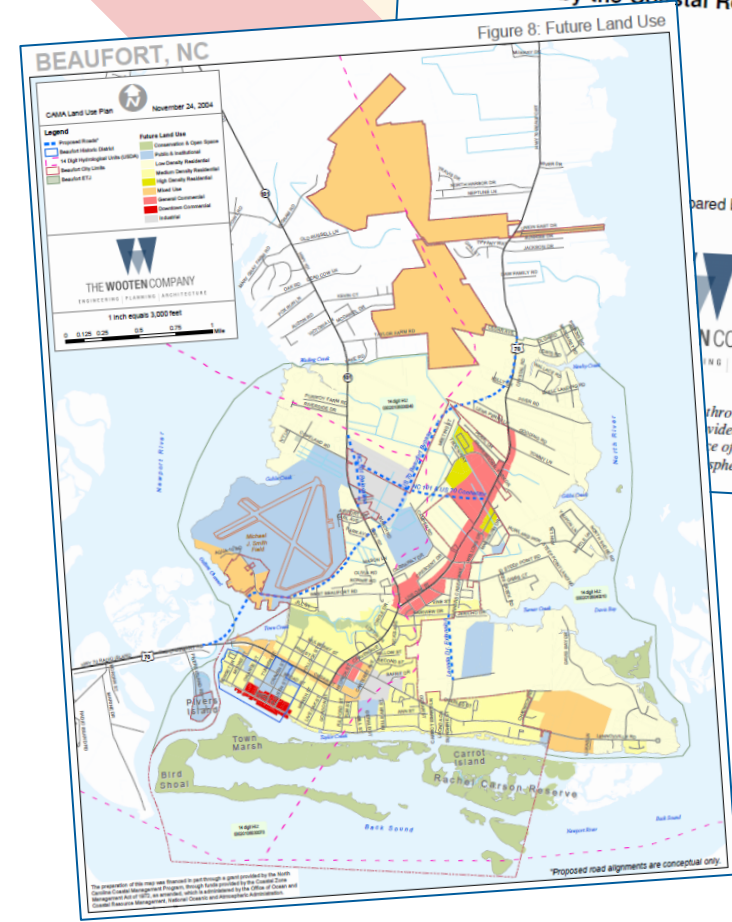
**CORE LAND USE PLAN**

Adopted by the Beaufort Town Board: December 11, 2006

Certified by the Coastal Resources Commission:

Prepared by:  
**THE WOOTEN COMPANY**  
ENGINEERING | ARCHITECTURE

*through a grant provided by the North Carolina Department of Environment and Natural Resources through the Coastal Zone Management Act of 1972, as amended, and the Office of Ocean and Coastal Resource Management, Spherical Administration*







# Initial Project Schedule

	2020		2021												2022							
PHASE	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	
<b>Comp/CAMA Plan</b>	[Task bar spanning Nov 2020 to Jul 2022]																					
Data gathering, tour, graphics/format, focus group interviews	[Event]	[Task bar]																				
Vulnerability assessment, mapping, and community profile		[Task bar]		[Board]																		
Values survey and community visioning			[Survey]		[Event]		[Board]															
Future Land Use Map development								[Board]														
Draft recommendations and plan development										[Board]			[Event]	[Survey]								
Plan revision and public adoption process																				[Board]	[Board]	

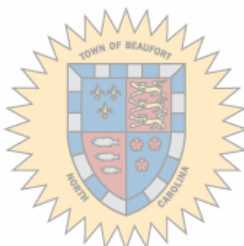
Initial state review of CAMA plans can take 75 days.

**Key:**

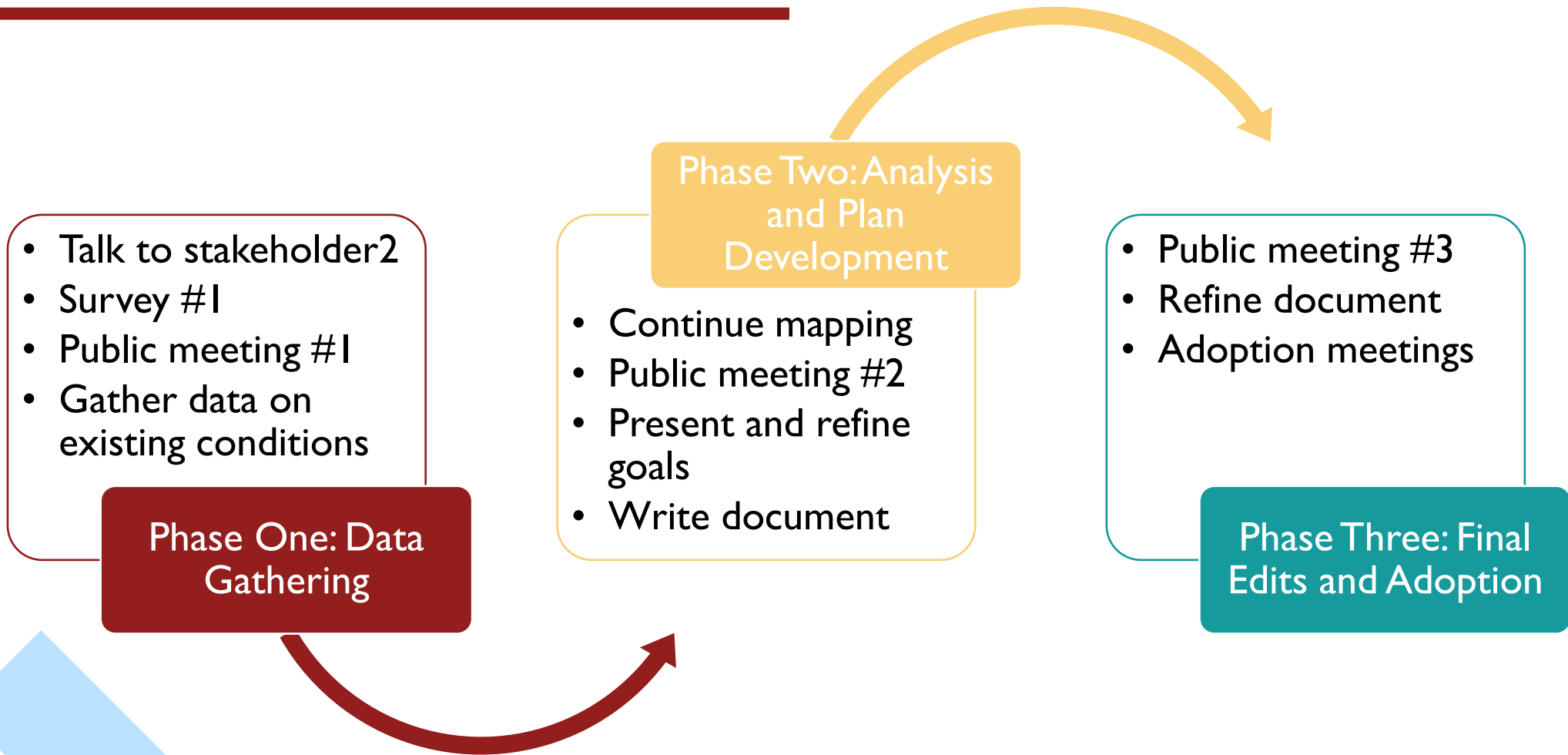
-  Task
-  Steering Committee or Staff
-  Elected or Appointed Board
-  Public Informational Event or Meeting, incl. Focus Groups
-  Online Public Survey

Note: Schedule is subject to change, depending on project progress and needs. Please visit the Town's project web page for the most up-to-date information.

Comp/CAMA Plan = the Town of Beaufort's Comprehensive and CAMA Land Use Plan  
 CAMA = North Carolina's Coastal Area Management Act  
 UDO = Unified Development Ordinance



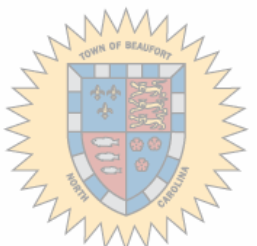
# Project Process



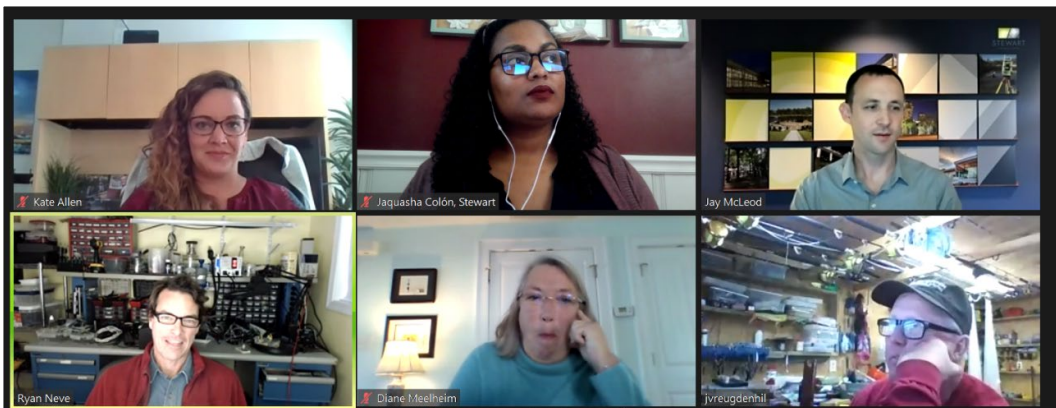
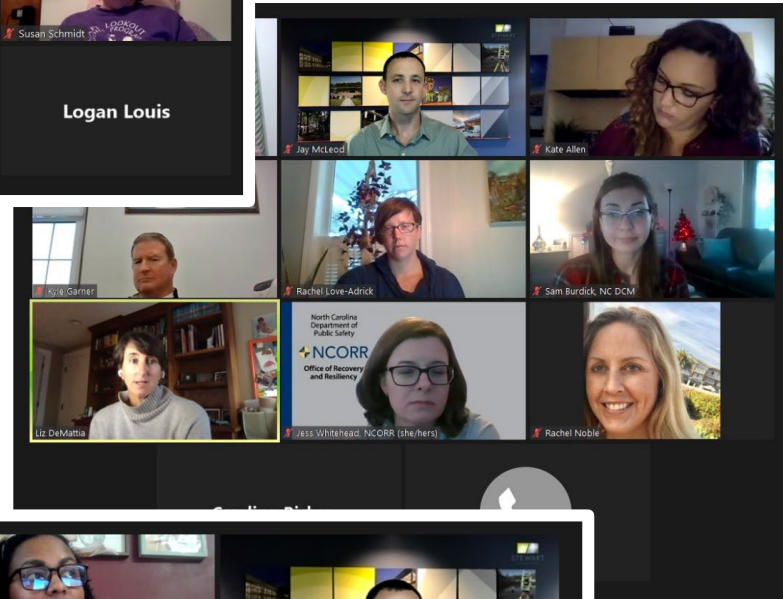
# Steering Committee

Zatará Delavega	Jay McLeod	Caroline Richardson
Kate Allen	Ralph Merrill	Diane Meelheim
Jaquasha Colón	Paula Gillikin	644491Guy Copes
Robert Harper	Kyle Garner	Johnna Davis is connecting to audio ...

