



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 Virtual Regular Meeting 6:00 PM – Monday, March 08, 2021

Call to Order

Roll Call

Agenda Approval

Public Comment

Manager Report

Items of Consent

- [1.](#) FY 21 Audit Contract
- [2.](#) Minutes

Public Hearing

- [1.](#) Request to Rezone 502 Cedar Street from TR to CS-MU
Case No. 21-03.
- [2.](#) Request to Rezone 823 West Beaufort Road from R-8 to B-1
Case No. 21-04.
- [3.](#) Request to Rezone 1001 Cedar Street from R-8 to CS-MU
Case No. 21-02.

Items for Discussion and Consideration

- [1.](#) Sewer Allocation Request
803 Deerfield Dr., Beaufort NC (Deerfield Shores Subdivision)
- [2.](#) Sewer Allocation Request
504 Island Dr., Beaufort NC (Deerfield Shores Subdivision)
- [3.](#) Appointments to Volunteer Advisory Board and Commission Positions

Mayor/Commissioner Comments

Adjourn



Town of Beaufort, NC

**Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, March 8, 2021**

AGENDA CATEGORY: Items of Consent
SUBJECT: FY 21 Audit Contract

BRIEF SUMMARY:

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

REQUESTED ACTION:

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

EXPECTED LENGTH OF PRESENTATION:

5 mins

SUBMITTED BY:

Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED:

No

MARTIN STARNES

& ASSOCIATES, CPAs, P.A.

"A Professional Association of Certified Public Accountants and Management Consultants"

1.

February 12, 2021

Christi Wood, Finance Director
Town of Beaufort
PO Box 390
Beaufort, NC 28516

You have requested that we audit governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information of the Town of Beaufort, NC, as of June 30, 2021, and for the year then ended, and the related notes, which collectively comprise the Town of Beaufort's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter. Our audit will be conducted with the objective of our expressing an opinion on each opinion unit applicable to those basic financial statements.

Accounting principles generally accepted in the United States of America (U.S. GAAP), as promulgated by the Governmental Accounting Standards Board (GASB) require that certain supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the required supplementary information (RSI) in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS). These limited procedures will consist primarily of inquiries of management regarding their methods of measurement and presentation and comparing the information for consistency with management's responses to our inquiries. We will not express an opinion or provide any form of assurance on the RSI. The following RSI is required by U.S. GAAP. This RSI will be subjected to certain limited procedures but will not be audited:

- Management's Discussion and Analysis
- Law Enforcement Officers' Special Separation Allowance schedules
- Local Government Employees' Retirement System's schedules

Supplementary information other than RSI will accompany the Town of Beaufort’s basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and perform certain additional procedures, including comparing and reconciling the supplementary information to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and additional procedures in accordance with U.S. GAAS. We intend to provide an opinion on the following supplementary information in relation to the basic financial statements as a whole:

- Combining and individual fund financial statements
- Budgetary schedules
- Other schedules

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS and *Government Auditing Standards*. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement. An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditor’s judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements.

An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements. If appropriate, our procedures will therefore include tests of documentary evidence that support the transactions recorded in the accounts, tests of the physical existence of inventories, and the direct confirmation of cash, investments, and certain other assets and liabilities by correspondence with creditors and financial institutions. As part of our audit process, we will request written representations from your attorneys, and they may bill you for responding. At the conclusion of our audit, we will also request certain written representations from you about the basic financial statements and related matters.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements (whether caused by errors, fraudulent financial reporting, misappropriation of assets, or violations of laws or governmental regulations) may not be detected exists, even though the audit is properly planned and performed in accordance with U.S. GAAS and *Government Auditing Standards* of the Comptroller General of the United States of America.

In making our risk assessments, we consider internal control relevant to the entity’s preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances but not for the purpose of expressing an opinion on the effectiveness of the entity’s internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the basic financial statements that we have identified during the audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add an emphasis-of-matter or other-matter paragraph(s). If our opinions on the basic financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Town of Beaufort’s compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance, and we will not express such an opinion.

Management’s Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance, acknowledge and understand that they have responsibility:

1. For the preparation and fair presentation of the basic financial statements in accordance with accounting principles generally accepted in the United States of America;
2. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements;
3. To provide us with:
 - a. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements, such as records, documentation, and other matters;
 - b. Additional information that we may request from management for the purpose of the audit; and
 - c. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
4. For including the auditor’s report in any document containing basic financial statements that indicates that such financial statements have been audited by the entity’s auditor;
5. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
6. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole;
7. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work (if applicable);
8. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets.
9. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant roles in internal control and others where fraud could have a material effect on the financials; and
10. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility (a) for the preparation of the supplementary information in accordance with the applicable criteria, (b) to provide us with the appropriate written representations regarding supplementary information, (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information, and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

We will perform the following nonattest services:

- Draft of financial statements and footnotes
- GASB 34 conversion entries
- Preparation of LGC's data input worksheet

We will not assume management responsibilities on behalf of the Town of Beaufort. However, we will provide advice and recommendations to assist management of the Town of Beaufort in performing its responsibilities.

With respect to any nonattest services we perform as listed above, the Town of Beaufort's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards.
- This engagement is limited to the services previously outlined. Our firm, in its sole professional judgement, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account codings and approving journal entries.

Reporting

We will issue a written report upon completion of our audit of the Town of Beaufort's basic financial statements. Our report will be addressed to the governing body of the Town of Beaufort. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

In accordance with the requirements of *Government Auditing Standards*, we will also issue a written report describing the scope of our testing over internal control over financial reporting and over compliance with laws, regulations, and provisions of grants and contracts, including the results of that testing. However, providing an opinion on internal control and compliance will not be an objective of the audit and, therefore, no such opinion will be expressed.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

During the course of the engagement, a portal will be in place for information to be shared, but not stored. Our policy is to terminate access to this portal after one year. The Town is responsible for data backup for business continuity and disaster recovery, and our workpaper documentation is not to be used for these purposes.

Provisions of Engagement Administration and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Marcie Spivey is the engagement partner for the audit services specified in this letter. Her responsibilities include supervising Martin Starnes & Associates, CPAs, P.A.’s services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report. To ensure that our independence is not impaired under the AICPA Code of Professional Conduct, you agree to inform the engagement partner before entering into any substantive employment discussions with any of our personnel.

Our fees for these services are as follows:

Audit Fee	\$	23,110
Financial Statement Drafting		3,925
Other Non-Attest Services		-
	\$	<u>27,035</u>

Our invoices for these fees will be rendered in four installments as work progresses and are payable upon presentation. In accordance with our firm policies, work may be suspended if your account becomes overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for non-payment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our reports. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination.

We will notify you immediately of any circumstances we encounter that could significantly affect this initial fee estimate. Whenever possible, we will attempt to use the Town of Beaufort’s personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

If we determine that we are required to perform a single audit in accordance with the audit requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance) and the State Single Audit Implementation Act, and these procedures and related fees were not included in our quoted fees, we may amend our audit contract and supplemental bill for these additional procedures.

We want our clients to receive the maximum value for our professional services and to perceive that our fees are reasonable and fair. In working to provide you with such value, we find there are certain circumstances that can cause us to perform work in excess of that contemplated in our fee estimate.

Following are some of the more common reasons for potential supplemental billings:

Changing Laws and Regulations

There are many governmental and rule-making boards that regularly add or change their requirements. Although we attempt to plan our work to anticipate the requirements that will affect our engagement, there are times when this is not possible. We will discuss these situations with you at the earliest possible time in order to make the necessary adjustments and amendments in our engagement.

Incorrect Accounting Methods or Errors in Client Records

We base our fee estimates on the expectation that client accounting records are in order so that our work can be completed using our standard testing and accounting procedures. However, should we find numerous errors, incomplete records, or the application of incorrect accounting methods, we will have to perform additional work to make the corrections and reflect those changes in the financial statements.

Failure to Prepare for the Engagement

In an effort to minimize your fees, we assign you the responsibility for the preparation of schedules and documents needed for the engagement. We also discuss matters such as availability of your key personnel, deadlines, and work space. If your personnel are unable, for whatever reasons, to provide these items as previously agreed upon, it might substantially increase the work we must do to complete the engagement within the scheduled time.

Starting and Stopping Our Work

If we must withdraw our staff because of the condition of the client's records, or the failure to provide agreed upon items within the established timeline for the engagement, we will not be able to perform our work in a timely, efficient manner, as established by our engagement plan. This will result in additional fees, as we must reschedule our personnel and incur additional start-up costs.

Our fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Our fees for such services range from \$75-\$300 per hour.

Government Auditing Standards require that we document an assessment of the skills, knowledge, and experience of management, should we participate in any form of preparation of the basic financial statements and related schedules or disclosures as these actions are deemed a non-audit service.

During the course of the audit, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to management and those charged with governance the following significant findings from the audit:

- Our view about the qualitative aspects of the entity’s significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;
- Management’s consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Martin Starnes & Associates, CPAs, P.A. and constitutes confidential information. However, we may be requested to make certain audit documentation available to the Local Government Commission, Office of the State Auditor, federal or state agencies and the U.S. Government Accountability Office pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Martin Starnes & Associates, CPAs, P.A.’s personnel. Furthermore, upon request, we may provide copies of selected audit documentation to these agencies and regulators. The regulators and agencies may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

In accordance with the requirements of *Government Auditing Standards*, we have attached a copy of our latest external peer review report of our firm to the Contract to Audit Accounts for your consideration and files.

Please sign and return a copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements, including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Respectfully,

Martin Starnes & Associates, CPAs, P.A.

Martin Starnes & Associates, CPAs, P.A.
Hickory, North Carolina

RESPONSE:

This letter correctly sets forth the understanding of the Town of Beaufort.

Acknowledged and agreed on behalf of the Town of Beaufort by:

Name: _____

Title: _____

Date: _____



Town of Beaufort, NC

**Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, March 8, 2021**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Minutes

BRIEF SUMMARY:

In accordance with 153A-42 of the General Statutes, the Governing Board has the legal duty to approve all minutes that are entered into the official journal of the Board’s proceedings.

The following draft minutes are recommended for approval:

January 25, 2021 – Virtual Board of Commissioners (BOC) Work Session

February 8, 2021 – Virtual Board of Commissioners (BOC) Regular Meeting

REQUESTED ACTION:

The Manager recommends the Board consider the draft minutes and approve as submitted or amended.

EXPECTED LENGTH OF PRESENTATION:

2 minutes

SUBMITTED BY:

Allen Coleman, Town Clerk and Assistant to the Town Manager

BUDGET AMENDMENT REQUIRED:

No

1 **DRAFT**

2 **MINUTES**
3 **TOWN OF BEAUFORT**
4 **BOARD OF COMMISSIONERS**
5 **VIRTUAL WORK SESSION**
6 **JANUARY 25, 2021**
7 **4:00 P.M.**

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9

10 The Town of Beaufort Board of Commissioners met for a Virtual Work Session on Monday,
11 January 25, 2021 at 4:00 p.m. with the following members present:

12

- 13 Mayor Everette Newton presiding
- 14 Mayor Pro Tempore Charles McDonald
- 15 Commissioner Ann Carter
- 16 Commissioner John Hagle
- 17 Commissioner Sharon Harker
- 18 Commissioner Marianna Hollinshed

19

20 Others Present: Town Manager John Day and Town Clerk and Assistant to the Town Manager
21 Allen Coleman (All other staff members will be identified appropriately below)

22

23 Mayor Newton asked Allen Coleman to open the meeting to the public and provide
24 public comment instructions.

25

26 Mayor Newton called the meeting to order at 4:03 p.m., welcomed everyone in
27 attendance, and asked Commissioners to accept a roll call.

28

Roll Call ensued.

29

30 Due to public health concerns and the restrictions on public gatherings, the Town Board of
31 Commissioners conducted a Virtual Work Session on Monday, January 25, 2021. Members of
32 the Board of Commissioners participated in the meeting remotely.

33

34 **[PUBLIC COMMENT]**

35 None

36

37 **[PROJECT UPDATES]**

38 The Mayor and Board received updates on current and/or active projects ongoing throughout
39 the Town.

40

41 Greg Meshaw, Town Engineer, presented the following PowerPoint presentation:

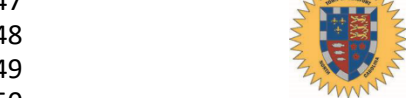
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43 Slide #1

44

45 **Project Updates**

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48 Town of Beaufort

49 January 25, 2021

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Slide #2

Active Projects

13 Active Projects

- 2 Parks & Recreation
 - 1 Makeovers
 - 1 New
- 4 Street and Pedestrian Improvements
- 5 Utility
 - 1 Water
 - 2 Sewer
 - 1 Water & Sewer
 - 1 Water, Sewer, and Stormwater
- 1 Stormwater
- 1 Building

Slide #3



Active Projects

(1 through 7)

- Cedar Street Park
- Topsail Park
- FY20 Street Rehabilitation & Construction
- Turner Street 100 Block Pedestrian Improvements
- Town Wide Sidewalks (Part 5-FY20 Street Rehabilitation & Construction)
- Cedar Street Water & Sewer Rehabilitation & Replacements
- Campen Road Waterline Extension/Upgrade

Slide #4



Active Projects

(1 through 7)

- Cedar Street Park
- Topsail Park
- FY20 Street Rehabilitation & Construction
- Turner Street 100 Block Pedestrian Improvements
- Town Wide Sidewalks (Part 5-FY20 Street Rehabilitation & Construction)
- Cedar Street Water & Sewer Rehabilitation & Replacements
- Campen Road Waterline Extension/Upgrade

Slide #5

Topsail Park



- Awaiting Plants
- 2 to 3 Week Completion

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Slide #6



FY20 Street Rehabilitation and Construction

- ✓ Stanton Road
- ✓ Hedrick Street
- ✓ Mashburn Avenue
- ✓ Professional Park Drive
- ✓ Jefferson Street
- ✓ Eastern Avenue
- ✓ Ricks Avenue
- ✓ Sherwood Boulevard
- ✓ Live Oak Street 100 Block
- ✓ Gordon Street
- ✓ Laurel Lane
- ✓ Safrit Drive
- ✓ Craven Avenue
- ✓ Carteret Avenue
- ✓ Pollock Street
- ✓ Olivia Road
- ✓ Live Oak Street 300 Block
- ✓ Taylors Creek Road
- ✓ Campen Road

Slide #7



FY20 Street Rehabilitation and Construction

Concrete Work

- ✓ Replace 467 feet of rolled curb
 - Replace 82 feet of curb & gutter
 - Replace 69 sq. yards of sidewalk
 - Replace 16 each concrete curb ramps
- } Jan 25th
thru
Feb 12th

Pavement Markings

- 75 feet of 4" wide white lines
 - 1,078 feet of 4" wide yellow lines
 - 387 feet of 24" wide crosswalk lines
- } Week of Jan 25th

Seal Coating

- Marsh Street, Broad to Mulberry

Slide #8

FY20 Street Rehabilitation and Construction

New Street Construction

- ✓ Howard Jr. Lane



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Slide #9
FY20 Street Rehabilitation and Construction

Orange Street

- Remaining Work
 - Complete storm sewer
 - Test & disinfect water line
 - Switchover water services
 - “Test” gravity sewer



Slide #10
FY20 Street Rehabilitation and Construction

Orange Street

- Remaining Work
 - Complete storm sewer
 - Test & disinfect water line
 - Switchover water services
 - “Test” gravity sewer
 - Reconstruct street base
 - Construct permeable concrete parking lane
 - Place asphalt surface
- February 12th projected completion



Slide #11
Turner Street 100 Block Street Improvements (West Side)

- Work Underway
 - Week of Jan 11th → Demolition
 - Week of Jan 18th → Duke Energy
 - Next → Relocate Water Service Lines
- Expanded Project
 - Approved Oct 12, 2020
 - Negotiating Change Orders



Slide #15

Active Projects

(8 through 13)

- USDA Funding Applications (Water, Sewer & Stormwater)
- Wastewater Asset Inventory Assessment
- High-Rate Infiltration System Permit Requisition
- Electric Vehicle Charging
- Meeting Street Drainage Improvements
- Town Hall Reception Area Renovation

Slide #16

Active Projects

(8 through 13)

- USDA Funding Applications (Water, Sewer & Stormwater)
- Wastewater Asset Inventory Assessment
- High-Rate Infiltration System Permit Requisition
- Electric Vehicle Charging Station
- Meeting Street Drainage Improvements
- Town Hall Reception Area Renovation

Slide #17

USDA Funding Applications (Water, Sewer & Stormwater)

Project Estimates:

Water.....	\$ 8.25 million
Sewer.....	\$11.70 million
Stormwater...	\$ 8.03 million
	\$27.98 million

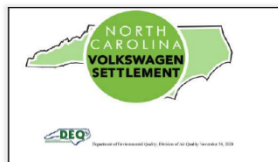
Proposed USDA loan/grant offer expected
 – January 25th goal missed

Slide #18

Electric Vehicle Charging

Potential Funding

- Phase 1 Zero Emission Vehicle (ZEV) Infrastructure Program
- Application filed January 25th
 – \$10,000 grant towards \$24,800 cost



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Slide #19



Town Hall Reception Area Renovation

Construction by Public Works Staff

- Awaiting Transaction Windows
- Carpet & Clean-up
- Furniture Delivery

– Week of February 1st

Slide #20

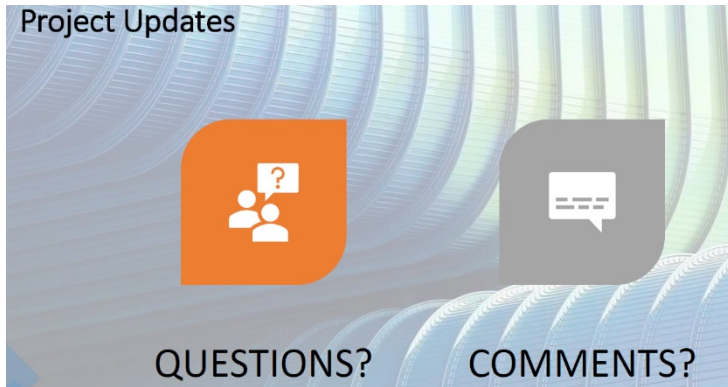
Town Hall
Steps, ADA Ramp & Sidewalks

Projected Completion
– January 29th
(Pending Handrail Delivery)



Slide #21

Project Updates



QUESTIONS? COMMENTS?

Commissioner Carter said she had been rethinking the charging stations item and since we have several in Town, that investment may not be worth tying up parking spaces when it's going to take four to eight hours at least to get a minimum charge on the car, especially downtown. She said from what she was hearing from people who use the charging stations, the cost was nowhere near twenty-five dollars, but rather four or five dollars.

1 Commissioner Harker asked if the three circled areas on the sidewalk slide were going
2 to be addressed first.

3 Greg Meshaw said yes.

4 Commissioner Harker said Commissioner Carter may have a point when talking about
5 the electric vehicles and it seems they've have received some additional information about who
6 has those available. She said additional data would be helpful to review because even if the
7 Town were awarded the higher end of the grant, it would still mean fourteen would be needed
8 for the Town.

9 Commissioner Harker said the Board should investigate this item a little bit more before
10 having staff go through the grant application process. She expressed appreciation to Greg
11 Meshaw and said she really looked forward to receiving his report each month.

12 Mayor Pro Tempore McDonald asked if the project on Marsh street would cover the
13 entire street at once or be phased in by blocks.

14 Greg Meshaw said they were completing the 300 block of Marsh Street and then all of
15 the segments from Cedar Street to Mulberry Street.

16 Mayor Pro Team McDonald if that was all for Marsh Street.

17 Greg Meshaw said yes. He said it was seal coding and staff didn't think the street was
18 so bad that it needed to be resurfaced. He said by using the seal coding, it would preserve the
19 street and make it last longer, provided we fix some of the imperfections in the street that exist.
20 He said when the work is completed it will look like newly paved street, but it'll actually be a
21 sealer of sorts that seals the street and helps keep water from getting down into the street and
22 causing other problems.

23 Mayor Pro Tempore McDonald said that's great to hear, but he was still concerned. He
24 asked if there were future plans for Queen Street, Mulberry Street, and those streets north of
25 Cedar Street.

26 Greg Meshaw said he didn't have the exact list of streets in front of him, but a number of
27 those streets Commissioner McDonald mentioned was included in the USDA project that the
28 Town hoped to receive grant funding for. He said he would confirm and send a list of those
29 streets to the Commissioners tomorrow.

30 Mayor Pro Tempore McDonald asked if the grant didn't come through would we have to
31 wait for 2-3 more years.

32 Greg Meshaw said it all depended on the money. He said after speaking with the USDA
33 representatives he felt like the Town would receive a good offer in terms of grants, but that was
34 certainly no guarantee.

35 Mayor Pro Tempore McDonald said he wanted to remind that the Board that everyone in
36 Beaufort paid taxes and the focus should be applied to all of Board not just certain areas like
37 Front Street and Ann Street. He said it behooved him that citizens did not come and speak out
38 when they saw some areas being addressed more so than others.

39 Mayor Newton said if you looked at the areas that have been paved; it is across the
40 entire community. He said similarly, if you look at the sidewalks that are going in, it is across
41 the entire community and the Town was taking a holistic approach.

42 Mayor Newton said he wanted to thank the Commissioners for not bringing politics into
43 the prioritization of these projects and for that he was very proud.

