



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

Board of Commissioners
Regular Meeting
6:00 PM Monday, July 13, 2026
Train Depot, 614 Broad Street

Call to Order/Pledge of Allegiance

Roll Call

Agenda Approval

Items of Consent

1. Meeting Minutes: June 8 & 22, 2026
2. SUP Order: Case #26-14 Special Use Permit, 217 Turner Street ADU
3. Personnel Policy Amendment; Article V: Section 14- Technology/Social Media Policy/Media
4. Adoption: Town of Beaufort FY27 Priorities Matrix
5. Resolution Requesting Review and Reduction of the Speed Limit on the State-Maintained Portion of Front Street
6. Resolution Approving the 2025 Local Water Supply Plan

Quasi-Judicial Proceeding

- | | |
|---|-----------|
| <u>1.</u> Case #26-18 Special Use Permit: Amendment to Remove a Condition from 1527 Front Street Accessory Dwelling Units SUP | K. Garner |
| <u>2.</u> Case #26-12 Special Use Permit: 1507 Live Oak Street Gas Station | K. Garner |

Public Comment

New Business

- | | |
|--|-----------|
| <u>1.</u> Case #26-17 Subdivision: 2220 Live Oak Street Preliminary & Final Plat | K. Garner |
| <u>2.</u> Extension of Wooden Railing System in Commercial Dock Area | M. Zapp |

Manager Report

Mayor/Commissioner Comments

Closed Session

1. Pursuant to N.C.G.S. § 143-318.11(a)(6)

Adjourn

**Town of Beaufort, NC**

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Board of Commissioners**Regular Meeting**

6:00 PM – Monday, July 13, 2026

**Train Depot, 614 Broad Street
Beaufort, NC 28516**

AGENDA CATEGORY: Items of Consent

SUBJECT: Meeting Minutes: June 8 & 22, 2026

REQUESTED ACTION:

Review and approve the attached draft minutes for the following BOC meetings:

- June 8, 2026, Regular Meeting
- June 22, 2026, Work Session

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager/Town Clerk



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

Board of Commissioners
Regular Meeting- DRAFT Minutes
6:00 PM Monday, June 08, 2026
Train Depot, 614 Broad Street

Call to Order/Pledge of Allegiance

Mayor Harker called the meeting to order at 6:00 PM and invited those present to join in the Pledge of Allegiance.

Roll Call

PRESENT:

Mayor Harker
 Mayor Pro Tem Gillikin
 Commissioner Spiegler
 Commissioner Matthews
 Commissioner LoPiccolo

Absent: Commissioner Cooper

Commissioner Gillikin made a motion to excuse Commissioner Cooper from the meeting.

The motion carried unanimously with a (4-0) vote.

Agenda Approval

Mayor Harker proposed an amendment to the agenda, requesting that the Quasi-Judicial Proceeding for Case #26-14 be moved to follow the Manager's Report. The Mayor explained that the applicant was in route to the meeting and that the adjustment would provide additional time for the applicant to arrive and participate in the hearing.

Commissioner Gillikin made a motion to amend the agenda as proposed and approve the agenda as amended.

The motion carried unanimously with a (4-0) vote.

Items of Consent

1. Meeting Minutes: May 11 & 14, 2026
2. SUP Order: Case #26-06 Special Use Permit (Minuteman Gas Station, 110 Towns Drive)
3. SUP Order: Case #26-08 Special Use Permit (Beaufort Bar Outdoor Operation, 410 Live Oak Street)

4. FY 26 Budget Amendment #5

Commissioner Spiegler made a motion to approve the Items of Consent as presented.

The motion carried unanimously with a (4-0) vote.

Public Hearing

1. Proposed Fiscal Year 2027 Budget

Commissioner Gillikin made a motion to open the public hearing.

The motion carried unanimously with a (4-0) vote.

Town Manager Matt Zapp presented the proposed FY 2026-2027 Budget, noting that much of the information had been discussed during prior budget workshops, while additional materials had been prepared to provide further detail. He confirmed that all statutory requirements related to the budget process, including public notice and advertising requirements, had been satisfied and reminded the Board that state law requires adoption of a balanced budget prior to the end of June.

Manager Zapp provided an overview of the Town's four primary operating funds: the General Fund, Water and Sewer Fund, Beaufort Town Docks Fund, and Stormwater Fund. He explained the purpose of each fund and emphasized the importance of maintaining separate accounting for each. The General Fund, totaling approximately \$15.1 million, supports core governmental services such as public safety, administration, public works, planning, and parks. The Water and Sewer Fund, budgeted at approximately \$5.5 million, supports the operation and maintenance of the Town's utility systems. The Stormwater Fund, budgeted at approximately \$180,000, reinvests stormwater fees into drainage and stormwater infrastructure improvements. He noted that FY 2026-2027 would be the first full fiscal year of Town-operated management of the Beaufort Town Docks, with the Waterfront Fund budget revised from approximately \$4.2 million to \$4.4 million following recommendations from the Beaufort Waterfront Operations and Finance Committee (BWOFF). He noted those changes were reflected in a revised budget ordinance and fee schedule which was distributed to the Board and shared on the screen as reference.

Manager Zapp reviewed the Town's fund balance position, describing fund balance as the municipality's financial reserves and emphasizing its importance in maintaining fiscal stability and responding to emergencies, natural disasters, and unforeseen expenses. He reported approximate prior-year fund balances of \$9 million in the General Fund, \$5 million in the Water and Sewer Fund, \$300,000 in the Town Docks Fund, and \$160,000 in the Stormwater Fund. He also highlighted the Town's capital reserve accounts, which are maintained for future equipment replacements and infrastructure needs, including fire apparatus, street maintenance, and dock system improvements.

The proposed FY 2026-2027 budget totals approximately \$25 million across all funds. Manager Zapp highlighted a proposed reduction in the property tax rate from 28.84 cents to 28.75 cents per \$100 of assessed valuation, attributing the reduction to continued growth, reinvestment, and sound fiscal management. He noted that while the tax rate is decreasing, a modest utility rate adjustment is recommended to support approximately \$31 million in water, sewer, and stormwater infrastructure investments. The adjustment would increase in-town water and sewer base rates by \$1 each per month, for a total increase of \$2 per month, while out-of-town customers would see a \$4 monthly increase.

Manager Zapp outlined several planned investments included in the budget. These include converting a part-time/temporary position in the Utilities Department to full-time status; purchasing a public works dump truck, pickup truck, one-ton truck, and replacement forklift; acquiring a sewer truck for the Utilities Department; and replacing four police vehicles in accordance with the Town's vehicle replacement schedule. He also noted that the budget includes a 3% cost-of-living adjustment for all Town employees, consistent with regional inflation

To provide context for taxpayers, Manager Zapp explained that the average home in Beaufort is valued at approximately \$535,000, which would result in an annual property tax bill of approximately \$1,540, or roughly \$130 per month, under the proposed tax rate. He noted that those revenues support a wide range of municipal services, including police, fire, public works, solid waste collection, parks, utilities, engineering, administration, and planning functions.

Manager Zapp concluded by discussing the Town's fund balance policy and overall financial position. He reported that the General Fund balance, which stood at approximately \$9.5 million at the close of the prior fiscal year, is projected to be between \$7.2 million and \$7.3 million at the end of the current fiscal year after planned expenditures and transfers. He noted that this amount remains well above the Town's minimum fund balance policy of 20 percent and provides an appropriate level of financial stability for a coastal community. He concluded by outlining the remaining budget adoption timeline and noted that the Board could take action that evening or defer adoption until the June 22, 2026 meeting, provided the budget is adopted before the statutory deadline of June 30.

Commissioner Spiegler asked whether a \$25 million budget was typical for a municipality the size of Beaufort and how increasing property values had enabled the Town to maintain services while reducing the tax rate.

Manager Zapp responded that Beaufort's budget is generally comparable to similarly sized communities that provide full-time police, fire, water, sewer, and stormwater services. He noted that the Town's ownership and operation of the Town Docks represents a unique enterprise fund that generates revenue, attracts visitors, and has the potential to offset costs that would otherwise be borne by taxpayers.

Regarding property values and tax rates, Manager Zapp explained that Beaufort has experienced significant growth in property values driven by new development and continued investment in the community. He noted that commercial development contributes substantially to the tax base while helping support the cost of municipal services. He stated that more than \$200 million in investment has occurred in recent years, resulting in sufficient revenue growth to support municipal services while allowing reductions in the tax rate.

Commissioner LoPiccolo asked for clarification regarding the decrease in the Town's unassigned fund balance from approximately \$9.67 million at the end of FY 2025 to approximately \$7.28 million in the proposed budget.

Manager Zapp explained that the Town previously designated approximately \$1.5 million for future asphalt paving projects. Because major utility infrastructure improvements were still underway, those funds were instead utilized to acquire 611 Front Street, a strategic property acquisition that restored necessary water access for the Town. He noted that the property remains a valuable Town asset and could either contribute to future fund balance levels or be leveraged for future community investments.

Manager Zapp also provided an update on paving and infrastructure projects, noting that the Town is planning a major paving initiative with an estimated cost of approximately \$5 million. He explained that the Town expects to contribute between \$2 million and \$2.5 million in matching funds to supplement USDA funding. The goal is to complete the majority of paving work by the end of 2026, with any remaining work associated with utility construction continuing into early 2027. He further stated that the Town's fund balance remains well above the State's minimum recommended threshold and is comparable to peer coastal communities.

Commissioner Matthews requested information regarding the Town's vehicle replacement policy and the distinction between cost-of-living adjustments (COLAs) and merit-based compensation.

Manager Zapp explained that the vehicle replacement policy was updated to allow either leasing or purchasing vehicles, depending on which option provides the greatest financial benefit to the Town. He noted that lease arrangements can allow the Town to capitalize on vehicle resale values, while the current budget cycle analysis indicated that purchasing certain replacement vehicles outright was the more cost-effective approach, particularly for equipment with longer service lives.

Regarding employee compensation, Manager Zapp explained that the proposed 3% COLA is tied to inflation and is intended to help employees maintain purchasing power. Merit-based increases, by contrast, are awarded based on performance, professional certifications, and educational achievements in accordance with Town policy. He stated that the Town's overall compensation philosophy focuses on employee recruitment, retention, and career advancement.

Mayor Harker opened the floor for public comment on the FY 27 Budget.

No members of the public came forward to speak.

Commissioner Gillikin made a motion to close the public hearing.

The motion carried unanimously with a (4-0) vote.

Mayor Harker invited the Board to discuss whether the FY 2027 Budget should be adopted at the current meeting or deferred until the June 22, 2026, meeting.

Commissioner LoPiccolo stated that the Board had devoted significant time to reviewing the proposed budget with Manager Zapp and indicated that he was prepared to move forward with adoption.

Commissioner Matthews agreed, noting the extensive budget discussions that had taken place and expressing appreciation for staff's responses to both Board and public questions throughout the budget process. He stated that he was comfortable with the proposed budget and looked forward to evaluating a full year of Town Dock operations under municipal management.

Commissioner Gillikin clarified that the Beaufort Waterfront Oversight (BWO) Committee's recommended dock rate structure, finalized at its recent meeting, had been incorporated into the proposed FY 2027 Budget.

The Board acknowledged that the budget under consideration reflected the updated dock fund revenue projections and fee schedule recommended by the BWO Committee.

The Board expressed consensus that the proposed budget accurately reflected the revisions discussed during the budget development process and was ready for consideration.

Commissioner Gillikin made a motion to approve the FY 27 Budget, including the updated budget ordinance and updated fee schedule with the BWO rate structure recommendations incorporated.

The motion carried unanimously with a (4-0) vote.

The approved FY27 Budget Ordinance and Fee Schedule have been attached and incorporated as part of the meeting minutes.

Public Comment

The Town Clerk confirmed that no individuals had signed up to provide general public comment.

1. Volunteer Board Appointment: Historic Preservation Commission

Mayor Harker introduced the item, noting that one position on the Historic Preservation Commission was available for a three-year term, and that two applications had been received from Tina Proctor and Joseph Provenzano.

Commissioner Gillikin made a motion to open the floor for nominations.

The motion carried unanimously with a (4-0) vote.

Commissioner Spiegler nominated Tina Proctor for the position.

No additional nominations were made.

Commissioner Matthews made a motion to close the floor for nominations.

The motion carried unanimously with a (4-0) vote.

With one position and one nominee, Mayor Harker indicated that the appointment could be made by acclamation. Tina Proctor was appointed to serve a three-year term on the Beaufort Historic Preservation Commission.

Mayor Harker offered congratulations to Ms. Proctor.

2. FY 26 Budget Amendment #6

Finance Director Christi Wood presented Budget Amendment #6 for the Utility Fund and introduced Utilities Director Donovan Willis, who was available to answer technical questions regarding the proposed amendment.

Ms. Wood explained that the amendment was necessary due to the failure of several critical utility system components. The amendment included funding for replacement of an influent pump at the Wastewater Treatment Plant, including interim rental pump costs during the estimated 11-week replacement lead time, as well as replacement of a pump, check valve, and associated piping at Lift Station #9. The total amendment amounted to \$241,000 and was proposed to be funded through Utility Fund balance reserves.

Ms. Wood noted that while portions of the work may extend into FY 2027, appropriation of the funds was necessary immediately to allow equipment orders to be placed and avoid further delays associated with manufacturer lead times.

Commissioner LoPiccolo inquired about the cost estimates associated with Lift Station #9 and whether additional factors could increase project costs or extend the replacement timeline.

Ms. Wood explained that the figures were based on contractor estimates and represented the best available information at the time.

Manager Zapp stated that staff believed the estimates were sufficient, barring unforeseen conditions encountered during installation.

Utilities Director Willis confirmed that the anticipated manufacturer lead time had been verified and emphasized the importance of placing orders as soon as possible.

Commissioner Gillikin asked whether the failed equipment had reached the end of its expected service life.

Utilities Director Willis responded that the influent pump at the Wastewater Treatment Plant had been operating continuously for approximately six to seven years and had reached the end of its useful life. He noted that the Lift Station #9 equipment had likewise been in service for a considerable period.

Manager Zapp stated that the equipment failures highlighted the importance of long-term capital improvement planning within the Utility Fund. He explained that staff is continuing to evaluate infrastructure replacement needs and identify opportunities to proactively

address aging equipment. He further noted that future system growth and additional utility customers could help offset future rate pressures.

Commissioner Matthews emphasized the importance of completing the repairs promptly to avoid service disruptions or environmental compliance issues.

Commissioner Spiegler asked for additional information regarding the cost of the replacement pumps.

Utilities Director Willis explained that the influent pumps are specialized 25-horsepower units that operate with dedicated electrical components, contributing to their overall cost.

Manager Zapp added that maintaining standardized equipment throughout the system provides operational benefits, including the ability to keep replacement units in inventory for emergency situations.

Mayor Harker commented on the importance of maintaining adequate fund balance reserves to address unexpected infrastructure failures and noted that utility system maintenance and replacement needs are an ongoing responsibility as the community continues to grow.

Commissioner Matthews made a motion to approve FY 2026 Budget Amendment #6.

The motion carried unanimously with a (4-0) vote.

Manager Report

Manager Zapp thanked the Board for adopting the FY 2027 Budget and fee schedule. He expressed appreciation for the work of the Beaufort Waterfront Operations and Finance (BWOF) Committee and F3 Marina Management in developing a financial plan for the Town Docks. He reported that the Town's investment in new dockside fuel pump systems had already been recovered through fuel sales since becoming operational and noted that the marina was well-positioned heading into the Big Rock Blue Marlin Tournament.

Manager Zapp thanked residents and business owners who participated in the budget process by contacting staff with questions and comments. He stated that staff worked to respond to all inquiries and expressed appreciation for the efforts of Public Works employees and the F3 team in supporting operations along the downtown waterfront.

Manager Zapp highlighted a recent waterfront beautification project completed through a partnership involving local volunteers, grant funding, and Town staff. The project included the installation of custom flower boxes along the waterfront docks. He noted that the effort enhanced the appearance of the area while minimizing costs to taxpayers through volunteer contributions and grant support.

Manager Zapp reported that the Town's Rock the Docks event series had been well attended and successfully completed several events, with additional events scheduled throughout the season. He also noted that representatives from various educational institutions had recently visited Beaufort to learn about the community's initiatives and successes. Additionally, he advised that a public update regarding the USDA-funded asphalt replacement program would be released in the coming days and would include project information, imagery, and video updates.

Manager Zapp reported continued growth in the Town's community engagement and social media platforms, noting significant increases in both followers and audience reach over recent months.

Quasi-Judicial Proceeding

1. Case #26-14: Special Use Permit (217 Turner St, Accessory Dwelling Unit)

Commissioner Gillikin made a motion to open the hearing for Case #26-14.

The motion carried unanimously with a (4-0) vote.

The Mayor Harker read the full quasi-judicial hearing procedural statement into the record, advising all parties that the hearing would be conducted similarly to a court proceeding, that the Board's decision must be based on competent, material, and substantial evidence, and that testimony must be focused on facts and ordinance standards rather than personal preference or opinion. Mayor Harker noted the applicable statutes, N.C.G.S. 160D-406 and 160D-1402, and outlined the rights of parties with standing.

Town Clerk Elizabeth Lewis administered the oath to all individuals providing testimony, including Town staff, Michelle Eitner, and the applicant, Debbie Aiken.

Mayor Harker invited any individuals with standing to come forward and provide testimony regarding the application.

No individuals came forward.

The Mayor then inquired whether any member of the Board had engaged in ex parte communications or had any conflicts of interest that would impair their ability to fairly and impartially consider the evidence presented.

No such communications or conflicts were disclosed.

Planner Michelle Eitner presented Case #26-14, a Special Use Permit request for an Accessory Dwelling Unit (ADU) at 217 Turner Street, located at the southwest corner of Broad Street and Turner Street.

Ms. Eitner described the property as being located within the R-8 Residential Medium Density District, where ADUs are permitted as a special use. She noted that the abutting properties are also primarily zoned R-8, while properties across Turner Street and at the intersection are located within the TR Transitional Zone. The Future Land Use Map classifies the area as Traditional Neighborhood Residential, a designation that specifically identifies single-family homes with accessory dwelling units as a typical land use.

Ms. Eitner noted that the property is located within Beaufort's Local Historic District and, therefore, any proposed improvements would also require approval of a Certificate of Appropriateness (COA) from the Historic Preservation Commission (HPC) following any zoning approval. She explained that approval of the Special Use Permit is a prerequisite to applying for a COA and that the HPC's design guidelines, which govern visible features such as walls, roofs, decks, paving, landscaping, and lighting, would regulate the appearance of the proposed development.

Ms. Eitner stated that the principal structure on the property bears a historic plaque identifying it as the Delamar Gible House, constructed in 1866, and that the property had historically operated as the Inn at Turner Bed and Breakfast. She explained that the current owners purchased the property earlier in the year and intend to utilize it as a single-family residence. Their proposal to convert an existing storage shed located in the rear yard into an accessory dwelling unit prompted the Special Use Permit application. She further noted that the proposed addition to the structure was designed to comply with all applicable setback requirements.

Regarding parking, Ms. Eitner reported that three existing on-site parking spaces would remain. She noted that the property's use intensity would be reduced from that of a bed and breakfast inn to a single-family residence and that the three parking spaces exceed the minimum parking requirements for the principal dwelling and proposed ADU. She further explained that the Land Development Ordinance does not require a separate parking space specifically for an accessory dwelling unit.

Addressing compatibility with surrounding development, Ms. Eitner explained that Section 20.E.3 of the Land Development Ordinance requires consideration of compatibility for special uses located within residential zoning districts. She stated that the subsequent Certificate of Appropriateness review process would provide an additional level of oversight and ensure compatibility with the historic district in terms of scale, massing, height, proportion, materials, and color. She acknowledged that properties within the

historic district are subject to both zoning and historic preservation review standards but characterized the dual review process as an added safeguard. She noted that staff had provided the required responses and exterior elevation details for consideration as part of the record. Ms. Eitner reported that the Planning Board unanimously recommended approval of the request at its May 18, 2026, meeting. She further confirmed that all statutory notification requirements had been satisfied, including posting a notice sign on the property on May 22, 2026, mailing notices to adjoining property owners, and publishing legal advertisements in the newspaper on May 27, 2026, and June 3, 2026.

Ms. Eitner offered all exhibits contained within the agenda packet, together with her presentation materials, for inclusion in the record and invited questions from the Board.

Mayor Harker confirmed the exhibits and presentation materials to be accepted into the record.

Commissioner LoPiccolo asked whether the property's nonconforming status, due to the lot containing less than the minimum 8,000 square feet required within the R-8 District, had any impact on the Special Use Permit request.

Ms. Eitner responded that it did not and stated that the ordinance permits consideration of the application notwithstanding the lot's nonconforming status.

Commissioner LoPiccolo also inquired about parking requirements for accessory dwelling units.

Ms. Eitner clarified that the ordinance does not require an additional parking space specifically for an ADU and reiterated that the three existing on-site parking spaces exceed the minimum parking requirement for the principal dwelling. She further confirmed that no changes to the existing parking configuration were proposed.

Ms. Debbie Aiken appeared on behalf of herself and her husband, who was unable to attend the hearing. Ms. Aiken thanked the Board for accommodating her arrival by adjusting the agenda order. She shared that she generally agreed with and relied upon the information presented by staff regarding the application. She explained that she and her husband purchased the property earlier in the year after selling another residence in Beaufort. She testified that their intent is to use 217 Turner Street as a second home and, ultimately, as their retirement residence. Ms. Aiken stated that the proposed Accessory Dwelling Unit would provide additional living space for family members visiting the property and could also serve as housing for caregivers or other assistance that may be needed as she and her husband age.

The Board had no further questions for Ms. Aiken.