13



# Public Engagement



COMMUNITY SURVEYS



FOCUS GROUP INTERVIEWS



3 PUBLIC MEETINGS



WEBSITE



6 STEERING COMMITTEE MEETINGS

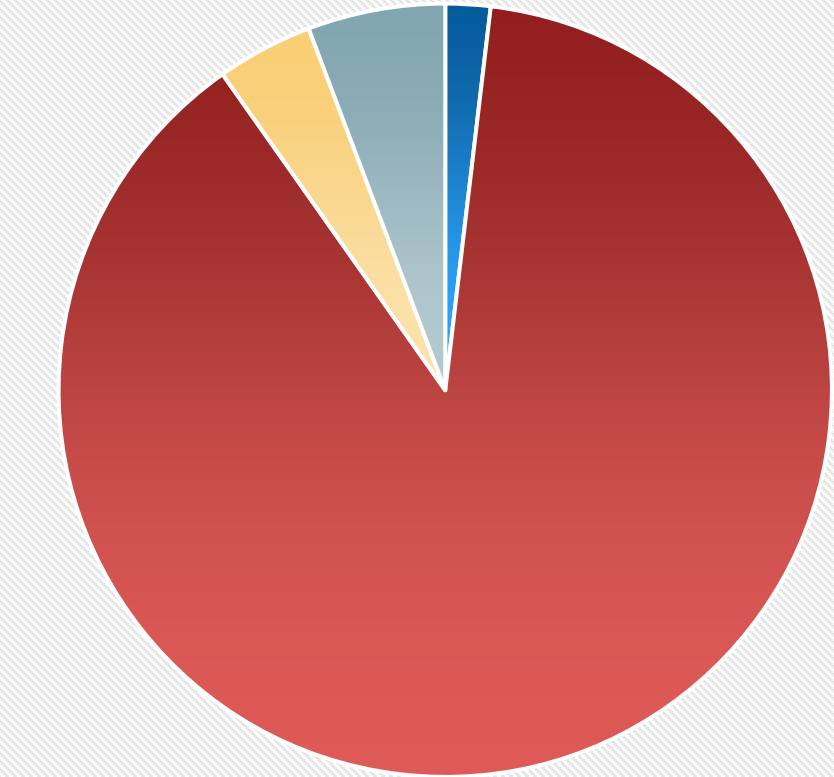


# Public Participation

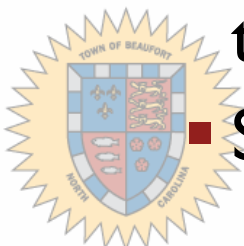
Focus group participants: **36**

- Public Meeting #1: viewed **>1,100** times on Facebook
- Survey #1: **1,691** respondents
- Survey #2: **110** respondents
- Public Meeting #2: viewed **>1,300** times on Facebook
  - Breakout Groups: **~77**
- Public Meeting #3: viewed **477** times on Facebook
- Survey #3: **156** respondents

Number of Participants  
(up through Public Meeting #2)



- Focus Groups
- Survey 1
- Breakout Groups
- Survey 2







# Plan Overview

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# Chapters

- 1. Community Concerns & Aspirations
- 2. Socioeconomic Snapshot
- 3. Existing Plans
- 4. Environment, Natural, & Cultural Resources
- 5. Community Values & Goals
- 6. Future Land Use & Character Areas
- 7. Growth Management

Emerging Conditions, Focus Groups, Key CAMA Issues

Demographics, Socioeconomic, Population Trends and Projections

Existing Plan Assessments

Soils, Water Quality, Flooding, Infrastructure, Environment, Parks, Historic Resources, Existing Land Use

Plan Goals, Objectives, and Recommendations

Future Land Use Map, incl. NIZ

CAMA Objectives and Implementation



And Appendices

# Plan Goals

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Environmental Protection

Resiliency

Housing

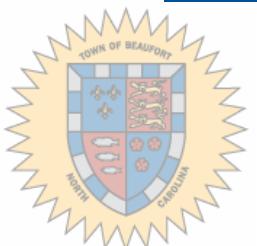
Infrastructure

Economic Development

Transportation

Town Character

Diversity and Inclusion



# Distinctions

A Land Use / Comp Plan **does**:

- Communicate a community's vision and goals for the future
- Provide a roadmap for future rezonings, development, and investment decisions
- Provide guidance on policy and regulatory updates

A Land Use / Comp Plan **does not**:

- Handcuff decision-makers during rezonings
- Infringe on existing uses or buildings
- Invoke or force downzonings
- Create nonconformities
- Change development regulations

# Distinctions

## Zoning (and existing uses)

- Regulates allowed uses, dimensional standards, setbacks, building heights, parking, etc.
- Is what's currently entitled
- Regulates nonconformities, rebuilds, etc.
- Existing uses can continue (barring some action by the Town)

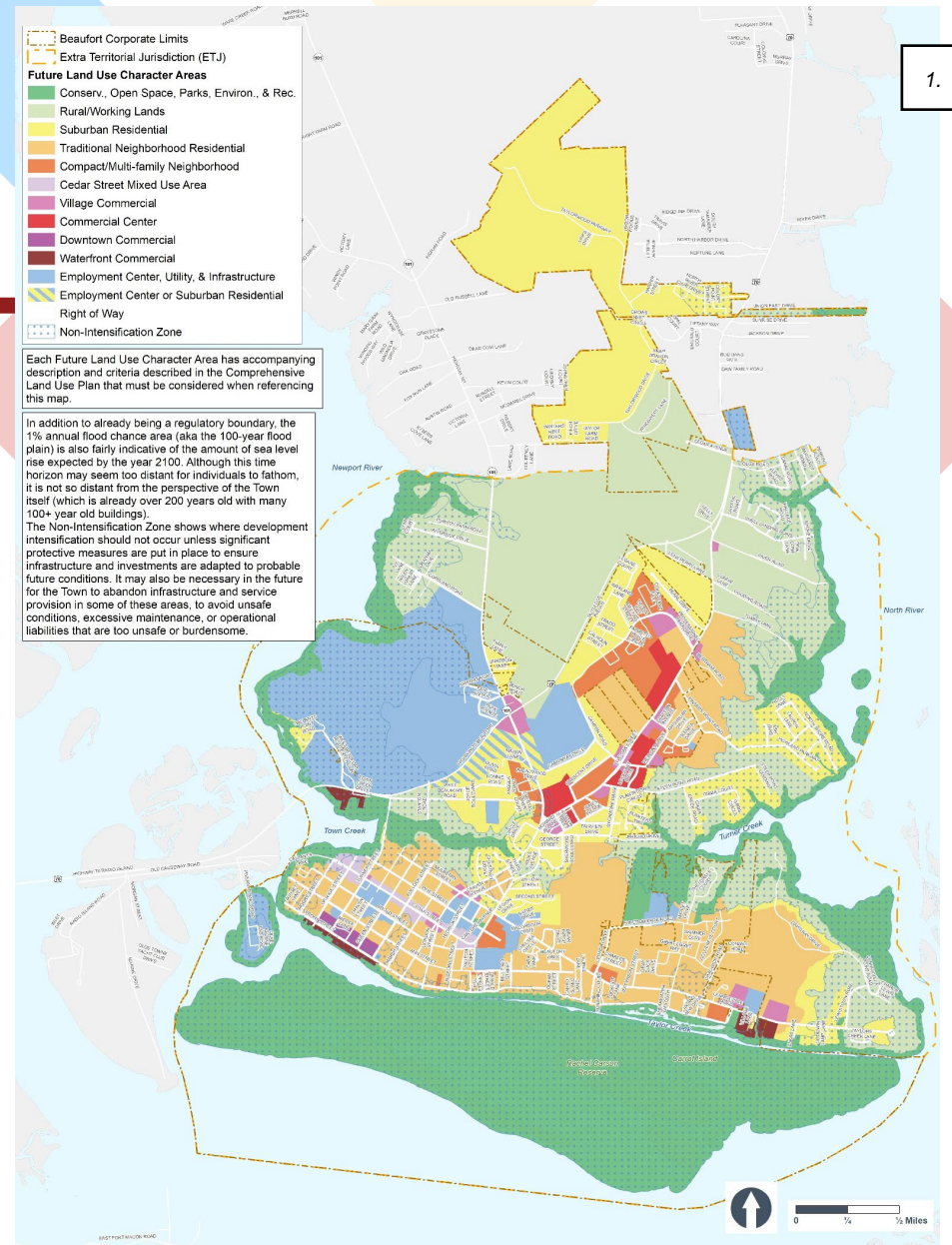
## Future Land Use

- Guides (but does not compel) rezoning decisions
- Recommends future policy updates
- Guides the gentle and long-term transition of land to the desired uses and configuration

## Future Land Use does not

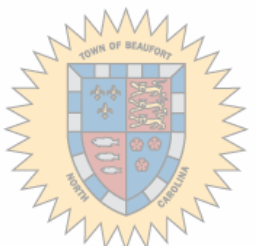
- Force rezonings or downzonings
- Constitute a taking
- Amortize uses (even unwanted uses)
- Force property owners to sell or

# Future Land Use Map



1.

Note that a few areas have been revised per staff recommendation + one public request for commercial to be identified on Live Oak Ave.



# Future Land Use Character Areas

## Nonresidential-leaning:

- Downtown Commercial
- Downtown Waterfront
- Employment Center/ Utility/ Infrastructure
- Commercial Center
- Cedar Street Mixed Use
- Village Commercial

More Intensity

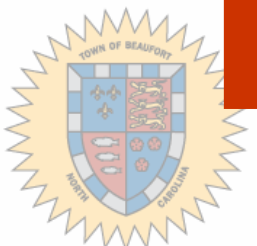
## Residential-leaning and environmentally-driven:

- Compact/ Multi-family Neighborhood
- Traditional Neighborhood
- Suburban Neighborhood
- Rural/ Working Land
- Conservation/ Open Space/ Parks/ Environmental/ Recreation

More Impervious Surfaces

More Neighbors

More Open Spaces



+ the **Non-Intensification Zone** (kind of like a type of overlay)

# Excerpted Goals related to Non-Intensification Zone



**Protect, preserve, and restore our shorelines, sensitive habitats, and waterways.**



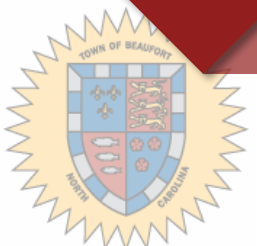
**Increase resiliency to natural hazards and climate change impacts for natural and built areas.**



**Protect our unique character by enhancing and maintaining our natural resources, recreational opportunities, historic downtown, and cultural resources.**

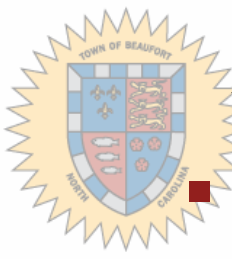
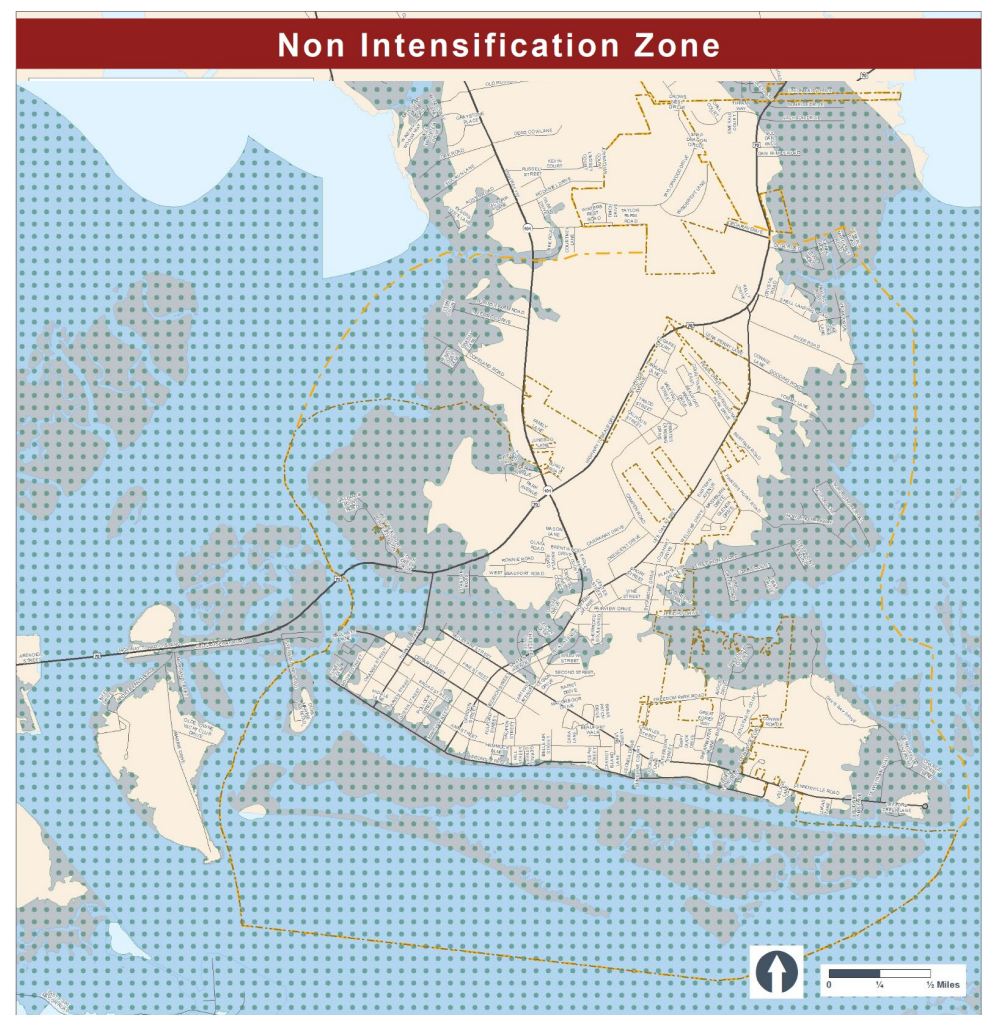


**Ensure infrastructure and public facilities keep up with increasing demand and changing environmental conditions.**



# Non-Intensification Zone

- Corresponds roughly to the SLR expected by year 2100; also is roughly the regulatory Special Flood Hazard Area (aka the 1% annual flood chance area)
- Potential to reduce public facilities maintenance burden
- Challenge is to balance allowing what exists to remain without intensification vs. protecting shoreline vulnerable to conversion vs. private property protection and rights vs. not allowing public infrastructure to be held captive vs. community character vs. storm vulnerability vs. etc., etc., etc.



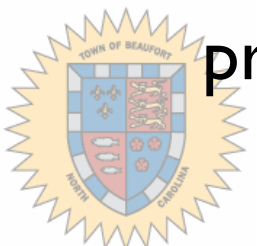
■ Eyes-wide open approach

# Implementation

- Adoption of a plan is not the end, but rather the beginning.
- Implementation relies on local ingenuity, collaboration, and action.