44 Mayor Pro Tempore McDonald said if Greg said it depends on money, and if the money
45 runs out before these areas are addressed, how would we justify to that to the tax payers.

46 Mayor Newton said the Board unanimously agreed that they were not going to pave over
47 roads that needed underground work. He said that was something the Board deliberated on
48 and the same deliberation will go on in the next phase as we have to start digging up to fix the
49 sewer lines, the water lines and the stormwater drains.

50 Mayor Newton said obviously money is the limit and the understanding was we've got 40
51 to 60 million dollars of requirements out there and the USDA grant will help. He said thanks to

1 Town staff we've increased the grant contributions dramatically. He said it wasn't 40 to 60
2 million dollars, but it sure was a great leap forward from six million.

3 John Day said the Town was still waiting to hear from the Rural Development Division of
4 the USDA, and after we hear what the exact figures will be, then we can assess how we move
5 forward from there. He said if there was not enough money to complete all projects as planned,
6 then we could look at raising the money locally and they would be decision for the Board to
7 consider at that time.

8 Commissioner Hollinshed said she was conscious of the charging stations downtown
9 and that item was low on the priority list. She said she would prefer to see other projects
10 pushed forward and emphasized rather than the charging station item.

11 Commissioner Hollinshed said people were walking to the new pharmacy beside Food
12 Lion in Beaufort and asked if the sidewalk installation map could be reconfigured to include a
13 sidewalk in that area, because it would be put to good use.

14 Commissioner Hagel expressed his appreciation to Greg Meshaw for his presentation,
15 and said he also agreed with the other Commissioners comments on the charging stations. He
16 said the private sector may quickly provide charging stations as the usage of electrical vehicles
17 increases.

18 Commissioner Hagel said he appreciated all of the hard work, but felt there were better
19 ways to spend the USDA money. He said he reflected on Commissioner McDonald's
20 comments and agreed there were many moving parts on so many projects. He said it may be
21 better to revisit the prioritization list and advertise the projects so that people throughout the
22 community understand what is forthcoming.

23 Greg Meshaw said if the money pans out the way he hoped, a visual could be created to
24 help illustrate all of the many projects and be a realistic resource.

25 Commissioner Hagel said he agreed with that approach and added the request wasn't
26 immediate but additional materials should be created to help residents understand the work.

27 Greg Meshaw said as of now we have a good idea of how the USDA money will pan out
28 and staff can work to develop a visual based on those allocations for a more appropriate and
29 realistic visual.

30 Greg Meshaw said the EB charger item was returned to him this afternoon and he would
31 begin working on the application, but it appears to be a consensus to forego that submission
32 and the Board is not in a position to turn down any grant funds.

33 Mayor Newton said their does appear to be a consensus to not more forward.

34 Greg Meshaw said he would not submit the application.

35 Commissioner Harker asked why we were using something different on the three
36 hundred block of Marsh Street verses the four and five hundred block of Marsh Street. She
37 asked why the big difference in material and if that was saving time.

38 Greg Meshaw said the Board may recall an assessment study was completed by a
39 consulting firm and they described the conditions of the street. He said that block of Marsh
40 Street didn't rise to the same level as the other streets when it came to a need for paving. He
41 said the assessment suggested that we try to preserve the street and by using a seal coding
42 material on this block and that would allow for a test case scenario to see if this indeed
43 preserved the street. He said based on other studies this material did indeed preserve the
44 street and tend to lengthen the life of the street and quite frankly was a cheaper approach.

45 Commissioner Harker said her concern was that Marsh Street was a street that could be
46 salvaged without having to worry about infrastructure the same as all the other streets that were
47 part of the rehab project. She asked why this particular block of Marsh Street was selected as
48 the test subject.

49 Greg Meshaw said this street did not have any major utility problems.

50 Commissioner Harker said none of them did. She said none of the streets that were
51 paved had any infrastructure issues.

1 Greg Meshaw said Marsh Street did not have any infrastructure problems, but the
2 numerical rating and staff observations of the street showed it to be in need of resurfacing as it
3 could not be preserved and would not benefit from applying the seal coding.

4 Commissioner Harker said her concern was if the seal coding was used on these two
5 streets, which happens to be a historically black community, are we going to run out of money to
6 fix those streets if the seal coding doesn't work out correctly.

7 Greg Meshaw said the projections of when this street needed to be resurfaced is out a
8 few years. He said the seal coding will help preserve the street and hopefully extend it even a
9 few more years to try and save money along the way.

10
11

12 **[ITEMS FOR DISCUSSION AND CONSIDERATION]**

13
14

15 **1. Minutes**

16 In accordance with 153A-42 of the General Statutes, the Governing Board has the legal duty to
17 approve all minutes that are entered into the official journal of the Board's proceedings. The
18 following draft minutes were submitted by the Deputy Town Clerk, Rachel Johnson.

19
20

21 January 11, 2021 – Virtual Board of Commissioners (BOC) Regular meeting.

22
23

24 A motion was made by Commissioner Hagle to include the January 11, 2021 Virtual
25 Board of Commissioners (BOC) Regular Meeting minutes as part of the February 8, 2021 BOC
26 Regular Meeting Consent Agenda.

27
28

29 Mayor Newton call each Commissioner by name (roll call).

30
31

32 **VOTE: UNANMIOUS**

33
34

35 **2. Sewer Allocation Request 197 Rudolph Drive, Beaufort NC (Deerfield Shores
36 Subdivison)**

37 The Board considered the 480 gallons per day sewer allocation request.

38
39

40 Greg Meshaw, Town Engineer, presented the following information:

41
42

43 **BACKGROUND:**

44 Mr. Don Butler of 197 Rudolph Drive in the Deerfield Shores Subdivision has requested
45 permission to connect to the Town-owned low pressure sewer collection system that exists in
46 part of the subdivision. This parcel is not among the 30 properties which the Town accepted as
47 customers upon transfer of the collection system by the Deerfield Shores Utility Company, Inc.
48 to the Town. It is understood from the engineer-of-record for the work to redirect wastewater
49 from the utility's treatment facility to the Town, that 197 Rudolph Drive is one of three parcels
50 adjacent to the collection system that were sold with access to offsite septic tank systems. It is
51 further understood from the engineer that the easements associated with these systems were
set to expire upon availability of "public sewer." As such, service lines were extended to the
three properties because their access to offsite septic tank systems was to expire once the
Town took over the collection system. (See attached January 18 th memorandum to
Commissioner Carter for more details.) The request to connect to the Town's system infers a
request for sewer allocation in the amount of 480 gallons per day to serve the 4-bedroom
residence at the parcel. Staff recommends approval of this request given the circumstances
surrounding the request, the existence of existing capacity at both the Deerfield pumping station
and the Town's treatment plant, and receipt of the required fees from the requestor.

1 Commissioner Carter asked if there were any other lots out there that have similar
2 agreements that we may not be aware of.

3 Greg Meshaw said not that he is aware of. He said there are two other vacant lots that
4 had connections that were, supposedly prior offsite septic system service, and connections
5 were then added to the work to make it so the sewer could be pumped to the Town.

6 Commissioner McDonald asked if the 480 gallons per day request was based on
7 household size and if that is the standard amount per household.

8 Greg Meshaw said that ist he estimated usage for the house that is requesting
9 connection to the system. He said the rate is in the states regulations manual. He said you
10 take the number of bedrooms and multiply them by the 120 gallons per day bedrooms. He said
11 based on his experience the usage is typically less than the projected amount.

12 Greg Meshaw said the usage data is tracked and if a house is using less than the 480
13 gallons, they could reallocate the additional gallons to someone else.

14 Commissioner McDonald asked fifteen houses were using 480 gallons per day would be
15 pump still operate efficiently.

16 Greg Meshaw said no, the pump would be inadequate to handle that amount of volume.

17 Greg Meshaw said the pumping system was designed based upon 15 extra houses over
18 and above the 30 they picked up through the agreement with Deerfield Shores. He said those
19 houses were projected to have only three bedrooms. He said if 15 houses connect and have
20 four bedrooms the pump will be at capacity.

21 Commissioner Hagle said the capacity of the waste treatment plant had been discussed
22 previously and hopefully the life of our plant could be extended.

23 Greg Meshaw said staff was working to get pump test at each of the pump stations. He
24 said Donovan Willis is currently working to install those so we can have actual data to in
25 conjunction with the allocation spreadsheet work toward recapturing some capacity within our
26 system.

27 Commissioner Hagle said that was very important long term.

28
29 Mayor Newton asked the Board how they would like to proceed.

30
31 The Board unanimously agreed to include this item as part of the discussion and
32 considerations portion of the February 8, 2021 Board of Commissioners regular meeting.

33
34 **3. Case No. 20-13 Request for Special Use Permit for Accessory Dwelling Unit at 102**
35 **Carteret Avenue**

36 The Board considered setting a quasi-judicial hearing date and discussing the special use
37 permit request for accessory dwelling unit at 102 Carteret Avenue at that time.

38
39 Kate Allen, Town Planner, present the following information:

40
41 **BACKGROUND:**

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

46
47 Mayor Newton asked if the 24 hour waiting period for a public hearing was required or if
48 the Board could proceed with discussion at that same meeting.

49 Arey Grady, Attorney, said the Board would need to follow the quasi-judicial hearing
50 process and should be able to take action at the next meeting.

51

1 Mayor Newton asked the Board how they would like to proceed.

2
3 The Board unanimously agreed to include this item as part of public hearing portion of
4 the February 8, 2021 Board of Commissioners regular meeting.

5
6 **4. 21-01 Rezoning from TR to CS-MU 508 and 510 Cedar Street**

7 The Board considered setting a public hearing date and discussing the rezoning request at that
8 time.

9
10 Kyle Garner, Planning and Inspections Director, present the following information:

11
12 **BACKGROUND:**

13 These two lots were not included in the initial rezoning in 2019 however of late there has been a
14 number of inquiries regarding these properties and if there zoning was mixed use like others
15 along this corridor. In an effort to encourage the redevelopment of these properties Staff has
16 submitted them for rezoning to the CS-MU. At the January 19, 2021 meeting the Planning Board
17 unanimously recommended approval rezoning from TR to CS-MU.

18
19 Commissioner Hollinshed said she watched the Planning Board meeting and has a few
20 questions and comments but will wait until the Public Hearing meeting to ask them.

21 Commissioner Hagle said he agreed with Commissioner Hollinshed and he would
22 address his questions at the next meeting.

23
24 Mayor Newton asked the Board how they would like to proceed.

25
26 The Board unanimously agreed to include this item as part of public hearing portion of
27 the February 8, 2021 Board of Commissioners regular meeting.

28
29
30 **5. Paid Parking**

31 The Board reviewed and discussed whether to reinstate paid parking (including applicable
32 regulations) for the 2021 season.

33
34 John Day, Town Manager, presented the following information:

35
36 **BACKGROUND:**

37 The Board of Commissioners cancelled paid parking downtown in 2020 due to economic
38 concerns related to the COVID-19 Pandemic. Despite the Pandemic, sales and occupancy tax
39 collections set new records. The Beaufort Development Association recently conducted a
40 survey on paid parking downtown and has made a number of recommendations, which are
41 attached. Also attached are the parking regulations from the 2019 parking season and the 2019
42 parking season summary presentation.

43
44 **Parking Regulations – 2019 Season**

45 Dates: May 18, 2020 (Monday before Memorial Day) - Sept. 7, 2020 (Memorial Day)

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

47 Parking fee schedule:

48 Front Street parking lots (East & West lot): escalating fee beginning at \$1/hour

49 All other spaces: \$1/hour.

50 Overtime/improper parking violation: \$20

51 Handicap parking violation: \$100

- 1 Violation fee late payment (after 30 days): \$30
- 2 Weekly parking pass: \$25
- 3 Monthly parking pass: \$100
- 4 Seasonal parking pass: \$200
- 5 WBD Resident Premium parking pass: \$800 (only available to Waterfront Business District
- 6 Residents)

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

- 8 On-street spaces on Front Street from Queen Street to Moore Street, 4 hour limit
- 9 On-street spaces on Front Street from Live Oak to Queen Street, all-day
- 10 Front Street parking lots (East and West), all-day with escalating rate
- 11 Queen Street parking lot, all-day
- 12 Craven Street parking lot, all-day
- 13 100 block of Turner Street, all-day
- 14 100 block of Craven Street to Middle Lane, all-day
- 15 Pollock Street in front of Town Hall (6 spaces), 4 hour limit
- 16 Golf cart spaces, 4 hour limit.

17
18 Manager Day said Susan Sanders from the Beaufort Development Association (BDA)
19 was also available to answer any questions.

20 Commissioner Carter asked if the areas on Turner street were being considered part of
21 paid parking or if the Board only wanted to do Front Street.

22 Manager Day said the recommendation was to return to the 2019 paid parking schedule.

23 Commissioner Carter asked if the plan was to return to the 8:00am to 5:00pm paid
24 parking schedule.

25 Manager Day said yes.

26 Commissioner Carter said the original purpose of enforcing paid parking was to
27 encourage turnover and the Town has certainly seen what happens if you do not have an
28 enforcement plan. She said she does not favor paid parking but it works.

29 Commissioner Harker said she appreciated the survey results as it provided a lot of
30 good information and insight. She said when paid parking was suspended it was quickly
31 realized the turnover was not happening which created a problem for local business owners.
32 She said she was also not a fan of paid parking, but the process seems to alleviate the turnover
33 issue and keep local businesses thriving.

34 Commissioner Harker asked if the plan was to start the Monday before Memorial Day
35 which would be May 23rd, 2021.

36 Manager Day said that decision was up to the Board and reminded Board members of
37 an email they received from a BDA member who suggested maybe starting paid parking on July
38 4th, 2021. He said another suggestion which was creative was making the first hour free if the
39 Board so chose to implement that discount.

40 Commissioner Carter said the idea of extending paid parking past Labor Day was an
41 option that could be explored.

42 Commissioner Harker said the survey really didn't reveal when the program should start
43 and in prior years they selected the Monday before Memorial Day. She said she liked the idea
44 of the first hour free for publicity and if there was a way to track those results that would be
45 something to talk about in the future. She said the concern of long, lengthy parking would still
46 be an issue if the paid parking program wasn't implemented until July and turnover is important
47 for the local business community.

48 Commissioner Carter said another suggestion would be to place a sign by the Beaufort
49 House and say no ferry parking beyond this point. She said enforcement may be an issue but it
50 was not just the Park Service ferries that parked there.

1 Commissioner Harker said the Board needed to decide on what they wanted to do with
2 the west parking lot and if that area would be included in the paid parking section or if the Board
3 wanted to continue with the same regulations as 2019.

4 Mayor Pro Tempore McDonald asked if the current COVID-19 restrictions would have
5 any impact to the paid parking start date.

6 Manager Day said from a staff perspective, no. He said paid parking was cancelled last
7 year to remove any kind of impediments that people might think up to coming downtown, and
8 everyone saw the amount of people that came.

9 Mayor Pro Tempore McDonald asked when the survey was completed and if this
10 question was part of the survey.

11 Manager Day said the survey was completed about 3 weeks ago in the middle of
12 COVID-19.

13 Commissioner Hollinshed said she would suggest the Board consider doing a timed
14 parking, omit the charges and increase the penalties but recognizes that process may be
15 complicated to move forward. She said the borders to some extent are closed internationally
16 and here in the United States so people may visit here rather than their other travel plans. She
17 said her main suggestion would be the time element.

18 Commissioner Hagel said he reviewed the survey results and there was not a significant
19 majority that favored paid parking. He said he did not consider the parts of uptown or other
20 areas that really did not have impact by paid parking, but he was curious if extending the start
21 past Memorial Day would have a major impact. He said turnover was the merchants major
22 concern and that item received a high percentage while paid parking did not which was kind of
23 an interesting phenomena. He said he would support the 2019 schedule but consider delaying
24 the start date while keeping the end date at Labor Day weekend.

25 Commissioner Hagle asked if Susan Sanders could address some of the parking survey
26 results. He said he supported paid parking because it was beneficial to the businesses in parts
27 of our Town but if local businesses did not feel paid parking benefited them the Board should
28 listen and try to accommodate the best they can.

29 Mayor Newton said it is not so much about paid parking as it is parking management.

30 Susan Sanders said none of us like paid parking but what was experienced last year
31 was so painful to watch and a system was needed to discourage people from occupying the
32 limited parking spots we have available. She said after analyzing the results you will notice the
33 downtown business owners were overwhelmingly in favor of paid parking while the managers
34 and employees were not. She said this may have some effect on the percentages.

35 Susan Sanders said the one-hour free paid parking discount was an interesting twist and
36 could potentially do wonders for the local business folks that just want to run in somewhere and
37 pick something quick. She said it was discouraging to pay to park just to grab a quick meal or
38 pickup an item.

39 Mayor Newton asked Manager Day how the free hour would work.

40 Manager Day said staff had been in contact with the parking company and the parking
41 kiosks can be programmed to handle the free hour parking setting.

42 Mayor Newton asked what the annual commitment was for paid parking. He said his
43 understanding was seventy-five thousand and that included the leasing of the kiosks and other
44 components.

45 Manager Day said he didn't have that figure right in front of him but that figure sounded
46 in the neighborhood of what the fixed costs were going to be whether they chose to hire a
47 parking manager or not. He reminded the Board that currently the parking manager position is
48 vacant.

49 Commissioner Carter said the Town has hired a fulltime parking supervisor in the past
50 and questioned whether the position is needed for 12 months when parking is only a hot item for
51 three to four months out of the year.

1 Manager Day said the duties can not be fully absorbed by an existing position but he
2 could look into some alternatives to reduce the need for a 12 month manager position.

3 Commissioner Carter said that would help.

4 Commissioner Carter said the Town may consider not buying anymore of these
5 particular meters but maybe find ones that are less costly and user friendly.

6 Susan Sanders said that even with the COVID19 virus the traffic last year was a huge
7 indicator that the Town business owners were not affected.

8 Mayor Newton said if the Commissioners would like he would setup for John Lampros to
9 attend the February 8, 2021 regular meeting to receive an additional perspective. He said he
10 had spoken to Mr. Lampos and he had very interesting insight.

11 Commissioner Hagle said to remind the Board members and the public that paid parking
12 and the applicable rules, etc. can be modified as we go along and it is not something that is
13 permanent.

14 Commissioner Hollinshed said the Board cancelled paid parking because of a hurricane
15 in the past.

16 Mayor Newton said that was correct. He said that was the value of having this process
17 with staff verses a contractor.

18 19 **6. Lions Club 5k Bridge Run**

20 The Board considered approving the Lions Club 5k Bridge Run.

21
22 Rachel Johnson, Parks/Events Coordinator and Public Information Officer, presented the
23 following information:

24 25 **BACKGROUND:**

26 The Lions Club event organizer David Daly has submitted an application to garner approval to
27 move forward with making plans for the 2021 event. The event requires procuring permissions
28 from NCDOT.

29
30 The request is for the race route to be closed off on Saturday, Nov. 6 during the event as well as
31 Middle Lane for the finish line. The event is anticipated to be complete and everything reopened
32 by 9 a.m.

33
34 The applicant is aware that due to COVID-19 Pandemic this event may not be possible in the
35 manner presented and that as the fall approaches, the Board would need to reevaluate the
36 event to see if it is able to proceed.

37
38 They are seeking preliminary approval to begin moving forward.

39
40 Commissioner Carter asked if the road closure would be the entire bridge or just one
41 lane.

42 Rachel Johnson said no. She said the Lions Club wants to keep the same route they've
43 had for the past two years which is closing the middle lane only.

44 Mayor Newton asked if that was just the middle lane right off front street.

45 Rachel Johnson said yes.

46 Commissioner Harker asked if the dog walk was part of their race last year.

47 Rachel Johnson said David Daly was also available to answer any questions, but he
48 could not remember if the dog walk was held last year due to COVID19.

49 Commissioner Harker asked if the route was the same as 2019 which included a U-turn
50 around Turner Street then come back the same way down the same way.

51 Rachel Johnson said yes that was correct.

1 Commissioner Harker asked for route specific clarification and if police presence was
2 something being considered to help participants cross the roads safely.

3 David Daily said the dog strut was held in 2019 and 2020 and the route began at the
4 starting line where the five K begins and there was a turnaround at the end of the Turner Street
5 Bridge. He said only the one lane would be used and it was fun for the runners to run in
6 between the dogs as they crossed the finish line.

7
8 Commissioner Hagle asked if the Board could proceed with giving approval now so the
9 Lions Club could begin working on their planning.

10
11 Mayor Newton asked the Board how they would like to proceed.

12
13 A motion was made by Commissioner Hagle to approve the Lions Club 5k Bridge Run
14 as presented.

15 Mayor Newton call each Commissioner by name (roll call).

16
17 **VOTE: UNANIMOUS**

18
19 **7. Emergency Paid Sick Leave Policy**

20 The Board considered approving a Emergency Paid Sick Leave Policy for the Town of Beaufort
21 Employees.

22
23 Christi Wood, Finance Director, presented the following information:

24
25 **BACKGROUND:**

26 The proposed Beaufort Emergency Paid Sick Leave (BEPSL) policy is a proactive step to
27 protect town employees in the absence of the extension of the Families First Coronavirus
28 Response Act (FFCRA), which expired on December 31, 2020.

29
30 This policy provides eligible employees with temporary emergency paid sick leave similar to that
31 found in the FFCRA. The BEPSL policy is independent of the Town's existing sick leave policy.