Mayor Harker reviewed the seven required Findings of Fact (A through G) for granting the Special Use Permit, which addressed: allowability of the use in the zoning district; completeness of the application; conformity with the town's land use and comprehensive planning elements; adequacy of traffic circulation features; non-substantial injury to adjacent property values; compatibility and harmony with adjoining land use patterns; and absence of material danger to public health or safety.

Commissioner Matthews made a motion that the Finding of Fact A through G, as set forth on page 168 of the agenda packet and reviewed by Mayor Harker had been met.

The motion carried unanimously with a (4-0) vote.

Commissioner Gillikin made a motion to approve Special Use Permit Case #26-14 for an Accessory Dwelling Unit at 217 Turner Street.

The motion carried unanimously with a (4-0) vote.

Commissioner Gillikin made a motion to close the hearing. The motion carried unanimously with a (4-0) vote.

Mayor/Commissioner Comments

Commissioner LoPiccolo thanked staff and community engagement personnel for their efforts in preparation for the Big Rock Blue Marlin Tournament. He commented on positive community events such as Rock the Docks and road race fundraisers that have been happening the past few weeks. He also reflected on the budget process, commending the detailed reviews of the Utility Fund and Town Docks Fund. He emphasized the importance of continuing to monitor expenditures, transfers, capital replacement schedules, and reserve funding within the Town's enterprise funds as additional operational data becomes available.

Commissioner Gillikin thanked residents who participated in the budget process by submitting comments and questions. She noted that citizen feedback was carefully considered and addressed by staff throughout the budget development process. She expressed confidence in the future of the Town Docks enterprise and commended the work of the Beaufort Waterfront Operations and Finance (BWOFF) Committee in developing a fee structure designed to attract boaters while supporting economic activity in the downtown area. He also thanked F3 Marina Management, Town staff, and fellow Commissioners for their collaborative efforts and adaptability during the marina transition.

Commissioner Spiegler expressed appreciation for the continued service of the BWOFF Committee and noted the value of its volunteer contributions over the past two years. She commented on the importance of maintaining a competitive rate structure that responds to seasonal boating trends and supports continued utilization of the Town Docks. She also welcomed participants and visitors attending the Big Rock Blue Marlin Tournament.

Commissioner Matthews echoed the comments of his fellow commissioners regarding the budget process and staff efforts. He emphasized the importance of continued financial oversight across all Town funds and expressed support for maintaining detailed budget reviews and discussions throughout the fiscal year.

Mayor Harker thanked Town staff for their dedication and commitment to serving the community, noting that residents frequently express appreciation for the responsiveness and professionalism of Town employees. She reflected on the extensive budget process and commended both staff and the Board for their efforts to balance fiscal responsibility with community needs.

Mayor Harker also recognized Manager Zapp for his efforts to improve public understanding of the budget process through enhanced communication and public outreach initiatives. She expressed appreciation for Finance Director Christi Wood and Town staff for their responsiveness to citizen inquiries throughout the budget season.

Mayor Harker highlighted the success of the Rock the Docks event series and thanked sponsors, Public Works staff, and Town personnel who contributed to its continued growth and success. She also recognized several upcoming community events, including Juneteenth celebrations and Carteret County's 250th anniversary activities.

Mayor Harker noted the significance of the Town's ongoing management of the waterfront and expressed appreciation for the leadership of Commissioners Spiegler and Gillikin in their roles with the Beaufort Waterfront Operations and Finance (BWOFF) Committee. She commended the committee members for their dedication, collaboration, and commitment to supporting the long-term success of the Town Docks.

Mayor Harker concluded by thanking the Board of Commissioners for their service and continued commitment to advancing the interests of the Town of Beaufort.

There being no further business to come before the Board, Mayor Harker requested a motion to adjourn the meeting.

Adjourn

Commissioner Gillikin made a motion to adjourn the meeting at 7:25 PM.

The motion carried unanimously with a (4-0) vote.

Sharon E. Harker, Mayor

Elizabeth Lewis, Town Clerk

All exhibits, documents, presentations, and other materials admitted into the record during the quasi-judicial proceeding are attached hereto and incorporated by reference as part of the official record of the proceedings.



STAFF REPORT



To: Mayor and Board of Commissioners
From: Michelle Eitner, Town Planner
Date: June 8, 2026
Case No. 26-14 Special Use Permit – 217 Turner St Accessory Dwelling Unit

THE REQUEST: Approve or deny proposed Special Use Permit (SUP) for an Accessory Dwelling Unit (ADU) at 217 Turner St.

INFORMATION:

Location: 217 Turner Street (SW corner of Broad St & Turner St)
Property Owner: George and Debbie Aiken
Zoning District: Residential Medium Density District (R-8)
LUP Future Land Use: Traditional Neighborhood Residential
Size: 0.136 acres / 5,955sf
Existing Land Use: Single-Family Residence with shed
Proposed Land Use: Single-Family Residence with Accessory Dwelling Unit (ADU)
Adjoining Uses/Zoning: North (Across Broad): Single-Family Residential (R-8)
 North & East (across corner): Carteret County Courthouse (TR)
 East (Across Turner): Church (TR)
Utilities: South: Single-Family Residential (R-8)
 Water and wastewater provided by Town

OPTIONS:

1. Approve the special use permit as presented
2. Approve the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Deny the special use permit based on specific failures to meet requirements
4. Table the request pending additional information necessary to make a decision

ATTACHMENTS:

- Exhibit A – Staff Report
- Exhibit B – Vicinity Map
- Exhibit C – Zoning Map
- Exhibit D – Application Package
- Exhibit E – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Exhibit F – LDO Section 7.C Residential Medium Density District (R-8)
- Exhibit G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification
- Exhibit H – Notification Certification

STAFF COMMENTS:

George & Debbie Aiken, property owners of 217 Turner Street, has applied for a Special Use Permit to establish an Accessory Dwelling Unit.

This property, on the southwest corner of Broad Street and Turner Street, formerly hosted The Inn at Turner bed-and-breakfast. George and Debbie purchased the property this February and are now using it as a single-family home. There is an accessory structure (shed) in the backyard (adjacent to Broad Street). The application proposes renovation and addition of a covered porch to the existing shed in order to use it as an Accessory Dwelling Unit (ADU).

With the reduced intensity and use of the property (from 4-room bed and breakfast to single-family residence), the need for parking has significantly decreased. There are currently three gravel parking spaces on site which would remain following the renovation.

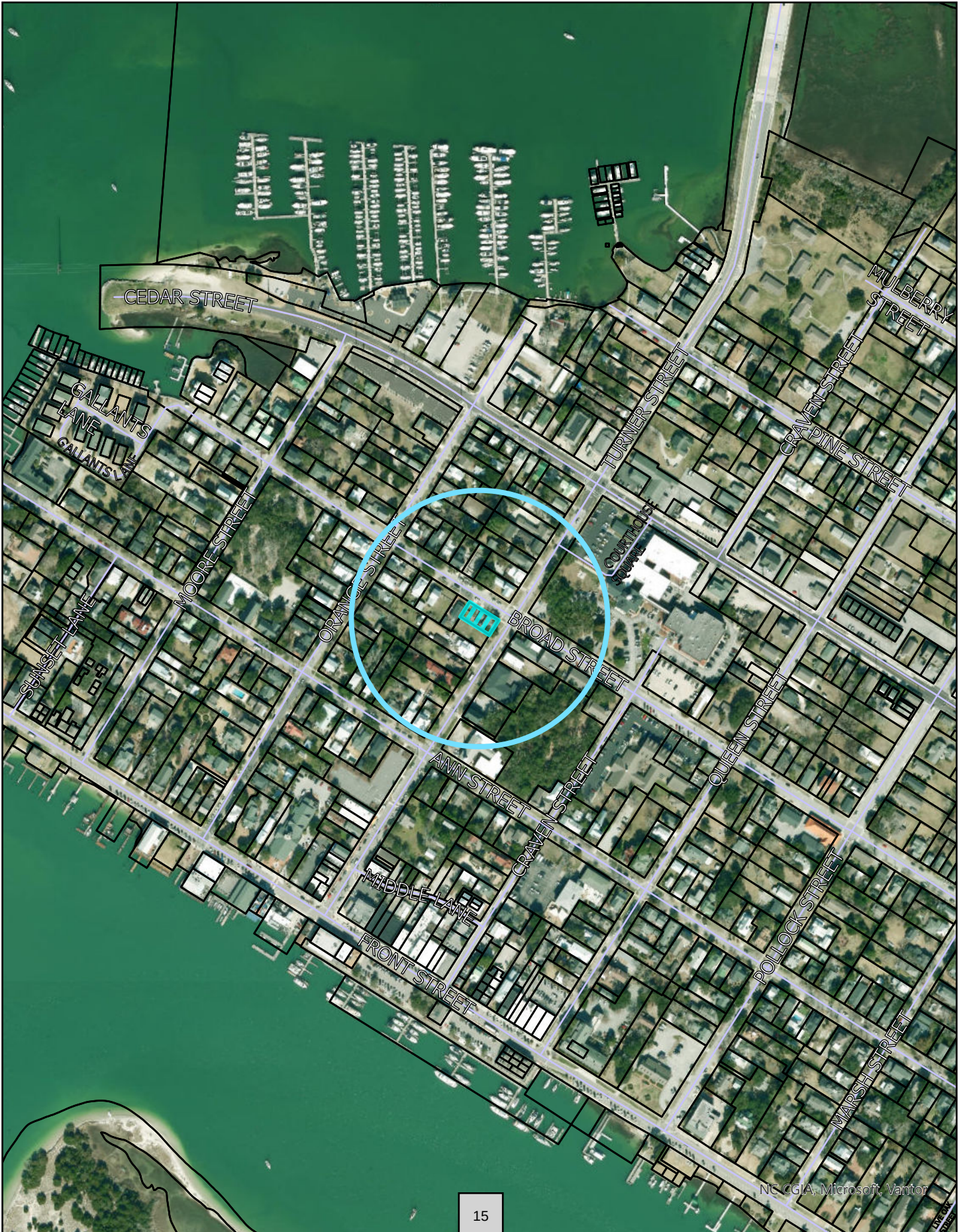
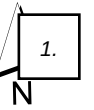
As this property is within Beaufort's Local Historic District, the "Design Guidelines for the Beaufort Historic District & Landmarks" apply to the appearance of the structure, landscaping, and site features. The applicant understands that a Special Use Permit must be granted prior to submitting a Certificate of Appropriateness application for HPC approval.

While the Design Guidelines are administered by the Historic Preservation Commission (HPC) and are not part of the Special Use Permit review, the location of this request within a residential zone does require review of compatibility with adjoining buildings. The application provides details in accordance with Section 20.E.3, exterior elevations, and proposed materials to be used for the renovation.

The Technical Review Committee (TRC) received this item for review digitally and all responded with no comments or issues.

LDO Section 20.C identifies, "The Planning Board will review and make recommendations regarding all applications for a special use permit." The Planning Board met on May 11, 2026 to review this application and unanimously recommended approval as presented.

Case 26-14 SUP 217 Turner Street ADU
Vicinity Map



Case 26-14 SUP 217 Turner Street ADU
Zoning Map





APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

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

APPLICANT INFORMATION

Applicant Name: George G. Aiken

Applicant Address: 217 Turner St, Beaufort, NC 28516

Phone Number: 919-270-2313 Email: georgeaiken2018@gmail.com

Property Owner Name: GEORGE G. & DEBORAH M. AIKEN

Address of Property Owner: 217 Turner St., Beaufort, NC 28516

Phone Number: 919-279-2313 Email: georgeaiken2018@gmail.com

PROPERTY INFORMATION

Property Address: 217 Turner St., Beaufort, NC 28516

15-Digit PIN: 730617117047000 Lot/Block #: PART L103 T

Size of Property (in square feet or acres): 0.136 acres Current Zoning: R-8

Current Use of Property: Acessory Shed Requested Use: Studio/1 BR/BTH-ADU

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

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

The town's website address is www.beaufortnc.org.

Applicant Signature _____

April 27, 2026
Date of Applicant's Signature _____

Property Owner Signature (if different than above) _____

Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

Date: _____

Reviewed for Completeness By: _____

Received by: _____

17

Date Deemed Complete and Accepted: _____

Comments in Support of Findings Required

We considered below the findings required per Section 20 of the Land Development Ordinance:

a) The proposed use is an allowable special use in the zoning district it is being located within;

217 Turner St is located in the R-8 Residential medium Density District and an Accessory Dwelling Unit is allowable with a Special Use Permit.

b) The application is complete:

I have reviewed the application with Town Staff and believe it is complete.

c) The location and character of the use will be in conformity with the Town’s land use plan and other comprehensive planning elements;

This is a renovation and repair of a 1945 existing structure on the property, including new 4’x13’ porch additions to the rear west side of the structure. The proposed site design is consistent with Traditional Neighborhood Residential as per the CAMA Future Land Use Plan. See reference maps for location.

d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use:

As part of the project, the applicant plans to utilize existing parking area to accommodate the intended use of the main structure and ADU.

e) The proposed special use will not substantially injure the value of adjoining or abutting properties:

The renovation of the structure will not take away from the surrounding properties. The structure is existing, but will be enhanced with certain architectural features such as exposed rafter tails, new standing seam metal roofing, a shed roof porch, shed dormer, brick pavers on the 4’x13’ porch, decorative shutters, exterior lighting, and exterior doors and windows in keeping with the original 1866 home and the surrounding structures.

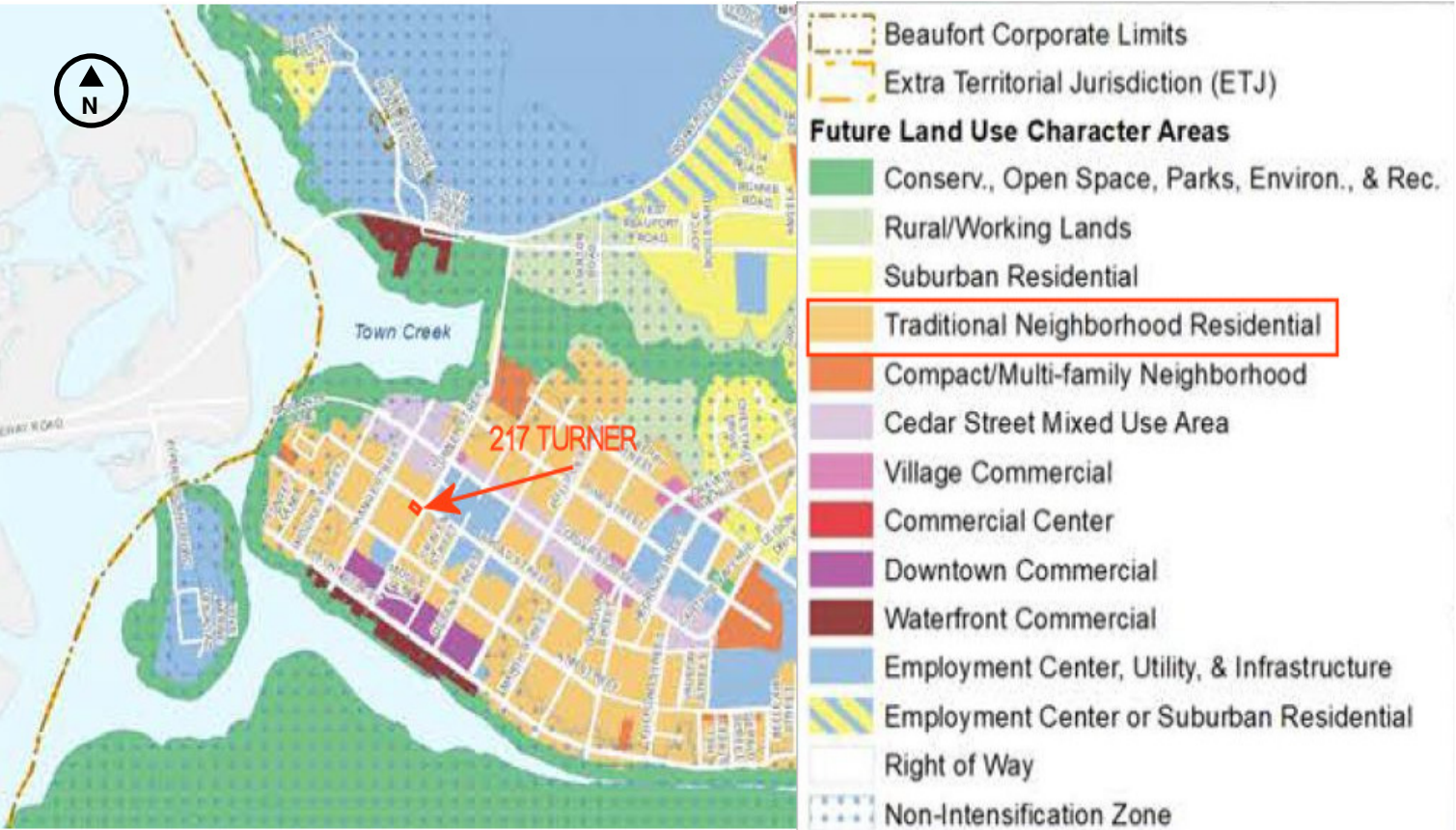
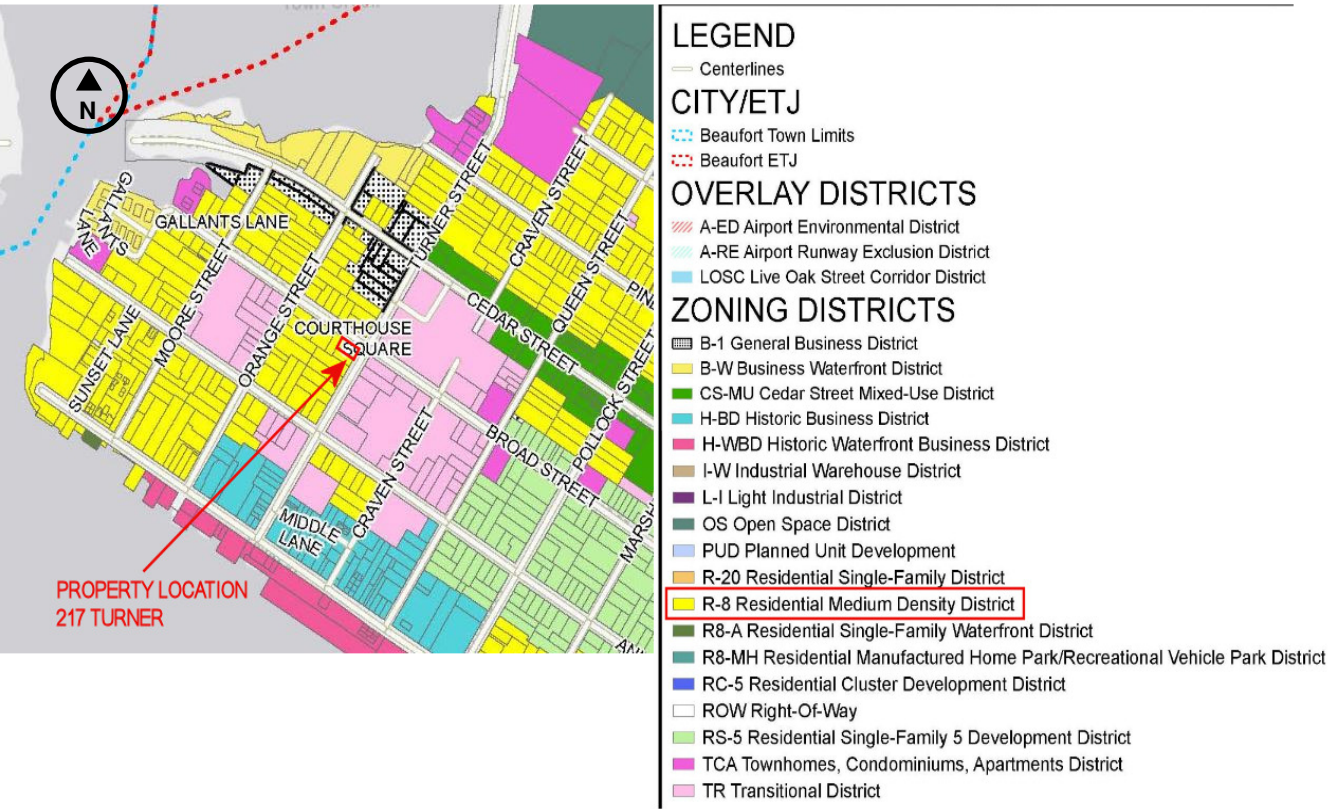
If SUP is approved the plans will be submitted to the Historic Preservation Commission for full review.

f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area:

Several accessory dwelling units exist on Turner Street and have been designed to be compatible with the main house and nearby structures. The plans call for conversion of interior space and the addition of a porch and will include details, such as exterior trim and exposed rafters characteristic of the main 1866 Delamar Gible House.

g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

The proposed accessory dwelling unit is readily accessible from Broad Street for emergency and fire department access. The use is allowed per the Town of Beaufort, NC Land Development Ordinance, and the CAMA Future Land Use Plan.