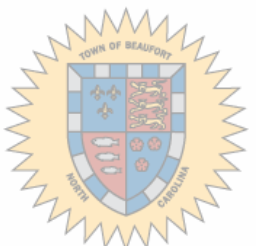
**Less** ← **Relative Risk to Local Government** → **More**

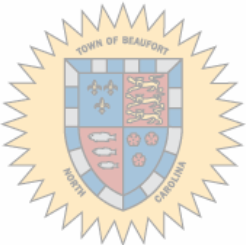
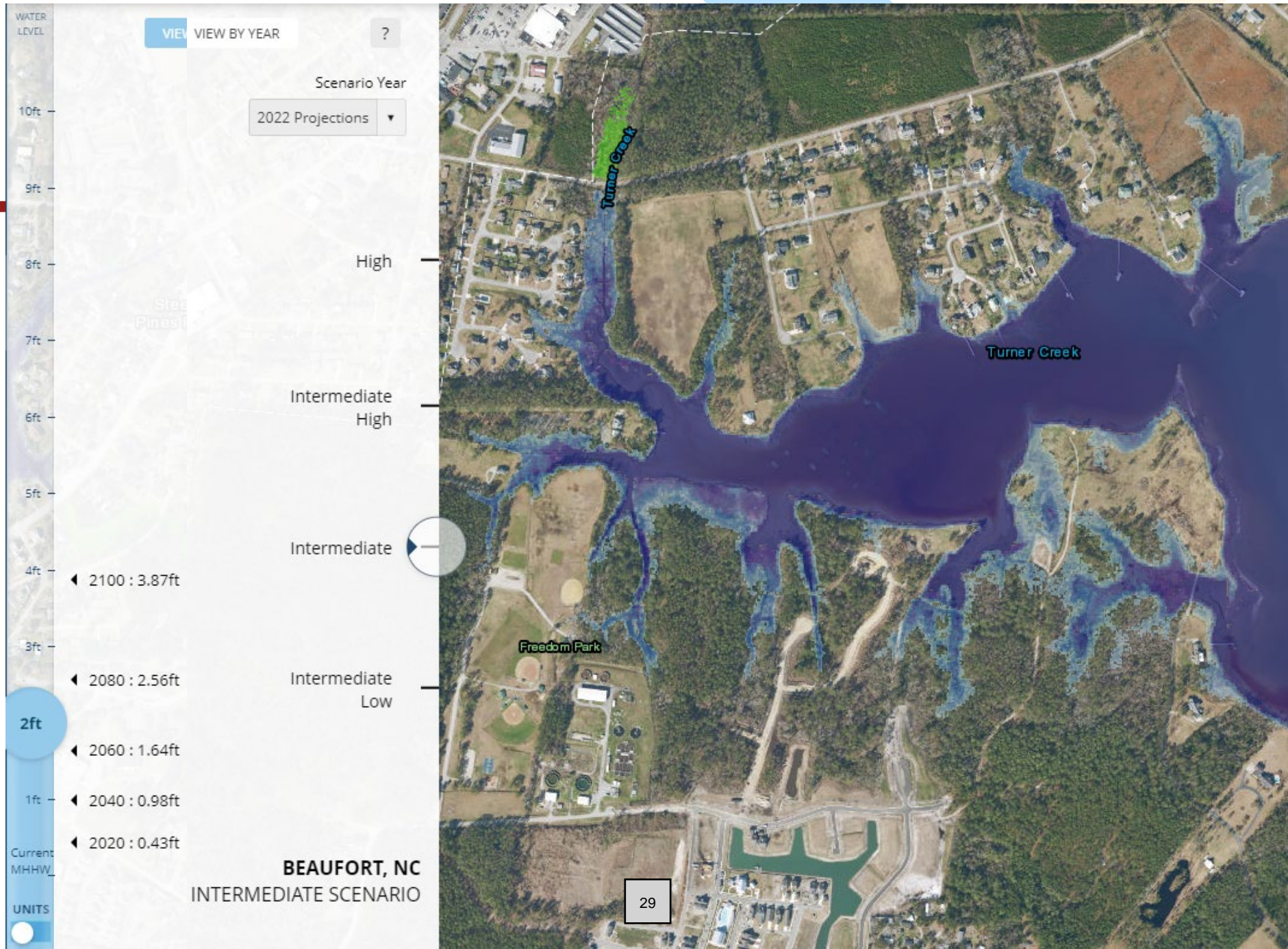
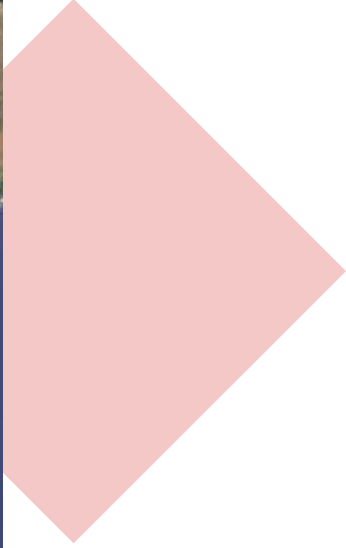
- |  |   |   |
|--|---|---|
| <ul style="list-style-type: none"> <li>■ Awareness / Noticing</li> <li>■ Increase minimum design standards</li> <li>■ Purchase at-risk properties</li> </ul> | <ul style="list-style-type: none"> <li>■ Increase buffer standards</li> <li>■ Zoning overlays, development limitations</li> <li>■ Moratoria</li> <li>■ Prohibition of <i>government-financed</i> shoreline armorin</li> </ul> | <ul style="list-style-type: none"> <li>■ Severe development restrictions</li> <li>■ Prohibition of <i>all</i> shoreline armoring</li> <li>■ Exactions (ex – teardown escrow)</li> </ul> |
|--|---|---|



# Implementation

- The Non-Intensification Zone is a best practice based on *Jordan v. St Johns County, FL (2011)* and 2021 findings from the Association of State Floodplain Manager’s PIE Series:
  - Thomas Ruppert, Esp. (UF, FL Sea Grant) and Jerry Murphy, JD, AICP, CFM (UF, Program For Resource Efficient Communities).
- Other examples include
  - Oregon’s 1970’s prohibition on new shoreline armoring
  - *Lucas* – does guarantee single family residential as the lowest use of land





# Comp Plan Relationship to SUPs and CZs

Under Special Use Applications:

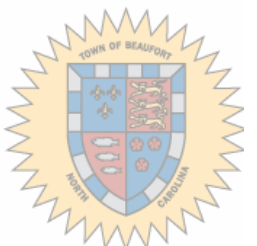
E) *Required Findings.*

- 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;

And for Conditional Zoning:

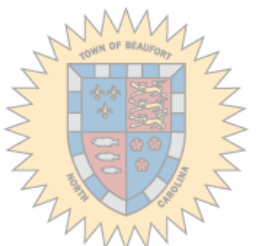
2) Procedures

- a) The planning board may hold a public hearing during which the applicant may voluntarily make modifications to the conditional zoning request. The planning board shall review the request for a conditional zoning and make a recommendation to the BOC. The recommendation will include a consistency statement which will address consistency of the requested zoning amendment and the adopted comprehensive plan.



# Next Steps

- Board of Commissioners adoption hearing



# Thank you.

[www.beaufortnc.org/future](http://www.beaufortnc.org/future)



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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, August 8, 2022  
Train Depot, 614 Broad Street  
Beaufort, NC 28516  
Minutes**

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**Call to Order**

Mayor Harker called the meeting to order at 6:00 p.m.

**Pledge of Allegiance**

Mayor Harker invited all to join in reciting the Pledge of Allegiance.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

- Mayor Harker
- Mayor Pro Tem Hagle
- Commissioner Oliver
- Commissioner Cooper
- Commissioner Hollinshed

Mayor Harker informed the group Commissioner Terwilliger would not be in attendance.

Commissioner Hagle made a motion to excuse Commissioner Terwilliger from the meeting.

The motion passed unanimously.

Todd Clark, Town Manager provided clarification as to why the Public Hearing regarding the CAMA Land Use Plan, originally scheduled for the August 8<sup>th</sup> Regular Meeting, had been canceled. He explained at the Board's July 14<sup>th</sup> Special Meeting, staff informed the Board that a public hearing would be helpful in terms of receiving public feedback on the plan, even though the Division of Coastal Management only requires one formal hearing to be conducted at the end of the process. The effort of the staff and Board to hold a public hearing at the current meeting would have been an added step in the process, however staff did not meet all the advertising requirements. Mr. Clark explained where the Town was in the adoption process and announced there would be a Special Meeting of the Board of

Commissioners on August 24, 2022 at 6:00 p.m., to all public feedback. The Board will then consider any changes to the plan before submitting the draft version to the Division of Coastal Management for review.

1.

### **Agenda Approval**

Mayor Harker asked that the agenda be rearranged to have Superintendent Dr. Rob Jackson address the Board before the Public Comment period.

Commissioner Hagle made a motion to adopt the agenda as amended.

The motion carried unanimously.

### **Message from Carteret County Public Schools Superintendent- Dr. Rob Jackson**

Dr. Jackson expressed his appreciation to the Board of Commissioners for the partnership shared between the Carteret County Public School System and the Town of Beaufort. He noted the exceptional growth made by all Carteret County students academically, athletically, and artistically. He also conveyed gratitude to the Board for their recent approval of two additional School Resource Officer positions in Beaufort.

### **Public Comment**

Stephen Hamilton, 610 Craven Street in Beaufort, expressed his concern for the increased traffic flow on Mulberry Street. He suggested a stop sign should be added at the end of Mulberry Street, explaining vehicles are often speeding through the area.

Doug Doubleday, 114 Crystal Pines Court in Beaufort, expressed his condolences regarding the recent passing of Doreen Warner. He shared Mrs. Warner and her husband founded Scuttlebutt Bookstore on Front Street about 30 years ago, noting what an important role she played as a business owner and citizen in the Town of Beaufort.

Charlie Deaton, 711 Broad Street in Beaufort, shared concerns regarding flooding on Broad Street. He noted the 700 block has major flooding issues, suggesting the storm drain nearby does not function properly. He explained there had been standing water in his yard and under his home several times in the month of July. He shared the Broad Street issues had plagued the neighborhood for a long time and hoped Town staff could remedy the situation moving forward.

### **Presentations**

#### **1. Greg Meshaw- Meeting Street**

Mr. Meshaw shared a presentation that addressed drainage issues on Meeting Street. *A copy of the Power Point is attached and incorporated as part of the minutes.*

Commissioner Oliver suggested research needed to be done to determine whether or not there was an HOA that encompassed Meeting Street; and who was responsible for installing, maintaining, and operating a pump on the retention pond.

Commissioner Hollinshed agreed with Commissioner Oliver.

Commissioner Hagle said the HOA should be explored; he also noted the engineered system seemed to be designed well, and flooding would be at a minimum if the pump was utilized correctly.

Commissioner Cooper questioned how the pump functioned and where it was located.

Commissioner Oliver added that the pond level should be lowered in advance, to give t<sup>1.</sup> rainwater a place to flow.

Jeff Cannon, a resident of Meeting Street, spoke from the audience to express his concerns about flooding. He shared his understanding was that in previous years, Meeting Street had been removed from the HOA. He also suggested that Gary Mercer, developer, was responsible for maintaining the pond. He said the below ground pump had not worked in many years and the flooding had been an ongoing issue that is getting worse.

### Items of Consent

1. Minutes

Commissioner Hagle made a motion to approve the items of consent as presented.

The motion passed unanimously.

### Items for Discussion and Consideration

1. ADA Transition Plan

Harrison Wenchell, with Stewart Engineering, presented the components of the proposed ADA Transition Plan. He noted the purpose of the plan was to ensure the Town was in compliance with the Americans with Disabilities Act, and to act as a guide for the future.  
*A copy of the Power Point is attached and incorporated as part of the minutes.*

Commissioner Oliver noted there had been public input in late 2021 concerning consideration of the blind and asked if all of those comments had been incorporated into the ADA Plan.

Mr. Wenchell confirmed the comments were in the plan, under the public involvement section.

Commissioner Oliver referenced pages 138 and 139 of the proposed plan, which lists 2021 cost for various items/projects; he asked if Mr. Wenchell felt those prices were valid now, as the report is being submitted.

Mr. Wenchell said yes; the numbers were based on the latest data provided by NCDOT to project cost estimates.

Commissioner Oliver asked about property owner responsibilities in the project cost and other options the Town could explore for funding the cost, as it was estimated to be 2.6 million dollars.

Mr. Wenchell explained they only evaluated areas within the public right of way; meaning that number should correspond to what the Town is responsible to finance. He noted NCDOT has funding that can be directly used for curb, ramp and sidewalk improvement projects; he also shared there were numerous federal grant opportunities available.

Doug Williams, also with Stewart Engineering, shared generally on the federal funding, it is 80% federal and a 20% state/local match. He added the project cost previously noted were prices as of 2020/2021, explaining NCDOT only updates their unit cost once a year and the 2022 numbers have not yet been released.