32
33 Staff recommends this policy in the context of peak COVID-19 infection rates, hospitalizations,
34 and deaths. The slow roll-out of vaccines suggests that significant improvement and the
35 approach of "normalcy" may not materialize until this fall or even the end of 2021.

36
37 Board approval is requested as this policy is considered a change in employee benefits.

38
39 The policy has been reviewed by the Town Attorney.

40
41 Commissioner Carter asked if this policy covered employees who were already working
42 from home. She asked if the policy covered parents who's schools had been closed off and on
43 the entire time. She asked how many times an employee can use the emergency sick leave.

44 Christi Wood said the policy allows for 80 hours of regular pay and is set to expire on
45 June 30, 2021. She said the effective date of the policy would be February 1st, 2021.

46 Christi Wood said the policy would allow parents to use the time if they were at home
47 with their children because of virtual school or daycare/childcare not being available to them.

48 Commissioner Carter said eighty hours was two full weeks in addition to an employees
49 sick leave.

50 Manager Day said none of the Town employees have utilized this policy when it was
51 available through the CARES Act.

1 Manager Day said most employees are working at their regular job sites because they
2 are either police, fire, or public works.

3 Commissioner Carter asked what about employees who were working from home.

4 Manager Day said this policy was primarily designed to deal with what happens to you if
5 you have to get tested or have to be quarantined. He said no employee is working from home
6 five days a week regularly and every employee must submit their time.

7 Commissioner Harker asked this policy was for employees who experienced COVID
8 related symptoms.

9 Manager Day said that was correct. He said the Town was following guidelines provided
10 by the CDC and the State Department of Health and Human Services with regard to employees.

11 Commissioner Harker asked if a child's school was closed due to COVID related
12 symptoms would an employee be able to use this policy.

13 Manager Day said yes.

14 Manager Day said their was discussion in Washington about renewing the CARES Act
15 which would eliminate this policy but in the interim staff thought it would be better to have
16 something in place.

17 Commissioner Harker asked if the Town would be responsible for awarding the 80 hours
18 and not individual employees sick leave.

19 Manager Day said yes.

20 Commissioner Harker said the concern was around it being an elective and this policy
21 should only be allowed if employees fit specific criteria.

22 Christi Wood said an application is required to seek the emergency paid sick leave and
23 employees would have to meet all six criteria.

24 Commissioner Harker said she understood the application process but was curious if we
25 were requiring any type of documentation from the health care providers when an employee has
26 to self-quarantine.

27 Christi Wood said no.

28 Manager Day said staff currently receives the tests results.

29 Commissioner McDonald asked if an employee would be able to share this sick leave
30 with other employees.

31 Christi Wood said employees can share regular sick leave but no the emergency paid
32 sick leave.

33 Mayor Pro Tempore McDonald asked if an employee had a broken leg and was out of
34 sick leave could another employee donate their sick leave to assist.

35 Christi Wood said yes, but that was different from the emergency paid sick leave here.

36 Manager Day said every employee will have access to the 80 hours of emergency paid
37 sick leave. He said if an employee was particularly ill and exceeded that amount and they had
38 no sick leave of their own, they could then request additional donations from others.

39 Commissioner Hollinshed asked how the verification process would work if the individual
40 who was ill was not an immediate family member.

41 Manager Day said if an employee needs to take time off to assist a family that was
42 allowed under our normal sick leave policy.

43 Commissioner Hollinshed said she would ask for a little clarification on that item because
44 of the checklist bullets references caring for a grandparent, but what if it was a neighbor.

45 Commissioner Hollinshed asked if employees were encouraged to receive the vaccine.

46 Manager Day said yes, all employees have been encouraged to receive the shot when it
47 is available to them.

48 Commissioner Hagle said additional clarification is needed on who is eligible to receive
49 the paid sick leave and for it to not be too complex. He said hopefully it will be short term deal,
50 but he would recommend this policy be consistent with the current sick leave policy.

51 Mayor Newton asked the Board how they would like to proceed.

The Board unanimously agreed to include this item as part of the items for discussion and consideration at the February 8, 2021 Board of Commissioners regular meeting.

8. December Financial Report

The Board received the December 2020 financial report and discussed any questions.

Christi Wood, Finance Director, presented the following item:

BACKGROUND:

- Tax collections for November and December are listed below

November		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,871	99.89%
2015	\$7,913	99.69%
2016	\$19,081	99.28%
2017	\$23,111	99.21%
2018	\$30,662	99.06%
2019	\$72,984	98.10%
2020	\$2,723,163	43.21%

December		
Tax Year	Balance Remaining	Collection Rate to Date
2014	\$2,542	99.90%
2015	\$7,868	99.69%
2016	\$18,889	99.28%
2017	\$22,579	99.23%
2018	\$30,303	99.07%
2019	\$69,748	98.19%
2020	\$937,898	80.42%

- Sales and Use tax distribution for January is \$162,919 (November sales)

Commissioner Carter asked why the Town was anticipating less income from the antenna contract revenue than in the past. She asked if they had reduced the amount of time or usage.

Christi Wood said there had not been changes that she was aware of, but it could be a timing incident. She said she would research and report back to the Board.

Commissioner Hagle asked if there were any revenue trends that the Board should be concerned about.

Christi Wood said nothing to be concerned with at this time. She said the Board approved several projects that were costly, and they would require change orders.

Commissioner Hagle asked if the Sales and Use tax distribution from the County would continue to decrease.

Christi Wood said that figure was the amount remaining and staff currently anticipated collections to continue.

9. Approval to Move Forward with AFG Grant request

The Board received a request for approval of the AFG grant for an SCBA air refilling station.

1 Tony Ray, Fire Chief, presented the following information:
2

3 **BACKGROUND:**

4 The Fire Department requests approval to move forward on a AFG grant for an SCBA air-
5 refilling-station to be placed at the fire station. The grant would be for \$59,106.85 with a local
6 match of 5% plus administration fee of 2% (Total \$4138.47). This grant would not be awarded
7 until next fiscal year.
8

9 Chief Ray said the local match should be \$4,141.65 and not the amount previously
10 provided.

11 Commissioner Carter asked for further clarification.

12 Chief Ray said this grant application would alter the budget for next year.

13 Commissioner Carter asked for further explanation of the equipment.

14 Chief Ray said the grant was for SCBA, which was a self-contained breathing tank the
15 fire fighters will wear. He said this was a refilling station they would be able to refill their bottles
16 at.

17 Chief Ray said the current system is about 20 years old and was purchased in 2003.

18 Chief Ray said the grant request was through FEMA.

19 Commissioner Carter asked if the fixed unit would be installed at the fire station.

20 Chief Ray said yes, the grant included a compressor as well. He said the QVC filter
21 takes out viruses and things before refilling the bottles and it requires less space.

22 Commissioner Harker said she was pleased with the proposal and appreciated the chief
23 researching. She said she wished him much success in the grant award and four thousand
24 dollars out of fifty thousand dollar grant was worth it.

25 Commissioner Harker asked if there were any concerns if the grant award was
26 unsuccessful.

27 Chief Ray said they would continue with business as usual. He said parts for the
28 compressor has become onerous.

29 Commissioner Harker said we do have a five year budget as we look out, but hoped the
30 grant would work out this time.

31 Mayor Pro Tempore McDonald said this certainly sounded like a nice piece of necessary
32 equipment and he hoped the grant would be awarded.

33 Commissioner Hollinshed asked if this piece of equipment would help those individuals
34 in Beaufort who were currently using oxygen tanks.

35 Chief Ray said no, that was not correct.

36 Chief Ray said this was not oxygen. He said this filters the ambient air we breathe which
37 is compressed air that goes into the bottles they use.

38 Commissioner Hollinshed asked if this was similar to the oxygen tanks people could
39 receive from medical companies.

40 Chief Ray said no.

41 Commissioner Hagle asked if the new unit is acquired would the old one be scrapped.

42 Chief Ray said yes, it would be retired.

43 Chief Ray said if the new unit was received the Town would sell the old air compressor
44 unit and the truck.

45 Commissioner Hagle said good.
46

47 **[MAYOR/COMMISSIONER COMMENTS]**

48
49 Commissioner Carter asked if an update could be provided on the Z-Smith rentals
50 because we should be running out of time.

51 Christi Wood said it was a three year grant and we are currently in year two.

1 Commissioner Carter asked for confirmation since it seemed longer than that.
2 Christi Wood said the grant award followed the fiscal year schedule, but notification of
3 the grant could have been sent and discussed earlier. She said the grant award started in July
4 of 2019.

5 Commissioner Carter said it seems like it was longer than two years.
6 Christi Wood said the application process started about six months prior to the actual
7 award.

8 Commissioner Harker said welcome to the family, Allen, you're doing a great job.
9 Mayor Pro Tempore McDonald said no comments at this time.

10 Commissioner Hollinshed said welcome aboard Allen. She said the street renovation
11 project, otherwise known as the big dig was moving along fairly well on Orange Street and she
12 wanted to thank staff for overseeing this much needed work.

13 Commissioner Hagle said thanks to Greg and others that have been involved in making
14 the street crosswalks at Cedar Street and all the other streets a success. He said thanks to
15 Susan for parking survey and it was good to see all of the input from the local business
16 community.

17 Commissioner Hagle said the safety message for the evening was for everyone to focus
18 on their driving because it is easy to get distracted.

19
20 **[ADJOURN]**

21
22 A motion was made by Commissioner Hagle to adjourn the meeting.
23 Mayor Newton called the roll.

24
25 **VOTE: UNANIMOUS**

26
27 The meeting adjourned at 5:47 p.m.

28
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38

Everette "Rett" Newton
Mayor

Allen Coleman
Town Clerk



Town of Beaufort, NC

**Board of Commissioners Meeting
Virtual Regular Meeting
6:00 PM – Monday, March 8, 2021**

AGENDA CATEGORY: Public Hearing
SUBJECT: Request to Rezone 502 Cedar Street from TR to CS-MU
Case #21-03

BRIEF SUMMARY:

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

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

REQUESTED ACTION:

Conduct a public hearing and wait the 24 hour written comment period.
Set the decision for the March 22, 2021 work session.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner, AICP
Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A



Staff Report

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

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

Case Number 21-03

Summary of Request:

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

Background

Location(s) & PIN

730618215164000 (See Attached Map)

Owners Applicant

Amy Johnson-Ferdinand
Town of Beaufort – Staff Initiated

Current Zoning

TR Zoning

Lot(s) Size & Conformity Status

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

Existing Land Use

Commercial – Bail Bond Business

CAMA Future Land Use Map Amendment Required

Public & Institutional
 Yes No

Adjoining Land Use & Zoning

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

Special Flood Hazard Area

Yes No

Public Utilities

Water Available Not Available
Sewer Available Not Available

Additional Information

See Staff Comments

Requested Action

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

Staff Comments

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

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

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

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

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

CAMA Core Land Use Plan – Future Land Use Classifications

C. Mixed Use Classification

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

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

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

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

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

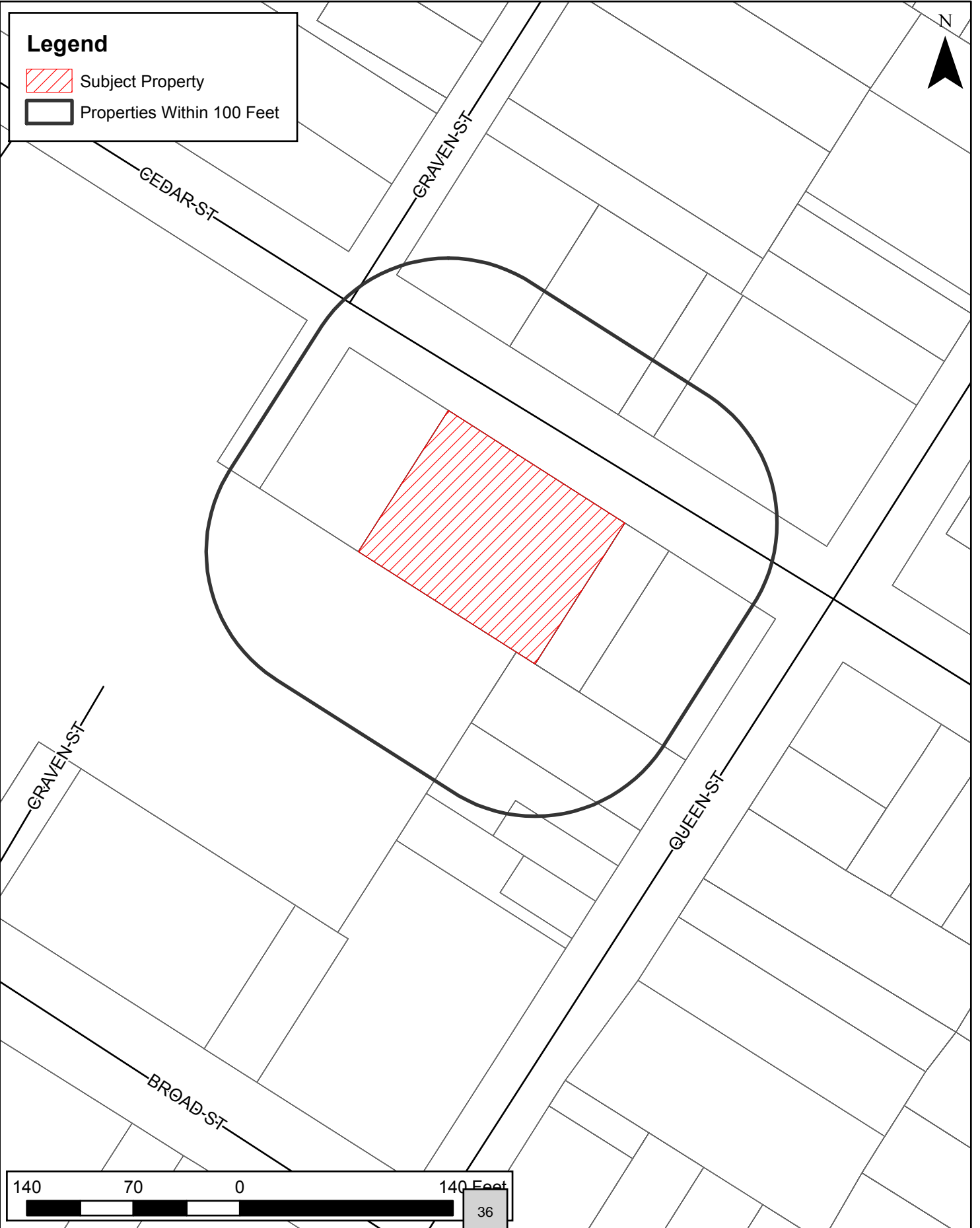
The Town’s goals and policies support the use of land in Mixed Use-classified areas for a range of uses where adequate public utilities and streets are available or can be upgraded to support the intensity of development encouraged in this classification. Public and institutional land uses that support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

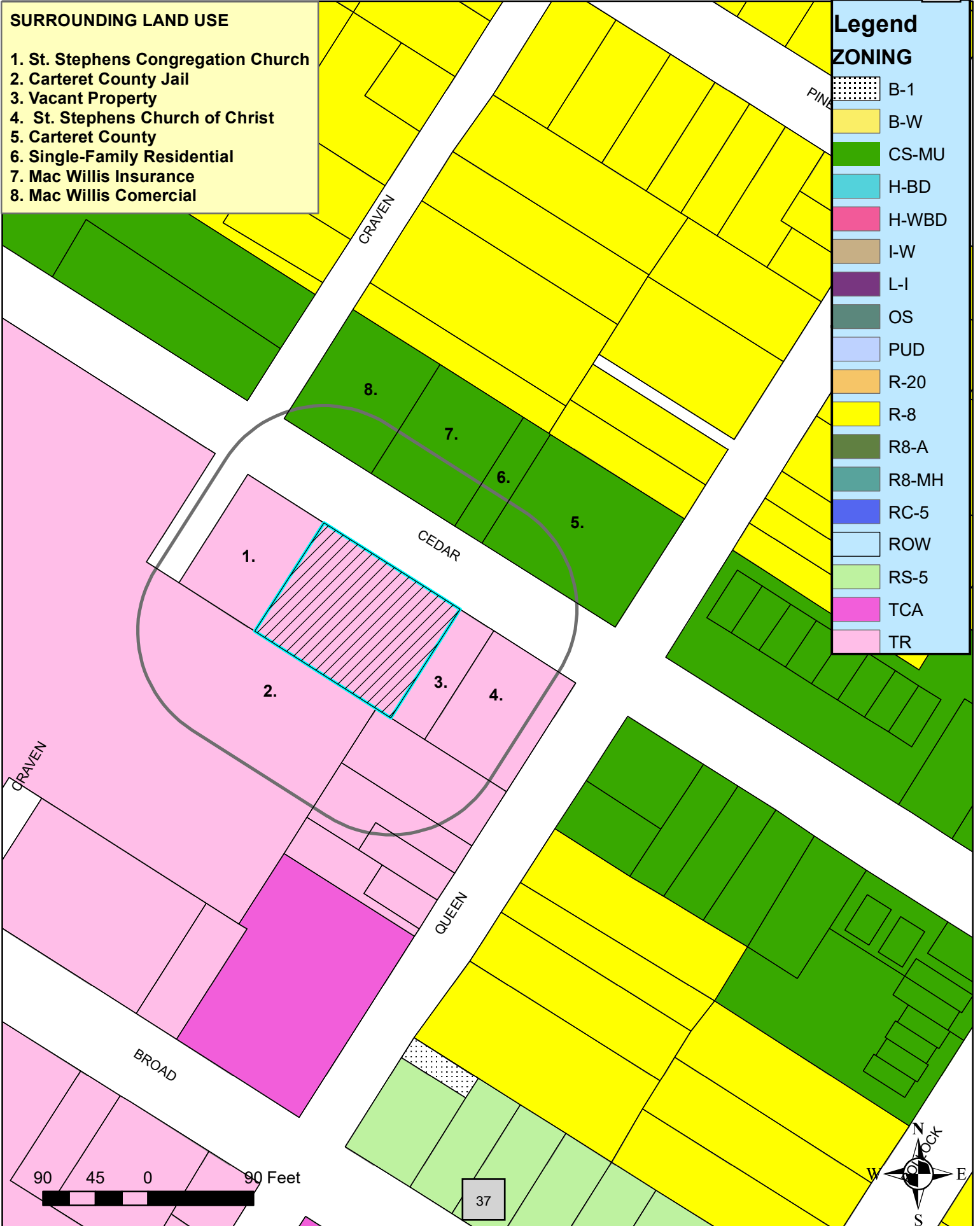
While the Mixed Use areas are expected to accommodate future growth and development, they may or may not actually be developed during the planning period. Critical factors that will determine the development potential of these areas include market demand and the provision of the necessary support infrastructure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

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

Vicinity Map

Case No. 21-03





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

B) Transitional District (TR).

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

1) Minimum Lot Size.

All lots in the TR district shall be a minimum of eight thousand square feet (8,000 ft²).

2) Minimum Lot Width.

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

3) Building Setback and Building Height Requirements and Limitations.

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

Table 8-4 Lot Requirements

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

Table 8-5 Other Lot Requirements

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

4) Accessory Building Setback Requirements.

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

5) Permitted Uses.

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

Land Development Ordinance for the Town of Beaufort

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

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

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

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

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

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

1) Purpose.

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

2) Adoption.

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

3) Permitted Uses.

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

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

*Includes Government Offices

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

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

- Microbrewery
- Tavern/Bar/Pub with Indoor Operation

5) Prohibited Uses.

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

a) Design Criteria.

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

Land Development Ordinance for the Town of Beaufort

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

- b) Site Plan Submission.
A detailed site plan, meeting all N.C. State Building Codes and Town Ordinances, shall be required for all commercial and mixed-use development within this zoning district.
- c) Signage. Whenever the regulations made under the authority of this section are in conflict with any other provisions of this ordinance, the restrictions of this section shall supersede.
 - i) Only attached wall or projecting type signs made of wood or substitute materials which have the appearance of wood are permitted.
 - ii) The use of internally lit, flashing or free-standing signs of any kind is prohibited.
 - iii) Subject to the provisions of this section, the maximum sign surface area permitted in this district shall not be more than 0.75 square feet per linear foot of total lot frontage.
- d) Landscaping.
Any new commercial site plan with on-site parking shall provide a detailed landscape plan identifying all shrub and tree types as well as the number of such trees and shrubs as per section 14 and 19 of the *LDO*. Additionally if developing adjacent to a different type of land use, a screening and buffering plan shall also be required.
- e) Exterior Siding Materials (Commercial & Mixed-Use Structures Only).
The primary siding material constituting a minimum of eighty percent (80%) of the exterior shall be one or a combination of two of the following materials:
 - i) Brick;
 - ii) Stone: Natural, Limestone or Granite;
 - iii) Fiber Cement (Lap or Board & Batten Siding); and/or,
 - iv) Treated Wood excluding plywood (Board & Batten or Clapboard Design only)
 - v) Cedar Shake
 - vi) Other materials or combinations thereof can be submitted to the Planning Board and Board of Commissioners for consideration. Detailed elevation drawings and product specifications shall be required.
- f) Outside Walls (Commercial & Mixed-Use Structures Only).
 - i) The total area of glass, windows, and/or any similar transparent areas for any side of a commercial structure shall not exceed thirty-five percent (35%) of the surface area for such side of the building, and must be positioned uniformly along the face of the structure. This percentage may be increased if it needs to meet the state fire code.