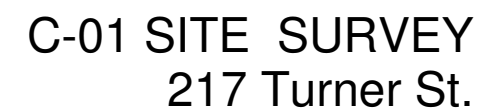
CLIENT
George G. Aiken

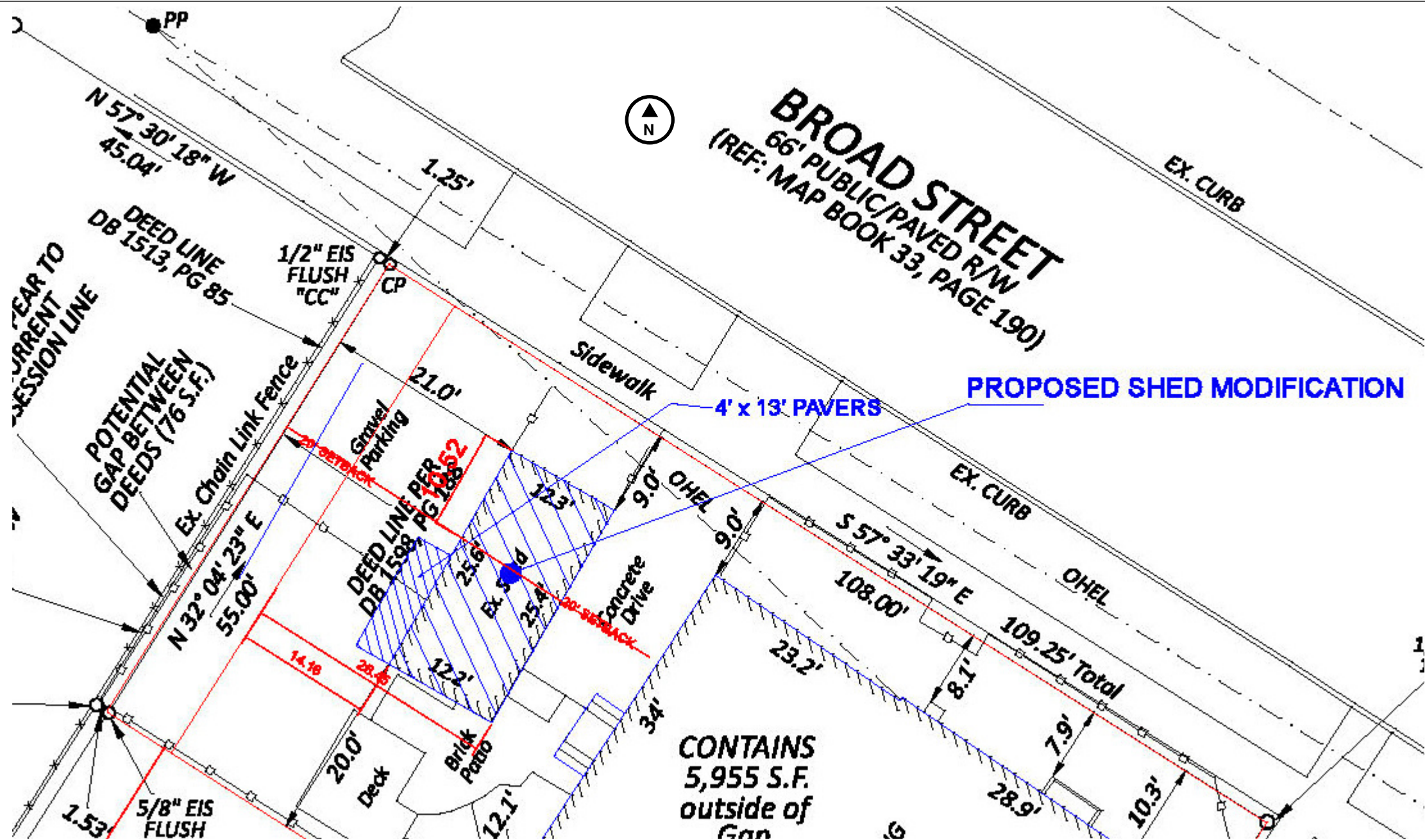
PROJECT
Modifications to Existing Shed
217 Turner Street

DRAWN BY
GGA

ISSUE
04.27.26

Application for a Special Use Permit
Delamar Gible House ca 1866
217 Turner St.





LIST OF ADJACENT PROPERTY OWNERS

- 312 BROAD STREET - KRALICK SHARON ET VIR CHARLES
- 215 TURNER STREET - GRIFFIN JOHN ET UX ANNA
- 211 TURNER STREET - THE MARK C BENYUNES REV TR
- 214 TURNER STREET / 402 BROAD STREET - COUNTY OF CARTERET
- 212 TURNER STREET - GRAND LODGE OF NC IOOF BEAUFORT MUSEUM & ARCHIVES INC
- 301 TURNER STREET - BROWN BENJAMIN W BROWN GRACE H
- 311 BROAD STREET - DASCOMBE GABRIELLE DASCOMBE ADDISON

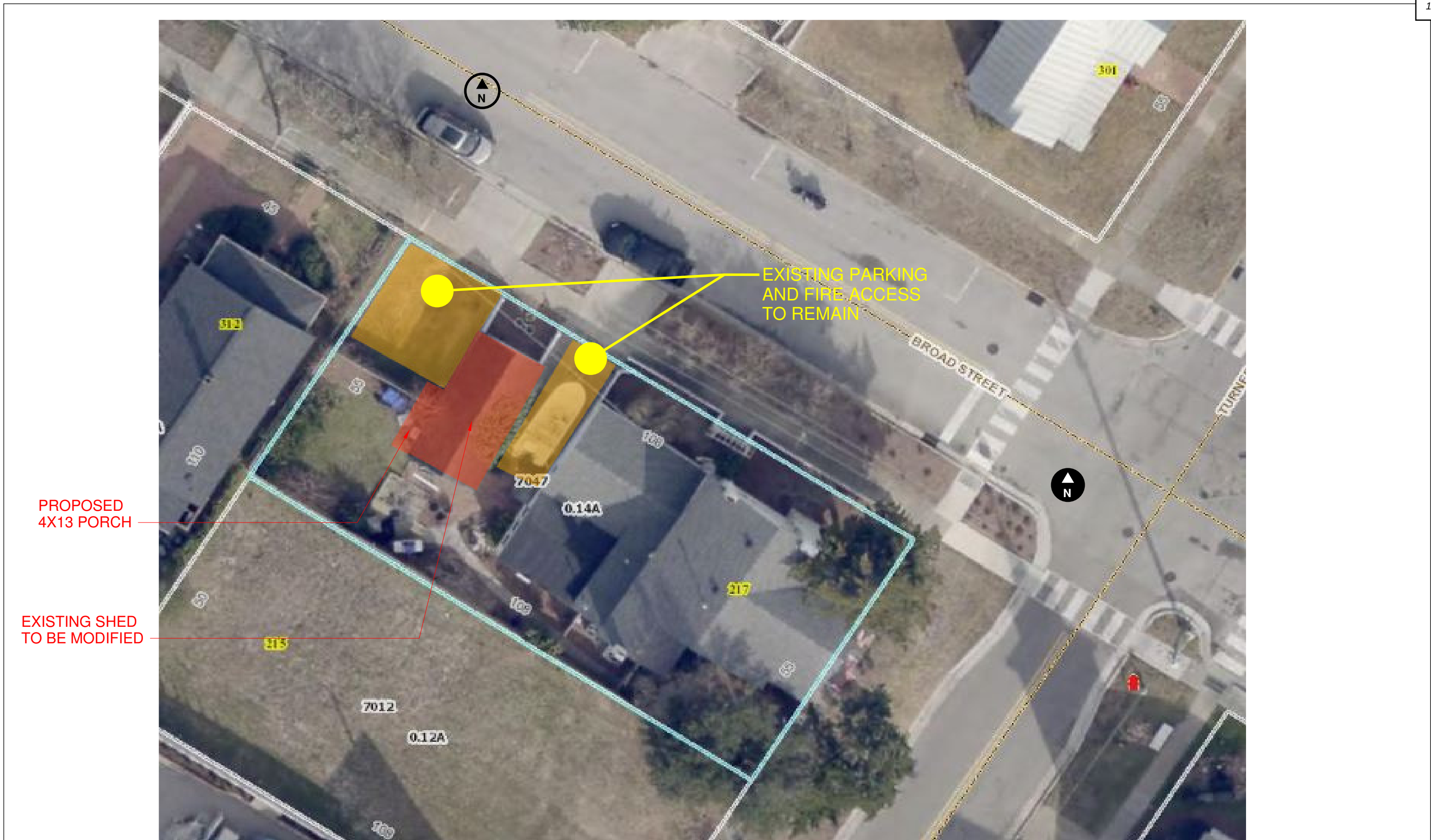
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C-02 ENLARGED SURVEY
& ADJACENT PROPERTY OWNERS
217 Turner St.



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Modifications to Existing Shed
217 Turner Street

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04.27.26

C-03 PARKING AND FIRE ACCESS
217 Turner St.

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217 Turner Street

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0001

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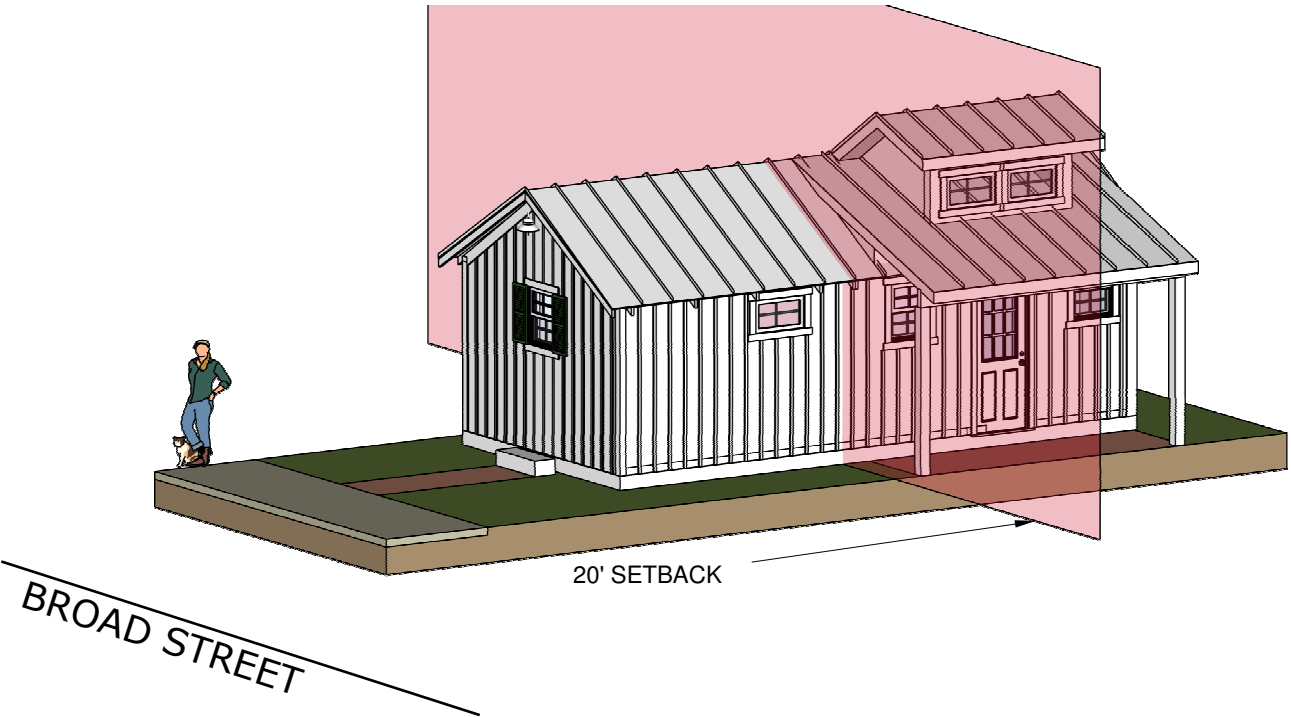
NE Isometric
& Materials

A.01

EXISTING VIEW FROM BROAD STREET



PROPOSED VIEW FROM BROAD STREET



Comments in Support of Findings Required

We considered below the findings required per Section 20 of the Land Development Ordinance:

- Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
- a) Size (footprint); *The existing building footprint (approx. 12' x 25') will remain the same with the addition of a brick paver porch (4' x 13') will be added to the southwest rear side of the structure. Note: no changes to the building dimensions.*
 - b) Height; *The existing structure is approximately 12' high, a dormer will be added to the rear half of the structure which will be approximately 14' High. Note: no changes to the roof height will be done within the 20' corner setback.*
 - c) Proportion and scale; *No significant changes will be made to the geometry of the existing structure.*
 - d) Roof shape(s); *A shed porch and shed dormer will be added outside the 20 corner setback. The Northernmost 5' of the existing roof will be rebuilt as it has settled approximately 3-1/2" and has deteriorated. The pitch of the main roof will remain the same (approximately 8:12). There will be no material geometric changes to the existing roof structure within the 20' corner setback.*
 - e) Setbacks; *217 Turner is on a the corner of Turner and Broad and has a 20' setback, which does tot allow significant changes within this setback.*
 - f) Location, size, and number of openings (doors and windows); *Are indicated on this document.*
 - g) Materials; *The existing 1945 structure was build using standard 2x4 and 2x6 studs and rafters. The structure has been repaired over the years with similar materials. The structure is sheathed with 1x8 vertical siding with 1x2 vertical battens. Rafters will be repaired with like materials. Some rafters will be "sistered" 2x6 or 2x8 as required. New Rafters on the dormer will be 2x6 and 2x8.*
 - h) Color; and, *the existing structure is white and will be repainted with matching paint. The new standing seam metal roof will be "Dove Gray".*
 - i) Texture. *The existing board and batten texture will be repaired and maintained. The existing shingle roof material will be replaced with standing seam metal.*

PROPOSED MATERIALS



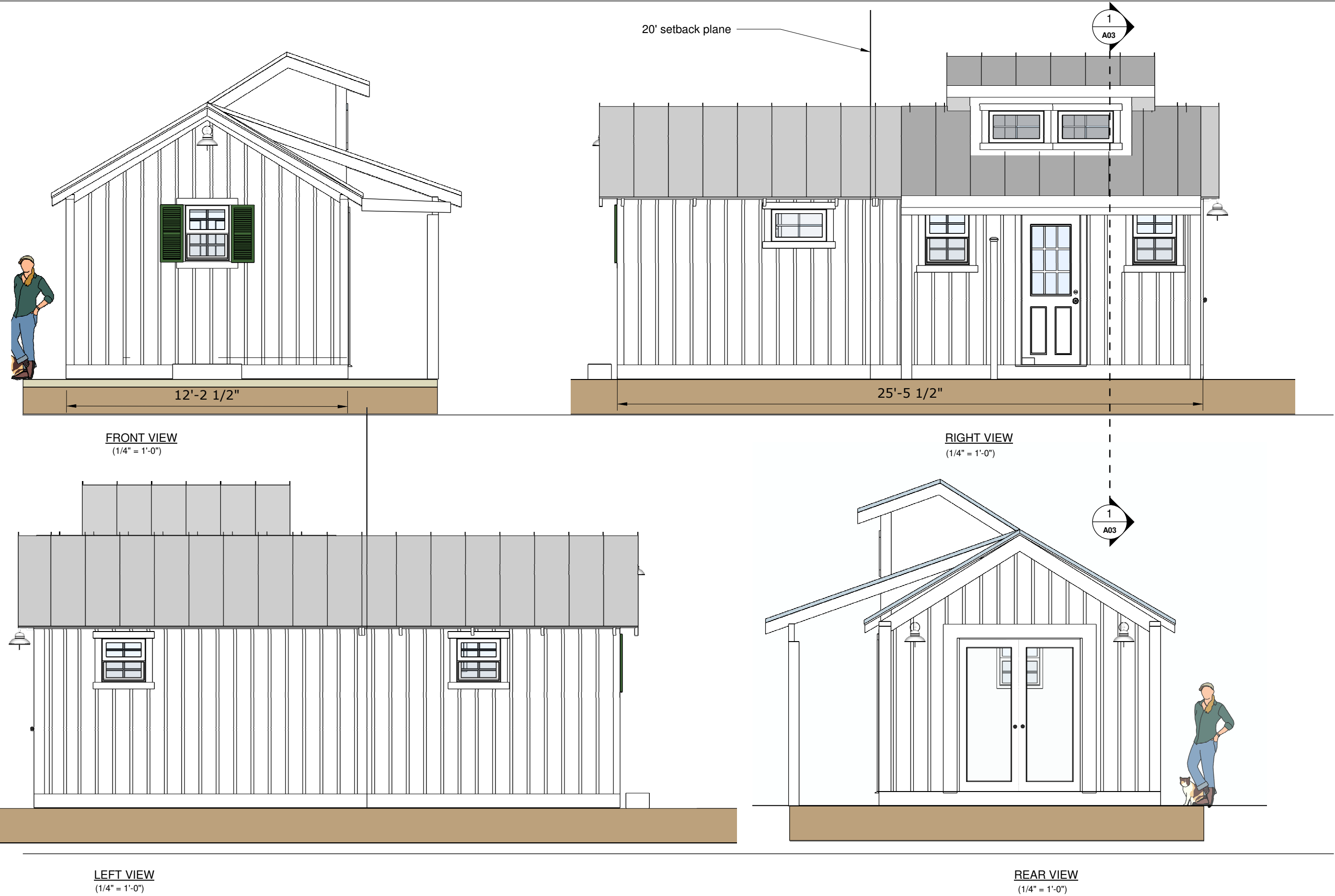
Therma-Tru 2868 - S262 Exterior Door



Anderson Series 100 Single Hung Windows



ENGLERT Metal Roofing from A-D Roofing (Dove Grey)



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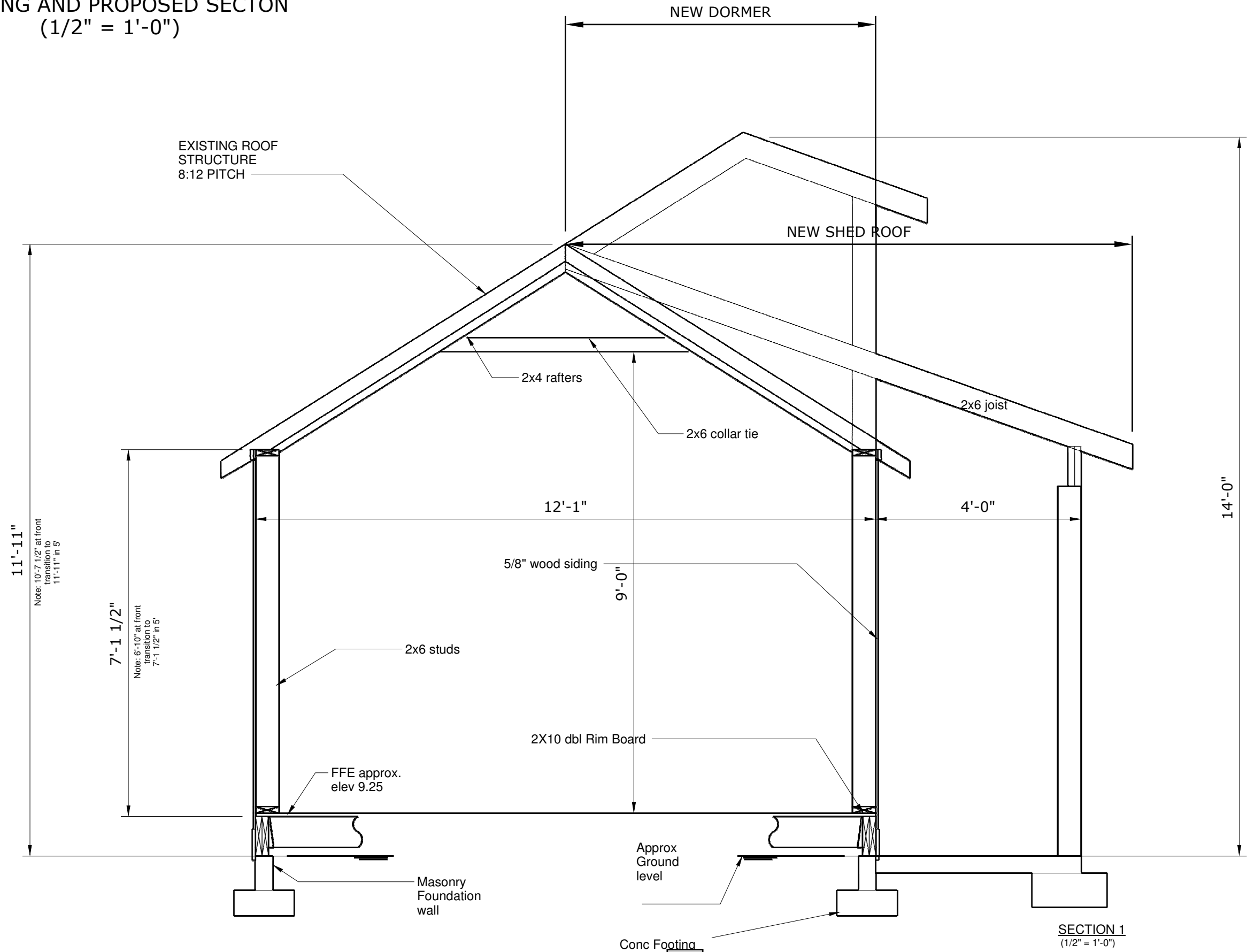
PROJECT
Modifications to Existing Shed
217 Turner Street

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EXISTING AND PROPOSED SECTION
(1/2" = 1'-0")