Commissioner Hollinshed asked if the area referenced in the report were tested by people who had the disability, for example someone in a wheelchair utilizing a ramp.

Mr. Wenchell explained they rely on the public involvement process and in other projects his team has done walk throughs with people who have various disabilities. He also pointed out there are federal technical requirements, which sometimes makes it a one size fits all approach. 1.

Commissioner Hagle commended the report, noting it was thorough and indicated there was a lot of work that needed to be done. He noted the improvements and projects needed to be reviewed and included in the budget on an annual basis. He expressed his thanks to Peter Crumley, who was heavily involved in the public comment portion of the process.

Commissioner Cooper asked if there were any audible signals in Beaufort.

Mr. Wenchell said there were about eight areas identified that need push buttons, but that did not mean the audible signals were not needed or recommended.

Commissioner Hagle made a motion to adopt the ADA Transition Plan as presented.

The motion carried unanimously.

## 2. Voluntary Annexation Request

Ms. Lewis explained the Town received petitions for voluntary annexation from Beaufort Agihood Development, LLC. She noted the application was attached and part of the meeting packet. She shared that the first step in the annexation process is for the board to adopt a resolution directing the clerk to investigate the sufficiency of the petitions requesting annexation. The proposed resolution is listed below:

### **RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION RECEIVED UNDER G.S. 160A-31**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on June 14, 2022 by the Town of Beaufort; and

**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Board of Commissioners of the Town of Beaufort deems it advisable to proceed in response to this request for annexation;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Beaufort that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of this investigation.

Adopted this 8<sup>th</sup> day of August 2022.

---

Sharon Harker, Mayor

---

Elizabeth Lewis, Town Clerk

Commissioner Hollinshed made a motion to adopt the resolution.

The motion carried unanimously.

**Public Hearing**

1. Case #22-17 Rezoning 1809 Live Oak from PUD to TCA

Commissioner Hollinshed made a motion to open the Public Hearing.

The motion carried unanimously.

Kyle Garner, Planning Director, explained Britt Development Co of Archdale LLC was requesting to rezone a 15.04-acre lot from PUD to TCA. He noted the surrounding property owners were notified and legal notice was advertised on July 27<sup>th</sup> and August 3<sup>rd</sup>. He also referenced the vicinity and zoning map and future land use map which were included in the meeting packet. He shared in July 2019, the Board of Commissioners approved a CAMA Map amendment to Mixed Use as well as a Rezoning to a PUD with Master Plan. The plan consisted of 54 total residential units with a proposed 12,000 square foot daycare center; a breakdown of the residential units were 17 Townhomes and 37 single-family residential lots. He noted at 15.04 acres the total number of units could be up to 180 units based on the maximum density of 12 units per acre in the TCA Zone and that a CAMA Map Amendment is not needed since the classification was changed to Mixed Use in 2019. He also noted that to the rear of the property there was a Town owned well-site.

Commissioner Hagle noted there should be some consideration for access to the well-site if the project does progress.

Arey Grady, Town Attorney, shared when the property was conveyed, the well-site was reserved along with an easement into the well-site. He explained that when the property is developed, the Town's easement will essentially shift to cover streets that become public. He confirmed it was recorded in the deed.

Mayor Harker asked if there was anyone in the public who wished to comment on the case.

Ron Cullipher, with the Cullipher Group of Morehead City, spoke on behalf of the applicant. He explained the future goal was to produce market rate Townhomes and expressed the need for the rezoning to take place before the project could move forward.

Commissioner Cooper asked for clarity on what was considered market rate.

Mr. Culliper explained it meant not subsidized.

Commissioner Hollinshed made a motion to close the Public Hearing.

The motion passed unanimously.

Commissioner Hagle made a motion to approve the rezoning request.

The motion passed unanimously.

2. Case #22-14 Rezoning of 312 Pollock Street from R-8 to TCA

Commissioner Hollinshed made a motion to open the Public Hearing.

The motion carried unanimously.

Mr. Garner explained Pollock Street Investment Partnership was requesting to rezone a .345-acre lot from R-8 to TCA. He noted surrounding property owners were notified and the legal notice was advertised on July 27<sup>th</sup> and August 3<sup>rd</sup>. He shared based on the acreage of .345, a total of 4 multi-family units would be allowed per the TCA density. He shared zoning maps of the area, which were also included in the meeting packet.

Mayor Harker asked if there was anyone in the public who wished to comment on the case.

Commissioner Cooper expressed concerns regarding additional townhomes and condominiums being built in that area, noting he would like to see residential, single-family dwellings there.

Mayor Harker asked if there was anyone in the public who wished to comment on the case.

Ron Cullipher, with the Cullipher Group of Morehead City, spoke on behalf of the applicant. He explained there was concern about commercial use in the area, that is why the request was changed to TCA. He shared the desire was to develop the area into something other than single-family homes.

Commissioner Hollinshed made a motion to close the Public Hearing.

The motion carried unanimously.

Commissioner Cooper again expressed that he would like the zoning to stay as it currently is, in efforts to keep it consistent with the other single-family dwellings on the street.

Commissioner Hagle made a motion to approve the rezoning request as presented.

The motion carried with a 3-1 vote, with Commissioner Cooper voting in opposition.

**Manager Report**

Todd Clark gave a brief update on upcoming meetings and events. He shared Mayor Harker was recognized during the annual North Carolina Black Elected Municipal Officials (NCBEMO) conference, where she was presented with the Dr. Vivian Burke Community Leadership Award in appreciation for her years of dedicated service in the community. He shared engineering staff had been advised that the NC Department of Environmental Quality will approve lowering the regulatory defined wastewater unit design flow for new construction within the Town. He discussed maintenance and repair items happening in the Public Utilities and Public Works departments. He announced Jack Fleeman with the Fire Department had been promoted to serve as Deputy Chief and that Beaufort Fire Station 2 was fully staffed and operational. He shared the annual community rating flood insurance report had been submitted.

Mr. Garner shared information from the North Carolina Department of Transportation on upcoming projects and funding. He explained one project will focus on the access management along Live Oak Street in Beaufort from NC 101 to Olga Road. The other project will also be on Live Oak Street in Beaufort, and the focus will be on upgrading the intersection at Lennoxville Road. Both projects are scheduled for ROW in 2027 and construction in 2029; with a total of \$63,800,000 in funding from the State for the construction.

**Mayor/Commissioner Comments**

Commissioner Oliver had no comments.

Commissioner Hollinshed shared a reminder that school would be starting soon and to be mindful of buses and other associated traffic. She congratulated Mayor Harker on her recent award. She also shared kind memories of Doreen Warner.

Commissioner Hagle thanked Town staff for their daily work and noted it was great to see the dredging being done at Bulkhead Channel. He offered a safety message reminder to be aware of stop signs and pedestrian traffic.

Commissioner Cooper commended the Town Manager and his staff on their hard work. He congratulated Mayor Harker on her well-deserved award. He encouraged others to participate in back-to-school fundraisers to collect school supplies for students.

Mayor Harker shared she had been welcoming several organizations to Town as they hold their events in Beaufort. She noted the Public Works Association would be holding an event in Town soon and they were planning to make a donation to the Boys and Girls Club. She discussed the successful NCBEMO Conference that was held in Beaufort.

**Adjourn**

Commissioner hagle made a motion to adjourn the meeting at 8:00 p.m.

The motion carried unanimously.

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Sharon Harker, Mayor

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Elizabeth Lewis, 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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, September 12, 2022  
Train Depot, 614 Broad Street**

**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** Budget Amendment- 1809 Live Oak Street Water and Sewer Main Extensions

**BRIEF SUMMARY:**

The Town of Beaufort executed an “Offer to Purchase and Sale Contract” on October 2, 2018 whereby the Town agreed to sale its 15-acre tract located at 1809 Live Oak Street. The agreement also committed the Town to extend water and sewer lines to the property at the Town’s expense. To that end, Town staff is in the process of completing plans for the work so that regulatory permits can be obtained, and bids sought thereafter.

The cost of the planned water and sewer construction is estimated by staff to be \$198,000. The project is, however, unfunded. As such, staff is requesting that the Board of Commissioners consider setting aside funds for the work so that the project can be advertised for bids once regulatory permits are obtained.

**REQUESTED ACTION:**

Consider approving a budget amendment transferring \$198,000 from the capital reserve fund based upon staff’s estimate of the cost to extend water and sewer lines to 1809 Live Oak Street. The funds will be transferred upon approval to a capital project fund created for the 1809 Live Oak Street Water and Sewer Main Extensions project.

**EXPECTED LENGTH OF PRESENTATION:** 5 Minutes

**SUBMITTED BY:** Greg Meshaw, PE, Town Engineer/Public Services Director

**BUDGET AMENDMENT REQUIRED:** Yes.



**TOWN OF BEAUFORT  
CAPITAL PROJECT BUDGET ORDINANCE  
1809 LIVE OAK STREET WATER AND SEWER LINE EXTENSION**

BE IT ORDAINED by the Board of Commissioners by the Town of Beaufort that the following Capital Project Budget Ordinance is adopted in accordance with Section 13.2 of Chapter 159 of the General Statutes of North Carolina for 1809 Live Oak Street Water and Sewer Line Extension.

**SECTION I: REVNUUE**

To establish the 1809 Live Oak Street Water and Sewer Line Extension Capital Project, revenue will come from the following sources:

TRANSFER IN FROM CAPITAL RESERVE FUND .....	\$198,000
<b>TOTAL REVENUE</b> .....	<b>\$ 198,000</b>

**SECTION II: EXPENDITURES**

The following amounts are appropriated for the project, administered on a departmental basis. This amendment requests the appropriation of:

WATER EXTENSION .....	\$ 34,850
WATER CONTINGENCY .....	\$ 5,750
SEWER EXTENSION .....	\$ 135,150
SEWER CONTINGENCY .....	\$ 22,250
<b>TOTAL EXPENDITURES</b> .....	<b>\$ 198,000</b>

**SECTION III: DISTRIBUTION**

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds for carrying out this project.

Adopted this 12<sup>th</sup> day of September 2022.

ATTEST:

\_\_\_\_\_  
Elizabeth Lewis  
Town Clerk

\_\_\_\_\_  
Sharon Harker  
Mayor



## TOWN OF BEAUFORT CAPITAL RESERVE FUND AMENDMENT #15

WHEREAS, the Town of Beaufort adopted a Capital Reserve Fund Ordinance for Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project on May 13, 2019, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the revenues and expenditures for capital projects may be necessary for fiscal management purposes and to implement the decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners of the Town of Beaufort amend the Capital Reserve Fund for the Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project as follows:

- Transfer funds from the Capital Reserve Fund Utility Line Project to the 1809 Live Oak Street Water and Sewer Line Extension, \$198,000.

### SECTION I: REVENUE

**DECREASE**

TRANSFER TO CPF- 1809 LIVE OAK ST. WATER & SEWER LINE EXT.....	\$ 198,000
<b>TOTAL DECREASE.....</b>	<b>\$ 198,000</b>

### SECTION II: EXPENDITURES

**DECREASE**

FUTURE CAPITAL OUTLAY FOR UTILITY LINE PROJECT.....	\$198,000
<b>TOTAL DECREASE.....</b>	<b>\$198,000</b>

### SECTION III: DISTRIBUTION

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer, to be kept on file by them for their direction in the disbursement of funds for carrying out this project:

Adopted this 12<sup>th</sup> day of September, 2022

ATTEST:

\_\_\_\_\_  
Elizabeth Lewis  
Town Clerk

\_\_\_\_\_  
Sharon Harker  
Mayor



**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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, September 12, 2022  
Train Depot, 614 Broad Street**

**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** FY 2023 Budget Amendment #4

**BRIEF SUMMARY:**

**General Fund**

This amendment requests the appropriation of fund balance for a vehicle budgeted and ordered in FY22 but not received prior to June 30, 2022.

- Police Vehicle – \$35,000

**Utility Fund**

This amendment requests the appropriation of fund balance for a vehicle budgeted and ordered in FY22 but not received prior to June 30, 2022.

- Water Department Truck - \$41,000

**REQUESTED ACTION:**

Approval of FY 2023 Budget Amendment #4

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes



**TOWN OF BEAUFORT  
FY 2023 BUDGET AMENDMENT #4**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2023 Budget through Ordinance on June 27, 2022, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenues and expenditures for the fiscal year may be necessary for fiscal management purposes and to implement decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2023 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the appropriation of fund balance for projects and professional services budgeted in FY22 but not completed prior to June 30, 2022.

- Police Vehicle – \$35,000

**A. REVENUE**

**INCREASE**

APPROPRIATED FUND BALANCE .....	\$ 35,000
<b>TOTAL INCREASE</b> .....	<b>\$ 35,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

**INCREASE**

POLICE.....	\$ 35,000
<b>TOTAL INCREASE</b> .....	<b>\$ 35,000</b>

**SECTION II: UTILITY FUND**

This amendment requests the appropriation of fund balance for a vehicle budgeted and ordered in FY22 but not received prior to June 30, 2022.