Land Development Ordinance for the Town of Beaufort

- ii) Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100') along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.
- f) **Roof Forms. (Commercial & Mixed-Use Structures Only)**
- i) The dominant shape of roof forms shall be gabled, hipped or parapet. If pitched, the minimum pitch shall be five over twelve (5/12).
 - ii) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.
- g) **Driveway Limitations. (Commercial & Mixed-Use Structures With Onsite Parking Only)**
- i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100').
 - ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
 - iii) No driveway shall be located within a hundred feet (100') of an intersection except in cases where no other access to a public street is available.
- h) **Parking Requirements.**
- i) Mixed use, multi-family and single-family lots shall provide 1.5 onsite parking spaces/unit;
 - ii) Commercial lots with an area less than 5000 ft² have no requirements for onsite parking; and,
 - iii) Commercial lots with an area more than 5000 ft² shall provide 1 onsite parking space for every 600 ft² of gross floor area.
- i) **Exterior Elevation Drawings. (Commercial & Mixed-Use Structures Only)**
Exterior elevation drawings shall be submitted to determine the visual break of exterior walls for the structure or structures.
- 6) Minimum Lot Size.
The Cedar Street Mixed-Use Zoning District will not have a minimum lot size.
- 7) Minimum Lot Width.
No minimum lot width is required in the Cedar Street Mixed-Use Zoning District at the minimum building line.

8) Building Setback and Building Height Requirements and Limitations.

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

Table 8-6 Single Family Detached Setback Requirements

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

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

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

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

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

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

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

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

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

Permitted Use

Special Use



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

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

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

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

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

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

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

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

Enacted on motion of Commissioner _____ and carried on a vote of ___ in favor and ___ against.

This, the th day of March 2021

TOWN OF BEAUFORT

Everette (Rett) Newton, Mayor

Allen Coleman, Town Clerk



Town of Beaufort, NC

**Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, March 8, 2021**

AGENDA CATEGORY: Public Hearing
SUBJECT: Request to Rezone 823 West Beaufort Road from R-8 to B-1
Case No. 21-04.

BRIEF SUMMARY:

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

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

REQUESTED ACTION:

Conduct a public hearing and wait the 24 hour written comment period.
Set the decision for the March 22, 2021 work session.

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kate Allen, Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



Staff Report

To: Board of Commissioners
From: Kate Allen

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

Case Number 21-04

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

Background

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

Owner Alan & Janice Cheek
Applicant Janine Facciola

Current Zoning R-8 Residential

Lot(s) Size & Conformity Status 0.474 acres or 20,647 ft²
Conforming Lot of Record
Road Frontage – West Beaufort Road 100’

Existing Land Use Residential

CAMA Future Land Use Map
Amendment Required Yes No General Commercial

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

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

Public Utilities
Water Available Not Available
Sewer Available Not Available

Additional Information See Staff Comments

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

Staff Comments

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

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

Additional Information

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

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

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

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

CAMA Core Land Use Plan – Future Land Use Classifications

Current: General Commercial

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

Attachments:

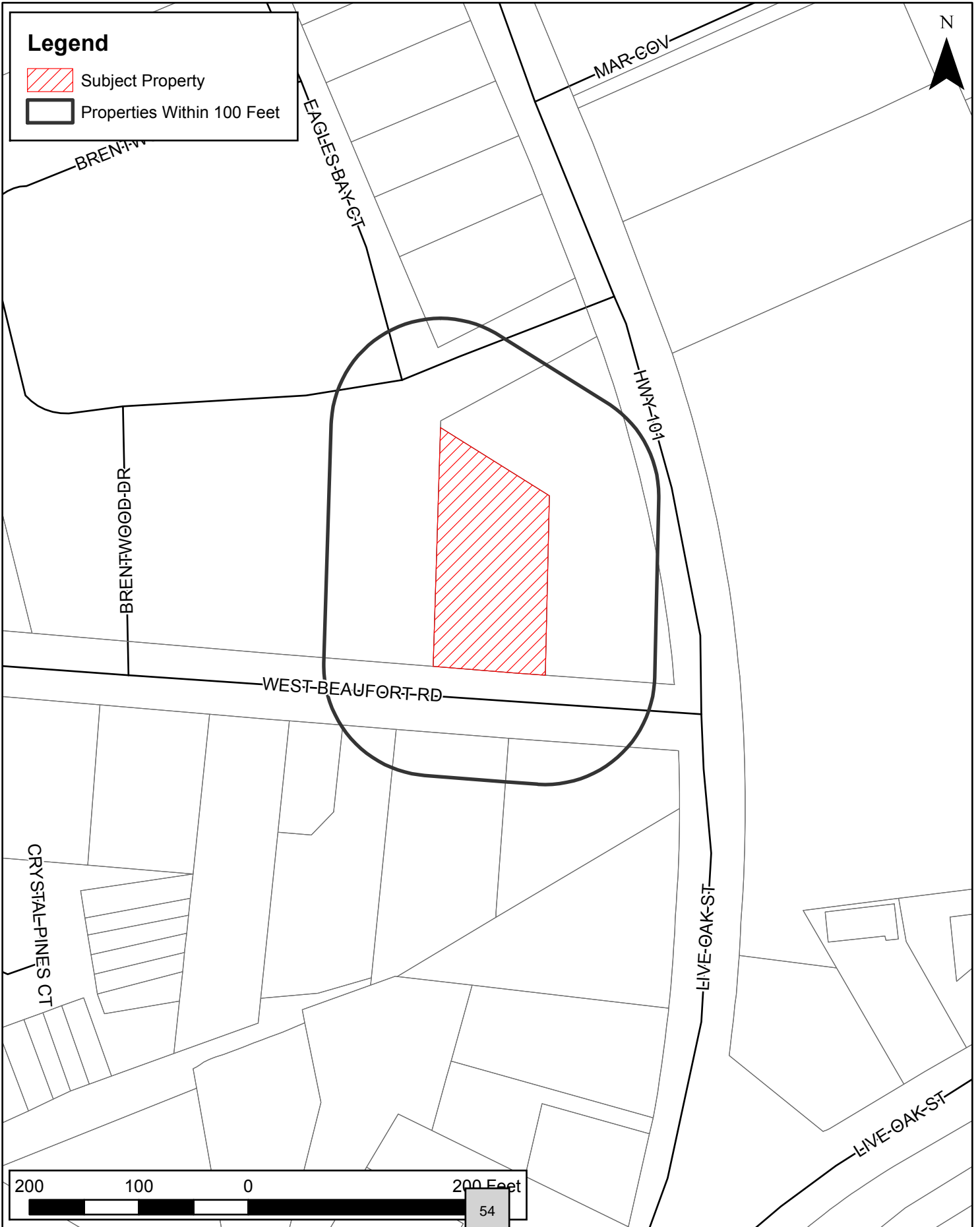
1. Property Owners Within 100 Feet
2. Vicinity Map
3. Aerial Map
4. Current Zoning Map
5. Future Land Use Map
6. LDO Excerpts – R-8 Residential District
7. LDO Excerpts – B-1 General Business District
8. Application as Submitted
9. Ordinance Amending Zoning Map

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

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

Vicinity Map

Case No. 20-04



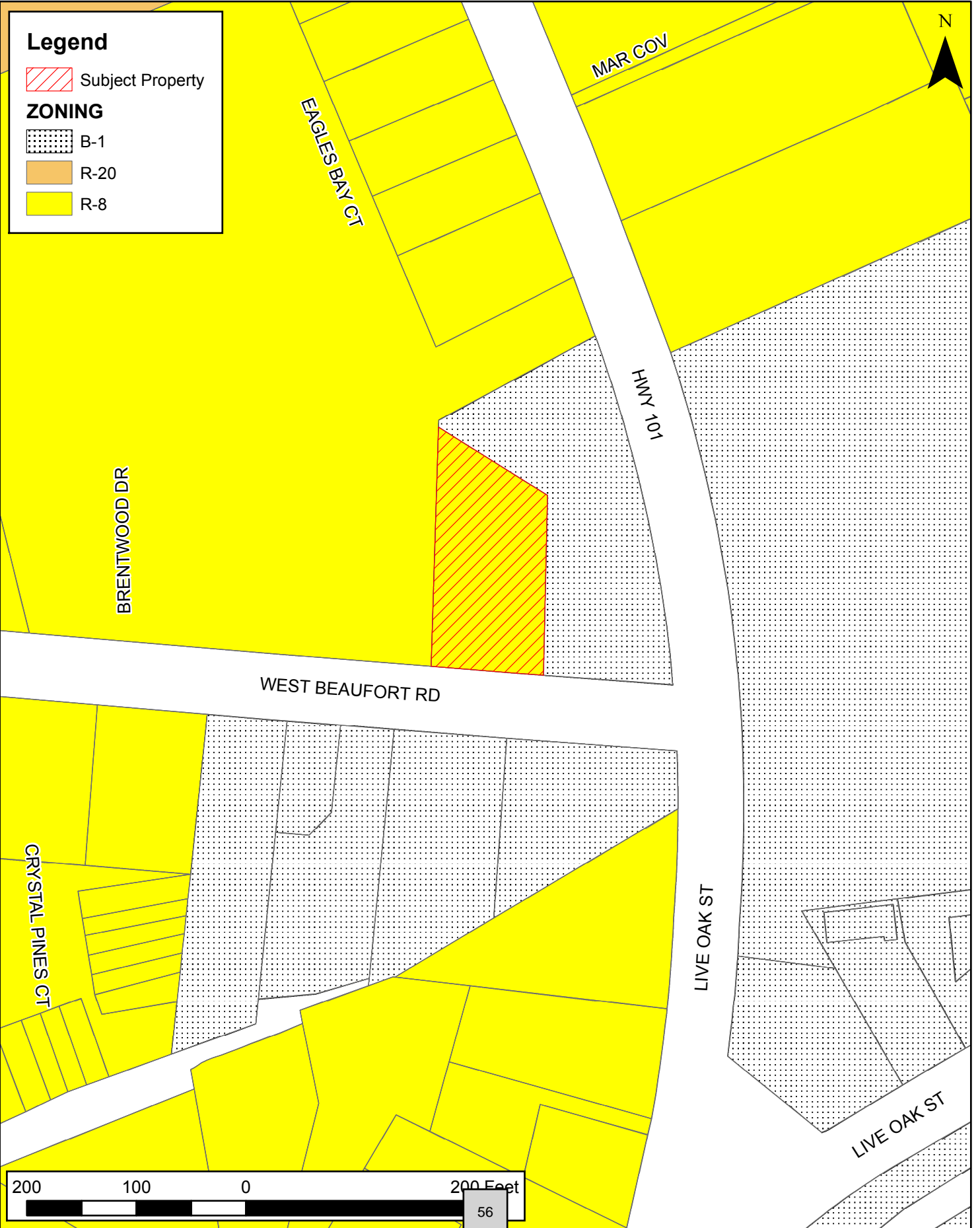
Aerial

Case No. 20-04



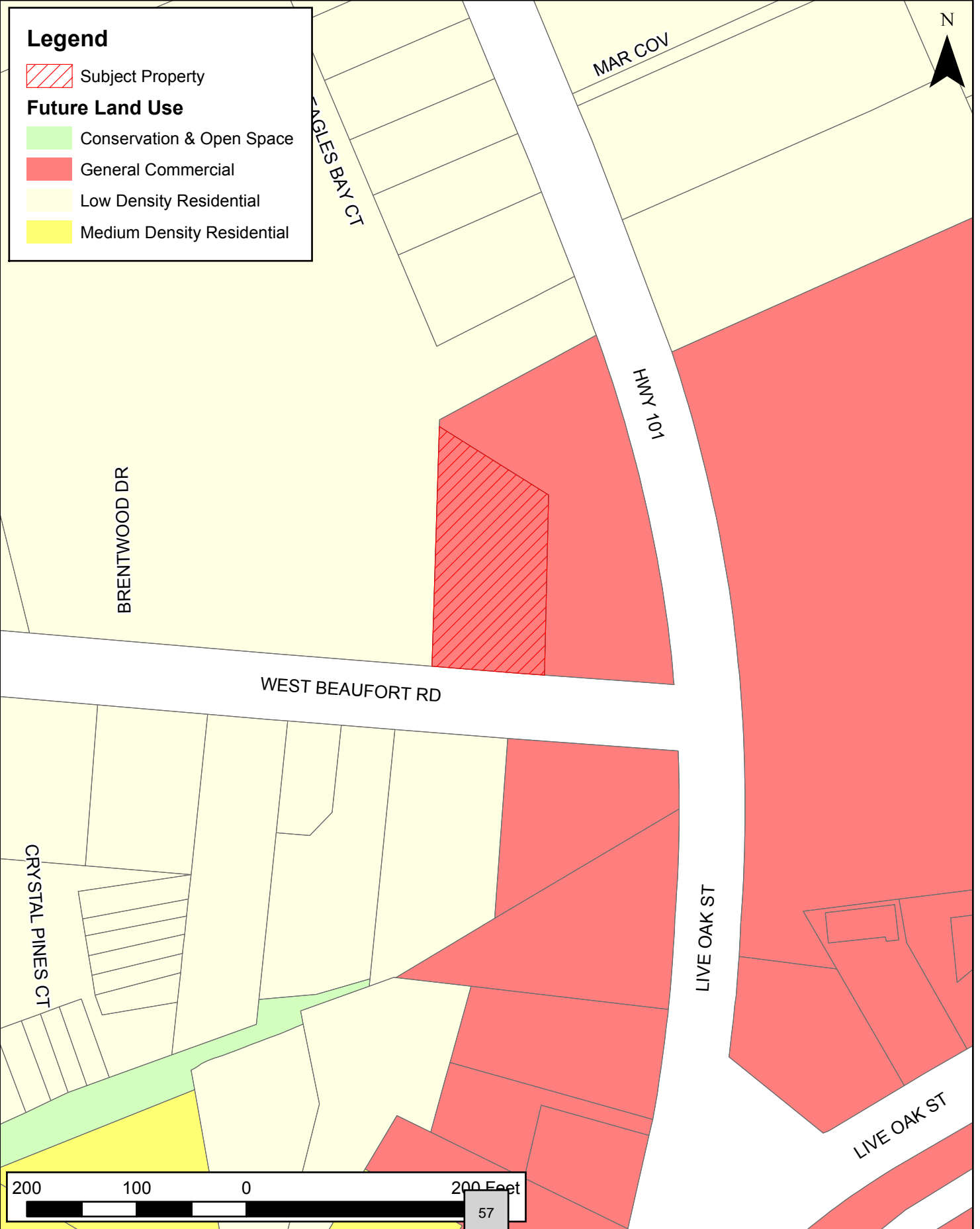
Current Zoning Map

Case No. 20-04



Future Land Use Map

Case No. 20-04



C) R-8 Residential Medium Density District.

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

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft²).

2) Minimum Lot Width.

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

3) Building Setback and Building Height Requirements and Limitations.

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

Table 7-9 Interior Lot Requirements

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

Table 7-10 Corner Lot Requirements

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

Table 7-11 Double Frontage Lot Requirements

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

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

4) Accessory Building Setback Requirements.

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

5) Permitted Uses.

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

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

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

C) B-1 General Business District.

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

1) Minimum Lot Size.

All lots in the B-1 district shall be a minimum of five thousand square feet (5,000 ft²).

2) Minimum Lot Width.

All lots in the B-1 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

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

Table 9-5 Lot Requirements

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

4) Accessory Building Setback Requirements.

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

5) Permitted Uses.

- | | |
|---------------------------------------|--|
| Amusement Establishment | Dry Boat Storage |
| Antenna Co-Location on Existing Tower | Financial Institution |
| Aquaculture | Government/Non-Profit Owned/Operated Facilities & Services |
| Assisted Living | Hospital |
| Athletic Field, Public | Hotel or Motel |
| Bed & Breakfast | Kennel, Indoor Operation Only |
| Boat Sales/Rentals | Library |
| Car Wash | Liquor Store |
| Club, Lodge, or Hall | Moped/Golf Cart Sales/Rentals |
| Commercial Indoor Recreation Facility | Mortuary/Funeral Home/Crematorium |
| Community Garden | Motor Vehicle Sales/Rentals |
| Concealed (Stealth) Antennae & Towers | Museum |
| Convenience Store | Neighborhood Recreation Center, Public |
| Day Care Center | Nursing Home |
| Dock | Office: Business, Professional, or Medical |

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

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

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

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

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



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

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

Instructions:

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

APPLICANT INFORMATION

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

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

PROPERTY INFORMATION

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

Current Use of Property? Residential Vacant Commercial Other: _____


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


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

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

Re-Zoning Application Statements for amendment

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

Janine Facciola 

Danny Facciola 

Mike Cockrell 

Wendy Cockrell 

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

Adjacent Properties to
823 West Beaufort Rd
Beaufort, NC 28516

Bogue Sound Apartments D/B/A
Jamestown NC 27282

402, 404 & 406 Brentwood Drive
Beaufort, NC 28516

1207, 1209 & 1211 West Beaufort Rd
Beaufort NC 28516

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



FILE # 1522080

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

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

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

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$ 160.00

Parcel Identifier No. 730615634587000 Verified by _____ County on the ____ day of _____, 20__

By: _____

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

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

Brief description for the Index: _____

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

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

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

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

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

Exhibit A

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

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

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

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

BOOK 1522 PAGE 80

3

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

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

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

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

By: _____ (SEAL)
Print/Type Name: _____

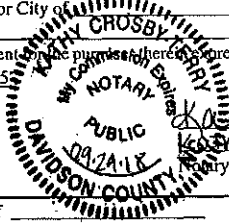
By: _____ (SEAL)
Print/Type Name: _____

By: _____ (SEAL)
Print/Type Name: _____

By: _____ (SEAL)
Print/Type Name: _____

State of North Carolina - County or City of _____

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



My Commission Expires: 09.29.18
(Affix Seal) Kathy Crosby-Teeley Notary Public
Notary's Printed or Typed Name

State of _____ - County or City of _____

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

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

State of _____ - County or City of _____

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

Witness my hand and Notarial stamp or seal, this _____ day of _____, 20____.

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

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

BOOK 1522 PAGE 80

Exhibit "A"

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



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

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

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

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

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

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

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

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

Enacted on motion of Commissioner _____ and carried on a vote of ___ in favor and ___ against.

This, the 22nd day of March, 2021

TOWN OF BEAUFORT

Everette (Rett) Newton, Mayor

Allen Coleman, Town Clerk



Town of Beaufort, NC

**Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, March 8, 2021**

AGENDA CATEGORY: Public Hearing
SUBJECT: Request to Rezone 1001 Cedar Street from R-8 to CS-MU
Case No. 21-02.

BRIEF SUMMARY:

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

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

REQUESTED ACTION:

Conduct a public hearing and wait the 24 hour written comment period.
Set the decision for the March 22, 2021 work session.