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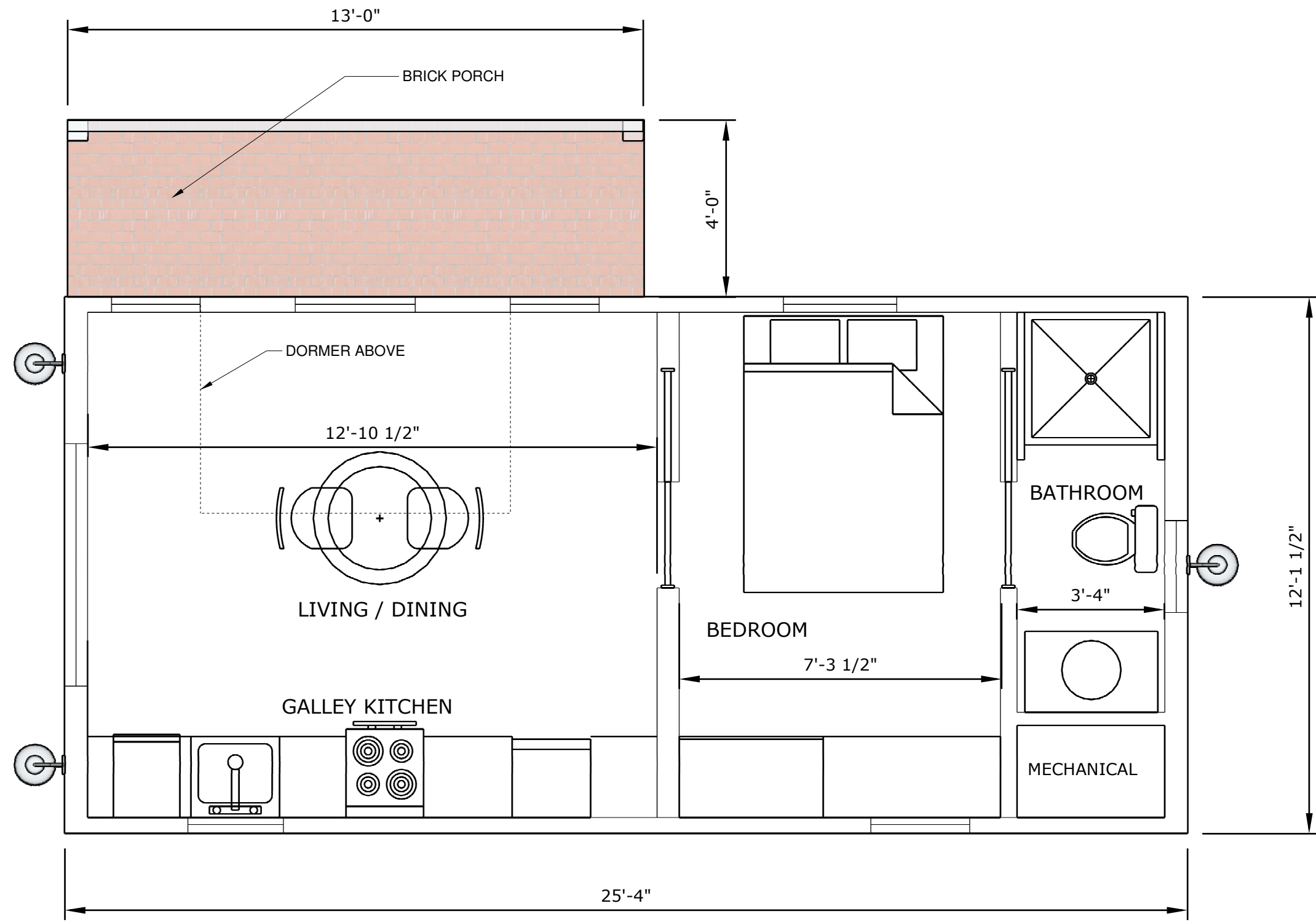
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217 Turner Street
PROJECT NO.
0001

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SECTION

A.03



PRELIMINARY FLOOR PLAN
(3/8" = 1'-0")

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PROJECT
Modifications to Existing Shed
217 Turner Street
PROJECT NO.
0001

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SECTION 20 Special Use Permits

A) *General.*

Special uses are practices which are not permitted by right in any zoning district in the Town but may only be granted after due consideration by the BOC. The consideration of a special use application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is a permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

B) *Special Use Permit Application Procedures.*

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 of this Ordinance and all applicable administrative regulations. The application shall include:
 - a) A proposed use site plan which contains information documented in Section 18(C) of this Ordinance and the specific information below:
 - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
 - ii) A legend identifying all symbols on the map;
 - iii) A North arrow and a scale;
 - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
 - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
 - vi) The map book, page number, and deed book information;
 - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
 - viii) Any other related information requested by Town staff, the Planning Board, or the BOC.
 - ix) All required environmental permit improvements needed for the property.
 - b) The special use permit sought; and,
 - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.

- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
 - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
 - b) The submitted site plan shall also include all street front architectural elevation drawings to ensure the compatibility of the building(s) with the surrounding residential structures; and,
 - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) *Quasi-Judicial Proceeding Notification Requirements.*

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

D) *Procedures on Special Use Applications.*

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

- 1) The BOC shall conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary hearing for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed and may table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

E) Required Findings.

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
 - a) The proposed use is an allowable special use in the zoning district it is being located within;
 - b) The application is complete;
 - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.

o) Management of the Recreational Vehicle Park.

- i) It shall be unlawful for a person to park or store a manufactured home in a recreational vehicle park for longer than seven days. However, one manufactured home may be allowed within an RV park to be used as an office and/or residence of the persons responsible for the operation and maintenance of the park.
- ii) It shall be the duty of the operator of an RV park to keep an accurate ledger containing a record of all occupants of the RV park. The operator shall keep the ledger available at all times for inspection by law enforcement officials, public health officials, and other officials whose duties necessitate acquisition of the information contained in the ledger.
- iii) The ledger shall contain the following information:
 - Name and permanent address of the occupants of each space;
 - Dates entering and exiting the park; and,
 - The vehicle license plate number with the state of issuance for the license plate, make, and type of vehicle for each car, truck, camping vehicle, etc. staying within the RV park.

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

This residential zoning district is established as a medium density zoning district in which the principle use of the land is for single-family dwelling units. The regulations of this zoning 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 shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) Permitted Uses.

Antenna Co-Location on Existing
Tower
Athletic Field, Public
Carport
Community Garden
Dock
Dwelling, Single-Family
Family Care Homes
Garage, Private Detached
Government/Non-Profit Owned/
Operated Facilities & Services
Group Home
Home Occupation

Neighborhood Recreation Center,
Indoor/Outdoor, Private
Neighborhood Recreation Center,
Public
Park, Public
Public Utility Facility
Resource Conservation Area
Shed
Swimming Pool (Personal Use)
Temporary Construction Trailer
Utility Minor
Vehicle Charging Station

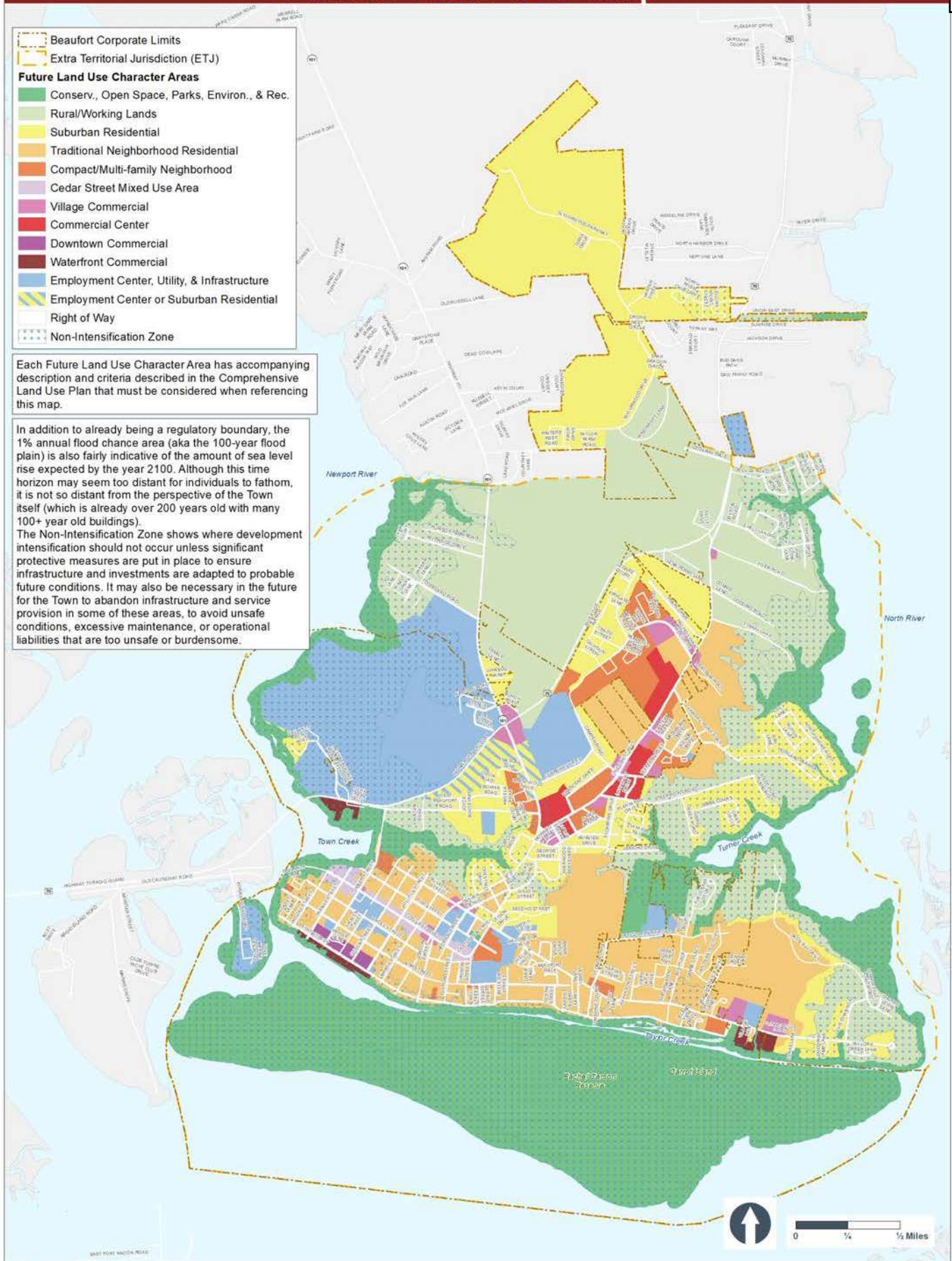
6) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit
Athletic Field, Private
Bed & Breakfast
Cemetery/Graveyard
Club, Lodge, or Hall
Concealed (Stealth) Antennae & Towers
Day Care/Child Care Home
Golf Course, Privately-Owned
Golf Driving Range

Marina
Outdoor Amphitheater, Public
Preschool
Produce Stand/Farmers' Market
Public Safety Station
Religious Institution
Satellite Dish Antenna
School, Post-Secondary
Utility Facility

Future Land Use Map

1.



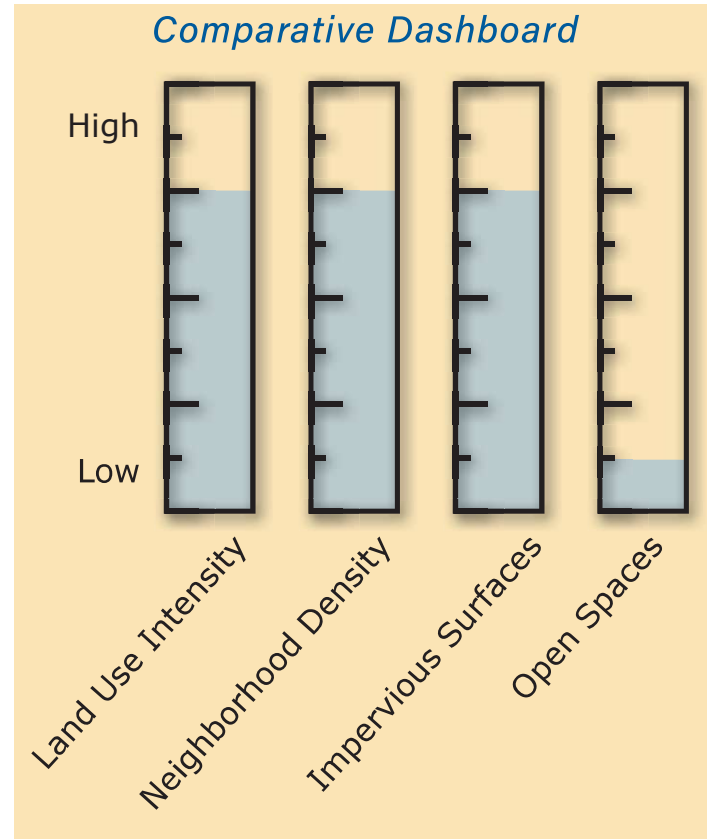
Traditional Neighborhood Residential

General Description:

These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown. Lots are typically smaller and closely packed with residential densities generally around 3 to 5 dwelling units per acre, although some areas may approach 7 dwelling units per acre. The historic development pattern prioritizes people and accommodates cars. Off-street parking is often to the side or around back, with homes pulled up close enough to the street to allow neighbors to engage with people on the sidewalk.

Streets and Circulation:

Streets are typically low volume and prioritize pedestrians, with sidewalks on both sides and street trees whenever possible. Connectivity is high because blocks are generally 500' or less. On-street parking is either formal or informal, depending on context. Low speed limits allow bicycles to share the travel lanes.



EXAMPLE USES:

Typical Uses:

Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.

Traditional Neighborhood Residential

Other Concerns:

In the historic district, these neighborhoods have significant restrictions that preserve their quaint appearance and character. Although there may not be full support to extend all of these requirements to other areas, it may be possible to extract some of the more defining characteristics (buildings close to the street, parking in the rear, street trees, narrow streets, etc.) and bring those design elements to other neighborhoods.



Examples of the traditional neighborhood development style.

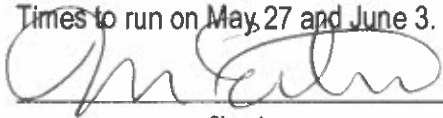


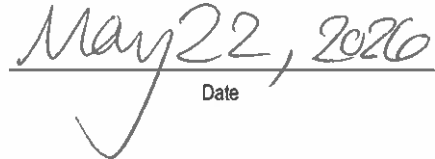
Town of Beaufort
 701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
 252-728-2142 • 252-728-3982 fax
www.beaufortnc.org

Notification Certification
Case #26-14 217 Turner Street Abutting Neighbors
Special Use Permit Request

COUNTY OF CARTERET 302 COURT HOUSE SQ SUITE 200 BEAUFORT, NC 28516-6709	KRALICK SHARON ET VIR CHARLES 5770 HARVEST RIDGE ROAD BATTLEBORO, NC 27809-
GRIFFIN JOHN ET UX ANNA 10217 LOBLEY HILL LANE RALEIGH, NC 27613-	AIKEN GEORGE G & DEBORAH M 600 BROAD ST ORIENTAL, NC 28571-9776
BROWN BENJAMIN W & GRACE H 2308 COLEY FOREST PL RALEIGH, NC 27612-5104	

I, *Michelle Eitner*, Town Planner for the Town of Beaufort do hereby certify the above subject property owners and adjacent property owners were notified that a special use permit request will be heard at the June 8, 2026 Board of Commissioners meeting at the Train Depot, 614 Broad Street, Beaufort, NC, at 6:00 p.m. Each of the above property owners was mailed a letter and vicinity map on May 22, 2026, regarding a request for a special use permit at 410 Live Oak Street. A sign was posted on the subject property on May 22, 2026 regarding the same. A public notice advertising the hearing was submitted to the Carteret County News Times to run on May 27 and June 3.

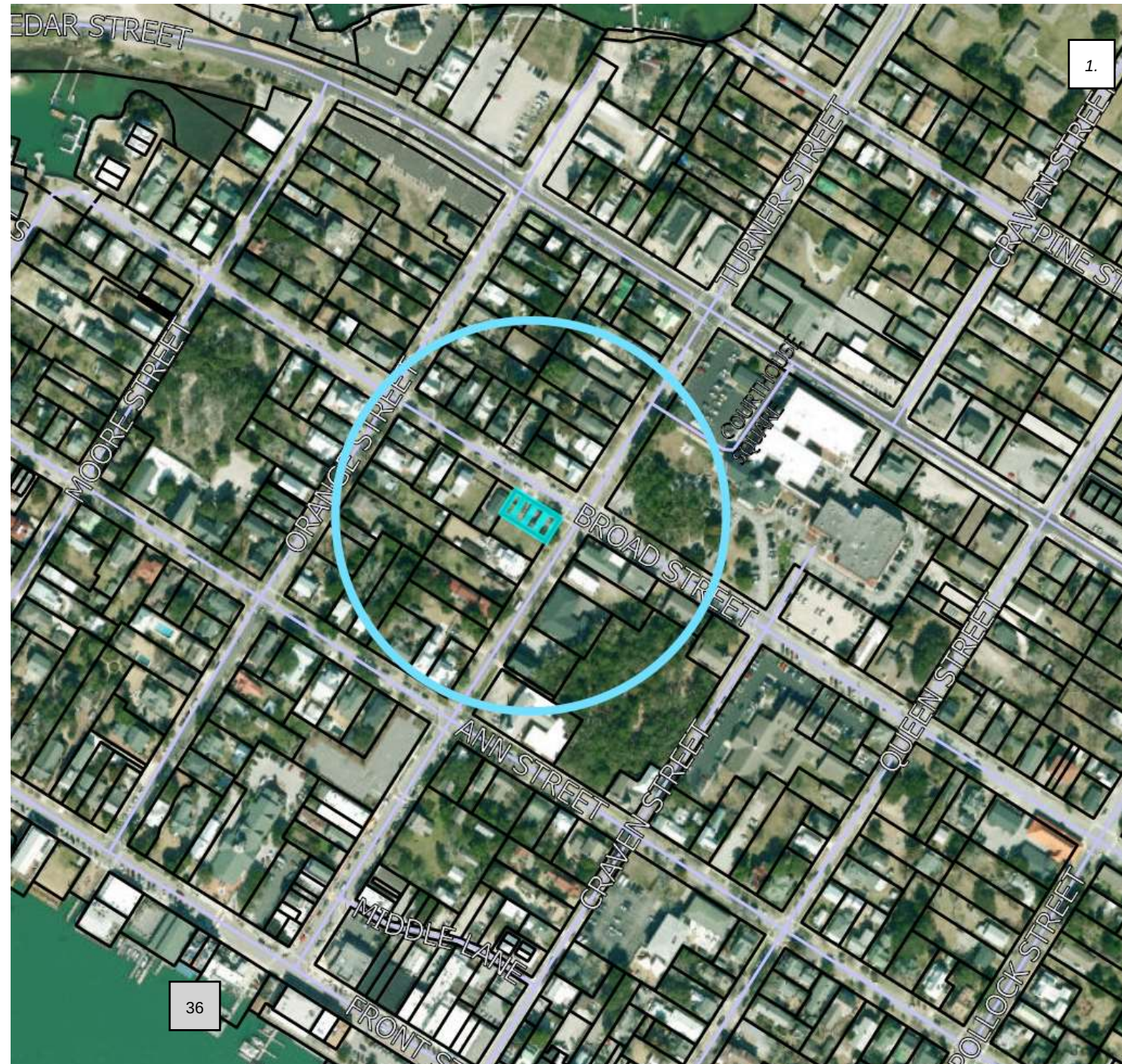

 Signed


 Date

CASE 26-14 SPECIAL USE PERMIT

SUP Request for Accessory Dwelling Unit (ADU)
at 217 Turner Street

26-14 SUP REQUEST
FOR ACCESSORY
DWELLING UNIT (ADU)
AT 217 TURNER STREET



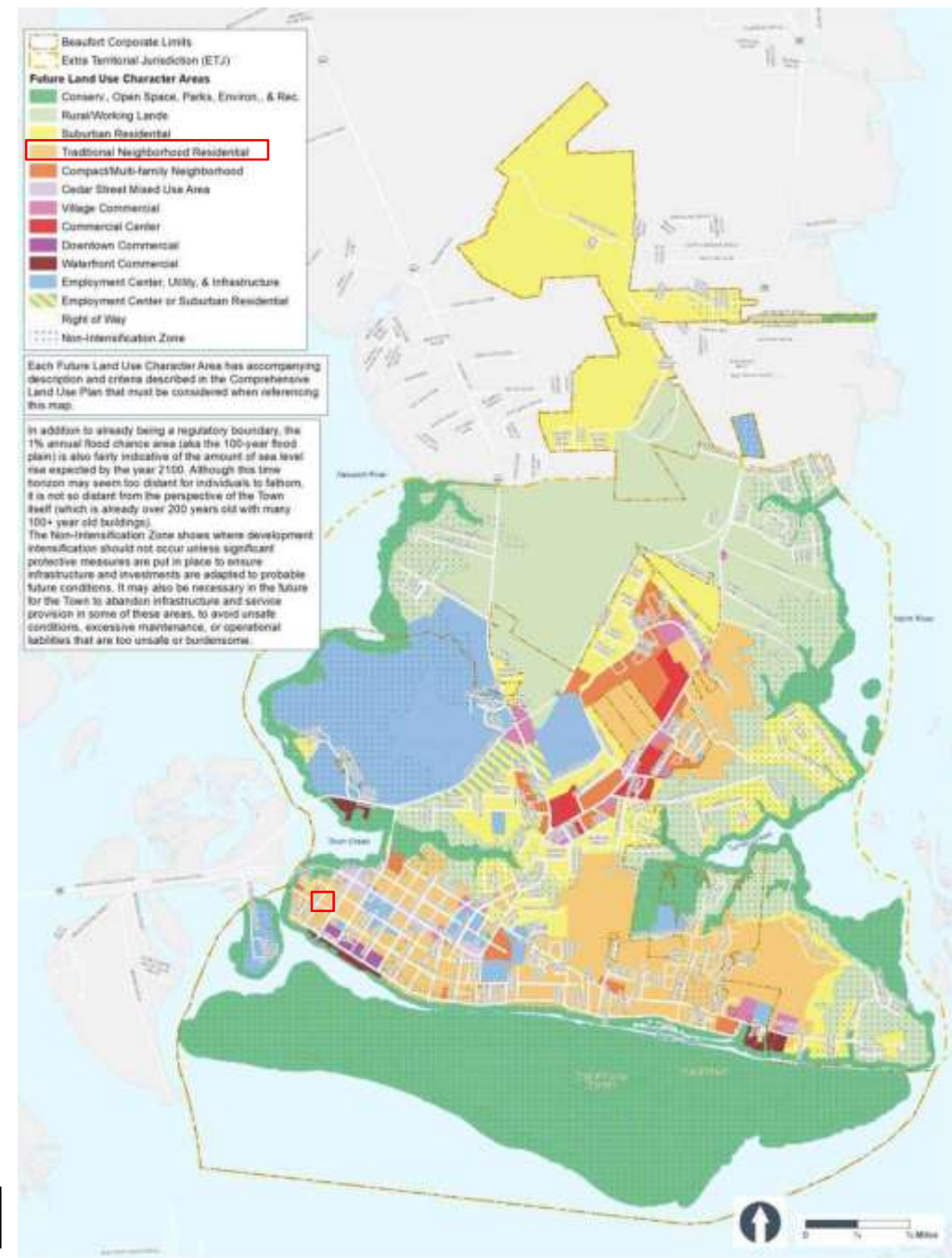
26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