- Water Department Truck - \$41,000

**A. REVENUE**

**INCREASE**

FUND BALANCE APPROPRIATION .....	41,000
<b>TOTAL INCREASE</b> .....	<b>\$ 41,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>INCREASE</u></b>	
POLICE.....	41,000
<b>TOTAL INCREASE.....</b>	<b>\$ 41,000</b>

**SECTION V: DISTRIBUTION**

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.

Adopted this 12<sup>th</sup> day of September, 2022

ATTEST:

\_\_\_\_\_  
Elizabeth Lewis  
Town Clerk

\_\_\_\_\_  
Sharon Harker  
Mayor



**Town of Beaufort, NC**

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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, September 12, 2022  
614 Broad Street, Train Depot**

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**AGENDA CATEGORY:** Items for Discussion & Consideration  
**SUBJECT:** Comprehensive and CAMA Land Use Plan

**BRIEF SUMMARY:**

On August 24th, the Board of Commissioners held a Special Meeting to allow public input on the proposed Comprehensive & CAMA Land Use Plan. At the conclusion of the meeting, it was the consensus of the Board to move forward with placing the plan on the September 12<sup>th</sup> Regular Meeting agenda for further discussion.

Staff is requesting the Board to submit the plan with any needed changes for review by the North Carolina Division of Coastal Management (NCDCM).

After the Plan has been reviewed for compliance by NCDCM and other State Agencies, the document will be returned to the Town of Beaufort for a formal Public Hearing and adoption.

**REQUESTED ACTIONS:**

Discussion on proposed plan.

Direct staff to submit plan with any necessary changes to the Division of Coastal Management for review.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A



**Town of Beaufort, NC**

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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, September 12, 2022  
Train Depot, 614 Broad Street**

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

**SUBJECT:** Conflict of Interest Policies

**REQUESTED ACTION:**

Consider adoption of the attached Conflict of Interest Policies.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Barbara Cooper, Human Resources Manager

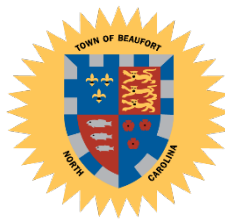
Part 3A. Ethics Codes and Education Programs.

**§ 160A-86. Local governing boards' code of ethics.**

(a) Governing boards of cities, counties, local boards of education, unified governments, sanitary districts, and consolidated city-counties shall adopt a resolution or policy containing a code of ethics to guide actions by the governing board members in the performance of the member's official duties as a member of that governing board.

(b) The resolution or policy required by subsection (a) of this section shall address at least all of the following:

- (1) The need to obey all applicable laws regarding official actions taken as a board member.
- (2) The need to uphold the integrity and independence of the board member's office.
- (3) The need to avoid impropriety in the exercise of the board member's official duties.
- (4) The need to faithfully perform the duties of the office.
- (5) The need to conduct the affairs of the governing board in an open and public manner, including complying with all applicable laws governing open meetings and public records. (2009-403, s. 1.)



# TOWN OF BEAUFORT BOARD OF COMMISSIONERS CODE OF ETHICS AND CONFLICTS OF INTEREST POLICY

## Purpose

Implicit in the operations and conduct of the Board of Commissioners for the Town of Beaufort (“BOC” or “Board”) is the constant expectation that the BOC recognizes that in all their transactions and at all times they are subject to the duty of undivided loyalty to the Town. Accordingly, the Board adopts this Code of Ethics and Conflicts of Interest Policy to ensure that the Board will obey the law and uphold the trust of the citizens of the Town.

## Code of Ethics

The purpose of this Code of Ethics is to establish guidelines for ethical standards of conduct for the Board of Commissioners and to help to determine what conduct is appropriate. It should not be considered a substitute for the law or for a Board member’s best judgment.

1. Board members should obey all laws applicable to their official actions as members of the Board. Board members should be guided by the spirit as well as the letter of the law in whatever they do. Board members should endeavor to keep up to date about new or ongoing legal or ethical issues they may face in their position.
2. Board members should act with integrity and independence from improper influence as they exercise the duties of their offices. Characteristics and behaviors consistent with this standard include behaving respectfully to all, exhibiting trustworthiness, and using their best independent judgment to promote the common good.
3. Board members should avoid impropriety in the exercise of their official duties. Their official actions should be above reproach. If a Board member believes that his or her actions, while legal and ethical, may be misunderstood, he or she should seek the advice of the Board’s attorney and should consider publicly disclosing the facts of the situation and the steps taken to resolve it.
4. Board members should faithfully perform the duties of their offices. They should act as especially responsible citizens whom others can trust and respect. They should set a good example for others in the community, keeping in mind that trust and respect must continually be earned. Board members should faithfully attend and prepare for meetings, and be willing to bear their fair share of the BOC’s workload.
5. Board members should conduct the affairs of the Board in an open and public manner. They should comply with all applicable laws governing open meetings and public records, recognizing that doing so is an important way to be worthy of the public’s trust and provide an environment of transparency.

### Conflict of Interest

The nature of the obligations of the Board of Commissioners is such that it demands positive action on the part of the Commissioners to affirmatively protect and promote the interest of the Town committed to their care, and at all times to avoid situations where their self-interests, actual, perceived, or apparent, may be of such nature or extent as to conflict with performance of that primary responsibility. A conflict of interest is defined as an actual or perceived interest by a Board member in an action that results in, or has the appearance of resulting in, individual personal or professional gain. The scope of human activity is so broad that it is not possible to enumerate here all possible areas in which a conflict of interest might arise. Consequently, the following is an illustrative list only, and is not intended to proscribe all aspects of the conduct of the Commissioners:

1. No Commissioner should use his or her position or the knowledge gained therein in such manner that creates a conflict between the Town’s interests and his or her personal interests. Both actual and perceived conflicting interests are to be avoided.
2. Commissioners should refrain from transmitting any knowledge of Town matters or decisions or any other information which might be prejudicial to the interest of the Town to any person other than in connection with the discharge of their duties as Town Commissioners.
3. Strict compliance with the provisions of applicable statutes, laws, and regulations is expected, whether local, state or federal.
4. Whenever a Commissioner has a personal, professional, or financial interest in a matter under review by the Board, whether individually or through a relationship with another party that has or may have business dealings with the Town, he or she shall disclose that interest to the Mayor (or in the case of the Mayor, to the Town Manager) for proper consideration and action.
5. Whenever a Commissioner has an opportunity to engage in a transaction in which the Town would otherwise wish to engage, he or she shall disclose that interest to the Mayor (or in the case of the Mayor, to the Town Manager) for proper consideration and action.
6. If a Commissioner is in a position where access to the Town's confidential information may materially influence his or her decisions regarding another party engaged in business with the Town, he or she shall refrain from accessing or using that information.
7. If a Commissioner is in a position where access to the Town's confidential information may materially influence his or her personal financial or investment decisions, he or she shall refrain from accessing that information and not use any confidential information already received to benefit himself or herself or anyone else.
8. If a Commissioner has a contractual relationship with or a supervising role over an existing or potential client or contractor who provides services to the Town, he or she shall disclose that interest to the Mayor (or in the case of the Mayor, to the Town Manager).

Commissioners shall comply with all laws and requirements governing conflicts of interest, self-benefiting, gifts and favors, and misuse of confidential information, as required by N.C.G.S. §§14-234, 14-234.1, and 133-32.

If at any time an elected official finds that they are in doubt as to the proper application of the Town's policy on conflicts of interest with respect to any particular situation, or they find that they might have a financial interest or outside relationship which might involve a conflict of interest, they should immediately make all the facts known to the Mayor (or in the event of the Mayor, to the Town Manager) for proper consideration and action.

## ARTICLE V. CONDITIONS OF EMPLOYMENT

### Section 8. Conflicts of Interest/Solicitation and Acceptance of Gifts and Favors

It is in the interest of the Town and its staff and elected officials to strengthen trust and confidence in one other, to expedite resolution of problems, and to mitigate the negative effects of any conflict of interest. Accordingly, employees are required to avoid any actual, apparent or perceived conflict of interest with any person or organization performing or seeking to perform services under contract with the Town, or with persons who are otherwise in a position to directly benefit from the actions of the Town employee. The Town serves the community as a whole, not any individual or special interest group. The appearance of a conflict of interest can cause embarrassment to the Town and jeopardize the credibility of the employees and representatives of the Town. Employees are called upon to maintain a sense of fairness, civility, ethics, and personal integrity at all times.

No employee of the Town will solicit or accept gifts, favors, gratuities, discounts or price breaks, entertainment, meals, or anything greater than de-minimums value from any person, organization or group with which he or she has official, enforcement or regulatory relationships that may tend to influence such employee in the discharge of the employee's duties. No employee of the Town shall grant in the discharge of duty an improper favor, service, or thing of value. Employees engaged in the making or administering of contracts are prohibited from receiving a direct benefit from any such contract. Employees shall not use confidential information acquired in the course of their employment to obtain a financial benefit for themselves or others.

With the prior written consent of their supervisor, employees may receive honoraria for lectures, or other such activities performed on days on which approved leave is taken. Any honoraria received by an employee while acting in his or her official capacity as a Town employee shall be remitted to the Town. Employees may also accept customary gifts from friends or relatives when the personal relationship, not the business relationship, is the motivating factor for the gift. Employees are required to report any conflict of interest, potential conflict of interest, or apparent or perceived conflict of interest to their supervisor immediately. Employees are required to maintain independence and objectivity with other Town employees, Town citizens, Town officials, and any individuals involved in carrying out Town business.

## ARTICLE IX. UNSATISFACTORY JOB PERFORMANCE AND DETRIMENTAL PERSONAL CONDUCT

### Section 5. Detrimental Personal Conduct Defined

Detrimental personal conduct includes behavior of such a serious detrimental nature that the functioning of the Town may be or has been impaired; the safety of persons or property may be or have been threatened; or the laws of any government may be or have been violated.

*Examples of detrimental personal conduct include, but are not limited to, the following:*

- a) demonstrated dishonesty, fraud or theft;
- b) conviction of a felony or the entry of a plea of nolo contendere thereto;
- c) falsification of records for personal profit, to grant special privileges, or to obtain employment;
- d) willful misuse or gross negligence in the handling of Town funds or personal use of equipment or supplies;
- e) willful or wanton damage or destruction to property;
- f) willful or wanton acts that endanger the lives and property of others;
- g) possession of unauthorized firearms or other lethal weapons on the job;
- h) brutality in the performance of duties;
- i) reporting to work under the influence of alcohol or drugs or partaking in such while on duty. Prescribed medication may be taken within the limits set by a physician as long as medically necessary;
- j) engaging in incompatible employment or serving a conflicting interest;

- k) request or acceptance of gifts in exchange for favors or influence or otherwise violating the Town's Conflicts of Interest/Solicitation and Acceptance of Gifts and Favors Policy;
- l) engaging in political activity prohibited by this Policy;
- m) harassment of or discrimination or retaliation against an employee and/or the public on the basis of sex or any other protected class status;
- n) harassment of an employee or the public with threatening or obscene language and/or gestures or any incidence of workplace violence; or
- o) stated refusal to perform assigned duties, flagrant violation of work rules and regulations, or serious malfeasance of work.



**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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, September 12, 2022**

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

**BRIEF SUMMARY:**

Reta Hutchins has formally requested that 120 gallons per day (gpd) of sewer capacity be *allocated to* 506 Island Drive in the Deerfield Shores subdivision for a two-bedroom home that is nearing completion. A completed *Wastewater Allocation request*, a copy of the active Carteret County *New Construction Permit for the project*, and a copy of the site plan submitted to obtain the construction permit have been submitted by the applicant in support of the request. Copies of these items are attached.

The 506 Island Drive 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 and because the subject parcel is not located within the corporate limits of the Town.

Staff supports the allocation of sewer capacity requested since there is existing capacity at both the Deerfield pumping station and the Town’s treatment plant sufficient to accommodate the minimal wastewater volume to be discharged from the residence. Additionally, the request qualifies as a Priority Level 2 request since the residential project is infill development outside of the Town’s corporate limits being constructed adjacent to a Town sewer collection system.

**REQUESTED ACTION:**

Consider allocating 120 gallons per day of sewer capacity to 506 Island Drive subject to payment of fees required of new sewer customers.