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY:

Kate Allen, Town Planner

BUDGET AMENDMENT REQUIRED:

No



Staff Report

To: Board of Commissioners

Date: 2/16/2021

From: Kate Allen

Meeting Date: 3/15/2021

Case Number 21-02

Summary of Request:

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

Background

Location(s) & PIN

1001 Cedar Street (PIN 730618404112000)

**Owner
Applicant**

Bradley & Prescott Cummins
Bradley Cummins

Current Zoning

R-8 Residential

Lot(s) Size & Conformity Status

0.24 acres or 10,645 ft²
Conforming Lot of Record
Existing Nonconforming Structures
Road Frontage – Cedar Street 97.88’
Road Frontage – Hedrick Street 107.53’

Existing Land Use

Residential

**CAMA Future Land Use Map
Amendment Required**

Yes No Mixed Use

Adjoining Land Use & Zoning

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

Special Flood Hazard Area

Yes No

Public Utilities

Water Available Not Available
Sewer Available Not Available

Additional Information

See Staff Comments

Requested Action

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

Staff Comments

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

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

Additional Information

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

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

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

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

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

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

CAMA Core Land Use Plan – Future Land Use Classifications

Current: Mixed Use

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

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

Attachments:

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

CASE NO 21-02. PROPERTY OWNERS WITHIN

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

100'

MAIL CITY, STATE, ZIP

CHARLOTTE NC 28202

BEAUFORT NC 28516

BEAUFORT NC 28516

ROXBORO NC 27574

BEAUFORT NC 28516

BEAUFORT NC 28516

BEAUFORT NC 28516

NEW BERN NC 28562

BEAUFORT NC 28516

BEAUFORT NC 28516

FREDERICKSBURG VA 22401

MT PLEASANT SC 29465

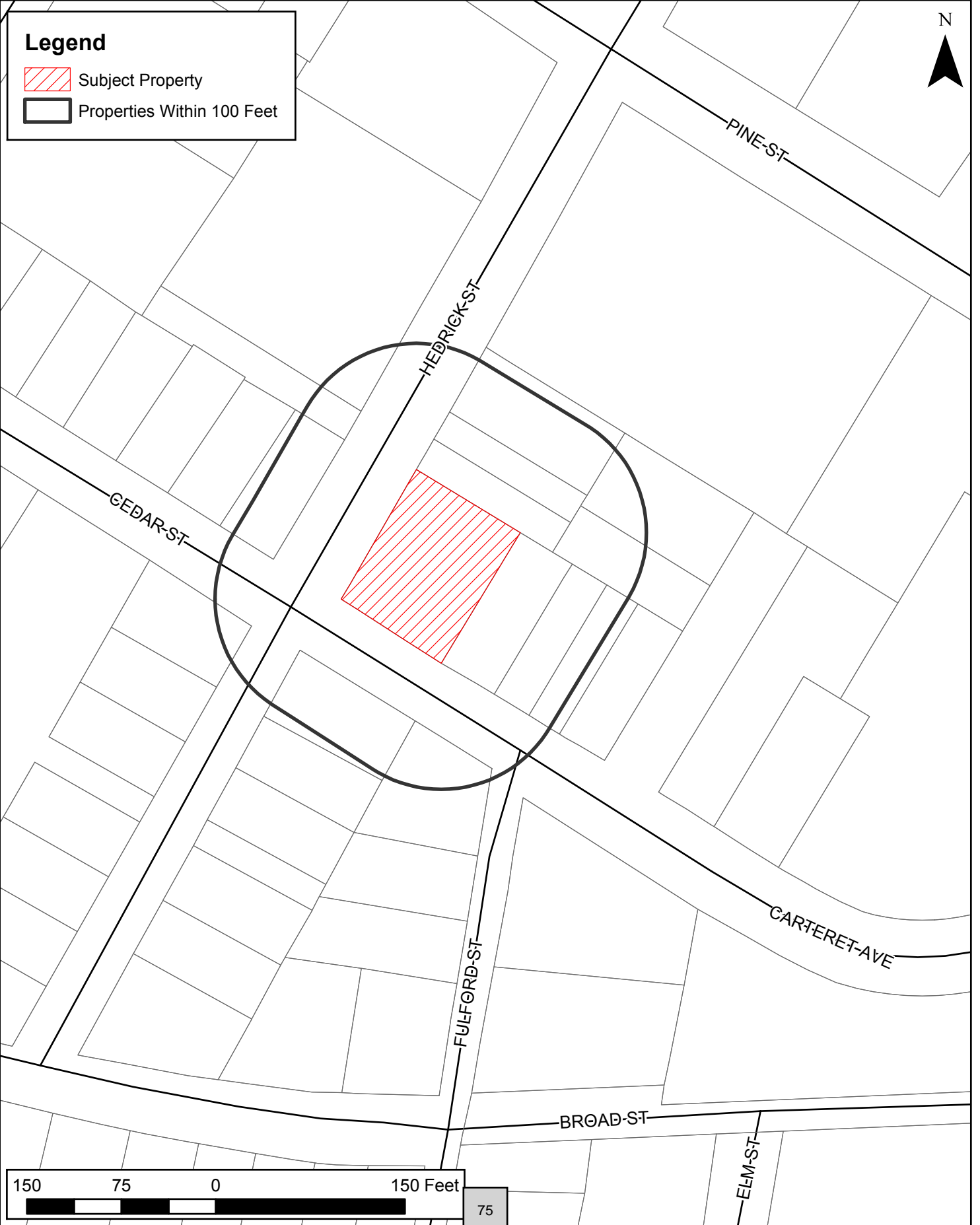
BEAUFORT NC 28516

BIRMINGHAM AL 35242

PINSON AL 35126

Vicinity Map

Case No. 21-02



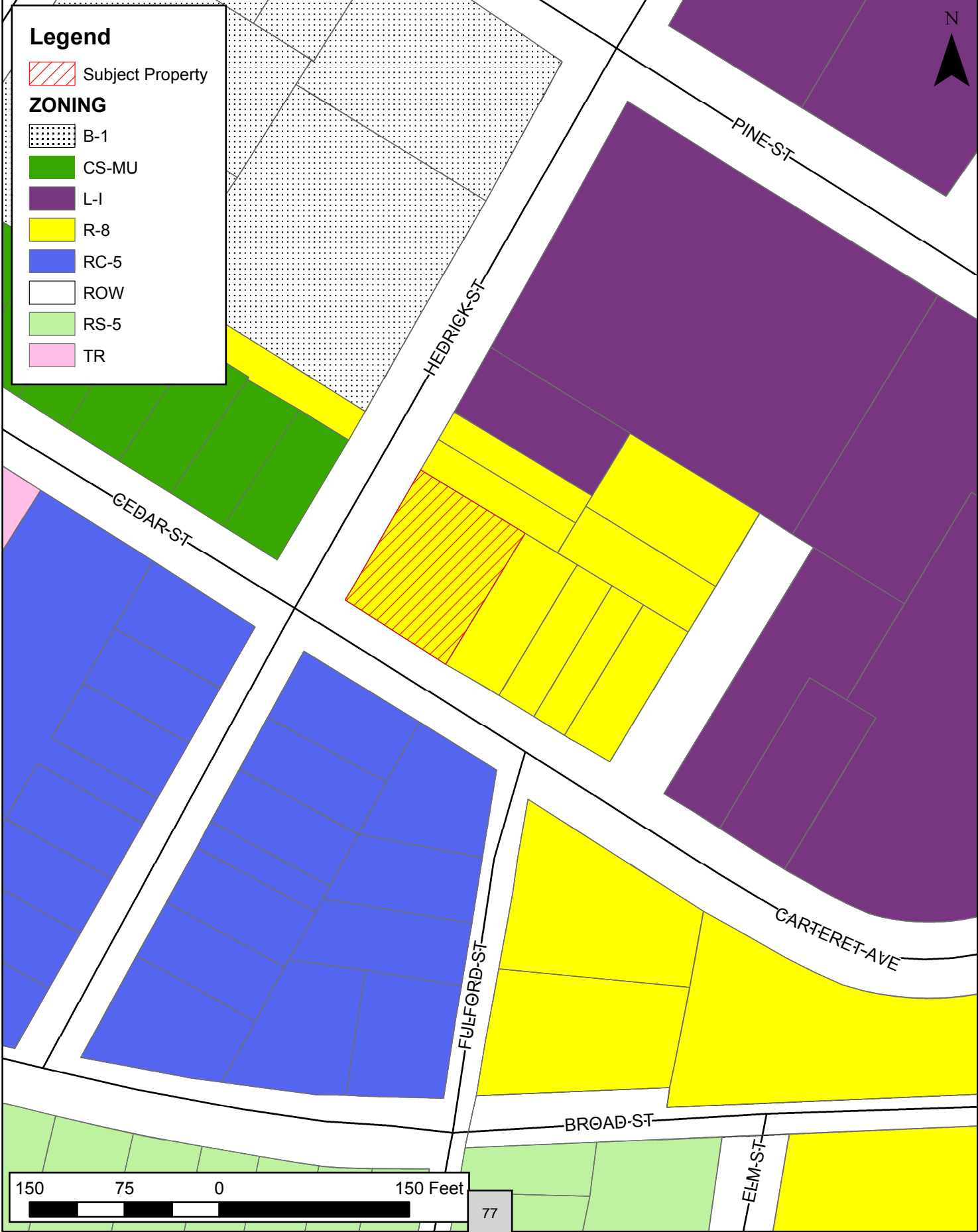
Aerial Map

Case No. 21-02



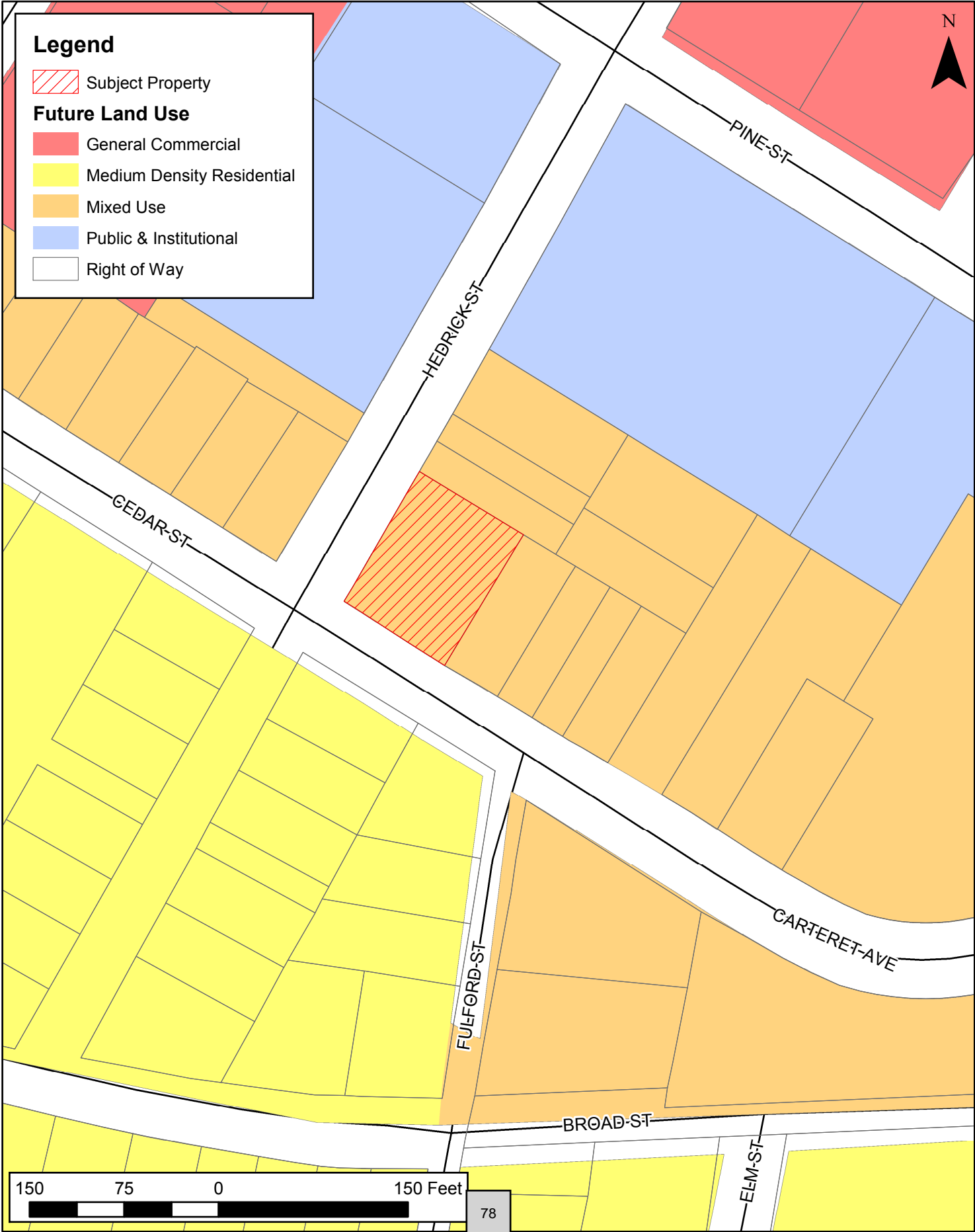
Current Zoning Map

Case No. 21-02



Future Land Use Map

Case No. 21-02



C) R-8 Residential Medium Density District.

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

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft²).

2) Minimum Lot Width.

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

3) Building Setback and Building Height Requirements and Limitations.

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

Table 7-9 Interior Lot Requirements

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

Table 7-10 Corner Lot Requirements

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

Table 7-11 Double Frontage Lot Requirements

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

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

4) Accessory Building Setback Requirements.

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

5) Permitted Uses.

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

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

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

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

1) Purpose.

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

2) Adoption.

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

3) Permitted Uses.

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

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

*Includes Government Offices

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

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

- Microbrewery
- Tavern/Bar/Pub with Indoor Operation

5) Prohibited Uses.

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

a) Design Criteria.

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

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

b) Site Plan Submission.

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

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

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

d) Landscaping.

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

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

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

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

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

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

- ii) Each exterior wall of a building viewable from any public or private right-of-way shall incorporate architectural design features to create a visual break at least every one hundred feet (100') along the exterior wall in order to avoid a box like appearance. All plans for exterior walls shall be approved by the Board of Commissioners as part of the site plan approval process.
- f) Roof Forms. (Commercial & Mixed-Use Structures Only)
- i) The dominant shape of roof forms shall be gabled, hipped or parapet. If pitched, the minimum pitch shall be five over twelve (5/12).
 - ii) All roof top mounted equipment shall be fully screened from view and the method of screening shall be integrated into the overall building design, for example within or behind pitched roofs. Hipped or gabled roofs with a mechanical element will not be considered mansard roofs when the roof appears to be a true hipped or gabled roof design.
- g) Driveway Limitations. (Commercial & Mixed-Use Structures With Onsite Parking Only)
- i) Two driveways entering the same street from a single lot shall only be permitted if the minimum distance between the closest edges of the driveways equals to or exceeds one hundred feet (100').
 - ii) In no case shall the total width of all driveways exceed fifty percent (50%) of the total property frontage.
 - iii) No driveway shall be located within a hundred feet (100') of an intersection except in cases where no other access to a public street is available.
- h) Parking Requirements.
- i) Mixed use, multi-family and single-family lots shall provide 1.5 onsite parking spaces/unit;
 - ii) Commercial lots with an area less than 5000 ft² have no requirements for onsite parking; and,
 - iii) Commercial lots with an area more than 5000 ft² shall provide 1 onsite parking space for every 600 ft² of gross floor area.
- i) Exterior Elevation Drawings. (Commercial & Mixed-Use Structures Only)
Exterior elevation drawings shall be submitted to determine the visual break of exterior walls for the structure or structures.
- 6) Minimum Lot Size.
The Cedar Street Mixed-Use Zoning District will not have a minimum lot size.
- 7) Minimum Lot Width.
No minimum lot width is required in the Cedar Street Mixed-Use Zoning District at the minimum building line.

8) Building Setback and Building Height Requirements and Limitations.

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

Table 8-6 Single Family Detached Setback Requirements

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

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

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



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

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

Instructions:

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

APPLICANT INFORMATION

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

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

PROPERTY INFORMATION

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

Bradley Cummins 01.20.2021
Applicant Signature Date of Applicant's Signature

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

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

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

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

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

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

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

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

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

The Town’s website is www.beaufortnc.org.

OFFICE USE ONLY

Revised 08/2020

Received by: _____

Reviewed for Completeness By: _____

Date: _____

Date Deemed Complete and Accepted: _____

Cummins General Contractors, LLC

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

January 20, 2021

To: Town of Beaufort

Re: Amendment to the Zoning Map for 1001 Cedar Street

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

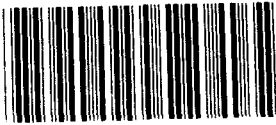
This amendment would be consistent with the future Land Use Map which designates 1001 Cedar Street "Mixed Use" (Beaufort CAMA Land Use Plan, page 90). The adjacent property, 913 Cedar Street, is zoned CS-MU along with the rest of the north side of the 900 block of Cedar Street.

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

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

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

Kind Regards,
Bradley Cummins, Kristen Prescott



FILE # 1698036

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

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

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

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

WITNESSETH:

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

3

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

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

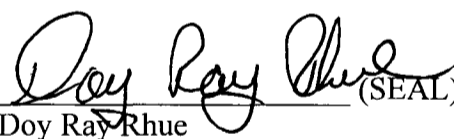
The property acquired by Grantor by instrument recorded in Book 885, Page 565, Carteret County Registry.

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

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

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

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

 (SEAL)
Doy Ray Rhue

STATE OF NORTH CAROLINA
CARTERET COUNTY

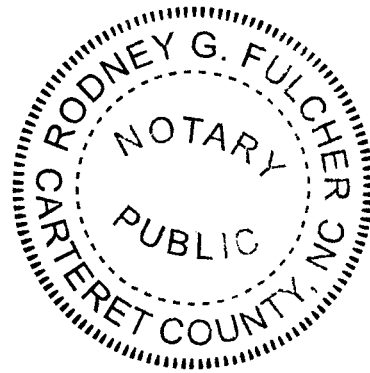
I, Rodney Fulcher, Notary Public, do certify that Doy Ray Rhue personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

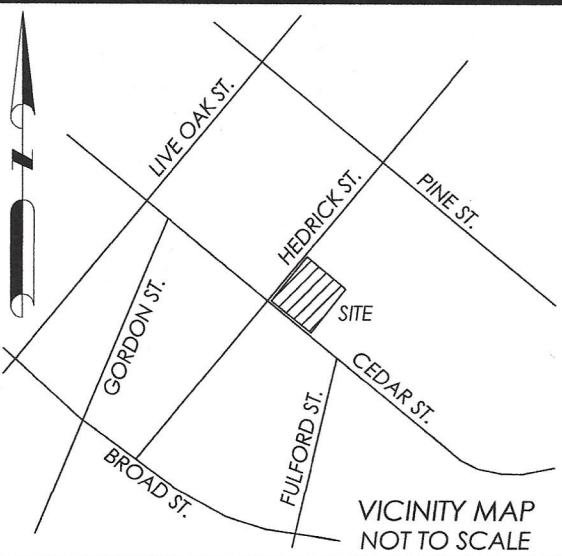
Witness my hand and notarial seal this 30th day of November 2020.

RGF

Notary Public

My commission expires: 10/16/21





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

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

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

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

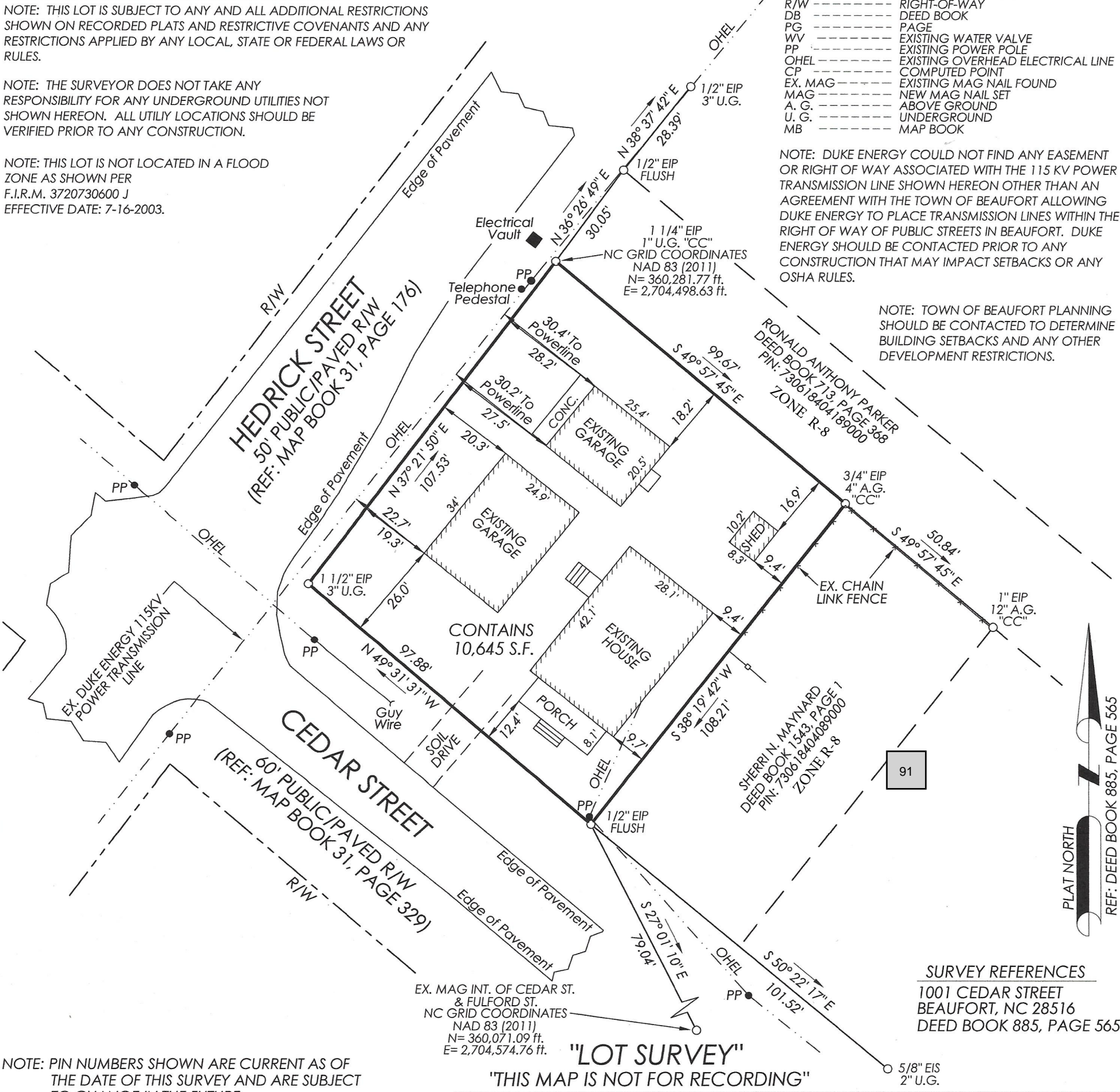
NOTE: THIS LOT IS NOT LOCATED IN A FLOOD ZONE AS SHOWN PER F.I.R.M. 3720730600 J EFFECTIVE DATE: 7-16-2003.

LEGEND

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

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

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



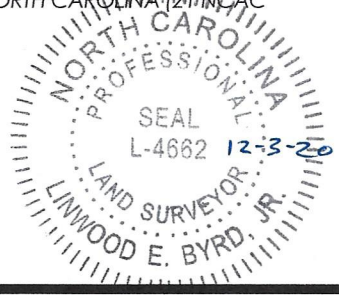
NOTE: PIN NUMBERS SHOWN ARE CURRENT AS OF THE DATE OF THIS SURVEY AND ARE SUBJECT TO CHANGE IN THE FUTURE.