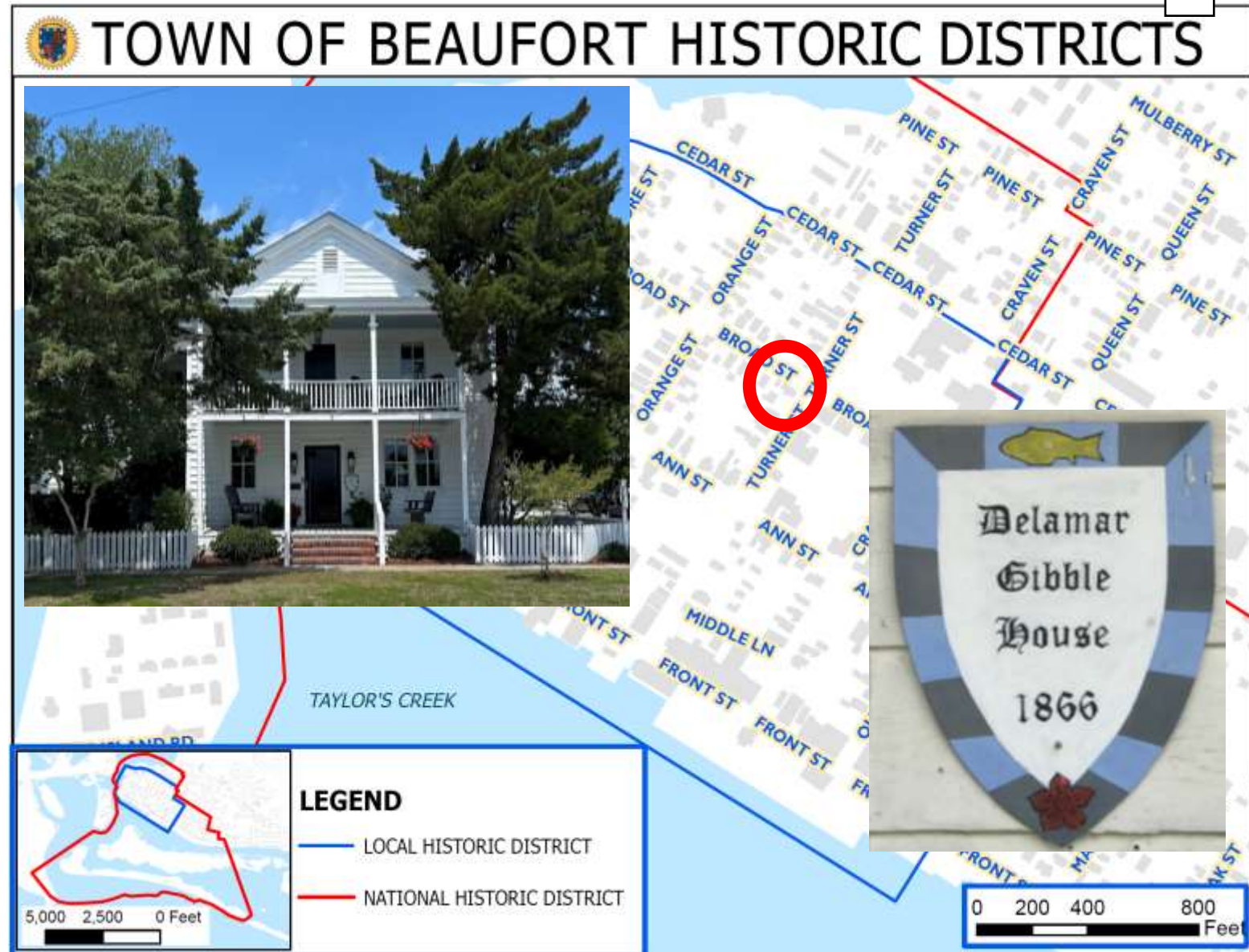
Comprehensive & CAMA Land Use Plan

- Traditional Neighborhood Residential future land use classification notes:
 - “These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown.
 - “Typical Uses: Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.”



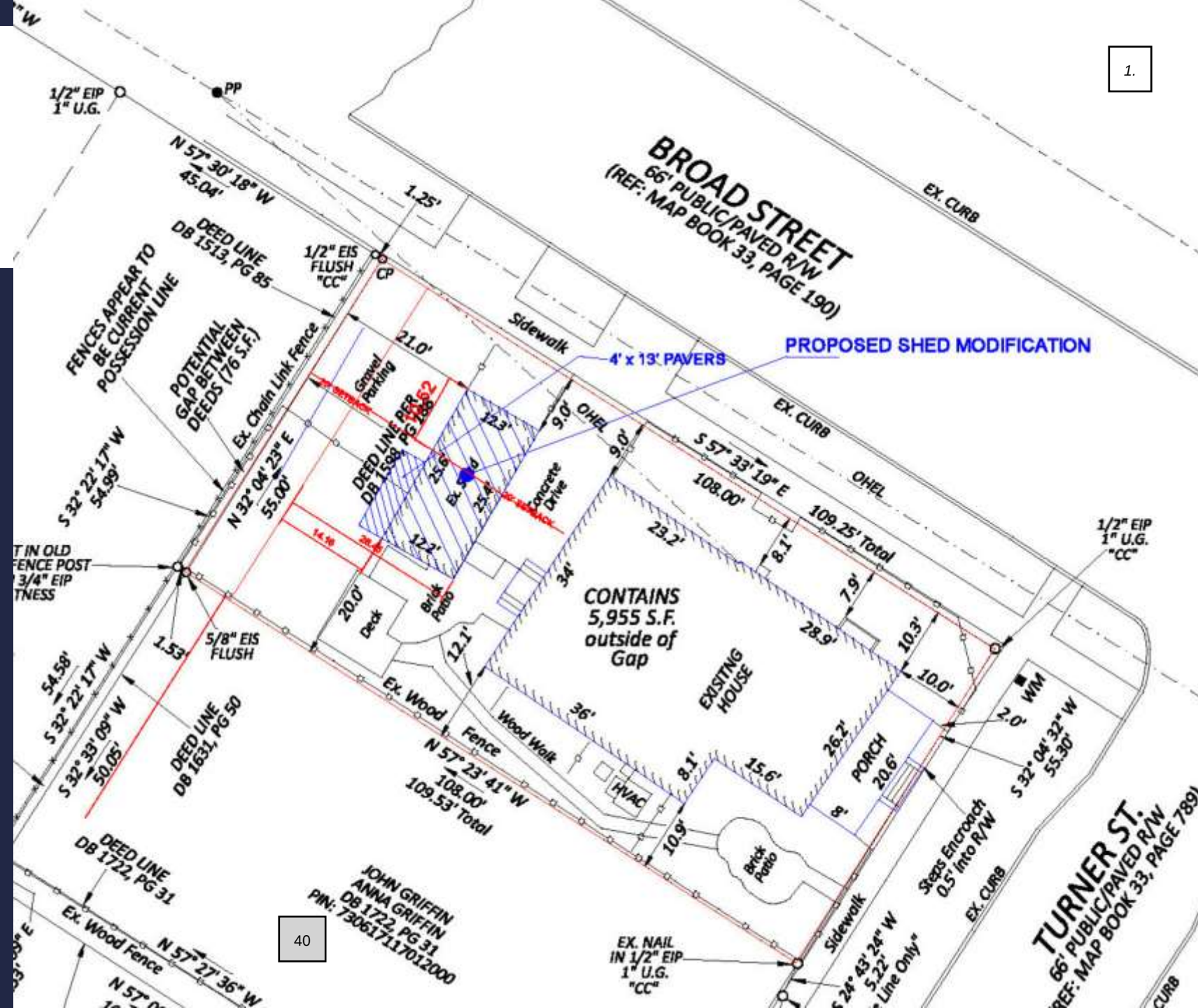
26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

- Subject property is within the Local Historic District and as such this development is subject to approval of a Certificate of Appropriateness by the Beaufort Historic Preservation Commission.
- The property owner must obtain zoning approval (a Special Use Permit, in this case) prior to requesting a COA from the HPC.
- The “Design Guidelines for the Beaufort Historic District & Landmarks” will control visible aspects of this development, including walls, roofs, decks/porches, paving, landscaping, and lighting.
- The primary structure existing on this property hosts a historic plaque identifying it as the Delamar Gible House of 1866.



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

- Existing historic single-family home with shed, formerly The Inn at Turner bed-and-breakfast
- Desire to renovate and add to existing storage shed to create an Accessory Dwelling Unit (ADU)
- Portion of shed within front setback, so addition is within the buildable area of the lot



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

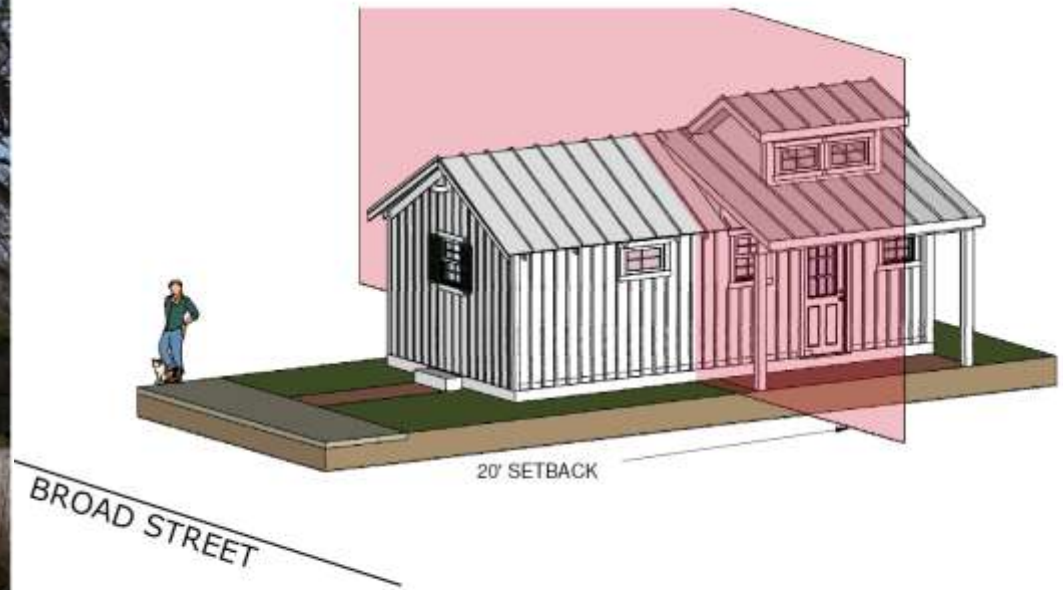
- Three off-street parking spaces will remain
- No adjustments/additions to landscaping is proposed for this project (not applicable)
- No street trees are possible due to overhead electrical lines



EXISTING VIEW FROM BROAD STREET

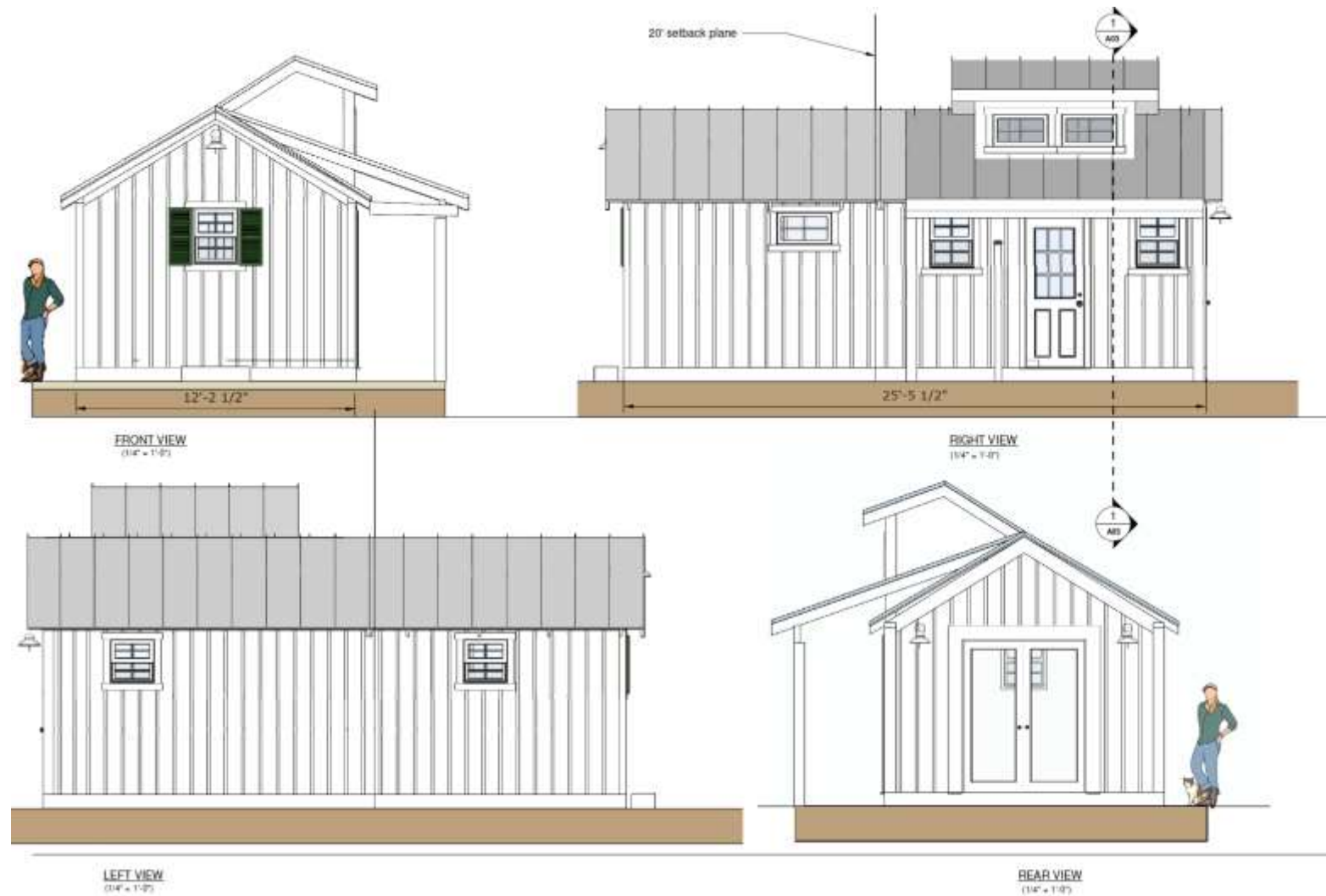


PROPOSED VIEW FROM BROAD STREET



1.

26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET



26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

Following discussion at their May 18th meeting, the Planning Board unanimously recommended approval of this request as presented.

26-14 SUP REQUEST FOR ACCESSORY DWELLING UNIT (ADU) AT 217 TURNER STREET

Section 20 requires that for a SUP to be approved, all LDO standards must be met as well as the Required Findings:

E) *Required Findings.*

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
 - a) The proposed use is an allowable special use in the zoning district it is being located within;
 - b) The application is complete;
 - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) r; and,
 - i) ture.



Town of Beaufort, NC

701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516
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Board of Commissioners Work Session

4:00 PM Monday, June 22, 2026

Train Depot, 614 Broad Street

DRAFT

Call To Order

Mayor Harker called the meeting to order at 4:00 PM.

Roll Call

Elizabeth Lewis, Town Clerk, called the roll.

PRESENT:

Mayor Harker
Mayor Pro Tem Gillikin
Commissioner Cooper
Commissioner LoPiccolo
Commissioner Matthews
Commissioner Spiegler

ABSENT: None

Agenda Approval

Commissioner Gillikin made a motion to approve the agenda as presented. The motion carried unanimously with a (5-0) vote.

Presentations

1. Beaufort Crossing– Economic Development

Property owner and developer, Jeff Baran, presented a concept for “Beaufort Crossing,” described as an approximately 80-acre mixed-use commercial development at the intersection of Highway 101 and the U.S. 70 Bypass. He introduced the project team, including partner Lyle Gardner, broker Diana Kromka, Tidewater Engineering’s Josh Edmondson, and Wendy Neighbors. Baran and Kromka stated that Beaufort and surrounding areas had experienced substantial residential growth without comparable commercial expansion and argued that the

proposed project would help meet expected demand for goods, services, offices, medical uses, and community-oriented amenities.

The presenters described the property as strategically located and highly visible, with approximately 16,000 vehicles per day at the Highway 101 and U.S. 70 intersection, which they characterized as the highest traffic count in the region and a major gateway into Beaufort. They stated that the site's future transportation context would be shaped by the airport runway extension and the anticipated relocation of Highway 101. Their mixed-use concept plan showed phased development, with an initial phase of roughly 25 acres, a second phase of approximately 17 acres, and a later phase potentially tied to the future Highway 101 relocation. They described a "commercial village" atmosphere, emphasizing walkability, open space, coastal landscaping, unified architecture, and a polished streetscape.

Baran and Kromka outlined possible land uses by phase, including grocery, office, medical, retail, fitness, community spaces, light industrial, lodging, dining, and institutional uses. They also suggested the possibility of second-story live-work or work-live space over retail, while acknowledging that the market would ultimately determine tenant mix. They indicated that annexation and rezoning to B-1 would be needed as the next steps and asked the Board to consider those approvals as part of a longer development process.

Commissioner Gillikin explained that she had been the one to move at a prior meeting not to initiate an annexation study at that time because the Board had already been through multiple quasi-judicial matters that evening and lacked sufficient background to make a sound decision. She said she took the matter seriously and appreciated receiving the fuller presentation and context.

Commissioner Matthews called the proposal "extremely exciting" and asked about timing. Baran responded that the team hoped to work with staff to initiate annexation study and rezoning first, then proceed with a master planning and marketing effort.

Commissioner LoPiccolo asked how the proposed rezoning to B-1 aligned with the mention of residential uses, noting that residential is not generally permitted in B-1. He also asked whether the applicants had considered a planned unit development or similar approach that would better provide a cohesive framework for stormwater, infrastructure, and site design rather than separate parcel-by-parcel development. Baran responded that the project would require a master stormwater plan engineered by Tidewater and brought back for Town review. On residential, he said the team had envisioned the possibility of second-story live-work arrangements but expected the market to guide how that might develop.

Commissioner LoPiccolo also questioned the certainty and timeline associated with the airport's runway extension and the Highway 101 relocation shown on the concept map. Baran said the team was working with airport representatives on land acquisition and understood that relocation design work had occurred, but he did not know the final timeline yet. He acknowledged that the relocation of Highway 101 would need to occur before the runway extension.

Commissioner Spiegler said the project was exciting because the Town had seen significant residential development and needed more commercial tax base. She asked whether the site was in a flood zone and received confirmation from staff that it was not. She then expressed concern about traffic at the existing Highway 101 and U.S. 70 intersection due to poor sight lines and the difficulty of entering and exiting. She warned against creating a shopping center where people

would sit in traffic for long periods or face crash risks. Baran replied that the project currently showed three access points and acknowledged the traffic concern.

Commissioner Gillikin offered follow-up comments in support of expanding Beaufort's tax base and workforce housing and mentioned citizen expectations and development trust. She said the Town had previously experienced situations where early renderings or master plans suggested one architectural style or character, but the final built product differed significantly, and she wanted to be upfront that, although not a legal requirement, Beaufort residents care strongly about appearance and authenticity. She asked how accurately the illustrative image in the presentation reflected the applicants' intentions. Kromka said the image had been generated using artificial intelligence to reflect ideas such as historic character, streetscape, vegetation, and walkability, and she said those qualities did represent the design goals. Baran added that the team hoped the eventual site plans, building elevations, landscaping, and architecture would match the concept and create something special for the community.

Commissioner Spiegler further emphasized the importance of walkability and bikeability within the site but observed that the location is currently not safely walkable or bikeable from the rest of town due to the road conditions and intersection design. Commissioner LoPiccolo responded that if the future dead-end and relocated Highway 101 are realized, there may be opportunities to tie the site into broader walking routes or trails. He reiterated that timing between development and road improvements would be critical. Baran stated that a traffic impact analysis would be prepared and could identify off-site improvements that would need to be made.

Mayor Harker thanked the presenters and said the Town was looking seriously at economic development opportunities, especially outside the already-constrained core of town. She also remarked that if recreation elements could be advanced earlier in the phasing, that would be beneficial.

The Board received the information and indicated interest in seeing more detailed proposals, including annexation, rezoning, traffic analysis, and site plans, if the project moves forward.

There was no formal action taken on this item.

Items for Discussion and Consideration

1. Beaufort Club – Status of Secondary Access

Town Manager Matt Zapp and Planning Director Kyle Garner provided an update on the status of the secondary access in the Beaufort Club in place of developer Todd Saied, who was absent due to a family emergency. Zapp explained that there had been two relevant conversations over the prior year: first, in September 2025, regarding an emergency-only secondary entrance/exit for fire, EMS, and police access into the lower portion of Beaufort Club via Cedar Avenue; and second, in early 2026, when the developer indicated that he wanted to explore a permanent second entrance/exit traversing through Kevin Court and connecting to the west side of the property.