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Greg Meshaw, PE, Town Engineer/Public Services Director

**BUDGET AMENDMENT REQUIRED:**

No



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

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**

Name of Project: HUTCHENS RESIDENCE Acreage of Property: 0.46

County Tag Number: N/A NC PIN: \_\_\_\_\_

Address/Location: 506 ISLAND DRIVE  
BEAUFORT, NC 28516

Zoning District: \_\_\_\_\_

Location Status:  Town Limits  Existing Out-of-Town Service Area  
 Out-of-Town Service Approval/Agreement

Applicant: RETA HUTCHENS

Mailing Address: 506 ISLAND DRIVE, BEAUFORT, NC 28516

Phone Number: 843-422-0332 Fax: \_\_\_\_\_

Contact Person: RETA HUTCHENS

Email Address: Captainreta@gmail.com

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

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

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

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

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

Use:  New  Expanded  Change

Use Type:  Residential  Commercial

Proposed Use(s): PRIMARY RESIDENCE Existing Use(s): UNDER CONSTRUCTION

Developer Name: ARCHIE DAVIS CONSTRUCTION

Mailing Address: 608 DANCER CT., BEAUFORT, NC 28516

Phone Number: 252-241-1199 Fax Number: \_\_\_\_\_

Email Address: adavisconstruction@ec.rr.com

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: 0.46

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units	2	60	120
3 Bedroom Units			
>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: \_\_\_\_\_

Approved by:  Town Engineer  
 Board of Comissioners

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

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

Confirmation signature by:

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

*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.*

RETA HUTCHENS  
Print Name

Reta Hutchens  
Signature of Applicant

8.30.22  
Date

*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

The North Carolina Division of Environmental Quality approved on August 8, 2022 the Town of Beaufort's request for an adjusted daily sewage flow rate (flow reduction) that would apply to all permitted but not yet tributary residential connections and all future residential connections within the Town of Beaufort service area. Accordingly, the in determining the volume from single-family, detached residential units, the flow rate shall be 60 gallons per day per bedroom. The minimum volume of sewage from each dwelling unit shall be 120 gallons per day and each additional bedroom above two bedrooms shall increase the volume by 60 gallons per day.

Per 15A NCAC 02t .0114 (b), in determining the volume of sewage from multifamily residential dwelling units such as apartments, condominiums, townhouses, and all other types of attached residential 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. 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.

Each bedroom or any other room or addition that can function as a bedroom shall be considered a bedroom for design purposes.



**Property Information**

Address: 506 ISLAND DR BEAUFORT, NC 28516 (639702990353000)  
 Owner: HUTCHENS,RETA Phone: 843-422-0332 Email:  
 Applicant: Archie Davis Construction Phone: 252-728-5441 Email: adavisconstruction@ec.nc

**Permit Information**

**Status: Issued**

Estimated Cost: \$210795.00 Total Fees: \$1161.32 Total Paid: 1161.32

Notes: New residential single family dwelling. Lien Agent - Chicago Title Company, LLC.

<b>Flood Zone:</b>	AE 7	<b>Date of Firm:</b>	07/16/2003	<b>Final Flood Shot:</b>	NEED
<b>Front Setback:</b>	30	<b>Side Setback:</b>	10	<b>Rear Setback:</b>	30
<b>Side on Corner Setback:</b>	N/A	<b>Bedrooms:</b>	2	<b>Bathrooms:</b>	2
<b>Acc. Side Corner Setback:</b>	N/A	<b>Acc. Side Setback:</b>	5	<b>Acc. Rear Setback:</b>	5
<b>CAMA #:</b>	N/A	<b>CAMA:</b>	No	<b>DECO:</b>	No
<b>Heated SqFt:</b>	1224				


**Contractor Information**

<b>Name:</b> CCEMC	<b>State License No.:</b> CCEMC
<b>Type:</b> Electrical	<b>Phone:</b> 252-247-3107
<b>Name:</b> Timco	<b>State License No.:</b> Unlicensed
<b>Type:</b> Insulation	<b>Phone:</b> (252) 222-4828
<b>Name:</b> Morris Plumbing, Inc.	<b>State License No.:</b> 16103
<b>Type:</b> Contractor	<b>Phone:</b> 252-241-6163
<b>Name:</b> Eastern Heating & Cooling	<b>State License No.:</b> 07866 H 2,3 I, P1
<b>Type:</b> Mechanical	<b>Phone:</b> 252-728-5999
<b>Name:</b> M T L Elec Co	<b>State License No.:</b> 19066L
<b>Type:</b> Electrical	<b>Phone:</b> 252-728-3623
<b>Name:</b> Archie Davis Construction	<b>State License No.:</b> 86287-U
<b>Type:</b>	<b>Phone:</b> 252-728-5441

Permission is hereby granted for construction installation on property, as noted below. All work will comply with the North Carolina State Building Code and all other applicable State and Local Laws, Ordinances, and Regulations.

I hereby certify that I have read and examined this document and know the same to be true and correct. All provisions of laws and ordinance governing this type of work will be complied with whether specified herein or not. Granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction. This permit becomes null and void if work or construction authorized is not commenced within 6 months or, if work or construction is suspended or abandoned for a period of 12 months after commencing.

  
 \_\_\_\_\_  
 Signature of Applicant

  
 \_\_\_\_\_  
 Signature of Issuer

\_\_\_\_\_  
 Printed Name of Applicant

\_\_\_\_\_  
 Printed Name of Issuer

506 ISLAND DR BEAUFORT, NC 28516...



**CARTERET COUNTY - FEES RECEIPT**

**Permit Summary**

<b>Case Number:</b> 2022-001553	<b>Status:</b> Issued
<b>Permit Number:</b> NC22-0196	<b>Date Started:</b> 04/21/2022
<b>Permit Type:</b> New Construction	
<b>Lot Number:</b> --	
<b>Property:</b> 506 ISLAND DR BEAUFORT, NC 28516 (639702990353000)	

**Contacts**

<b>Contact Type:</b> Property Owner	
<b>Full Name:</b> HUTCHENS,RETA	<b>Primary Phone:</b> 843-422-0332
<b>Address:</b> CORNELIUS, NC 28031	

<b>Contact Type:</b> Applicant	
<b>Company Name:</b> Archie Davis Construction	<b>Primary Phone:</b> 252-728-5441
<b>Full Name:</b> Archie D. Davis Jr.	<b>Cell Phone:</b> 241-1199
<b>Address:</b> 608 Dancer Ct Beaufort, NC 28516	
<b>Email:</b> adavisconstruction@ec.rr.com	

**Permit Fees**

Fee Information	Account	Amount
Building (including detached/attached garages) - Residential	110.40.3345.450	\$336.72
Electrical - Residential	110.40.3345.450	\$197.40
Insulation - Residential	110.40.3345.450	\$197.40
Mechanical - Residential	110.40.3345.450	\$197.40
Plumbing - Residential	110.40.3345.450	\$197.40
Homeowners Recovery Fund (HORF) - Residential	110.40.3345.450	\$10.00
Planning & Zoning - Residential	110.40.3345.450	\$25.00
Payment Information	Payment Type	Amount
Building (including detached/attached garages) - Residential Paid By: Archie Davis - Notes:	Check	\$336.72
Mechanical - Residential Paid By: Archie Davis - Notes:	Check	\$197.40
Electrical - Residential Paid By: Archie Davis - Notes:	Check	\$197.40
Homeowners Recovery Fund (HORF) - Residential Paid By: Archie Davis - Notes:	Check	\$10.00
Plumbing - Residential Paid By: Archie Davis - Notes:	Check	\$197.40
Insulation - Residential	Check	\$197.40



**CARTERET COUNTY**

Courthouse Square  
Beaufort NC 28516

MAIN OFFICE  
(252) 728-8545

WESTERN OFFICE  
(252) 923-5833

**PERMIT FEE RECEIPT**

Case # 2022-001553

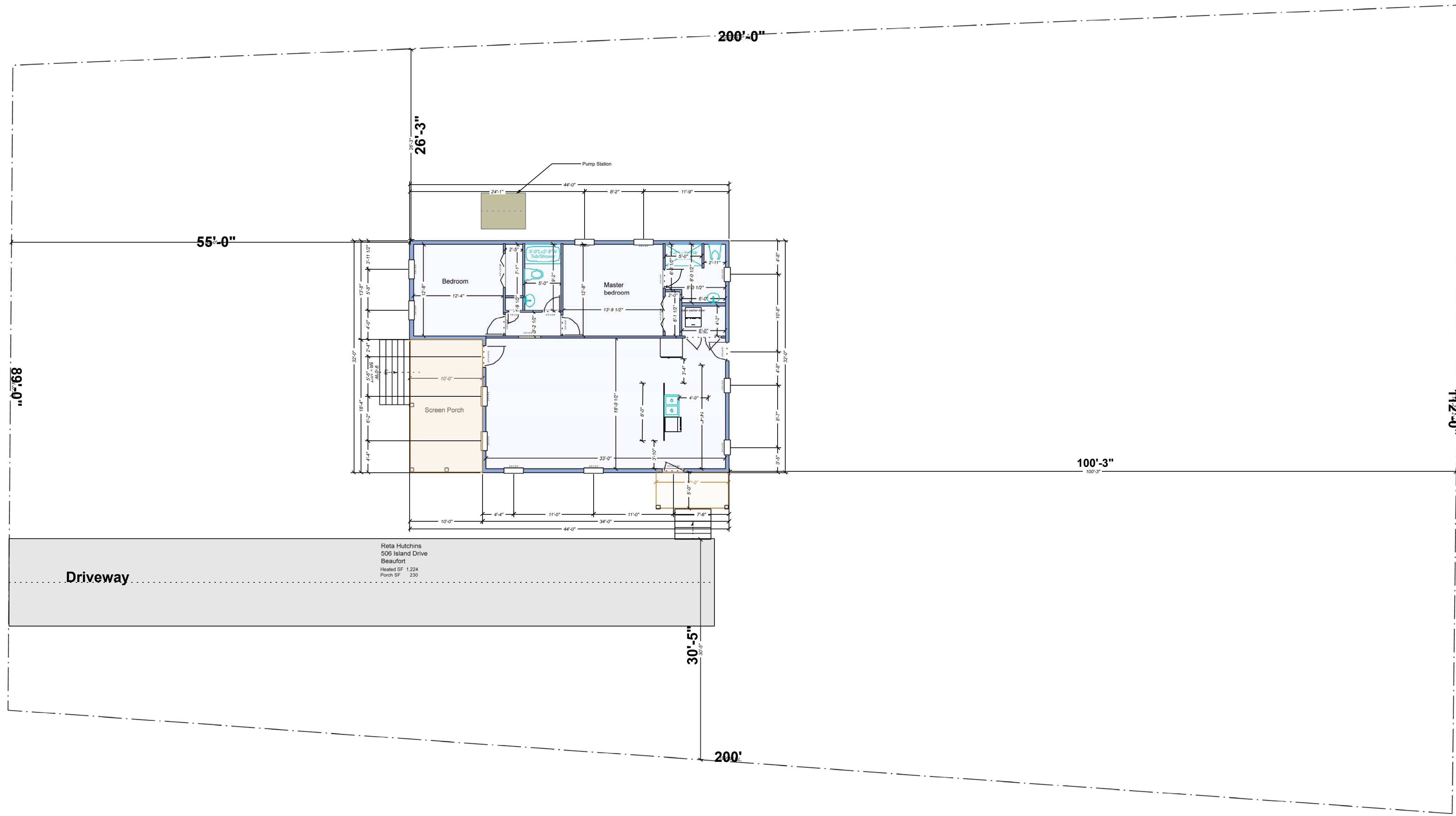
Date Printed: 04/26/2022

3.

Paid By: Archie Davis - Notes:		
Planning & Zoning - Residential	Check	\$25.00
Paid By: Archie Davis - Notes:		
	<b>FEE TOTAL</b>	\$1,161.32
	<b>AMOUNT PAID</b>	\$1,161.32
	<b>BALANCE DUE</b>	\$0.00

Lewis Street

Island Drive



200'-0"

26'-3"

55'-0"

89'-0"

112'-0"

100'-3"

30'-5"

200'

Driveway

Reta Hutchins  
 506 Island Drive  
 Beaufort  
 Heated SF 1,224  
 Porch SF 230



**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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, September 12, 2022**

**AGENDA CATEGORY:** Items for Discussion and Consideration  
**SUBJECT:** Grant Funding Assistance Resolution  
Local Assistance for Stormwater Infrastructure Investment

**BRIEF SUMMARY:**

The North Carolina Department of Environmental Quality will award approximately \$82 million in American Rescue Plan Act funding for stormwater projects from the newly created Local Assistance for Stormwater Infrastructure Investments program (LASII). Of the \$82 million, \$57.4 million will be available for construction and \$24.6 million for planning grants that will improve or create infrastructure for controlling stormwater quantity and quality.

Given the recent creation of the LASII funding source, staff is recommending that the Board of Commissions consider adopting a resolution that authorizes a funding request for two potential efforts as follows:

- Performance of an Inventory, Assessment and Planning Study that targets the Meeting Street flooding issue with a goal of determining alternatives if any, for mitigating the frequency and degree of flooding; and
- A Stormwater Construction Project to include the installation of four stormwater treatment systems as an addition to the USDA-funded project. These proposed treatment units are designed to remove pollutants such as oil, grease, and sediment, nutrients, pathological bacteria and heavy metals from the first 1-1/2" rain from a storm event. These units are not currently incorporated into the USDA funded Stormwater Improvements Project as there are insufficient funds for their inclusion.

For both the Planning Grant (Meeting Street study) and the construction of the four Stormwater Treatment systems, the possible funding available is in the form of a 100% grant. The funding being requested for the Planning Grant is \$400,000, while the Construction Grant funding request is estimated to be \$4,362,170. Under the LASII program, the grant limit per application for Planning Grants is \$400,000 and \$5,000,000 for Stormwater Construction Grants.