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

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

THIS THE 3rd DAY OF DECEMBER, 2020

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



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

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

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

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

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

REF: DEED BOOK 885, PAGE 565

1001 Cedar Street
Neighboring Property Owners within 100 feet

CHRISTOPHER MANOUSARIDIS
408 LIVE OAK STREET
BEAUFORT, NC 28516

RACHEL GENTRY
913 CEDAR ST
BEAUFORT, NC 28516

MAILING ADDRESS:
715 PARHAM RD
ROXBORO NC 27574

BRADLEY LEWIS HEDRICK
315 HEDRICK ST
BEAUFORT, NC 28516

MAILING ADDRESS:
416 BUNKER HILL ROAD
FREDERICKSBURG VA 22401

CHARLES JACKSON
312 HEDRICK ST
BEAUFORT, NC 28516

MAILING ADDRESS:
24 NOLEN STREET
BIRMINGHAM AL 1832 35242

JOE CRAFT
309 FULFORD ST
BEAUFORT, NC 28516

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

SHERRI N MAYNARD
1007 CEDAR ST
BEAUFORT, NC 28516

CEDAR STREET PROPERTIES LLC
1011 CEDAR ST
BEAUFORT, NC 28516

MAILING ADDRESS:
PO BOX 643
MT PLEASANT SC 29465

DONALD HENRY
1015 CEDAR ST
BEAUFORT, NC 28516

MAILING ADDRESS:
PO BOX 672
BEAUFORT, NC 28516

DONALD RAY HENRY
1017 CEDAR ST
BEAUFORT, NC 28516

MAILING ADDRESS:
PO BOX 672
BEAUFORT, NC 28516

RONALD PARKER
406 HEDRICK ST
BEAUFORT, NC 28516

LOIS PETTEWAY PARKER
408 HEDRICK ST
BEAUFORT, NC 28516

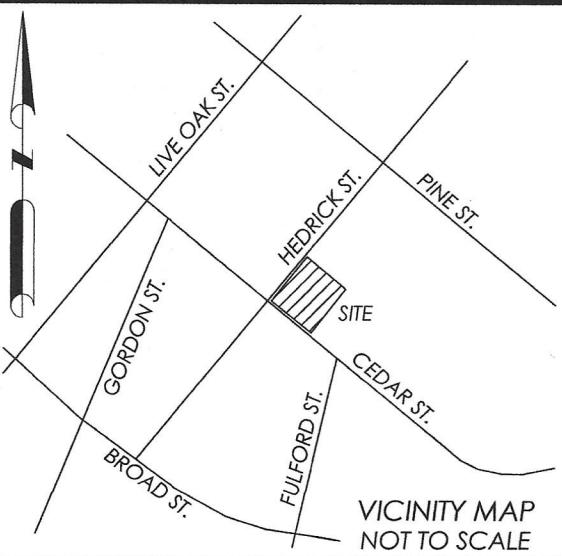
MAILING ADDRESS:
406 HEDRICK STREET
BEAUFORT, NC 28516

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

MAILING ADDRESS:
PO BOX 248
BEAUFORT, NC 28516

DUKE ENERGY PROGRESS INC
405 HEDRICK STREET
BEAUFORT, NC 28516

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



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

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

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

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

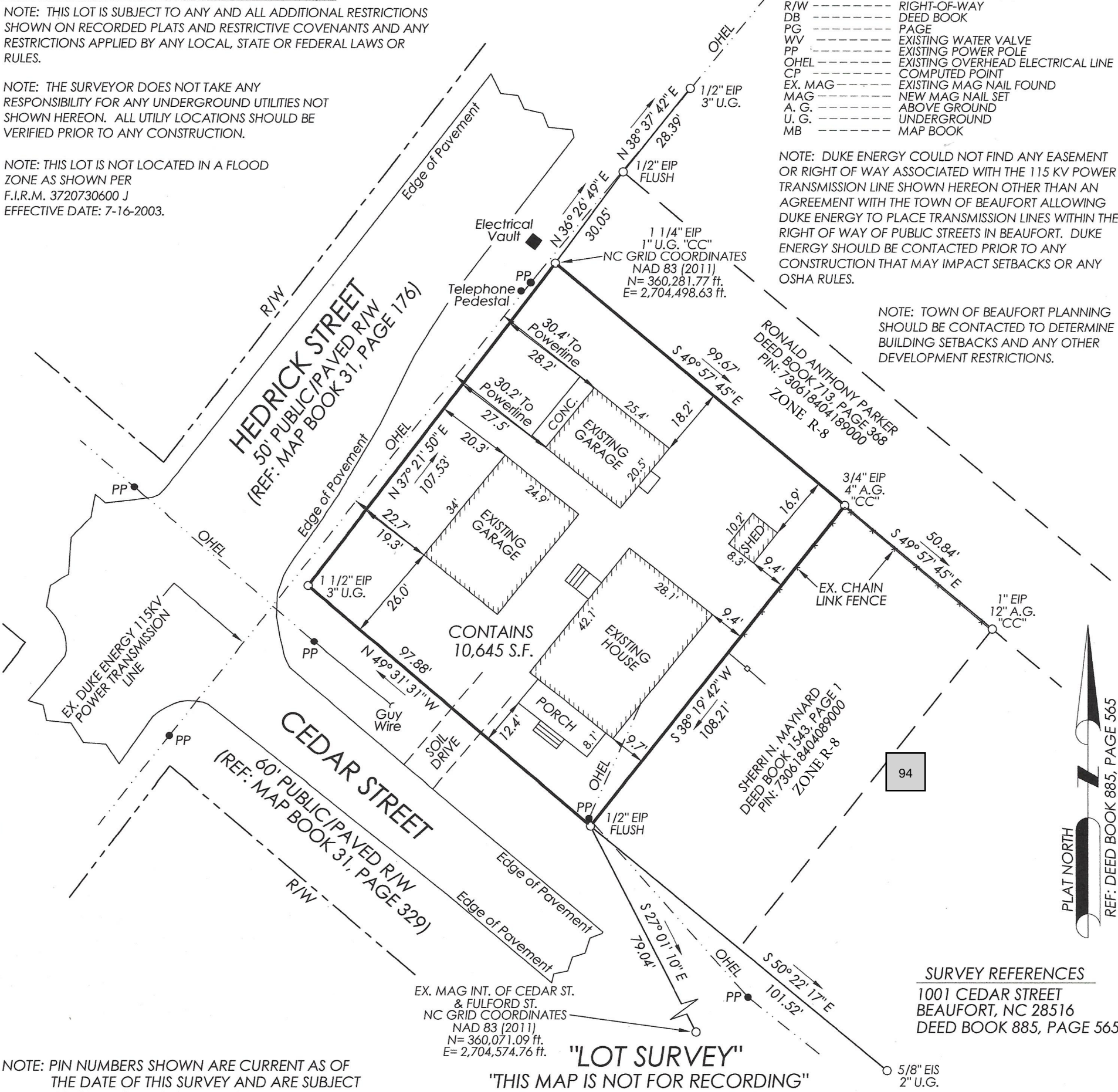
NOTE: THIS LOT IS NOT LOCATED IN A FLOOD ZONE AS SHOWN PER F.I.R.M. 3720730600 J EFFECTIVE DATE: 7-16-2003.

LEGEND

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

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

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



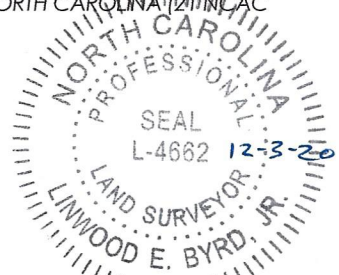
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THIS THE 3rd DAY OF DECEMBER, 2020

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DATE 12-3-2020	DRAWING NO. 20-142
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 1001 CEDAR STREET
 BEAUFORT, NC 28516
 DEED BOOK 885, PAGE 565

REF: DEED BOOK 885, PAGE 565



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

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

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

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

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

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

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

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

Enacted on motion of Commissioner _____ and carried on a vote of ___ in favor and ___ against.

This, the 22nd day of March, 2021

TOWN OF BEAUFORT

Everette (Rett) Newton, Mayor

Allen Coleman, Town Clerk



Town of Beaufort, NC

**Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, March 8, 2021**

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

BRIEF SUMMARY:

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

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

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

REQUESTED ACTION:

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

EXPECTED LENGTH OF PRESENTATION:

10 minutes

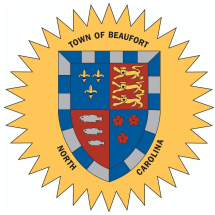
SUBMITTED BY:

Greg Meshaw, PE, Town Engineer

BUDGET AMENDMENT REQUIRED:

No

WASTEWATER ALLOCATION REQUEST



1.

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

WASTEWATER ALLOCATION REQUEST

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

Wastewater Allocation Request Review Fee: \$50

SITE INFORMATION

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

APPLICANT INFORMATION

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

PROPERTY OWNER INFORMATION

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

FOR OFFICE USE ONLY

Date Received: _____ File Number/Name: _____

PROJECT INFORMATION

Use: New Expanded Change

Use Type: Residential Commercial

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

Developer Name: Herb Ridgeway (Lot Owner)

Mailing Address: 727 Swan Neck Lane Raleigh, NC 27615

Phone Number: 919 274 9775 Fax Number: _____

Email Address: herb.ridgeway@gmail.com

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

The following supplemental information is required:

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

Residential:

Gross Acreage: 0.483

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

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

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
Total			-----	

TOTAL REQUESTED GALLONS PER DAY: _____

APPLICANT AFFIDAVIT

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

Herbert L Ridgeway IV
Print Name

Herbert L Ridgeway IV
Signature of Applicant

02/08/21
Date

ENGINEER'S CERTIFICATION

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

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

Signed and Dated Professional Engineer Seal

Firm Name

Address

Telephone No.

Email Address

Approved by: Town Engineer
 Board of Comissioners

Allocation approved: _____ gallons per day

Date of Approval: _____

Confirmation signature by:

Town Manager

APPENDIX A: DESIGN FLOW RATES

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

Establishment Type	Daily Flow Rate
Barber and Beauty Shops	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
Businesses, Offices and Factories	
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
Churches	
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)
Fire, Rescue and Emergency Response	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
Food and Drink Facilities	
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
Hotels and Motels	
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
Medical, Dental and Veterinary Facilities	
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
Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities	
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
Schools, Pre-school and Day Care	
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)
Service Stations and Car Wash Facilities	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
Sports Centers	
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
Stores, Shopping Centers, Malls and Flea Markets	
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.
Transportation Terminals	
Air, bus, train, ferry, port and dock	5 gal/passenger

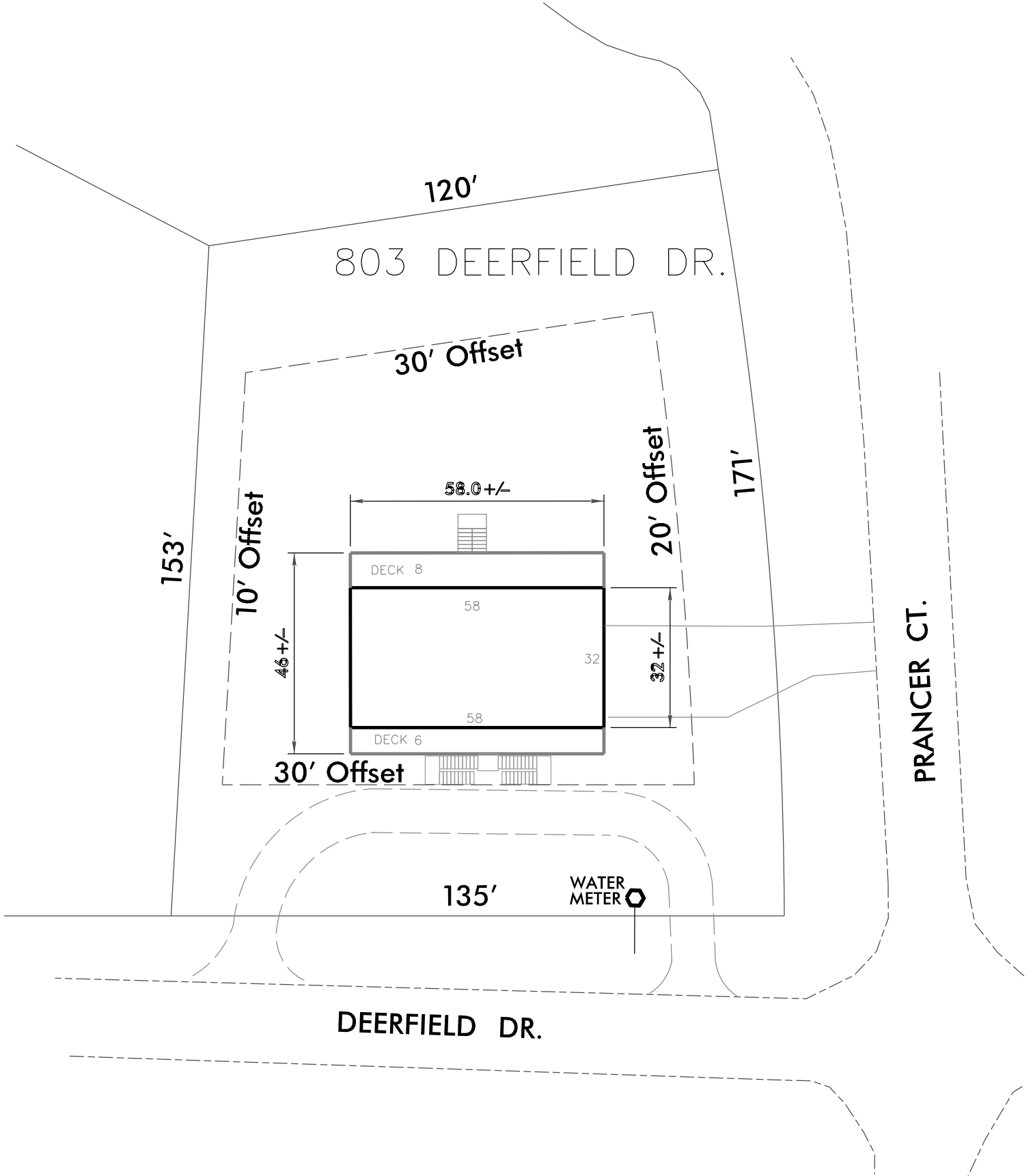
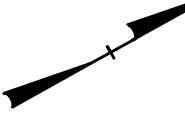
Source: North Carolina Administrative Code 02T.0114, January 1, 2007

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

LOT 55 DEERFIELD SHORES

1" = 30'

1.

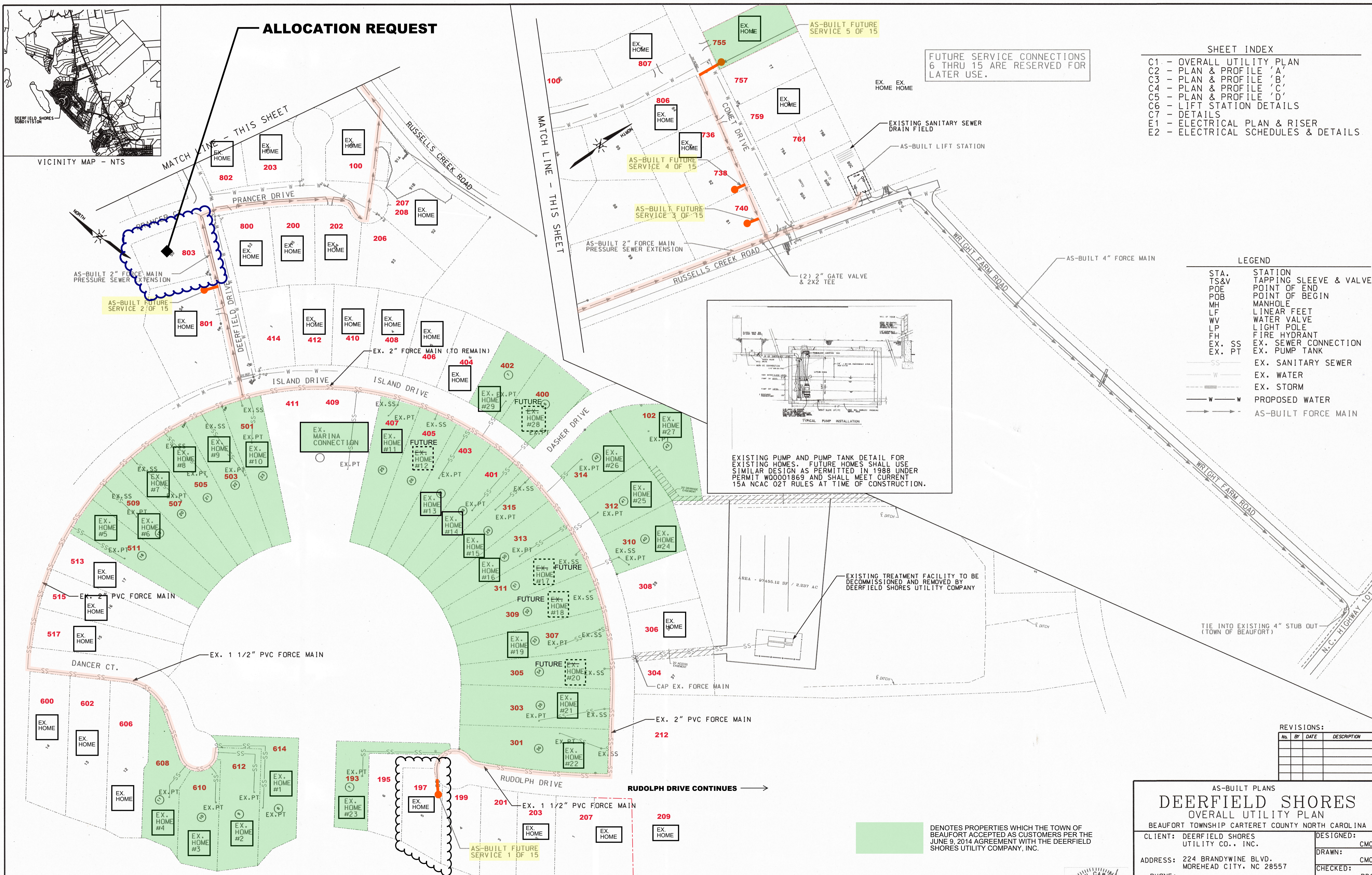


103

0' 15' 30'



ALLOCATION REQUEST



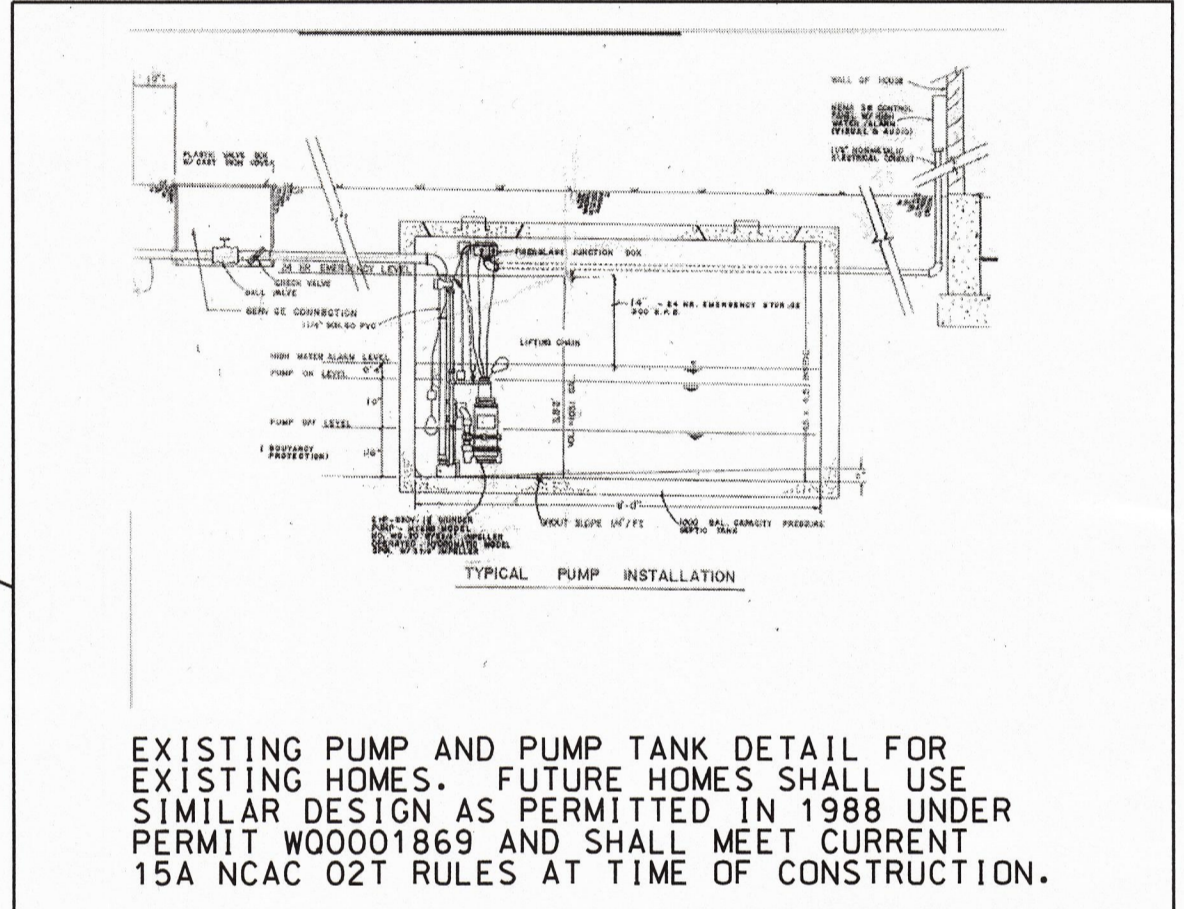
FUTURE SERVICE CONNECTIONS 6 THRU 15 ARE RESERVED FOR LATER USE.