Zapp reported that the emergency access from Cedar Avenue had since been constructed and, based on confirmation from Fire Chief Pendergraph, was operational and sufficient for emergency apparatuses. He stated that staff's understanding was that the Kevin Court concept had been abandoned, both because of neighborhood concerns and because of cost and NCDOT requirements. He further explained that the emergency-only second access had been a condition

tied to advancing approximately 78 lots in the section known as “the Enclave” and that the developer had now satisfied that condition for purposes of the final plat application for those lots.

Planning Director Kyle Garner confirmed that the final plat for the Enclave had been submitted and would go to the Planning Board in July and then likely to the Board of Commissioners in August. He clarified that the prior Board requirement had been only that the emergency access be in place prior to submittal, and that condition had now been met. He also clarified that what had been approved was limited to the current Enclave lots. He stated that the developer had no additional access point approved and no additional sewer allocation beyond what was already granted. Zapp stressed that the Town intended to hold the developer accountable for a permanent second entrance/exit before any further home permits or approvals were granted outside of the Enclave. He said the Town’s first responsibility was to the existing Beaufort Club residents and ensuring that they had safe ingress, egress, and emergency access.

Commissioner Cooper recessed from the meeting from approximately 4:28 to 4:32 PM.

Commissioner Spiegler asked whether the final plat approval itself would be withheld unless the permanent second entrance were built. Garner responded that it would not and the condition for the final plat had been the emergency access only. He reiterated that the 78-plus lots in the Enclave were what the developer had “in hand” and no more.

Commissioner LoPiccolo commented that the Board and Town had worked diligently on the issue and addressed residents of Cedar Avenue and Kevin Court directly. He said the Town had limited legal ability to prohibit access over roads maintained by NCDOT, and therefore the Board could not simply forbid use of such roads if they connected to the developer’s property. He emphasized that while the Board remained committed to seeing a permanent second access built, the exact location was not something the Town could unilaterally control.

Commissioner Cooper stated that residents deserved a true secondary access road due to increasing traffic and public safety concerns. He expressed concern that the issue had not been adequately addressed by the developer in the past and stated that the Town should continue working with the developer and, if necessary, NCDOT to resolve it. He added that he believed the developer had a responsibility to provide the additional access.

Commissioner Gillikin added that she did not support any permanent access from Cedar Avenue. She said she had grown up near that location and considered it very dangerous, with poor sight lines and public safety issues. She said the Town must consider Beaufort Club access needs without creating additional hazards elsewhere.

Commissioner LoPiccolo noted that Cedar Avenue had been designated only for emergency access, with the understanding that it could also serve in extenuating circumstances such as hurricane evacuation.

There was no formal action taken on this item.

2. Bunch Road Withdrawal/Street Closure Request

Town Attorney Arey Grady introduced the item and explained that the request involved a portion of Bunch Road, shown on an old plat survey. He stated that, to staff’s knowledge, the road had never been formally accepted by the Town, paved, or maintained, and that the statutory mechanism under North Carolina law for permanently closing such a street or alley would require

multiple Board actions, resolutions, notice to adjoining landowners, posting, and a public hearing. He asked the Board for direction on whether staff should begin that process.

Attorney John Harris appeared on behalf of property owner Phil Lewis and provided background information on this issue. Harris explained that before the Highway 70 bypass was constructed, the old road had served several homes. When the bypass was built, the State had to acquire the affected lots because the homes lost access. Harris said that Mr. Lewis recently purchased several of those former State-owned parcels and now owned all of the lots surrounding the abandoned portion of Bunch Road in question. He stated that when the deeds were conveyed from the State, they referenced the lots but not the road corridor itself.

Harris said historical GIS and Powell Bill mapping indicated that the road had once existed and at one time may have been paved, but had not been used since construction of the bypass. He further noted that the Town's Powell Bill map showed the north side of Bunch Road but indicated that the southern portion under discussion had been removed in 2019. He argued that the Town should now formally close or abandon the road to clear title and allow the abutting ownership interests to resolve under statute.

Commissioner Matthews asked Town Attorney Grady to explain the Town's legal interest in the property. Grady said ownership was somewhat uncertain because there was no deed or easement in favor of the Town, but under common law principles, if the Town had maintained the street over time, ownership rights may have ripened by operation of law. He said the statutory street-closing process would resolve any lingering title issue by causing ownership to revert to adjoining landowners up to the centerline.

Commissioner Matthews also asked whether towns typically receive compensation when they close streets in such circumstances. Grady said he had not seen municipalities generally receive compensation for the right-of-way itself, though he had seen applicants reimburse publication or incurred notice costs. Harris responded that if the Board made reimbursement of costs a condition, he believed his client would be favorable to that.

Public Utilities Director Donovan Willis stated that there was indeed a water line and fire hydrant in the area. He explained that staff had been contacted after surveyors noticed water surfacing, and they discovered a leaking galvanized line. The Town shut it off by installing a valve from the other side of the road. He confirmed that there was active Town water infrastructure in the corridor, though likely tied to houses that no longer existed.

Commissioner Gillikin asked what Harris meant by "other means" of acquiring ownership if the road were not abandoned by statute. Harris explained that if someone could be identified as a historical owner of the corridor, his client could potentially pursue a deed from that party or heirs, but he said that would still leave uncertainty if the Town retained any claim.

Commissioner Spiegler asked whether the request could affect the previously discussed Beaufort Crossing or Highway 101 relocation concepts. Harris replied that he had not been told of any relocation affecting this parcel and did not believe the request would interfere with that concept. Commissioner LoPiccolo asked whether there was deeded access from Highway 70, and Harris replied that there was not because it is controlled-access highway frontage.

Town Manager Zapp added that before moving forward, staff would evaluate whether a utility easement should be preserved, including width, location, present utility condition, and future service needs to the adjacent larger tract. He said staff would also communicate with NCDOT to determine whether there were any speculative future transportation interests affecting the area.

Mayor Harker then asked the Board for direction. *Commissioner Matthews moved that the Town evaluate abandonment of Bunch Road and return with a proposal including estimated Town costs.* The Board discussed that staff could likely evaluate the matter and return it by the July work session. Consensus included that staff would review legal process, utility needs, possible easements, NCDOT coordination, and costs before the Board decides whether to proceed further.

Commissioner Matthews made a motion directing town staff to evaluate the abandonment of Bunch Road and return with a proposal, including an estimate of Town costs associated with the abandonment process. The motion carried unanimously with a (5-0) vote.

3. Campen Road Widening and Resurfacing Project

Town Manager Matt Zapp outlined the proposed Campen Road widening and resurfacing project for the section between Live Oak Street and the vicinity of Carraway Drive. He explained that the road currently has a dominant width of about 20 feet and that engineering review recommended widening it to 23 feet to match the width farther along Campen Road. He said the widening would occur on the even-numbered side of the street and would support safer traffic flow, particularly given school-related traffic and diversion caused by the NCDOT roundabout project.

Zapp reported that the underground utility work associated with the Town's USDA improvements in the area had now been completed, which was why the resurfacing had previously been delayed. He said informal bids had been obtained and staff recommended Coastline Contracting at an estimated project cost of about \$100,000. He stressed the importance of acting promptly so that work could potentially be completed before the start of the school year, while acknowledging that weather and contractor availability could affect timing.

Commissioner Spiegler asked whether widening on the even side would affect a large tree across from the CVS parking lot. Zapp responded that he did not believe any trees would need to be removed on that side and said that if any tree removal became necessary, staff would return to the Board for direction. He later clarified that the significant tree she was referencing was on the opposite side and would not be affected by the widening.

Commissioner LoPiccolo asked about road crowning and drainage flow. Zapp said the dominant ditch and drainage system are on the easterly side and that open ditches generally provide strong hydraulic capacity. He deferred any precise engineering statement on the crown to the engineer but said most of the water appeared to flow toward the ditch side.

Mayor Harker raised a broader question related to traffic calming measures and referenced a recent conversation with a consultant regarding roadway trees helping to slow traffic by changing visual perception. Commissioner Spiegler added that the consultant had said trees were the best traffic calming device. Mayor Harker asked whether staff could consider future tree planting opportunities along such corridors.

Commissioner Spiegler asked whether there were any plans to add a bike lane, noting that students use the road to travel between the school and library. Zapp replied that given the width and safety concerns, the existing sidewalk was the safest route for children, and that adult cyclists would share the roadway rather than having a dedicated bike lane. He said the geometry, drainage, and utility constraints made additional sidewalk or bike infrastructure difficult in this specific corridor. Police Chief Burdette was present and agreed with that safety analysis.

Commissioner LoPiccolo agreed that placing a sidewalk on the opposite side of the road would be difficult because of width limits, crossing issues, and runoff concerns. He said the road

definitely needed widening and that residents had already endured substantial disruption from the Town, NCDOT, and Duke Energy work in the area. He expressed support for moving quickly so that the project might be completed before school resumed.

Commissioner Spiegler made a motion to move forward with the Campen Road widening with the condition that staff return to the Board if any tree removal becomes necessary.

There was additional discussion between Mayor Harker, the commissioners, and Town staff.

Commissioner Spiegler amended her motion to include the approval of Budget Amendment #24 and Capital Reserve Fund Amendment #8.

The Board unanimously voted (5-0) to approve the motion as amended.

4. Front Street Speed Limit Reduction Request (NCDOT Maintained Section)

Town Manager Zapp explained that this issue had first come before a prior Board in October 2022, when the Board had unanimously supported a reduction in speed from 35 mph to 25 mph on the NCDOT-maintained eastern section of Front Street, but for unknown reasons the change had never been implemented. He said staff had since received another resident complaint and that the Police Department supported a consistent 25 mph speed limit across both the Town-maintained and state-maintained portions of Front Street, extending eastward to Lennoxville Road.

Commissioner Cooper asked for clarification about another roadway segment and then indicated he had no problem with the request. Commissioner Spiegler spoke from personal experience as a parent walking Front Street with a stroller and said that 35 mph felt very fast in an area with no sidewalks, stating she strongly supported the reduction. Commissioner Gillikin agreed and called the proposal a “no brainer.”

Commissioner Gillikin made a motion to request that NCDOT reduce the speed limit from 35 mph to 25 mph along the NCDOT-maintained eastern section of Front Street. The motion carried unanimously with a (5-0) vote.

Zapp clarified that a corresponding resolution would be added to the July 13, 2026, meeting agenda and, if acceptable to the Board, be placed on the consent agenda.

The Board informally agreed.

5. Beaufort Business Association's Fourth of July Parade

Community Engagement Director Jennifer Welborn presented a special event permit application which was submitted on May 28, 2026, by the Beaufort Business Association to host their Annual Fourth of July parade, scheduled for Saturday, July 4, 2026.

The parade lineup is scheduled from 10:00 to 10:30 AM, with the procession beginning at 11:00 AM. The event will follow the same format as in previous years, with the exception that larger floats will be directed to disperse onto Cedar Street rather than at the courthouse due to the scheduled Olde Beaufort Farmers' Market.

Welborn stated that, per the Board of Commissioners' 2018 directive, the Town of Beaufort continues to support the Fourth of July and Christmas parades by covering staffing and resource costs. This year, the estimated staffing is 16 employees, who will be responsible for road closures,

including Front and Turner Streets, solid waste services, restroom stocking and cleaning, street sweeping following the event, barricade placement and removal, vehicles in the parade, and the placement of the Town's new mobile stage near the Western Parking Lot for parade viewing by the mayor and commissioners.

Commissioner Gillikin made a motion to approve the Beaufort Business Association's Fourth of July Parade special event permit application as presented. The motion carried unanimously with a (5-0) vote.

6. FY 2026 Budget Amendment #7

Finance Director Christi Wood presented FY 2026 Budget Amendment #7. She summarized that the amendment affected the General Fund, Utility Fund, and Stormwater Fund, with totals of \$263,910 for the General Fund, \$128,319 for the Utility Fund, and \$44,829 for the Stormwater Fund. The amendment covered additional insurance reimbursement for the 2018 ladder truck, tax collection-related fees due to higher-than-projected property tax receipts, an appropriation for year-end accruals such as payroll and pension, budgeting of lease proceeds for two F-150 trucks, and transfers back into utility and stormwater funds from completed project funds.

Commissioner Matthews asked about the \$22,000 increase for reimbursement to Carteret County for tax collection and what the Town was currently paying the county overall. Wood stated that the Town had paid approximately \$143,000 for the fiscal year to date and explained that the county charges a 2% collection fee on current taxes, prior-year taxes, and stormwater fees billed on the tax bill. Commissioner Matthews then asked what it would cost for the Town to take over that function internally. Wood estimated it would likely be more expensive, perhaps around \$250,000 annually, once staff, space, and software were considered.

Matthews also asked about the \$200,000 appropriation for year-end accruals and whether any unused amount would remain in fund balance. Wood confirmed that if the full amount was not needed, it would stay in fund balance, but that the appropriation was necessary to keep the budget audit-compliant. She noted that retirement payouts and year-end accruals had driven the need for the adjustment.

Mayor Harker remarked that prior boards had repeatedly looked at whether it would be cost-effective for the Town to collect taxes itself rather than rely on the county, but the conclusion had typically been that the county provided the service at lower cost. She also asked whether the county outsourced collections. Wood said she was not sure whether the county used an outside collection agency but noted that the collection rate was typically above 98%, indicating good performance.

Commissioner LoPiccolo made a motion to approve FY 2026 Budget Amendment #7 as presented. The motion carried unanimously with a (5-0) vote.

7. Capital Project Budget Amendment #2– Cedar Street Rehab and Replacement

Finance Director Wood explained that the Cedar Street utility rehabilitation and replacement project was complete and that the remaining project balance of \$90,790 needed to be transferred back into the Utilities Fund. She characterized the amendment as a "cleanup and close-out" measure.

Commissioner Cooper asked for confirmation that the funds were going back to the Utilities Fund, and Wood confirmed that they were.

Commissioner Gillikin made a motion to approve Capital Project Budget Amendment #2 as presented. The motion carried unanimously with a (5-0) vote.

8. Stormwater Project Budget Amendment #2

Wood presented a similar close-out amendment for the completed stormwater project, returning the remaining \$44,829 to the Stormwater Fund for future use.

Commissioner LoPiccolo made a motion to approve Stormwater Project Budget Amendment #2 as presented. The motion carried unanimously with a (5-0) vote.

9. Town of Beaufort FY 27 Priorities Matrix

Town Manager Zapp introduced the FY 2027 Priorities Matrix as a planning and tracking document based on the Board's January 2026 retreat, containing 16 existing priority items. He said staff recommended removing Item 16 "Live Oak Trees; 123-127 Front," which had already been resolved, and Item 14 "Thomas Simpson Land Investigation," because of new information and a possible hinderance. He asked the Board to review, revise, delete, or add priorities for the coming fiscal year.

Commissioner Gillikin asked that the Town add a tree-related priority focused on assessing where trees could be planted town-wide and implement planting using the budgeted funds. She also asked for a review of the navigable waterways ordinance, including how it was working, what might need adjustment, and how other communities such as Brunswick County had handled similar regulations.

Zapp noted that he had included written suggestions from both Commissioners Gillikin and Spiegler in the packet, which explained some of the additions already being discussed.

Commissioner Spiegler agreed with removing Item 16 and strongly supported updating Commissioner Gillikin's tree item into a broader town-wide tree planting strategy. She also raised the issue of the utility rate analysis item, asking whether it should remain if it was already at 100% completion. Zapp suggested that while completed items could remain to acknowledge achievements, a deeper capital improvement plan review should likely be added because the utility rate work had shown the need for broader, long-range infrastructure planning. Commissioner Spiegler also said that the Board should keep the future water treatment plant on the list.

Commissioner LoPiccolo argued that Item 14 "Thomas Simpson Land Investigation," should not be removed, because it might still matter depending on where the Town ultimately decides to locate a future water treatment plant and how it approaches open space, parks, or other long-term community needs. Zapp responded that the distinction mattered because keeping an item on the active 12-month list implies willingness to fund and advance it. He reminded the Board that Item 14 would require expenditure for land valuation work, which the Board had previously declined. Commissioner Spiegler suggested a tiered approach, moving Item 14 to an intermediate or "medium-term" list rather than the immediate one-year list.

Commissioner Matthews stated that an Asphalt Assessment was important because the Town continued to hear from residents about road conditions and needed a current prioritization document. Zapp agreed and noted that all roads generate concern. This item falls under Item 1 "USDA Utilities Improvements Project," but an updated assessment would be helpful.

Commissioner Matthews pointed out that, although the Board would ideally like to see all identified items completed, limited resources make prioritization necessary.

The Board reached consensus to remove Item 16 and move Item 14 from the immediate list to an intermediate list rather than deleting it entirely.

The Board also reached consensus to add the following items to the FY 27 Priorities Matrix: tree planting strategy, navigable waterway ordinance review, comprehensive capital improvement plan review (similar to the recent utility rate analysis), and an update to the asphalt replacement plan.

Commissioner Matthews raised workforce housing as something that should remain visible under economic development and asked for stronger coordination or communication with the Beaufort Housing Authority. Zapp asked for clarification if Matthews was speaking of private or public housing and stated that the BHA was at its maximum allowable units. Mayor Harker responded that the Town was already engaged with the BHA, had staff members attend their meetings regularly, and had appointed board members. She also explained that the BHA was in a period of transition with the new leadership of Director Zeb Hough. Commissioner Cooper commented that he would like to see more private workforce housing in Beaufort, mentioning TAFT properties, and suggested a group meeting with workforce housing stakeholders. Commissioner Gillikin suggested the possibility of a Workforce Housing Committee. Commissioner Spiegler suggested a practical step of inviting the Beaufort Housing Authority to provide periodic updates, perhaps quarterly if useful. Mayor Harker said she would contact the BHA and invite them to provide more regular updates, while noting that they already typically attend meetings annually to provide their audit report.

The Board reached consensus to invite more regular Beaufort Housing Authority updates.

Commissioner Spiegler also mentioned the need for a safety barrier at the Louis Randolph Johnson Jr. Memorial Park playground. Zapp said that the Parks & Recreation Advisory Board was expected to review design options in August and bring a recommendation to the Board of Commissioners. Discussion briefly revisited the history of prior concepts, including a chain-link fence and more aesthetic alternatives such as a low brick wall that could also provide seating while preventing balls and children from running directly into the street.

The Board reached consensus to add “Water Treatment Plant Future Site” to the FY 2027 Priorities Matrix.

Town Manager Zapp emphasized the importance of the FY 2027 Priorities Matrix and that it would become the Board’s “true north” document for tracking progress and holding staff accountable over the next 12 months, with potential future companion lists for 24-month and 36-month horizons. After clarifying the various requested changes, he proposed returning the revised matrix at the July 13, 2026, meeting agenda, likely on the consent agenda, unless a commissioner wished to pull it for further discussion.

The Board reached consensus to add the updated FY 2027 Priorities Matrix to the July 13, 2026, consent agenda, that the Beaufort Housing Authority item was a subset of Economic Development, and that there were nineteen total confirmed items on the matrix.

10. Beaufort Town Docks Financial Report (April & May 2026)

Adam Buerger of F3 Marina joined remotely and presented the April and May Beaufort Town Docks financial reports. He stated that by all accounts the Big Rock tournament had been a major success and that the revenues tied to it would be recognized in June rather than in the already-reported prior months.

Buerger explained that occupancy and revenue before the tournament had trailed budget expectations, especially in transient slip rental and fuel sales, because fuel operations had come online later than originally projected. However, he said June was already producing very strong results and would likely allow the docks to exceed budget goals for the fiscal year. He also noted that operating expenses had remained under budget even with maintenance work and tournament preparation.

Commissioner LoPiccolo asked whether the reported net operating income included the debt service payment for the fuel tanks. Town Manager Matt Zapp answered on behalf of staff and F3 Marina that the debt payment of roughly \$285,000 would not hit until after July 1, in the new fiscal year.

Commissioner Matthews referred to a prior Beaufort Waterfront Operations and Finance Committee discussion about fuel pricing strategy. He asked why F3 Marina could not adjust pricing more flexibly when market conditions allow, rather than essentially using a “cost plus” model. Zapp explained that the Board had previously approved a pricing structure of cost plus \$1.10 with discounts of five cents for purchases over 500 gallons and ten cents for purchases over 1,000 gallons, resulting in an effective margin floor of about \$1.00 per gallon. He said that while some had argued for more dynamic pricing, the administrative burden and volatility involved in trying to outmaneuver the market on a daily basis would likely not be worth it and as a government entity, the board had to set specific parameters for F3 to operate within. He stated that the current model was expected to yield a better annual return while also providing a clear, publicly approved framework for F3 to follow. Zapp also noted that the Town had successfully paid off the first fuel cart in roughly 60 days as projected.

Commissioner Matthews thanked Zapp for his explanation and said that it would make sense to revisit such issues after a full year of operations if needed. Mayor Harker thanked Buerger and said it was encouraging to see the numbers trending in the right direction.

There was no formal action taken on this item.

Staff Comments

Town Manager Zapp gave a brief update on the NCDOT Live Oak Street/Highway 101 roundabout project, stating that NCDOT had begun providing more regular updates and that the Town was sharing them through its website and social media. He thanked the Town’s newly hired Public Information Specialist Griff Barlow for his assistance with this. Zapp summarized recent work, including storm drainage installation, water line and hydrant work, and undercutting due to unsuitable material. He encouraged the public to check the Town’s website www.BeaufortNC.org (especially the “News” and “Projects” pages) and Town social media for current project information.