**REQUESTED ACTION:**

Consider adopting the resolution requesting that the State of North Carolina provide grant assistance for storm drainage system improvements with the understanding that the funding being requested is \$400,000 for the study and \$4,362,170 for the addition of four storm water treatment units to the USDA-funded utilities project.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**  
Greg Meshaw, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**  
No



**RESOLUTION OF THE TOWN OF BEAUFORT**  
**TITLE**  
**RESOLUTION NO. 22-\_\_\_\_\_**

WHEREAS, the Town of Beaufort has need for and intends to construct, plan for, or conduct a study in a project described as Stormwater Drainage System Improvements, and

WHEREAS, the Town of Beaufort intends to request State loan and/or grant assistance for the project

NOW, THEREFORE, BE IT RESOLVED THAT:

- 1) That Town of Beaufort, the **Applicant**, will arrange financing for all remaining costs of the project, if approved for a State loan and/or grant award.
- 2) That the **Applicant** will provide for efficient operation and maintenance of the project on completion of construction thereof.
- 3) That the **Applicant** will adopt and place into effect on or before completion of the project a schedule of fees and charges and other available funds which will provide adequate funds for proper operation, maintenance, and administration of the system and the repayment of all principal and interest on the debt.
- 4) That the governing body of the **Applicant** agrees to include in the loan agreement a provision authorizing the State Treasurer, upon failure of the Town of Beaufort to make a scheduled repayment of the loan, to withhold from the Town of Beaufort any State funds that would otherwise be distributed to the local government unit in an amount sufficient to pay all sums then due and payable to the State as a repayment of the loan.
- 5) That E. Todd Clark, Town Manager, the **Authorized Official**, and successors so titled, is hereby authorized to execute and file an application on behalf of the **Applicant** with the State of North Carolina for a loan and/or grant to aid in the study of or construction of the project described above.
- 6) That the **Authorized Official**, and successors so titled, is hereby authorized and directed to furnish such information as the appropriate State agency may request in connection with such application or the project: to make the assurances as contained above; and to execute such other documents as may be required in connection with the application.
- 7) That the **Applicant** has substantially complied or will substantially comply with all Federal, State, and local laws, rules, regulations, and ordinances applicable to the project and to Federal and State grants and loans pertaining thereto.

Adopted by the Town of Beaufort Board of Commissioners this 12<sup>th</sup> day of September 2022.

Elizabeth Lewis  
Clerk to the Board

Sharon Harker  
Mayor/Chairperson of Council/Board

\_\_\_\_\_  
Clerk to the Board (Signature)

\_\_\_\_\_  
Mayor of Board (Signature)

CERTIFICATION BY RECORDING OFFICER

The undersigned duly qualified and Town Clerk of the Town of Beaufort does hereby certify: That the above/attached resolution is a true and correct copy of the resolution authorizing the filing of an application with the State of North Carolina, as regularly adopted at a legally convened meeting of the Board of Commissioners duly held on the 12<sup>th</sup> day of September, 2022; and, further, that such resolution has been fully recorded in the journal of proceedings and records in my office.

IN WITNESS WHEREOF, I have hereunto set my hand this 12th day of September 2022.

---

Elizabeth Lewis, Clerk to the Board (Signature)

(Seal)



**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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, September 12, 2022  
Train Depot, 614 Broad Street**

---

**AGENDA CATEGORY:** Public Hearing  
**SUBJECT:** Walking Permit- Hungry Town Tours

**BRIEF SUMMARY:**

David Cartier with Hungry Town Tours submitted a Walking Tour Application; this is a renewal request. Attached is the application, which includes details regarding the tour and a map of the routes. According to the Town of Beaufort Code of Ordinances, Section 90.30, the Board of Commissioners must conduct a public hearing on the application.

**REQUESTED ACTION:**

Conduct a Public Hearing and render a decision on the requested Walking Permit.

**EXPECTED LENGTH OF PRESENTATION:**

5 Minutes

**SUBMITTED BY:**

Elizabeth Lewis, Town Clerk



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)

### Walking Tour Application for a Permit

In compliance with the Town of Beaufort's Code of Ordinances:  
Minimum Requirements for permit – Sec. 90.28

The minimum requirements for a walking tour permit are the following:

- A) An office of other place of business within a fixed structure in the town that is zoned for commercial use and in compliance with all land use ordinances, including sign ordinances;
- B) General liability insurance in a minimum amount of \$100,000 which specifically provides that the same may not be cancelled without notice to the town; and
- C) Proposed tour routes that follow handicapped accessible public rights-of-way.

Name: Hungry Town Tours David + Betsy Cartier

Address: 406 Live Oak Street Beaufort NC 28516

Phone Number: 252-648-1011

Emergency Phone Number: 252-503 7449

Email: info@hungrytowntours.com

Address of the office/fixed structure from which the applicant will operate: \_\_\_\_\_

513 Front Street Beaufort, NC 28516

Description of the tour route: See attached

Description of the time of operation for each proposed tour: See attached



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)

Please include the following documentation: (Applications are considered incomplete without these documents):

- Detailed description of the information to be given to participants of the tour relating to those sights to be viewed within the town, including copy of any published literature proposed to be provided by the tour guide to participants of the tour.
- Schedule of rates & charges
- Certificate of general liability insurance in the minimum of \$100,000 which specifically provides that the same may not be canceled without notice to the town.
- \$50 application fee
- Criminal background check covering the previous 3 years on the owner or owners & managing officials of the business entity.

Staff Use Only Below this line

---

Date Application Received: \_\_\_\_\_

Date Payment Received: \_\_\_\_\_

Date of Public Hearing: \_\_\_\_\_

Date of Board of Commissioner's Decision: (Circle) Approved Denied

Date Permit Issued: \_\_\_\_\_

Date Permit Expires: \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) **11/19/2021** 1.

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Creative Insurance Solutions 1321 N. Main Street  Fuquay Varina NC 27526	<b>CONTACT NAME:</b> Rhonda Ward <b>PHONE (A/C, No, Ext):</b> (919) 557-9085 <b>FAX (A/C, No):</b> (919) 557-5670 <b>E-MAIL ADDRESS:</b> cldsr@creativeinsurancesolutions.com																					
<b>INSURED</b>  Hungry Town Tours 406 Live Oak St  Beaufort NC 28516	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A :</td> <td>Nautilus</td> <td>17370</td> </tr> <tr> <td>INSURER B :</td> <td></td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Nautilus	17370	INSURER B :			INSURER C :			INSURER D :			INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A :	Nautilus	17370																				
INSURER B :																						
INSURER C :																						
INSURER D :																						
INSURER E :																						
INSURER F :																						

**COVERAGES**      **CERTIFICATE NUMBER:** CL21111914268      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

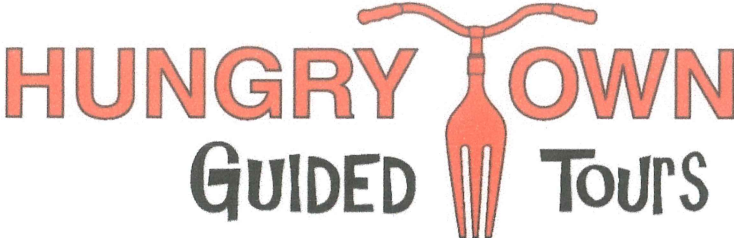
INSR LTR	TYPE OF INSURANCE	ADDL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
		INSD	WVD						
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			NN1331042	11/04/2021	11/04/2022	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							MED EXP (Any one person)	\$ 5,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY	\$ 1,000,000	
	OTHER:						GENERAL AGGREGATE	\$ 2,000,000	
	<b>AUTOMOBILE LIABILITY</b>						PRODUCTS - COMP/OP AGG	\$ included	
	<input type="checkbox"/> ANY AUTO						Employee Benefits	\$	
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	<input type="checkbox"/>	<input type="checkbox"/>				BODILY INJURY (Per accident)	\$	
	<b>UMBRELLA LIAB</b>						PROPERTY DAMAGE (Per accident)	\$	
	<input type="checkbox"/> OCCUR							\$	
	<b>EXCESS LIAB</b>						EACH OCCURRENCE	\$	
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$	
	DED							\$	
	RETENTION \$							\$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE		
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				OTH-ER		
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$	
							E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

<b>CERTIFICATE HOLDER</b>  Concord Hospitality Enterprises Beaufort Hotel 2440 Lennoxville Rd  Beaufort NC 28516	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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# Application Renewal for Walking Tour Permit in Beaufort, North Carolina



**Presented to:**

**Board of Commissioners  
Town of Beaufort, North Carolina**

**August 15, 2022**

Hungry Town Tours  
406 Live Oak Street • Beaufort, North Carolina 28516  
hungrytowntours.com • 252-648-1011  
info@hungrytowntours.com

## About the Applicant – Hungry Town Tours

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Hungry Town Tours offers several unique award-winning tours by bicycle and foot in Beaufort, North Carolina. While each tour is different, the underlying goal remains the same. They provide environmentally friendly options to those who love the outdoors and are keenly aware that preserving nature is essential to their travel experience today and for years to come.

### **Founded:**

Hungry Town Bike Tours was founded in 2011 by a local personal chef who wanted to create a tour for people to hear some unusual stories about Beaufort that they might not hear on a typical tour.

In May 2013, the company was sold to David & Betsy Cartier with an extensive background in the hospitality and restaurant business. Their experience includes tourism destination marketing. In 2014, the name was changed to Hungry Town Tours to reflect both walking and bicycle tours.

### **About our Name – Hungry Town Tours:**

“Hungry Town” and “Fish Towne” were some of the early names for Beaufort, North Carolina.

The name “Hungry Town” was noted on the only surviving 1713 plat of Beaufort. This draft is the only documentation that the newly laid-out town may have been casually called “Hungry Town.”

Architectural historian Tony P. Wrenn, who did the 1970 study for Beaufort’s nomination to the National Register of Historic Places, had his theory concerning “Hungry Town.” Wrenn believes that surveyor Richard Graves spilled ink but continued to use the sheet as he practiced with his ink and quill. Graves’ “Hungry Town” scribbles may have referred to the new town full of lots “hungry” for buyers, or to a few struggling settlers in the area.

Today, the name “Hungry Town” is a natural to tie-in with Beaufort’s history and bountiful culinary offerings.

### **Customer Reviews:**

Since 2020, Hungry Town Tours has received the Tripadvisor® Travelers Choice Award. This is the ninth year in a row that the Beaufort-based tour company has received Tripadvisor® Certificate of Excellence award.

Currently, Hungry Town Tours is rated on *TripAdvisor* as:

- #1 Activity on the Crystal Coast.
- #5 Activity on the North Carolina Coast.

*Tripadvisor.com* is the world's largest travel site with more than 60 million reviews and opinions by travelers around the world.

### **Green Travel Recognition:**

Hungry Town Tours is the first business in Carteret County to be accepted into the NC Green Travel Initiative. We promote green from “spoke to fork” by combining nature-based travel with culinary tourism through bicycle and walking tours.

### **Giving Back:**

Hungry Town Tours believes in giving back to the community and participates as a member of the following organizations:

- Beaufort Development Association
- Beaufort Historical Association
- Friends of the North Carolina Maritime Museum
- Friends of Beaufort Wine & Food
- Carteret Catch
- Core Sound Heritage Museum
- Carteret County Chamber of Commerce

Hungry Town Tours has donated in-kind donations to several local organizations including:

- Beaufort Historical Association
- Friends of the North Carolina Maritime Museum
- Beaufort Wine & Food
- Beaufort Women’s Club
- Beaufort Garden Club
- Beaufort Lion’s Club
- Loaves and Fishes of Beaufort
- Carteret County Chamber of Commerce

### **Press & Media:**

In the last nine years, Hungry Town Tours has been featured or mentioned in more than seventy-five (75) regional and national publications, magazines, newspapers, and online articles.

*Forbes* magazine featured Hungry Town Tours in August 2019 with an article “They Ditched Their Jobs to Live in their Dream Destination.”

Hungry Town Tours was featured in the May 2019 issue of *Southern Living* magazine.

In July 2018, *Our State* magazine launched a new video series, 'Around Town!' where they visit small towns across North Carolina and let locals show you “around town”. First in the series was Beaufort guided by Betsy Cartier of Hungry Town Tours.

*Our State* magazine featured 22-pages of stunning photography of Historic Beaufort, NC and Hungry Town Tours. The photo essay ‘Beaufort by Bike’ was one of the highlights of their annual Coastal Issue (June 2017).

## Walking Tour Application Renewal Request

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1.

By offering walking tours, the permit has allowed Hungry Town Tours to:

### **Offer year-round tours**

Walking tours have allowed Hungry Town Tours to operate year-round. It has provided Beaufort and The Crystal Coast with another activity for people to do in the off-season - especially November thru March - when many of the activities are not available such as boat tours.

### **Allow more families**

Families with children are be able to participate. Several families with infants have taken walking tours. There are no age requirements for walking tours. Private tours, at no additional fee, can be arranged for groups or families.