SHEET INDEX

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

LEGEND

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



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

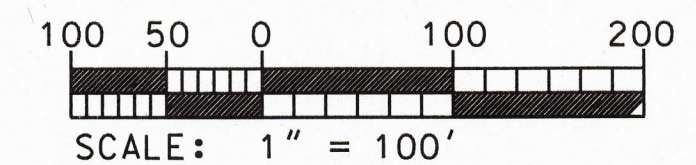
EXISTING TREATMENT FACILITY TO BE DECOMMISSIONED AND REMOVED BY DEERFIELD SHORES UTILITY COMPANY

REVISIONS:

NO.	BY	DATE	DESCRIPTION

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

LOCATION FOR 480 GPD ALLOCATION REQUEST



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

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

CLIENT: DEERFIELD SHORES UTILITY CO., INC.	DESIGNED: CMC
ADDRESS: 224 BRANDYWINE BLVD. MOREHEAD CITY, NC 28557	DRAWN: CMC
PHONE:	CHECKED: RDC
THE CULLIPHER GROUP P.A. ENGINEERING & SURVEYING SERVICES 151A HIGHWAY 24 MOREHEAD CITY, N.C. 28557 (252) 773-0090 LICENSE NO. C-4482	APPROVED: CMC
CHARLES M. CULLIPHER P.E.	DATE: 5/21/2020
	SCALE: 1" = 100'



Town of Beaufort, NC

**Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, March 8, 2021**

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

BRIEF SUMMARY:

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

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

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

REQUESTED ACTION:

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

EXPECTED LENGTH OF PRESENTATION:

10 minutes

SUBMITTED BY:

Greg Meshaw, PE, Town Engineer

BUDGET AMENDMENT REQUIRED:

No

WASTEWATER ALLOCATION REQUEST

2.



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

WASTEWATER ALLOCATION REQUEST

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

Wastewater Allocation Request Review Fee: \$50

SITE INFORMATION

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

APPLICANT INFORMATION

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

PROPERTY OWNER INFORMATION

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

FOR OFFICE USE ONLY

Date Received: _____ File Number/Name: _____

PROJECT INFORMATION

Use: New Expanded Change Use Type: Residential Commercial

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

Developer Name: _____

Mailing Address: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

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

The following supplemental information is required:

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

Residential:

Gross Acreage: _____

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

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

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
Total			-----	

TOTAL REQUESTED GALLONS PER DAY: 360

APPLICANT AFFIDAVIT

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

HAROLD W BOOTH
Print Name

Harold Booth
Signature of Applicant

1/20/21
Date

ENGINEER'S CERTIFICATION

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

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

Signed and Dated Professional Engineer Seal

Firm Name

Address

Telephone No.

Email Address

TOWN OF BEAUFORT OFFICE USE ONLY:

Approved by: Town Engineer
 Board of Commissioners

Allocation approved: _____ gallons per day

Date of Approval: _____

Confirmation signature by:

Town Manager

APPENDIX A: DESIGN FLOW RATES

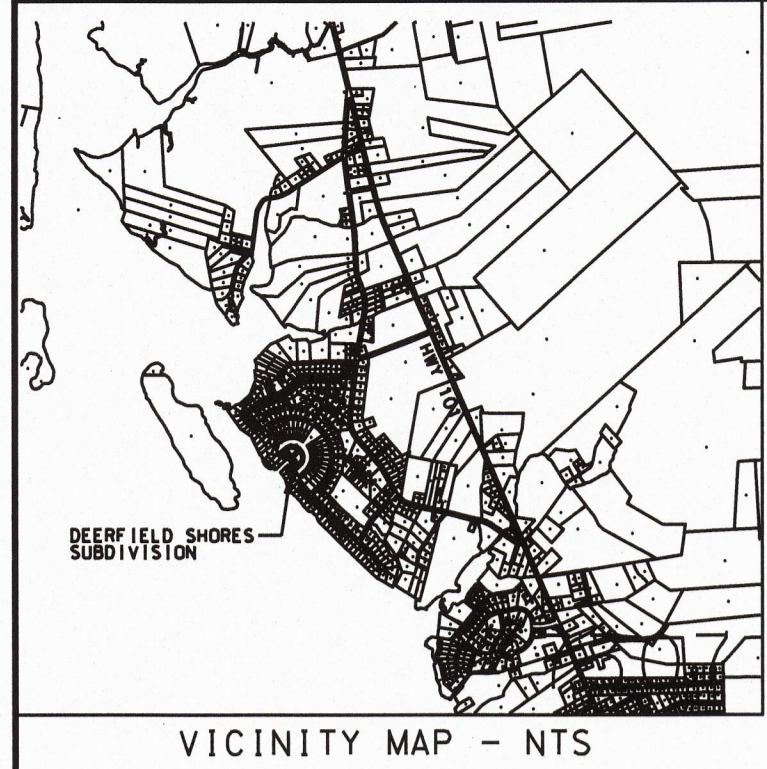
The following table from the North Carolina Administrative Code 02T.0114 shall be used to determine the minimum allowable design daily flow of wastewater facilities. Alternatively, the Town in its sole and absolute discretion may calculate the customer's initial average daily wastewater flow based on 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
Barber and Beauty Shops	
Barber Shops	50 gal/chair
Beauty Shops	125 gal/booth or bowl
Businesses, Offices and Factories	
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
Churches	
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)
Fire, Rescue and Emergency Response	
Fire or rescue stations without on-site staff	25 gal/person
Fire or rescue stations with on-site staff	50 gal/person/shift
Food and Drink Facilities	
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
Hotels and Motels	
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
Medical, Dental and Veterinary Facilities	
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
Parks, Recreation, Camp Grounds, R-V Parks and other Outdoor Activity Facilities	
Campgrounds with comfort station, without water or sewer hookups	75 gal/campsite

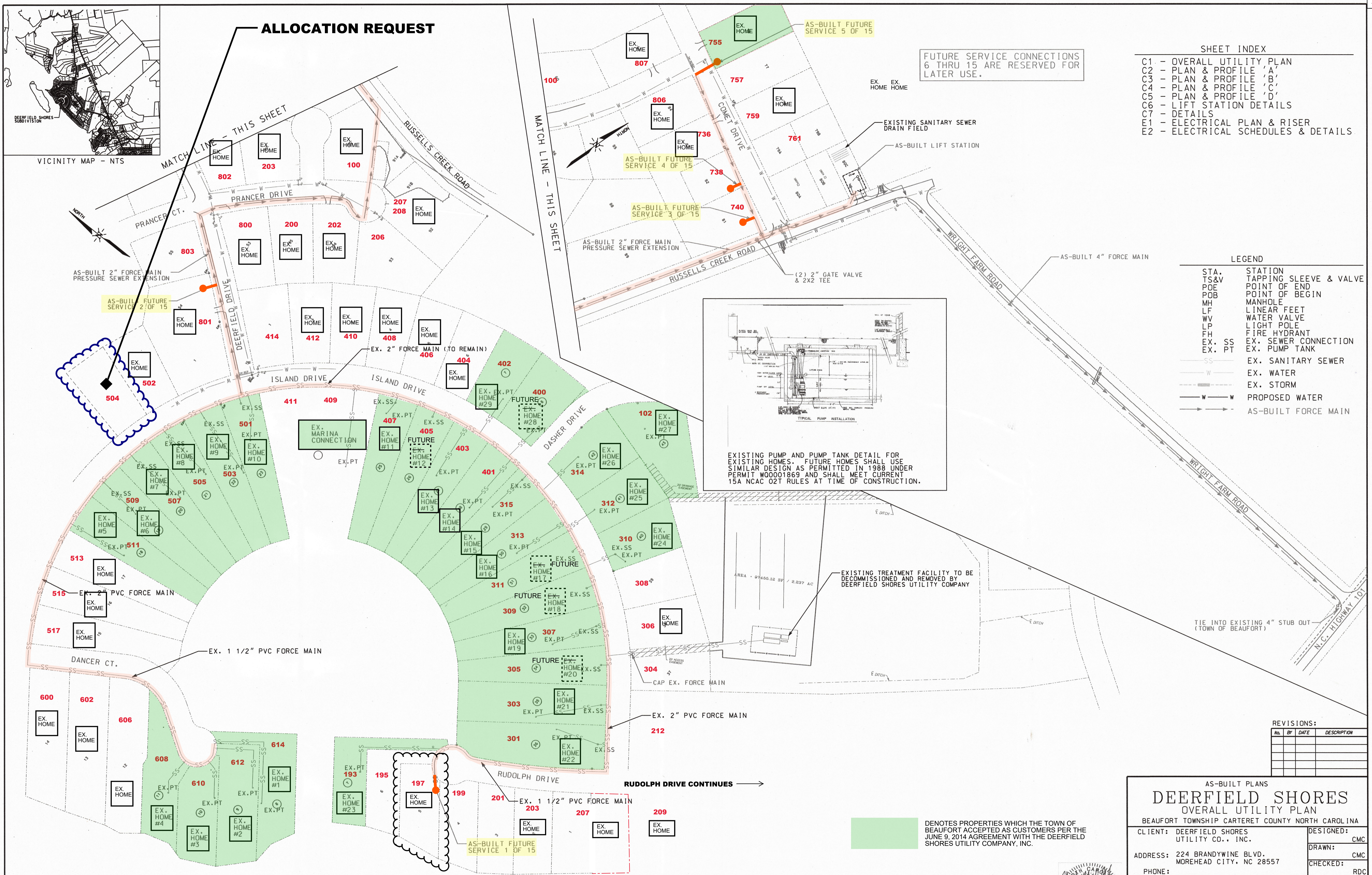
Establishment Type	Daily Flow Rate
Campgrounds with water and sewer hookups	100 gal/campsite
Campground dump station facility	50 gal/space
Construction, hunting or work camps with flush toilets	60 gal/person
Construction, hunting or work camps with chemical or portable toilets	40 gal/person
Parks with 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
Schools, Pre-school and Day Care	
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)
Service Stations and Car Wash Facilities	
Service stations, gas stations	250 gal/plumbing fixture
Car wash facilities	1200 gal/bay
Sports Centers	
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
Stores, Shopping Centers, Malls and Flea Markets	
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.
Transportation Terminals	
Air, bus, train, ferry, port and dock	5 gal/passenger

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

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



ALLOCATION REQUEST



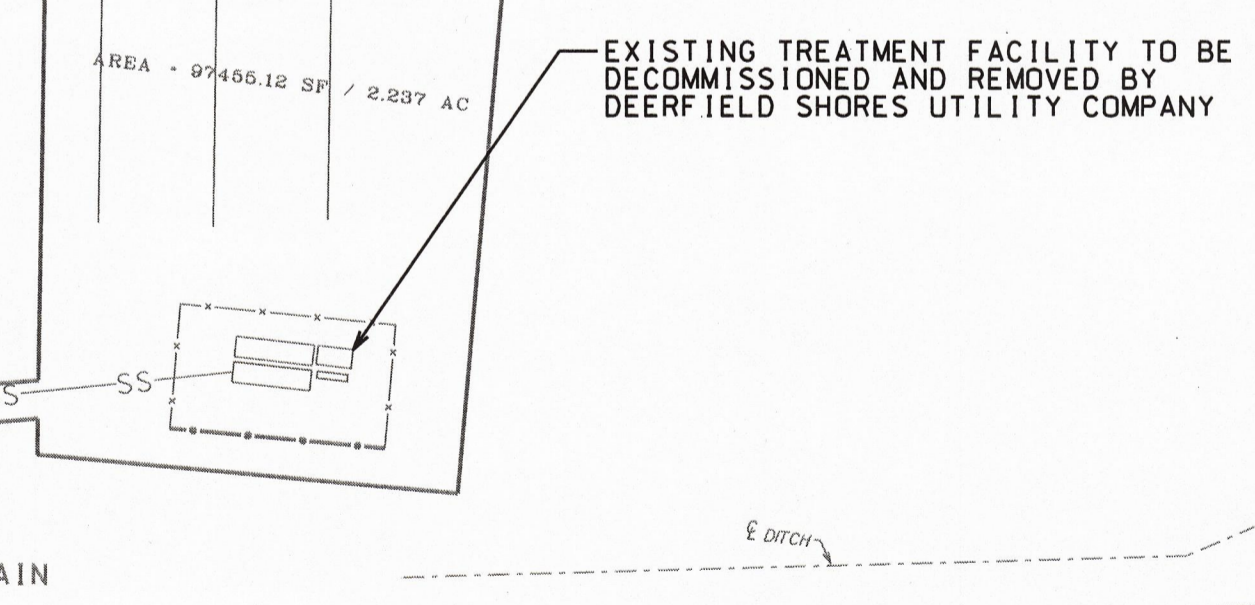
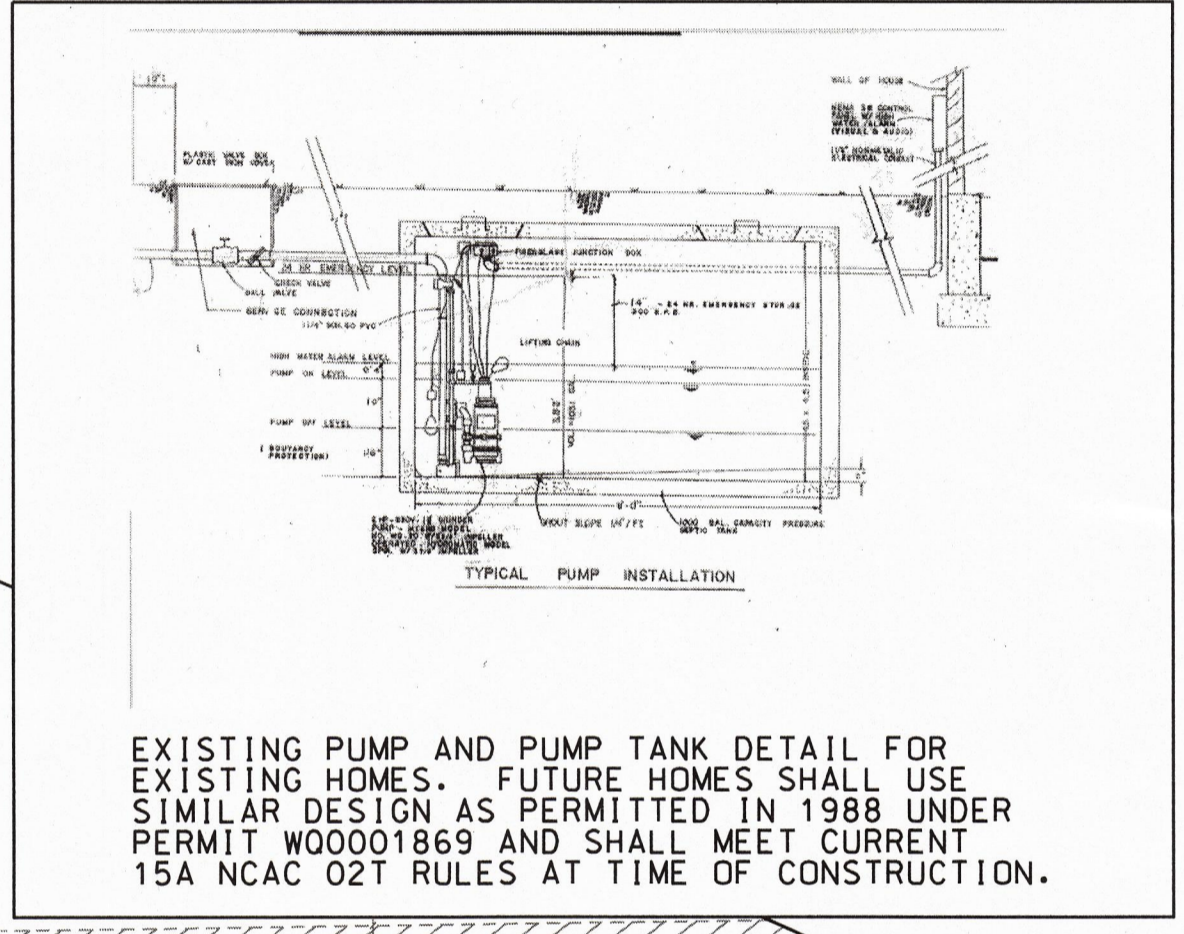
FUTURE SERVICE CONNECTIONS 6 THRU 15 ARE RESERVED FOR LATER USE.

SHEET INDEX

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

LEGEND

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

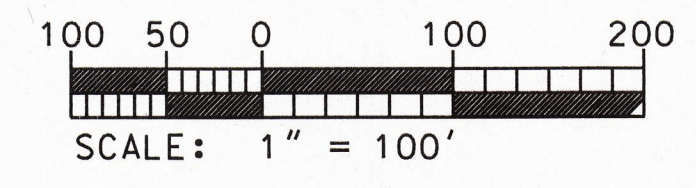


REVISIONS:

NO.	BY	DATE	DESCRIPTION

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

LOCATION FOR 480 GPD ALLOCATION REQUEST



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

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

CLIENT: DEERFIELD SHORES UTILITY CO., INC.	DESIGNED: CMC
ADDRESS: 224 BRANDYWINE BLVD. MOREHEAD CITY, NC 28557	DRAWN: CMC
PHONE:	CHECKED: RDC
THE CULLIPHER GROUP P.A. ENGINEERING & SURVEYING SERVICES 151A HIGHWAY 24 MOREHEAD CITY, N.C. 28557 (252) 773-0090 LICENSE NO. C-4482	APPROVED: CMC
CHARLES M. CULLIPHER P.E.	DATE: 5/21/2020
	SCALE: 1" = 100'



Town of Beaufort, NC

**Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, March 8, 2021**

AGENDA CATEGORY: Items for Discussion and Consideration
SUBJECT: Appointments to Volunteer Advisory Board and Commission Positions

BRIEF SUMMARY:

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on various Town advisory boards and commissions. As of January 31, 2021, four vacancies existed for the following:

- Board of Adjustments – 2 positions
- Historic Preservation Commission (HPC) – 2 positions
- Planning Board – 1 position

Active recruitment for the four vacant positions began in January, 2021 with an application deadline of Monday, February 15, 2021. In an effort to increase public participation and awareness, Town staff used the Carteret County News Times, Facebook, and the Sunshine List to advertisement the position vacancies and to encourage a diverse group of applicants.

As of Monday, February 15, 2021, twelve applications were received, and they are:

Applicant	Board of Adjustments	Historic Preservation Commission (HPC)	Planning Board
Barry Evans	X		X
Becky Bowler		X	X
Bradley Cummings	X	X	X
Bradley Hedrick		X	
Catherine Reeve	X		
Heather Poling (Incumbent)		X	
Howard Paul			X
Ian Huckabee		X	
Jared Penland		X	X
John Flowers		X	
Phillip Coe		X	X
Ralph Merrill (Incumbent)			X

Of the four vacant positions, two individuals are seeking re-appointment for a three-year term, expiring on January 2024.

Each applicant's submitted application is included as part of this agenda item.

REQUESTED ACTION:

The Manager recommends the Board consider appointing applicants to the vacant positions on the Historic Preservation Commission (2 positions), Board of Adjustments (2 position), and Planning Board (1 position). The official appointment would be effective after the March 8, 2021 BOC Regular Meeting.

EXPECTED LENGTH OF PRESENTATION:

10 min

SUBMITTED BY:

Allen Coleman,
Town Clerk

BUDGET AMENDMENT REQUIRED:

N/A



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Barry D. Evans

Address: 106 Macgregor Dr

Telephone: (252) 259-5076 Email: Assist2sellnewbern.com

Employer: Owner/Broker Occupation: Retired

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: Open

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

- 2008 Board of Directors Greenbrier Property Owners Association-Vice President
- 2009 Board of Directors Greenbrier Property Owners Association-President
- 2010 Board of Directors Greenbrier Property Owners Association-Director at Large
- 2008 -2012 Emerald Adcisory Board
- 2008-2013 Appearance Commission City of New Bern
- 2010 Certified North Carolina Master Gardner
- 2010-2013 Board of Adjustment City of New Bern
- 2019 Board of Directors The Oaks at Beaufort- Vice President
- 2020 Board of Directors The Oaks at Beaufort-President

Bachelor of Science University of Tennessee
Service United States Marine Corps Commissioned Officer

Dedicated-Responsible-Conservative

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

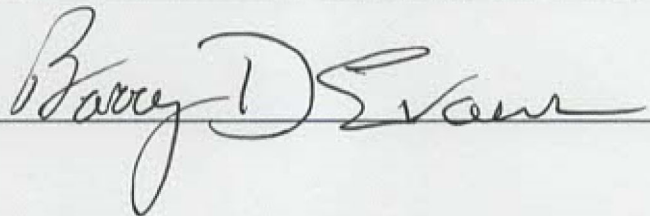
If yes, please state the name of the Board, Committee, or Commission:

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? YES NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Barry D Evans Date: 1/10/21

Signature: 

From: [Barry D Evans](#)
To: [Allen Coleman](#)
Subject: Town Application -Addition to Barry Evans Application-
Date: Friday, February 5, 2021 5:55:03 PM
Attachments: [image001.png](#)

Recognition of Service

3 messages

Morgan Jethro Potts <PottsM@newbern-nc.org> Wed, Jul 26, 2017 at 10:11 AM
To: "Barry Evans (barryevans@assist2sellnewbern.com)" <barryevans@assist2sellnewbern.com>

Dear Mr. Evans:

On August 3rd, at 6:00 p.m., the City of New Bern Planning & Zoning Board would like to take a moment at the beginning of their meeting to have a moment of recognition for your years of service on the Board, and to express their gratitude for your time served on the Board! If you will be available to attend, please let me know by Friday morning. You will be missed, and I look forward to your response.