Zapp also reported that the Town had received the final asphalt bid packet for the broader USDA-related paving work and expected it to be advertised in the local paper within days. Bids were expected back in July, with possible award in August and edge-to-edge asphalt restoration in most construction zones before the end of calendar year 2026, subject to contractor availability

and weather. Town staff was also preparing to record additional installments of the "Beaufort Minute" video series the following day.

Mayor Harker also thanked Barlow and others for helping improve the Town's social media communications and presence, noting that she had received positive community feedback.

Closed Session

1. Pursuant to NCGS 143-318.11 (a) (3) and 143-318.11 (a) (6)

Commissioner Gillikin made a motion to enter into a closed session pursuant to NCGS 143-318.11 (a) (3) and 143-318.11 (a) (6) at approximately 6:16 PM. The motion carried unanimously with a (5-0) vote.

Adjourn

Following the conclusion of the closed session, Commissioner Gillikin made a motion to adjourn the meeting. The motion carried unanimously with a (5-0) vote and the meeting adjourned at approximately 7:53 PM.

Sharon E. Harker, Mayor

Jennifer L. Welborn, Deputy Town Clerk



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, July 13, 2026

AGENDA CATEGORY:

Items of Consent

SUBJECT:

SUP Order: Case #26-14 Special Use Permit, 217
Turner Street ADU

BRIEF SUMMARY:

At the Board's June 8, 2026, Regular Meeting, an evidentiary hearing was conducted and a Special Use Permit was granted to establish an Accessory Dwelling Unit (ADU) at 217 Turner Street. The Board will need to review the order and agree to it before it is signed.

REQUESTED ACTION:

Approval of the proposed SUP order.

SUBMITTED BY:

Michelle Eitner
Town Planner

BUDGET AMENDMENT REQUIRED:

N/A



TOWN OF BEAUFORT ORDER APPROVING A SPECIAL USE PERMIT

The Board of Commissioners for the Town of Beaufort, having held an evidentiary hearing on June 8, 2026, to consider Case # 26-14, a request from George and Debbie Aiken, property owners of 217 Turner Street, to establish an Accessory Dwelling Unit in the existing accessory structure, and having heard all of the evidence and arguments presented at the hearing, makes the following **FINDINGS OF FACT** and draws the following **CONCLUSIONS**:

In accordance with Section 20 of the Town's Land Development Ordinance, the Board **FINDS** as follows:

a) The proposed use is an allowable special use in the zoning district it is being located within; b) The application is complete; c) the location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements; d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use; e) The proposed special use will not substantially injure the value of adjoining or abutting properties; f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and, g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

Therefore, on the basis of all the foregoing, **IT IS ORDERED** that the application for a **SPECIAL USE PERMIT** be **APPROVED TO ALLOW ESTABLISHMENT OF AN ACCESSORY DWELLING UNIT AT 217 TURNER STREET**.

Ordered this 13th day of July, 2026.

Sharon E. Harker, Mayor

Elizabeth Lewis,
Clerk to the Board



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM- Monday, July 13, 2026 614 Broad Street, Beaufort NC

AGENDA CATEGORY: Items of Consent
SUBJECT: Personnel Policy Amendment; Article V: Section 14-
Technology/Social Media Policy/Media

REQUESTED ACTION: Amend Article V: Section 14 – Technology/Social Media Policy/Media

The proposed revisions modernize the Town's Technology/Social Media/Media Policy to reflect current technology, legal requirements, and best practices for public employers. Key updates include expanding the definition of social media to encompass current and emerging platforms, strengthening confidentiality provisions, clarifying the distinction between personal and official Town communications, and addressing the use of artificial intelligence and other digital technologies.

The revisions also update policy language to better align with employee rights under applicable laws while continuing to prohibit harassment, discrimination, threats, disclosure of confidential information, and other inappropriate conduct. Additional provisions reinforce media relations protocols, public records compliance, and expectations for professional online behavior by Town employees.

These updates are intended to provide clearer guidance to employees, reduce legal risk, and ensure the policy remains relevant in today's digital communication environment.

SUBMITTED BY: Barbara Cooper

BUDGET AMENDMENT REQUIRED: None

Current: Section 14. Technology/Social Media Policy/Media

“Social media” includes all means of communicating or posting information or content of any sort on the Internet, including to an employee’s own or someone else’s web log or blog, journal or diary, personal web site, social networking or affinity web site, or web bulletin board or a chat room, whether or not associated or affiliated with the Town, as well as any other form of electronic communication.

The same principles and guidelines found in Town policies and three basic beliefs apply to employee activities online. Employees are solely responsible for what they post online. Any conduct that adversely affects the employee’s job performance, the performance of fellow employees or otherwise adversely affects citizens, suppliers, or people who otherwise work on behalf of the Town or the Town’s legitimate operational interests may result in disciplinary action up to and including termination.

Employees must ensure that postings are consistent with Town policies, including Harassment/Sexual Harassment Prohibited. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.

Employees must avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage the Town or its employees, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Town policy.

Employees must maintain the confidentiality of Town’s private or confidential information, and refrain from posting internal reports, policies, procedures, or other internal business-related confidential communications.

Employees must express only personal opinions and never represent themselves as being spokespersons for the Town. If the Town is a subject of the content, the employee must be clear and open about the fact that he or she is an employee and that the views expressed are the employee’s and do not represent those of the Town or fellow employees. The employee must make it clear that he or she is not speaking on behalf of the Town. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Town of Beaufort."

Employees should not speak to the media on the Town’s behalf without contacting the Public Information Officer, to whom all media inquiries should be directed.

Employees must refrain from using social media while on work time or on Town equipment, unless it is work-related as authorized by his or her supervisor. Employees are prohibited from using Town email addresses to register on social networks, blogs or other online tools utilized for personal use.

Revised: Section 14. Technology/Social Media Policy/Media

Social media includes all forms of electronic communication and content sharing through internet-based and mobile technologies, including but not limited to social networking platforms, blogs, podcasts, video-sharing platforms, messaging applications, online forums, review sites, and emerging digital communication technologies.

The same principles and guidelines found in Town policies and three basic beliefs apply to employee activities online. Employees are solely responsible for what they post online. Any conduct that adversely affects the employee's job performance, the performance of fellow employees or otherwise adversely affects citizens, suppliers, or people who otherwise work on behalf of the Town or the Town's legitimate operational interests may result in disciplinary action up to and including termination.

Employees must ensure that postings are consistent with Town policies, including Harassment/Sexual Harassment Prohibited. Inappropriate postings that include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination.

Employees may not knowingly make false statements about the Town, its employees, elected officials, residents, vendors, or operations, nor engage in conduct that constitutes harassment, discrimination, threats, bullying, or unlawful activity. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or Town policy.

Employees must maintain the confidentiality of Town's private or confidential information, and refrain from posting internal reports, policies, procedures, or other internal business-related confidential communications.

Employees must express only personal opinions and never represent themselves as being spokespersons for the Town. If the Town is a subject of the content, the employee must be clear and open about the fact that he or she is an employee and that the views expressed are the employees' and do not represent those of the Town or fellow employees. The employee must make it clear that he or she is not speaking on behalf of the Town. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Town of Beaufort."

Employees shall not disclose confidential, privileged, proprietary, personnel, investigative, legal, medical, or otherwise protected information obtained through Town employment.

"Employees shall not use artificial intelligence tools or other emerging technologies to create, publish, or distribute Town information without authorization when such use could compromise confidential information, misrepresent Town positions, or violate applicable laws or policies.

Employees must refrain from using social media while on work time or on Town equipment, unless it is work-related as authorized by his or her supervisor. Employees are prohibited from using Town email addresses to register on social networks, blogs or other online tools utilized for personal use.

Only employees specifically authorized by the Town Manager, Public Information Specialist, or Department Director may establish, manage, or post content on official Town social media accounts.

Employees who receive media inquiries regarding Town operations, policies, incidents, or official business shall refer such inquiries to the Public Information Specialist or Town Manager unless otherwise authorized

Content created, maintained, or transmitted through official Town social media accounts may constitute a public record and shall be retained in accordance with applicable public records retention requirements.

Employees are expected to conduct themselves online in a manner consistent with their responsibilities as public servants. Employees should exercise sound judgment and professionalism when discussing matters that could reasonably be associated with the Town of Beaufort, its operations, residents, elected officials, or employees.

Nothing in this policy is intended to interfere with or restrict employees' rights under applicable federal or state law, including rights related to protected concerted activity, lawful whistleblower activities, or constitutionally protected speech.



Town of Beaufort, NC

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

Board of Commissioners

Regular Meeting

6:00 PM – Monday, July 13, 2026

**Train Depot, 614 Broad Street
Beaufort, NC 28516**

AGENDA CATEGORY: Items of Consent

SUBJECT: Adoption: Town of Beaufort FY27 Priorities Matrix

SUMMARY/REQUESTED ACTION:

Attached is the draft Town of Beaufort FY 2027 Priorities Matrix. This document was developed based on the priorities, goals, and direction established by the Board of Commissioners during the January 2026 Board Retreat, as well as subsequent staff planning efforts.

The matrix is intended to serve as a framework for tracking the Board's strategic priorities, identifying project leadership, establishing target timelines, and monitoring progress throughout Fiscal Year 2027. As a working document, it will assist both the Board and staff in maintaining focus on key initiatives while measuring progress toward the community's goals and objectives.

The Board of Commissioners reviewed the draft matrix during its June 22, 2026, Work Session and provided suggested revisions. Those edits have been incorporated into the attached version, which is presented for the Board's review and approval.

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager/Town Clerk

Town of Beaufort: FY 2027 Priorities Tracking Matrix

#	Board Priority	Point of Contact	Start Date	End Date	Progress (%)
1	USDA Utilities Improvements Project	Town Engineer/ Town Manager	Ongoing	March 2027	65%
2	Develop Balanced FY27 Budget	Town Manager / Finance Director	Complete	June 2026	100%
3	Utility Rate Analysis	Finance Director / Utilities Director	Jan 2026	April 2026	100%
4	Economic Development Strategy	Mayor Harker	July 2026	June 2027	25%
5	Town Docks Improvements & Operations	F3 Marina	July 2026	June 2027	____%
6	Execute the (PRAB) Goals	Community Engagement Director	July 2026	June 2027	____%
7	Unified Development Ordinance	Assistant Town Manager & Planner	July 2026	June 2027	50%
8	WWTP Flow Data & Capacity Planning	Utilities Director/ Town Engineer	July 2026	June 2027	25%
9	Pump Sta. #7 Improvements	Utilities Director	April 2026	Sept 2027	65%
10	611 Front Street Upset Bid Process	Town Manager/ Town Attorney	June 2026	Oct 2026	25%
11	Communication Implementation	Town Manager / Public Info Spec	July 2026	June 2027	____%
12	Grant Writing External \$\$\$	Town Manager / Kyle Garner	July 2026	Ongoing	____%
13	Ann Street Park Construction	Kyle Garner	Ongoing	December 2026	____%

#	Board Priority	Point of Contact	Start Date	End Date	Progress (%)
14	Godette Hotel Rehabilitation	Legal	Ongoing	TBD	____%
15	Water Treatment Plant Future Site	Town Manager/Town Engineer	Ongoing	TBD	____%
16	Tree Planting Strategy	Public Works/Planning	Ongoing	TBD	____%
17	Navigable Waterway Ordinance Review	PD/Legal	Ongoing	TBD	____%
18	Comprehensive Capital Improvement Plan Review	Town Manager/Finance Director	Ongoing	TBD	____%
19	Asphalt Replacement Plan	Town Manager/Town Engineer	Ongoing	TBD	____%

Monthly Status Definitions

Status Percentage	Description
0%	Not Started
25%	Planning / Research Phase
50%	Project Underway
75%	Substantially Complete
100%	Completed

Infrastructure

- USDA Utilities Improvements Project
- Utility Rate Analysis
- WWTP Flow Data
- Pump Station #7
- Ann Street Park
- Town Docks Improvements

Financial Sustainability

- Balanced Budget
- Utility Rate Analysis
- Grant Writing Program

Community Development

- Economic Development Strategy
- UDO Update
- 611 Front Street Property
- Godette Hotel Rehabilitation

Public Engagement & Quality of Life

- Communications Strategy
- PRAB Goals



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, July 13, 2026

AGENDA CATEGORY: Items of Consent

SUBJECT: Resolution Requesting Review and Reduction of the Speed Limit on the State-Maintained Portion of Front Street

SUMMARY:

The attached resolution formally requests that the North Carolina Department of Transportation (NCDOT) conduct a traffic engineering review of the state-maintained portion of Front Street, extending eastward to Lennoxville Road, and consider reducing the posted speed limit to 25 miles per hour. The Town-maintained portion of Front Street is currently posted at 25 MPH, while the speed limit increases to 35 MPH where State maintenance begins. As Beaufort has experienced continued residential growth and increased visitor activity, the Board has identified the need for a consistent speed limit along the entire Front Street corridor to enhance pedestrian safety and improve overall traffic operations.

Following Board approval, a certified copy of the resolution will be transmitted to NCDOT Division 2 for consideration and appropriate action.

REQUESTED ACTION:

Adopt the attached resolution requesting a traffic engineering review and speed limit reduction on the state-maintained portion of Front Street.

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager/ Town Clerk

BUDGET AMENDMENT REQUIRED: None



**A RESOLUTION REQUESTING REVIEW AND REDUCTION OF THE SPEED LIMIT
ON THE STATE-MAINTAINED PORTION OF FRONT STREET
RESOLUTION NO. 26- _____**

WHEREAS, the eastern portion of Front Street is a state-maintained roadway under the jurisdiction of the North Carolina Department of Transportation, Division 2; and

WHEREAS, the Town-maintained portion of Front Street currently has a posted speed limit of 25 miles per hour (MPH), which increases to 35 MPH at the point where State maintenance begins; and

WHEREAS, on June 22, 2026, the Town of Beaufort Board of Commissioners unanimously voted to request that the North Carolina Department of Transportation reduce the speed limit on the state-maintained portion of Front Street to 25 MPH and extend that speed limit to Lennoxville Road; and

WHEREAS, the Town of Beaufort has experienced significant residential growth and increased tourism in recent years, resulting in greater pedestrian and vehicular activity along the Front Street corridor; and

WHEREAS, the Town of Beaufort Board of Commissioners finds that a reduced and consistent speed limit along the entirety of Front Street would enhance pedestrian safety, improve traffic operations, and better reflect the character and use of this important corridor; and

WHEREAS, the establishment and modification of speed limits on state-maintained roadways are within the authority of the North Carolina Department of Transportation.

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

1. The Board respectfully requests that the North Carolina Department of Transportation, Division 2, conduct a traffic engineering review of the state-maintained portion of Front Street, extending eastward to Lennoxville Road; and
2. The Board recommends that, based upon such review and safety considerations, the posted speed limit along this segment be reduced to 25 miles per hour (MPH); and
3. The Town Clerk is directed to transmit a certified copy of this Resolution to the North Carolina Department of Transportation, Division 2, for consideration and appropriate action.

Adopted this ____ day of _____, 2026.

Elizabeth Lewis, Town Clerk

Sharon E. Harker, Mayor



Town of Beaufort, NC

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

**Board of Commissioners
Regular Meeting
6:00 PM Monday, July 13, 2026**

AGENDA CATEGORY: Item of Consent
SUBJECT: Resolution Approving the 2025 Local Water Supply Plan

BRIEF SUMMARY:

The 2025 Local Water Supply Plan (LWSP) for the Town of Beaufort is complete and meets the minimum criteria established in North Carolina General Statute 143-355 (I).

Your water system's 2025 LWSP is now viewable online from the LWSP website found at:

<http://www.ncwater.org/WUDC/app/LWSP/search.php>

NCDEQ requires that the 2025 LWSP be adopted by the water system's governing board. A copy of the signed resolution must be submitted to Linwood Peele, Water Supply Planning Section Supervisor.

The LWSP cannot be considered compliant with the requirements of NCGS 143-355(I) until an adopted resolution is received.

REQUESTED ACTION:

Consider adopting by resolution the Town of Beaufort 2025 Local Water Supply Plan.

SUBMITTED BY:

Donovan Willis / Public Utilities Manager

BUDGET AMENDMENT REQUIRED:

No



**A RESOLUTION APPROVING THE TOWN OF BEAUFORT
2025 LOCAL WATER SUPPLY PLAN
RESOLUTION NO. 26-_____**

WHEREAS, North Carolina General Statute 143-355(l) requires each unit of local government that provides public water service, or plans to provide public water service, and each large community water system to prepare and submit a Local Water Supply Plan; and

WHEREAS, in accordance with the requirements of North Carolina General Statute 143-355(l) and in the interest of sound local planning, the Town of Beaufort 2025 Local Water Supply Plan has been prepared for the Town's public water system (PWSID 04-16-010) and submitted to the Beaufort Board of Commissioners for approval; and

WHEREAS, the Beaufort Board of Commissioners finds that the Town of Beaufort 2025 Local Water Supply Plan is in accordance with the provisions of North Carolina General Statute 143-355(l), provides appropriate guidance for the future management of the Town's water supply, and provides useful information to the North Carolina Department of Environmental Quality, Division of Water Resources, for the development of the State Water Supply Plan;

NOW, THEREFORE, BE IT RESOLVED by the Beaufort Board of Commissioners that the Town of Beaufort 2025 Local Water Supply Plan is hereby approved and shall be submitted to the North Carolina Department of Environmental Quality, Division of Water Resources.

BE IT FURTHER RESOLVED that the Beaufort Board of Commissioners intends that the Local Water Supply Plan shall be reviewed and revised, as necessary, at least once every five (5) years, or more frequently if requested by the North Carolina Department of Environmental Quality, in accordance with North Carolina General Statute 143-355(l) and sound planning practices.

Adopted this ____ day of _____, 2026.

Elizabeth Lewis, Town Clerk

Sharon E. Harker, Mayor



Town of Beaufort, NC

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

Board of Commissioners

Regular Meeting

6:00 PM Monday, July 13, 2026

AGENDA CATEGORY: Quasi-Judicial Proceeding
SUBJECT: Case #26-18 Special Use Permit: Amendment to
Remove a Condition from 1527 Front Street
Accessory Dwelling Units SUP

BRIEF SUMMARY:

Approve or deny the requested amendment to remove a condition from the Special Use Permit (SUP) for Accessory Dwelling Units (ADU) at 1527 Front Street

REQUESTED ACTION:

Conduct Quasi-Judicial Hearing
Decision based on Required Findings
Decision on Special Use Permit

EXPECTED LENGTH OF PRESENTATION:

30 Minutes

SUBMITTED BY:

Kyle Garner, AICP
Planning & Inspections Director



STAFF REPORT



To: Planning Board Members
From: Michelle Eitner, Town Planner
Date: June 15, 2026
Case No. 26-18 Special Use Permit – Amendment to remove condition from 1527 Front St Accessory Dwelling Units SUP

THE REQUEST: To recommend to the Board of Commissioners approval or denial of the requested amendment to remove condition from the Special Use Permit (SUP) for Accessory Dwelling Units (ADU) at 1527 Front Street

INFORMATION:

Location: 1527 Front Street (north side of Front between Belle Air and Ocean)
Property Owner: Southern Living Homes LLC (via Delbert Heick, Manager)
Zoning District: Residential Single-Family 5 Development District (RS-5)
Flood Zone: X and Shaded X (not in Special Flood Hazard Area/“100yr floodplain”)
LUP Future Land Use: Traditional Neighborhood Residential (no NIZ)
Size: 0.268 acres / 5,955sf
Existing Land Use: Single-Family Residence with shed
Proposed Land Use: Single-Family Residence with Accessory Dwelling Unit (ADU)
Adjoining Uses/Zoning: North, West, and East: Single-Family Residential (RS-5)
 South: Single-Family Residential (R8-A)
Utilities: Existing, water and wastewater provided by Town

OPTIONS:

1. Recommend approval of the amendment to the special use permit as presented
2. Recommend approval of the amendment to the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Recommend denial of the amendment to the special use permit based on specific failures to meet requirements
4. Table the recommendation pending additional information necessary to make a decision

ATTACHMENTS:

- Attachment A – Staff Report
- Attachment B – Vicinity Map
- Attachment C – Zoning Map
- Attachment D – Application Package (including 2021 Special Use Permit Order)
- Attachment E – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Attachment F – LDO Section 7.F Residential Single-Family 5 Development District (RS-5)
- Attachment G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification

STAFF COMMENTS:

Delbert Heick, Manager for property owner Southern Living Homes LLC of 1527 Front Street, has requested an amendment to the 2021 Special Use Permit to remove a condition that requires that the Accessory Dwelling Units are only used by family members.

The SUP was granted in January 2019 pursuant to the condition that the ADUs (one garage unit and one cottage unit) would only be used by family, as indicated by testimony and the applicant's narrative. The SUP was not executed until March 2021.

The Planning Department received a code enforcement complaint in March claiming that the ADUs were being rented to the public and not just used for family as required by the SUP. Research into the alleged violation resulted in finding the garage apartment listed on two real estate websites. Following consultation with the Town Attorney, a Notice of Violation was sent via certified/return receipt mail on March 25th to Southern Living Homes LLC. Staff received a call from tenant Romelda Barnes on April 10th regarding the NOV she received and discussed methods of compliance with her. Subsequent discussions between staff and Ms Barnes and property owner Delbert Heick worked towards an application to amend the SUP to remove the family-only condition. The online rental listings were removed in the meantime.