In doing so, the walking tour permit has allowed Hungry Town Tours to:

### **Increase the number of participants**

Hungry Town Tours can increase the number of participants to 15 on the walking tours. This is currently allowed under the code for walking tour permits.

Hungry Town Tours meets the minimum requirements for a walking tour permit:

**A. Office within a fixed structure in the town**

Hungry Town Tour's office is located at 406 Live Oak Street in Beaufort. As of October 2, 2022, Hungry Town Tours will have an office at 513 Front Street in Beaufort. It will not be used as a public office for walk-in traffic. There will be no commercial signage.

All reservations are taken in advance so walking tours depart 513 Front Street. Tours may also leave from in front of Clawson's 1905 Restaurant & Pub or in front of the North Carolina Maritime Museum.

**B. General Liability Insurance minimum amount of \$100,000**

Hungry Town Tours has a liability policy on file with the Town of Beaufort for \$1,000,000 and exceeds the requirement of \$100,000. The policy specifically provides the clause that the coverage may not be cancelled without notice to the town. The current policy expires on November 4 and is in the process of being renewed.

**C. Proposed Tour follows handicapped accessible right away.**

All proposed walking tours follow handicapped accessible right away.

Hungry Town Tours has done several walking tours with multiple wheelchairs

Hungry Town Tours is submitting our request, in writing, as part of the application process presented to the Board of Commissioners, Town of Beaufort, to receive a renewal of our walking tour permit.

**A. Owner and Operator of the Business**

The name, address & telephone (and emergency number) for the owners are listed below:

David R. Cartier and Elizabeth H. Cartier  
416 Pine Street  
Beaufort, North Carolina 28516

Telephone: 252-503-7449 (mobile)  
Emergency Telephone Number: 252-503-7449 (mobile)

**B. Address of the Office**

Hungry Town Tours is currently at 406 Live Oak Street until October 2. At that time, the address will be:

513 Front Street  
Beaufort, North Carolina 28516

Telephone: 252-648-1011

- C. Description of Tour Route(s)** (Page 6)
- D. Description of the Time of Operation for Each Tour** (Page 6)
- E. Detailed Description of Tour Information** (Page 6 - 8)
- F. Schedule of Rates & Charges** (Page 9)
- G. Hearing / Approval** (Page 9)
- H. General Requirements for Walking Tours** (Pages 10 & 11)
- I. Certificate of General Liability Insurance** On File
- J. Application Fee, \$50** Paid
- K. Criminal Background Check** Approved

**ADDENDUM**

- **Map of Route Boundaries - Walking Route (Yellow)**

## 90.29, C., Description of Tour Route

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All walking tours are bound by the following streets. The streets used and stops will vary within the designated boundaries:

### Current Walking Tour Boundaries:

The point of origin and point of return for Hungry Town Tours at Clawson’s 1905 Restaurant & Pub (425 Front Street) or the North Carolina Maritime Museum (315 Front Street). Walking tours will conclude on Front Street. The boundaries for the walking tours will include:

- West on Front Street to the Duncan House.
- East on Front Street to Gordon Street
- South from Marsh Street to Broad Street
- North from Broad Street to Front Street

(Within the above boundaries, Hungry Town Tours has been approved to take groups down every street, if needed, within the historic district).

### Map of Tour Boundaries

See Addendum. The map outlines the boundaries of the approved walking tour.

## 90.29, D., Description of the Time of Operation for Each Tour

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Daily walking tours will take place at 9 am, 11 am, 1 pm, and 3 pm. The times may be added in season at 11 am and 12 Noon.

## 90.29, E., Detailed Description of Tour Information

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Hungry Town Tours offers several walking tours:

### Historic Beaufort Walking Tour

It’s the perfect tour to see a unique side of historic Beaufort. Participants will travel along the waterfront and make their way through historic streets – all while their local guide reveals a side of history, they won’t get anywhere else. They will get an insider’s perspective on where the locals go to eat and play.

### Bridal Groups & Bachelorette Parties

Hungry Town Tours offers a unique outing for bridal parties. Brides-to-Be can Customized tours are available. Maximum of 15 people or eight people with a food option.

**A Walk to Remember inspired by Nicholas Sparks**

This tour features places in Beaufort that were inspired by Nicholas Sparks and referenced in his books, *A Walk to Remember* and *The Choice*. The tour serves as a memorable way for people to get to know Beaufort, as visitors take in the unique setting for the story of each novel, and the movie adaptation of *A Walk to Remember* and *The Choice*.

Hungry Town Tours signed a partnership agreement with the Nicholas Sparks Foundation in 2014.

To support the organization, Hungry Town Tours gives back 100% of the proceeds from autographed books and tee shirts directly to the Foundation. These are considered a donation to the organization.

Beaufort gained from international exposure in February 2016 with the premiere of the feature film, *The Choice*. Although the movie was produced in Wilmington, the inspiration for the book is Beaufort.

**Beaufort Lifestyle & Living Tour**

This is the ideal tour for first time visitors, long time tourists, people relocating to the Crystal Coast, and couples looking to retire here. People who have recently moved to Beaufort have found this tour to be a wonderful orientation. Think of it as “Beaufort 101.”

See why *Coastal Living* magazine named Beaufort one of the “20 Best Places to Live on the Coast in 2018.”

From the new residential community at Beau Coast to the golf course community at The Beaufort Club, we’ll talk about the advantages of living in Beaufort and The Crystal Coast.

**Culinary Walking Tours**

***Please note: All culinary tours were suspended in March 2020 due to COVID-19 since our restaurant partners were operating at 50% capacity. We have been unsuccessful in restarting these tours in the Spring of 2022 due to restaurant staffing issues and inconsistent hours of operation.***

Hungry Town Tours promotes restaurants with locally sourced food that allow for an enhanced experience with their walking culinary tours. These tours include:

**Food by Foot Culinary Walking Tour**

Participants travel along the waterfront and through beautiful historic streets, stopping at several of Beaufort’s best culinary treasures. Inside, they’ll nosh and sip on some of the most delicious flavors on the Crystal Coast. Participants will enjoy delicious seafood appetizers, wine tastings, and more. We make five culinary stops on this tour - all are within close proximity to each other. It’s a three-course progressive dining experience.

**Participating Restaurants:**

The three restaurant stops vary based on the season and their operating days of the week. These include any of the following:

- Finz Grill
- Front Street Grill at Stillwater
- Clawson’s 1905 Restaurant & Pub
- Moonrakers
- Black Sheep
- Marmalade Cafe & Bakery
- Beaufort Grocery Company
- Cru Wine & Coffee Shop

**Participating Merchants:**

- Beaufort Olive Oil (Olive Oil Tastings & Pairings)
- Beaudaga

**Sunday Brunch Walkabout**

Participants enjoy Sunday Brunch at Beaufort Grocery Company, one of the region's most renowned dining establishments. Each person will select an entrée from several culinary features and enjoy a mimosa or Bloody Mary, or other non-alcoholic beverages. After brunch, participants will go on a walking tour through Beaufort's historic district and along the waterfront.

**Participating Restaurants:**

- Beaufort Grocery Company

The walking tour durations vary by tour. The following tours run approximately 90 minutes”

- Historic Beaufort Walking Tour
- A Walk to Remember inspired by Nicholas Sparks
- Bridal Groups & Bachelorette Parties
- Beaufort Lifestyle & Living Tour

The following food tours typically run 3 to 3 ¼ hours. Those noted with an asterisk run approximately 2 hours.

- Food by Foot Culinary Walking Tour
- Sunday Brunch Walkabout \*

Hungry Town Tours accepts the general requirements for Walking Tours as outlined in Sections D through I.

## 90.29, F., Schedule of Rates and Charges

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The following walking tours currently cost \$30 per person.

- Historic Beaufort Walking Tour
- Walking Tour inspired by Nicolas Sparks
- Bridal and Bachelorette Parties
- Beaufort Lifestyle & Living Tour

The following food tours cost \$75 per person.

- Food by Foot Culinary Walking Tour
- Sunday Brunch Walkabout \*

## 90.30, Hearing / Approval

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In accordance with 90.30, Hearing Approval, the owners of Hungry Town Tours have met the code requirements.

### Section A, 1.

The applicants are fit, willing, able, and sufficiently knowledgeable about the history of the town to perform the proposed service.

### Professional Training

The owners of Hungry Town Tours continue on-going learning about the history of Beaufort. They have participated in the following:

- **Beaufort Historic Site Volunteer Orientation**  
Completed Volunteer Orientation provided by the Beaufort Historical Association for volunteers at the Beaufort Historic Site.
- **Beaufort Old Homes & Garden Tour**  
Visited and toured the inside over 70 different historic homes, historic churches and gardens in Beaufort over the last five years by participating in the annual Beaufort Old Homes and Garden Tour hosted by the Beaufort Historical Association.
- **Open Houses**  
Participated at several open houses for both Duke Martine Lab and NOAA.
- **Research**  
In addition, the owners of Hungry Town Tours have worked with local researchers to ensure that all tours offered are based on facts rather than filled with folklore and hearsay.
- **Social Media**  
Hungry Town Tours uses Historic Beaufort, NC Facebook Page, and Instagram.

## **90.31, General Requirements for Walking Tours**

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Under 90.31, General; Requirements for Walking Tours, Hungry Town Tours agrees to the following:

### **Section A**

Walking tours shall be operated only during the following hours:

- 1.) Between 9 a.m. and 9 p.m. from May 1 to October 31; and
- 2.) Between 9 a.m. and 8 p.m. from November 1 to April 30

### **Section B**

Walking tours are limited to not more than 15 persons per tour group, excluding the tour guide.

### **Section C**

No more than one (1) walking tour will be conducted within a city block each 30 minutes.

### **Section D**

Walking tours will be conducted from sidewalks except when the group is crossing a street

### **Section E**

Participants in a tour will not move on sidewalks more than a column of 2 persons abreast.

### **Section F**

No amplifying device will be used during a tour

### **Section G**

Flash photography will not be permitted during a walking tour.

### **Section H**

No participant in a walking tour will enter private property without the express consent of the owner.

## **90.31, General Requirements for Walking Tours**

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### **Section I**

Tour groups will not move on congregate in a manner that blocks entrances to store homes, or driveways, or interferes with street traffic.

**Please Note:**

Hungry Town Tours will communicate the general requirements for walking tours to our participants in two (2) ways:

- 1.) At the start of each walking tour, the tour guide reviews the town requirements. Hungry Town Tours has incorporated Sections D through I into our presentation.
- 2.) Hungry Town Tours has added a section to their website ([www.hungrytowntours.com](http://www.hungrytowntours.com)) that incorporates Sections D through I into the Conditions & Terms for people participating in the walking tours.

Participants will know when they sign a liability release form, they agree to the Terms & Conditions of the walking tours.

**Additional Information**

- All tours are by advanced reservations only. As always, we take telephone reservations daily from 8 am – 7 pm.
- Walk-ins for tours are not available. All tours are pre-booked in advance.
- Waiver forms for each participant are completed in advance of the tour.
- All payments are done by credit card. For the guest’s convenience, we will send a link for payment after we take your reservation over the telephone. Telephone reservations give us the opportunity to help guests plan the right tour.
- Tour confirmations will be sent via email once payment has been processed.
- All culinary tours have been suspended at this time so that our restaurant partners have time to get back into operation due to staffing issues.





**TOWN OF BEAUFORT**  
 701 FRONT ST.  
 PO BOX 390  
 BEAUFORT, NC 28516-0390

1.

<b>INVOICE #</b>
23-00165

INVOICE DATE: 08/15/22  
 DUE DATE: 08/15/22

ACCOUNT ID: HUNGR005 PIN: 0352  
 HUNGRY TOWN BIKE TOURS  
 DAVID CARTIER  
 406 LIVE OAK ST  
 BEAUFORT, NC 28516

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		Walking Tour Permit Fee		
1.0000	APPFEE	Other Application Fees Walking Tour Permit Fee Permit Fee for Sept 2022-Sept 2023	50.000000	50.00
			TOTAL DUE:	\$ 50.00
		Prn Payment: 08/16/22 CK 1141		-50.00
			BALANCE:	\$ 0.00

**PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT**

TOWN OF BEAUFORT  
 701 FRONT ST.  
 PO BOX 390  
 BEAUFORT, NC 28516-0390

INVOICE #: 23-00165  
 DESCRIPTION: Walking Tour Permit Fee  
 ACCOUNT ID: HUNGR005 PIN: 0352  
 DUE DATE: 08/15/22  
 TOTAL DUE: \$ 0.00

HUNGRY TOWN BIKE TOURS  
 DAVID CARTIER  
 406 LIVE OAK ST  
 BEAUFORT, NC 28516





**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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, September 12, 2022  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

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**AGENDA CATEGORY:** Closed Session  
**SUBJECT:** Pursuant to NCGS 143-318.11 (a) (3)

**REQUESTED ACTION:**  
Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Board of Commissioners to consult with Town Attorney.

**SUBMITTED BY:**  
Todd Clark, Town Manager

**BUDGET AMENDMENT REQUIRED:**  
No