Regards,

Morgan J. Potts, AICP, CFM, NCLID

City Planner

Development Services

City of New Bern

303 First St., P.O. Box 1129

New Bern, NC 28563

Ph: (252) 639-7583





TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Becky Bowler

Address: 107 Harper Street, Beaufort NC 28516

Telephone: (917) 565-3563 Email: becky.bowler@gmail.com

Employer: Guggenheim Partners Occupation: Managing Director, Strategic Partnerships

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: _____

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Please see attached.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

**Town of Beaufort – Application for Volunteer Board
Applicant: Becky Bowler – February 2021**

Please outline or attach your qualifications (including education, employment history and any special skills) and how you feel you would contribute to the board, committee or commission that you are applying for:

I'd love to be considered for the Town of Beaufort Planning Board or Historic Preservation Commission.

I was born and raised in Fayetteville, NC. After graduating from Meredith College in Raleigh, I moved to London and spent several years working for Lehman Brothers, an investment bank. For much of the past 25 years, I've lived in Greenwich Village, a landmarked historic district in NYC, and have worked for asset management firms including Invesco and Guggenheim Partners – my employer now and for the past 15 years. At Guggenheim, I'm a Managing Director in the Investments division and have responsibility for business development with institutions. My role involves strategic negotiation, budget development and collaborating with clients and colleagues around the globe. In addition to my education at Meredith, I attended Wharton-the University of Pennsylvania where I obtained the Certified Investment Management Analyst (CIMA) designation.

While I only recently bought my home in (and relocated to) Beaufort, I believe I can make an immediate contribute to either the Planning Board or the Historic Preservation Committee based on my education and professional experience – and, perhaps most important, through my passion for eastern NC, always positive attitude and approach to working diligently with others in a collaborative, congenial manner. I will be happy to provide a long list of references who can provide a candid assessment of me if that will be helpful.

Have you ever served on a Board, Committee or Commission in Beaufort or elsewhere?

Yes – please see below:

- Currently serve on Board of Directors of Hot Bread Kitchen, a non-profit focused on creating economic mobility for women, minorities & immigrants through job training programs and small business incubation www.hotbreadkitchen.org
- Guggenheim Partners Corporate Social Responsibility Committee – member of senior leadership committee (served for 5 years through December 2020)
- Board of Directors 108 East 91st – elected by my neighbors and fellow shareholders to serve as the vice president of our co-op board (2013-14)

If I'm selected to serve with you on the Planning Board or Historic Preservation Commission, you can depend on me to be engaged & prepared and an active participant in each meeting. Thank you for considering me, and please let me know if I can provide additional information.

Best,



Becky Bowler

becky.bowler@gmail.com

tel: (917) 565-3563

If yes, please state the name of the Board, Committee, or Commission:

Please see attached.

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Becky Bowler Date: 2/4/21

Signature: Becky Bowler



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Bradley Cummins

Address: 1505 Front Street, Beaufort, NC 28516

Telephone: (252) 571-0796 Email: bradleycummins@gmail.com

Employer: UNC Occupation: Software Engineer

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: _____

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Born and raised in NC, I have worked remotely in software engineering for more than 20 years with clients all over the world. This experience allows me to relate to the influx of remote workers and their families who are joining our community.

I have been a licensed NC General Contractor and NC Real Estate Broker for 15 years. I have used these credentials to develop personal as well as non-profit projects throughout North Carolina.

I have served on a number of boards, both in leadership and at large, including two terms on the New Bern Historic Preservation Commission. I greatly enjoy learning, discussion and being a productive team member.

I have a BS in Engineering and a BA in Spanish Language and Literature from NC State. I have lived and worked on six continents including Antarctica. My wife and I are most excited about living and raising our daughters (6 and 2 years old) in Beaufort.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

If yes, please state the name of the Board, Committee, or Commission:

New Bern Historic Preservation Commission (4yrs), New Bern Preservation Foundation (4yrs), UMC Camping and Retreat Board for Camp Don Lee, Rockfish, Chestnut Ridge (6yrs)

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.


Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Bradley Cummins Date: 1/21/21

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Bradley Hedrick

Address: 315 Hedrick Street

Telephone: 540-220-9260 Email: sparkytect@hotmail.com

Employer: Williams Electric Occupation: Master Electrician

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: _____

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

BS Historic Preservation, Mary Washington College, UMW
Preservation Contractor, Fredericksburg, VA with several projects completed working on National register properties
Past President, Historic Prince William, Inc. Prince William County, VA

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

If yes, please state the name of the Board, Committee, or Commission:
Zoning Appeals Board, Fredericksburg, VA

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? YES NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: _____ Bradley L Hedrick _____ Date: _____ 2/4/2021 _____

Signature: Bradley L Hedrick _____

Date received _____ Received by: _____ Date Reviewed by BOC: _____



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Catherine Reeve

Address: 210 Belle Air Street, Beaufort

Telephone: (919) 842-6668 Email: cgreeve87@gmail.com

Employer: N/A Occupation: Retired

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board
- Board of Adjustment
- Historic Preservation Commission
- Airport Authority
- Oceanview Cemetery
- Parks & Recreation
- Other: _____

NEW APPOINTMENT

REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I earned a degree in Urban and Regional Planning from ECU and recently retired after forty years in the transportation planning and operations industry. My experience includes transportation planning in Greensboro, Durham and Wilmington, NC, and directing transportation and parking operations at two large urban universities: N C State and Duke. My experience in both municipal and university environments encompassed navigating local zoning ordinances and participating in developing landuse plans, including campus master plans. During my career I have served on various committees that dealt with transortation and land use planning.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES

NO

If yes, please state the name of the Board, Committee, or Commission:

Most recent: Wake County Transportation Planning & Advisory Committee, Wake County Transportation Coordinating Committee, Raleigh Transportation Alliance

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings?

YES

NO

Due to covid19

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Catherine Reeve Date: 2/12/21

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Heather Poling

Address: 503 courtyard East Beaufort NC 28516

Telephone: 704 877 1820 Email: pyratemermaid@me.com

Employer: Shack Shoppe Occupation: Shopkeep

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board
- Board of Adjustment
- Historic Preservation Commission
- Airport Authority
- Oceanview Cemetery
- Parks & Recreation
- Other: _____

- NEW APPOINTMENT
- REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

minor in History; previously have served on HPC as Vice Chair for 4 out of 6 years ~~years~~ of appointment. My passion is to help Beaufort both remain as she stands historically & allow for the forward momentum of change with grace.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

- YES
- NO

If yes, please state the name of the Board, Committee, or Commission:

Historic Preservation Commission

If this is a reappointment, please list the number of meetings attended during the last 12 months: 12.

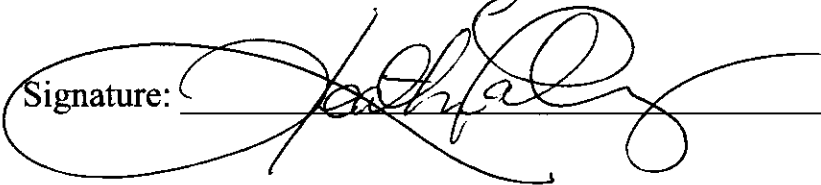
Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Leather Poling Date: 1/28/2021

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: HOWARD PAUL

Address: 1538 ANN ST. BEAUFORT, NC 28516

Telephone: 650-948-8677 Email: HAP1000@ME.COM

Employer: _____ Occupation: RETIRED

Board, Committee, or Commission Interested In (please check all that apply):

Planning Board Board of Adjustment Historic Preservation Commission

Airport Authority Oceanview Cemetery Parks & Recreation

Other: _____

NEW APPOINTMENT REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

If yes, please state the name of the Board, Committee, or Commission:

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.


Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Harold Papp Date: 1/28/21

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____

Howard Paul
1538 Ann St.
Beaufort, NC 2851

650-918-8677

hap1000@me.com

To Whom it May Concern,

I would like to offer my experience in helping the Planning Commission guide the future growth of Beaufort, NC

My background is rather diverse. After school I spent 12 years trading foreign currency rates in Chicago.

I spent the next 5 years sailing. I then decided to move to the West Coast.

Shortly after moving to the West Coast I entered the High Density Mobile Storage Systems industry. I spent 3 years in sales serving the Medical Community. I worked with Bio Techs, Hospitals, Clinics and Doctors.

In 1994 I started DesignSpace. DesignSpace provided storage systems to large retail chains. Kinko's Copies and Federal Express Retail Operations were just a few of my clients. I sold DesignSpace in 2006.

Of interest DesignSpace was written up in two consecutive years by Entrepreneur Magazine as one of the fastest growing Privately Held Companies in the United States. DesignSpace was also featured on MSNBC's Power Lunch program as an example of a company who adapting partnering as a way to achieve rapid growth. During this time I was asked by Coopers and Lybrand to participate in their Trendsetter Barometer Study. This was a quarterly study of how the participants viewed the economy as relating to their companies. I was one of 400 Presidents and CEO's chosen.

I also spent 5 years as a member of the Board of Directors of Manhattan Village Homeowners Assoc., a large Planned Urban Development or PUD. We had \$1.25m budget. I served 1 year as President, 2 years as Vice President and 2 years as a Member at Large.

Locally I have been a Volunteer at the Museum and also at the Watercraft Center. I'm also a Member of the Friends of the mUseum.

I hope this will provide an overview of my background. I am available to answer any questions anyone might have. Thank you for your consideration.

Howard D. Paul



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Ian Huckabee

Address: 715 Ann Street, Beaufort, NC 28516

Telephone: 252.226.0480 Email: ian@crewcoastal.com

Employer: Crew Coastal (self-emp) Occupation: Real estate

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: _____

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

If yes, please state the name of the Board, Committee, or Commission:
Former board chair and current board member, Museum of Life and Science

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? YES NO
(Please see attached)

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Ian Huckabee Date: 2/12/21

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____

Ian Huckabee – HPC Qualifications

Please outline your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I’ve provided my board membership and work experience below. You’ll see that I have a unique set of skills that will allow me to perform well as a member of the Historic Preservation Commission.

Most notably, from 2001-2010, I was involved in new home construction in Pinehurst and Chapel Hill, NC. I worked closely with the Village of Pinehurst Planning and Inspections, which maintains tight guidelines on all construction, as well as with the architectural review boards for National Golf Club (now Pinehurst No. 9), Pinewild Country Club in Pinehurst, and Briar Chapel in Chapel Hill. My experience with covenants, conditions and restrictions (CC&Rs) and architectural review board policies and procedures will help me to serve as a member of the HPC.

I recently moved to Beaufort full-time. My wife and I live in the 700 block of Ann Street. We’re both thrilled to live here finally (my wife is from the area), and we seek to do our part to help maintain and promote its charm through community involvement. It’s important to preserve the qualities that have landed Beaufort in such high regard regionally and nationally. The historic, charming, and quaint waterfront town has been recognized by TravelMag as the #1 Coolest Small Town in America. Southern Living voted Beaufort as the South's best small town, and Porter Briggs calls it the Nicest Place in the South. Proper stewardship, through the Town of Beaufort’s HPC, BOA, and Planning Board, is vital to preserving the wonderful lifestyle Beaufort offers. I feel my experience would allow me to contribute meaningfully in this regard.

Board Memberships

Board Chair
Museum of Life and Science
2016 – 2017

Member Board Of Directors
Museum of Life and Science
2014 – Present

Member of Executive, Finance, Development, and Compensation committees

Board Member - TechHome Division
Consumer Technology Association (formerly Consumer Electronics Association)
2002 – 2003
Inaugural board member

Employment History

Real Estate Broker & Entrepreneur
Crew Coastal Real Estate (eXp Realty)
May 2020 – Present
Beaufort, NC

- Provide premium full-service listing and buying experiences. Agency-level marketing expertise. Thorough market research. Single-family, multi-family, vacation rentals (including B&Bs), new construction, commercial.

Chief Business Development Officer
Cactus Group
Durham, NC
Apr 2018 – May 2020

- Responsible for all aspects of business development, including marketing strategy and execution, sales planning, and operational and customer service improvements. Identified new growth areas through effective market segmentation and implementation strategies. Oversaw sales and marketing and project management teams.
- Helped lead a restructuring that resulted in improved organizational structure, service mix, revenue strategies, and overall operations.
- Created an integrated marketing and sales strategy that achieved 450% growth in number of new customers in 2019, exceeding Cactus’ yearly sales goal.

Operations and Marketing – Chief Marketing Officer (CMO)
Principled Technologies
Sep 2015 – Mar 2018
Research Triangle Park, NC

Principled Technologies acquired Weejee Learning, a company co-founded by Ian Huckabee.

- Responsibilities for the post-acquisition integration of operational/marketing aspects of Weejee into PT daily operation.

- Successfully integrated all operations, marketing, sales and finance activities of Weejee into PT; maintained employee morale in a transition period.
- Developed and managed strategic marketing and sales planning activities. Worked with sales teams, and implemented sales strategies leading to increased learning revenue growth of 60%.
- Maintained overall key account development with large national accounts including Proctor & Gamble, Hilton, MassMutual, and Daimler.

Chief Executive Officer (CEO)/Co-founder

Weejee Learning

2010 – 2015

Durham, NC

(Acquired by Principled Technologies, Inc. in September 2015.)

- Co-founded and led the direction of this startup organization creating custom innovative elearning courses and programs for large enterprise. Created and implemented company vision. Developed marketing plans and objectives.
- Delivered solutions for Learning and Development directors to transform employee learning and engagement activities. Provided direction for 15 staff plus more than 30 contractors, overseeing all business operations activities including CX, marketing, sales, finance, technology, and human resources. Solicited, developed, and maintained large national accounts, such as PwC, Genworth, Halliburton, American Heart Association, DaVita, and Abbott Labs. Developed training segments on multiple topics including compliance, sales, and business process.
- Led strategic marketing efforts which led to greater than 50% year-over-year growth. Focused on company-wide strategy, innovation, and key initiatives, including customer experience initiatives that led to improved net promoter scores.
- Oversaw the creation of custom development frameworks and an elearning analytics platform enabling users to track learner competency and performance data from team members in other markets.
- Bootstrapped the organization on a staff/contractor model. Successfully negotiated the sale of the organization to Principled Technologies.

President

DwellWell Group

2001 – 2010

- Oversaw all aspects of residential construction. Maintained full P&L responsibilities and managed all financial activities. Conducted market research, negotiated land purchases, and secured construction and lot loans from lenders; managed borrowed funds. Provided daily direction for building teams and subcontractors.

- Identified new products/home types, reducing days-on-market and increasing profit; grew profit margins from 11% to 19%.
- Netted additional revenue of 12% annually through successful forecasting of cash needs, investment of excess cash, and reduction of interest charges.
- Created HomeConnect integrated home automation and security solution.
- Designed and oversaw the development of DwellWell.com, an online real estate marketing service allowing sellers to list and easily share information about their homes online and with social media connections.

Vice President, Audio Operations and Marketing

Sony Music Entertainment

1993 – 2000

New York, NY

- Supervised daily operations, marketing, and sales of five departments. Provided direction for 65+ staff including studio managers, audio engineers and technicians. Managed salary and expense planning; represented Sony Music in collective bargaining negotiations. Maintained P&L responsibilities; established new profit centers and set sales budget forecasts. Created and planned marketing activities.
- Successfully restructured Sony Music’s audio operations into five integrated departments. Evaluated existing processes, drafted a new business and reorganization plan. Successfully executed reorganization, earning the promotion to Vice President.
- Achieved marketing and sales goals, including landing clients whose work at the studio earned over 160 Grammy awards; exceeded plans for growth and increased revenue from \$8MM to \$24MM per year.
- Led the design of a custom integrated scheduling and invoicing system which improved operational efficiency and reduced overhead.
- Prior Roles Held: Director of Audio Operations and Marketing; Studio Manager



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Jarrod C. Penland

Address: 209 Shearwater Lane

Telephone: (252) 344-1880 Email: jarrod@penlandheating.com

Employer: Self Employed Occupation: Business Owner

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: _____

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I am a licensed contractor in North Carolina, with 25 years of experience working throughout the state, on various residential and commercial projects. I have spent a majority of my career working in the historical town of Hillsborough. I have completed countless historical projects for the residents, and the town, all while working with the Historical society to preserve the history and character during the completion of those projects.

In addition, I have worked with various planning departments in NC to complete municipale and private commercial construction projects. I have experience with building codes as well as town ordinances. I have extensive experience with working alongside architects and engineers

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

If yes, please state the name of the Board, Committee, or Commission:

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings?

YES

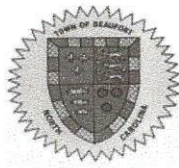
NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Jarrod C. Penland Date: 2/1/20

Signature: *jarrod penland*

Date received _____ Received by: _____ Date Reviewed by BOC: _____



TOWN OF BEAUFORT
APPLICATION FOR VOLUNTEER BOARD

Name: John Flowers

Address: 321 Orange Street

Telephone: (910) 262-0826 Email: Jfloconst@gmail.com

Employer: Self Occupation: General Contractor

Board, Committee, or Commission Interested In (please check all that apply):

- Planning Board Board of Adjustment Historic Preservation Commission
- Airport Authority Oceanview Cemetery Parks & Recreation
- Other: _____

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I am a licensed general contractor (#64682) in the state of NC for the past 25 Years. My company has specilized in remodeling and repair in Wilmington NC with many remodels in the historic area of Wilmington and Wrightsville Beach. I have been in the construction industry for the past 42 years. I believe with my years of residential and commerical work I can be a asset to the Historic Preservation Commission.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

If yes, please state the name of the Board, Committee, or Commission:

Wilmington Home Builders

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.


Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: John Flowers Date: 2/11/21

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Phillip V, Coe

Address: 420 Skimmer Cove Beaufort N, C, 28516

Telephone: (336) 682-8001 Email: phillip.coe@yahoo.com

Employer: retired Occupation: _____

Board, Committee, or Commission Interested In (please check all that apply):

Planning Board Board of Adjustment Historic Preservation Commission

Airport Authority Oceanview Cemetery Parks & Recreation

Other: _____

NEW APPOINTMENT **REAPPOINTMENT**

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I was until my retirement in November of 2019 the president of Coe Management Group Inc, The Center for a Drugfree Workplace, llc and Substance Abuse Control Systems, llc with home offices located in Winston-Salem, N. C. these three companies managed the drug and alcohol programs for over 2200 companies and operated in all fifty states. I also served on the Board of Trustees at Konnoak Hills Moravian Church for sixteen years before being elected to the Board of Trustees for Salem Congregation of the Southern Province of the Moravian Church, this board managed most of the buildings and the graveyard in Old Salem. I also worked with the Boy Scouts for eighteen years.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES NO

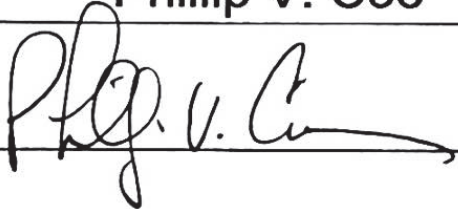
If yes, please state the name of the Board, Committee, or Commission:

If this is a reappointment, please list the number of meetings attended during the last 12 months: _____.

Do you attend regular town meetings? YES NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Phillip V. Coe Date: 2/11/21

Signature: 

Date received _____ Received by: _____ Date Reviewed by BOC: _____



TOWN OF BEAUFORT APPLICATION FOR VOLUNTEER BOARD

Name: Ralph Merrill

Address: 312 Craven Avenue, Beaufort

Telephone: (252) 723 8628 Email: merrillrc@embargo.mail.com

Employer: FRCE Cherry Point Occupation: Engineer

Board, Committee, or Commission Interested In (please check all that apply):

Planning Board Board of Adjustment Historic Preservation Commission

Airport Authority Oceanview Cemetery Parks & Recreation

Other: _____

NEW APPOINTMENT

REAPPOINTMENT

Please outline or attach your qualifications (including education, employment history and any special skills) you are applying for and how you feel you would contribute to the board, committee, or commission that you are applying:

I have been on the planning board the past 2 years and am currently the vice chairman.

Have you ever served on a Board, Committee, or Commission in Beaufort or elsewhere?

YES

NO

If yes, please state the name of the Board, Committee, or Commission:

Beaufort & Carteret Co. Bots, Carteret Co. Board of Health

If this is a reappointment, please list the number of meetings attended during the last 12 months: 12.

Do you attend regular town meetings?

YES

NO

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. The form will remain on file in the office of the Town Clerk and requests for updates may be sought prior to any consideration for reappointment (or future appointment) to any board, committee, or commission.

Print Name: Ralph Merrill Date: 2/9/2021

Signature: Ralph Merrill

Date received _____ Received by: _____ Date Reviewed by BOC: _____