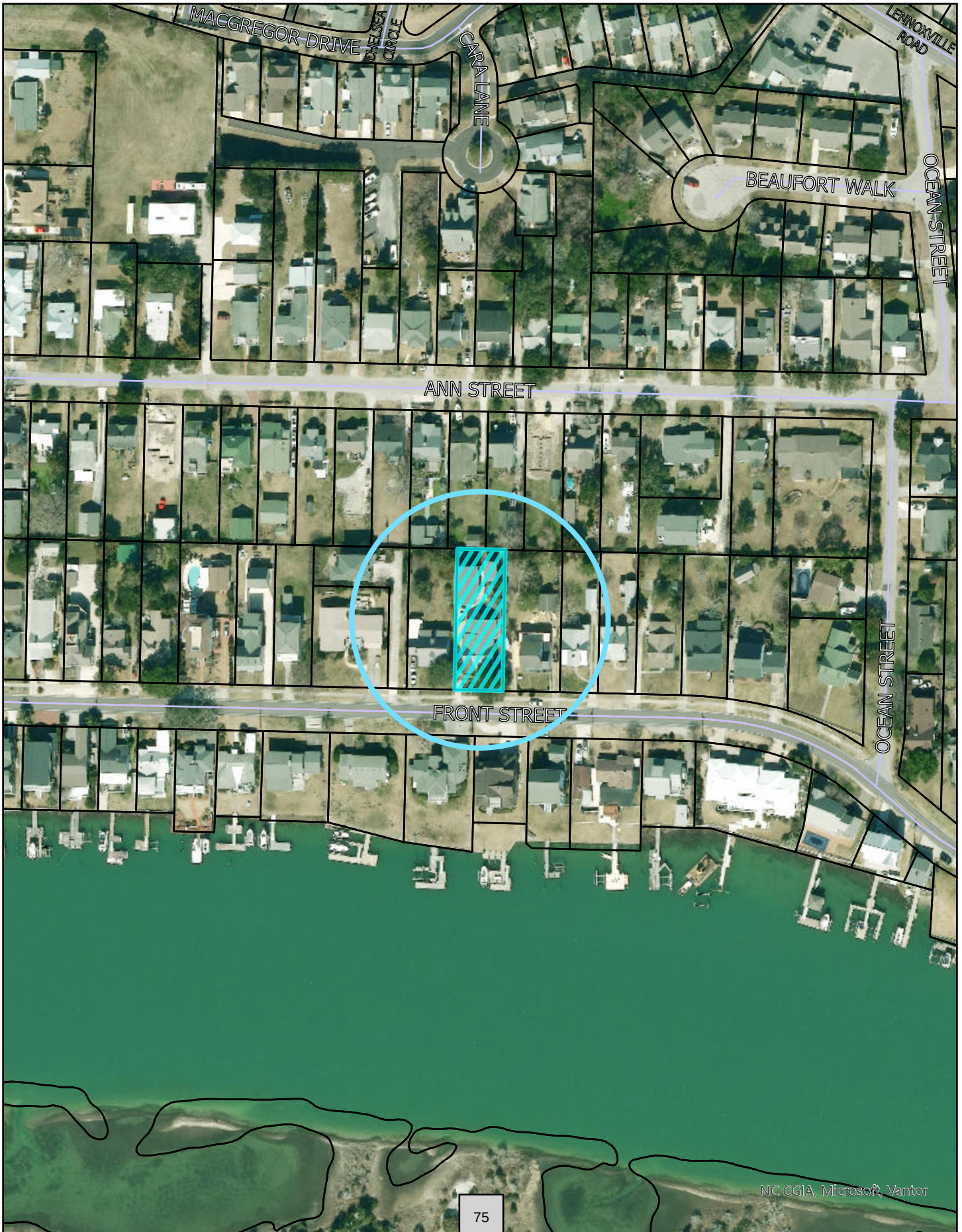
The same quasi-judicial procedures generally apply to the approval, amendment, or rescission of a Special Use Permit. Because this request is limited to the removal of a specific condition, the focus of the discussion is the proposed amendment rather than a reconsideration of the entire permit approval. The Board of Commissioners must determine whether the Special Use Permit, as amended by the removal of the condition, continues to satisfy the applicable findings and standards required by the ordinance and North Carolina law. Accordingly, the Planning Board's review and recommendation should be limited to the requested amendment and whether the Special Use Permit, as amended, continues to meet the applicable standards and findings required for approval.

The location of this request within a residential zone does require review of compatibility with adjoining buildings listed in Section 20.E.3, but no changes to the buildings are proposed as part of this SUP amendment. Staff recommends that compliance with the compatibility standards would have been part of the 2019/2021 SUP and that the requested amendment to remove the condition does not call these additional standards into question.

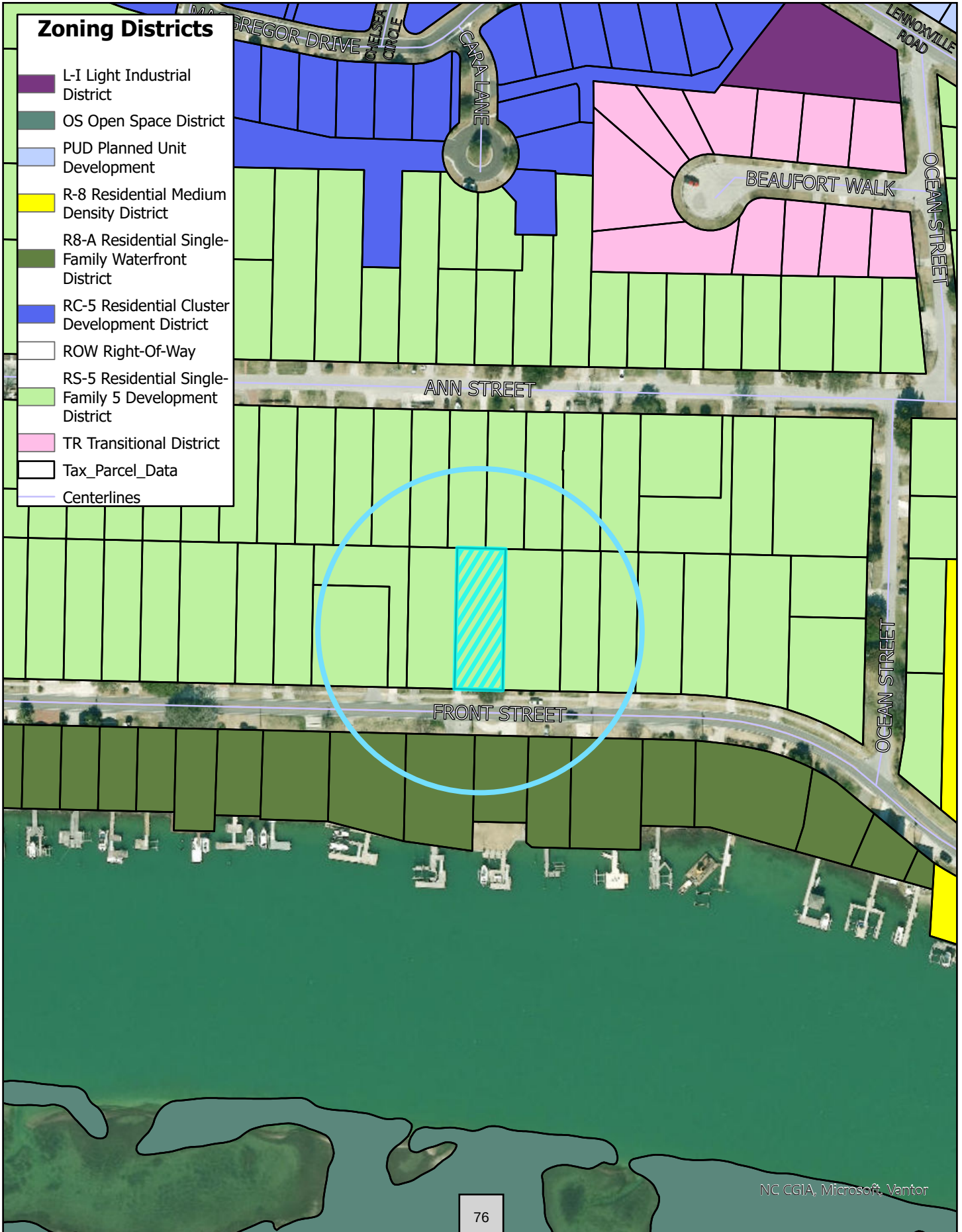
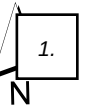
The Technical Review Committee (TRC) received this item for review digitally and all responded with no comments or issues.

Following discussion during their June 15th meeting, the Planning Board unanimously moved, "...that we not approve the application as submitted, but instead approve the application with the condition that the main dwelling and the smaller accessory dwelling in the back be reserved only for family use, and the larger accessory dwelling unit in the back may be rented out to other than family, as suggested by the applicant."

Case 26-18 1527 Front Street ADU SUP Amendment Vicinity Map



Case 26-18 1527 Front Street ADU SUP Amendment Zoning Map





APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

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

APPLICANT INFORMATION

Applicant Name: Southern Living Homes, LLC

Applicant Address: PO Box 433, Kittrell, NC 27544

Phone Number: (252) 883-6036 Email: [REDACTED]

Property Owner Name: Southern Living Homes

Address of Property Owner: PO Box 433, Kittrell, NC 27544

Phone Number: (252) 883-6036 Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 1527 Front Street

15-Digit PIN: 730507685821000 Lot/Block #: LOT 34 Part L35

Size of Property (in square feet or acres): 11540 / 1.268 Current Zoning: RS-5

Current Use of Property: Residential Requested Use: Back structure to lease

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

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

The town's website address is www.beaufortnc.org.

Robert D. Hendrix, Jr.
Applicant Signature

5/20/26
Date of Applicant's Signature

Property Owner Signature (if different than above)

5/20/26
Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

Date: _____

Reviewed for Completeness By: _____

Received by: _____

Date Deemed Complete and Accepted: _____

Please be advised that email addresses have been removed by staff from this application & attachments to protect the applicant from AI spam emails.

Introduction and summary of proposed use for 1527 Front St.

We are respectfully requesting a new/ revised special use permit to allow short and or long-term rentals of the back two buildings at 1527 Front street. This request seeks to amend the special use permit previously required by the city limiting use to only family members.

The home was purchased May 17, 2011 from William E Fallon. This home which is directly off Front street was being used as a bed and breakfast style home allowing up to 5 different parties at one time. It was modified and had 5 separate rooms which were secured by padlocks at each bedroom to ensure a secure accommodation for tenants. Obviously, this created some traffic issues if in fact all 5 rooms were rented to 5 separate parties at the same time.

When the property was purchased in 2011, its intended use was for the owner to use it as vacation home. In 2019 it was decided to tear down an old garage in the back of the main residence and add two new structures for family members to use. Part of the approval process resulted in a special use permit allowing only family member to use the back two buildings and did not include or effect the original main structure. On 6/24/21 a permit for the project was issued and the final CO issued on 7/19/23.

Since then the new structures have been used only 2-3 times by family members. In mid July 2025 it was decided that consideration be given on how to best use the property. Currently we could rent the main structure much like the prior owner did converting it to a bed and breakfast style allowing up to 5 separate parties to use the accommodations ultimately creating parking issues on the main street. It was decided that the best use of the property was to rent the back two structures which would have parking off the main street and minimal influence in traffic along Front Street. ***Intended use is to make it short or long term use with a primary market to older couples, not large parties of people.***

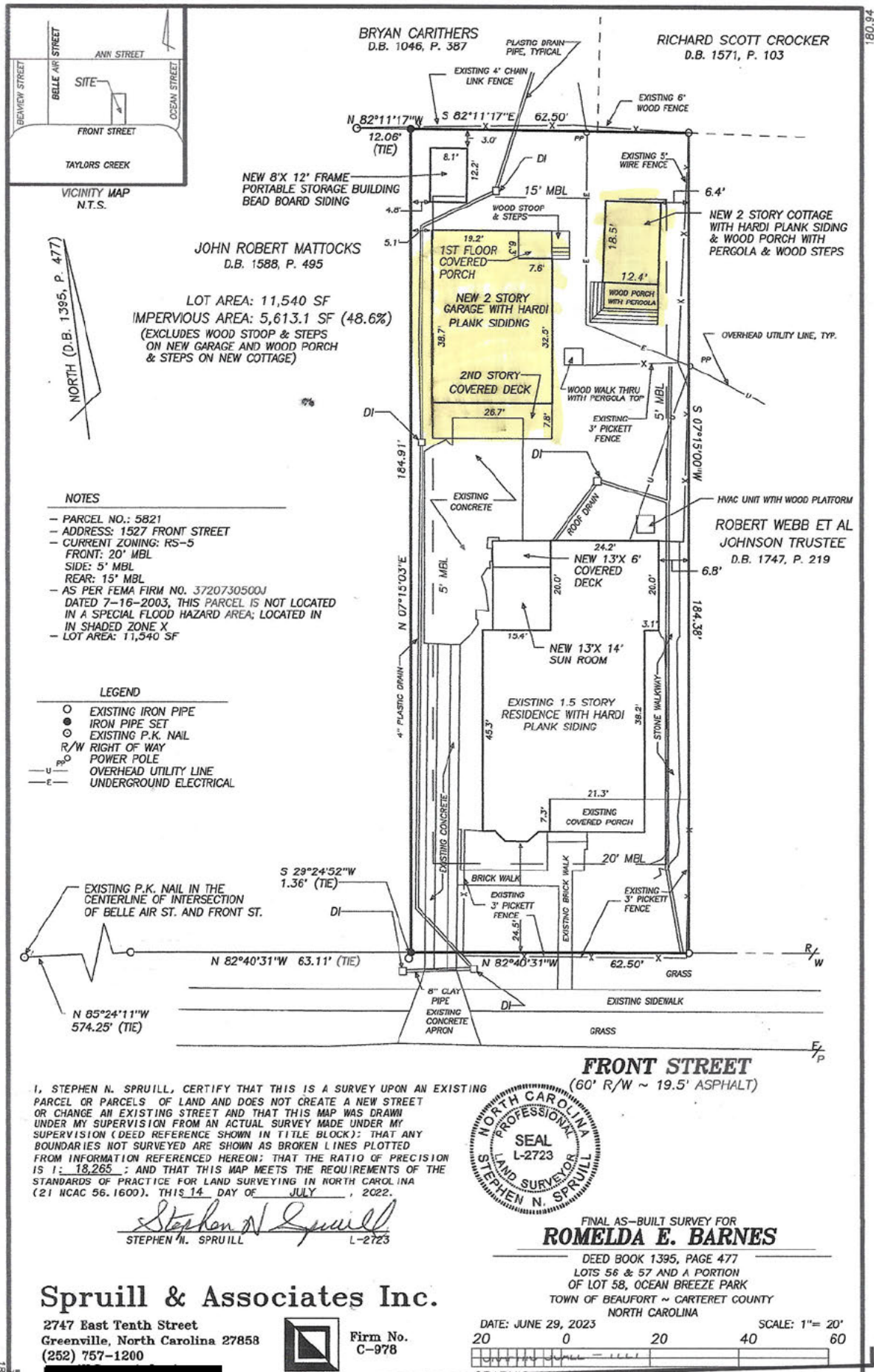
The seven required findings under LDO Section 20(E)(1)

- A. The proposed use is allowed as a special use in the RS-5 zoning district.
- B. We have submitted a complete package of a special use application.
- C. The location and character of the use will be in conformity with the towns comprehensive and CAMA land use plan and other comprehensive planning elements.

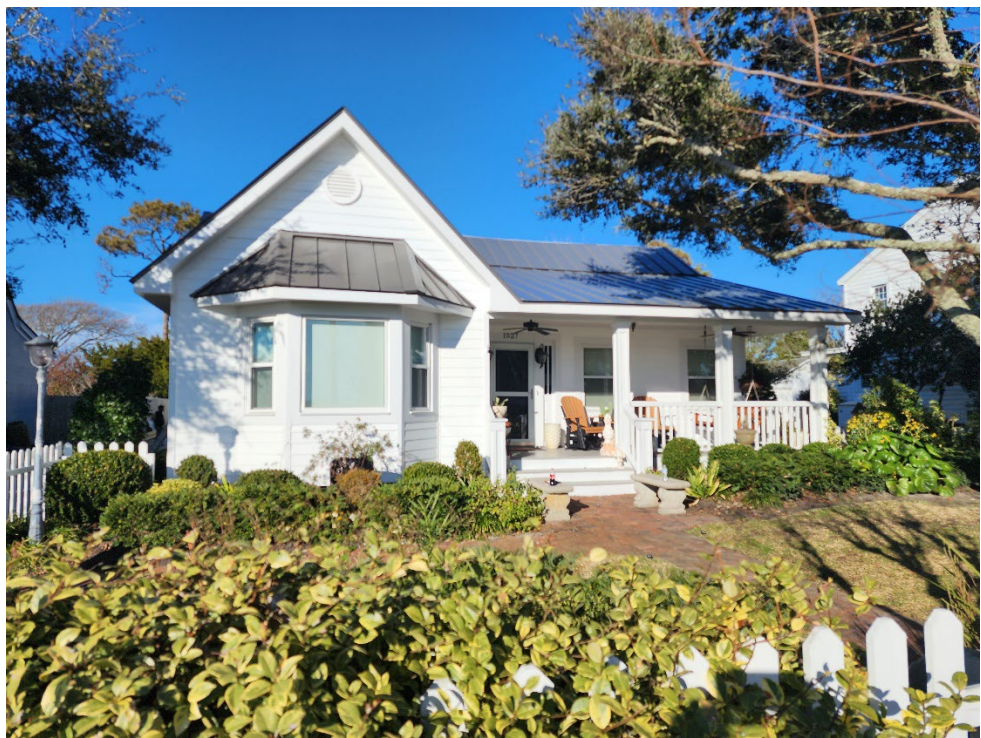
- D. The proposed use would be in better keeping with regards to minimal impacts on the surrounding area. Use of the back buildings vs. the front home would take pressure off of Front Street parking by requiring tenants to use parking in the back which incorporated additional parking and buffering into the lot development and use.
- E. Since there will be no structural changes and design modifications to the subject property, the site-level appearance of 1527 Front Street from the perspective of any adjoining or abutting properties will be unchanged. We submit that the proposed use/change will even have less impact on neighbors and commuters vs using the front home as rental property.
- F. As many of the homes on Front Street commonly are used for summertime vacationers, its not uncommon to find numerous cars parked in the front of the house on Front Street for short periods of time. This proposed use would be more compatible and in harmony with surrounding residential land use by using the proposed back parking in conjunction with the back properties.
- G. The proposed change and use will not materially endanger the public health or safety of the community if the back buildings are used as proposed.

In conclusion, It is because of our good neighbors on both sides of us as well as the potential traffic issues in front of the property that we are requesting an approval to use the back two structures for short and or long term stays.

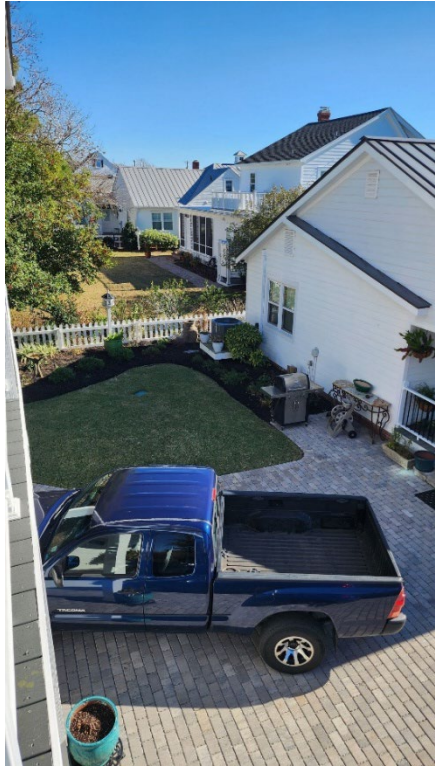
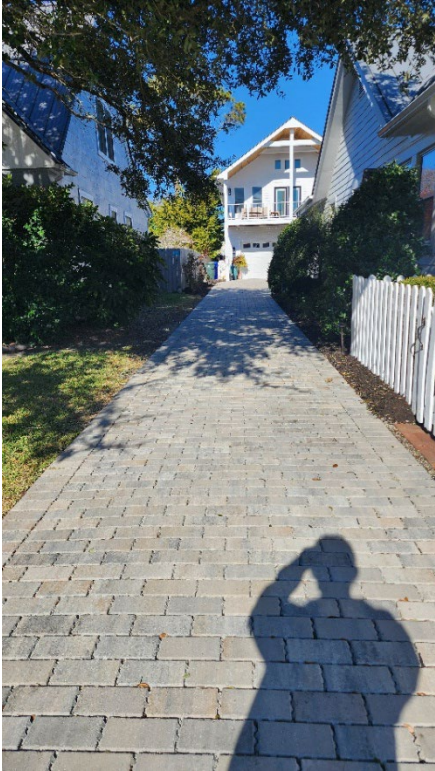
If this change is approved, we would consider as part of a special use permit, that the front home be considered a residence with restrictions for rental purposes.



Special Use Structures



Elevations of original structure 1527 Front Street



Photos for rear parking back structures 1527 Front St.



Town of Beaufort
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
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www.beaufortnc.org

TOWN OF BEAUFORT, NC ORDER GRANTING A SPECIAL USE PERMIT

The Board of Commissioners for the Town of Beaufort, NC having held a public hearing on January 14, 2019 to consider application number 18-15, submitted by Romelda E. Barnes of Southern Living Homes, LLC, a request for 1527 Front Street (PIN 730507685821000) for a Special Use Permit for an Accessory Dwelling Unit in the RS-5 Residential Zoning District where such use is not allowed, and having heard all of the evidence and arguments presented at the hearing, makes the following FINDINGS OF FACT and draws the following CONCLUSIONS:

1. It is the Board's CONCLUSION that the Applicant complies with the literal terms of the *Land Development Ordinance* (or LDO from this point forward), specifically that the use is allowed as a special use in the RS-5 Zoning District as stated in the LDO. **This conclusion is based on evidence and testimony given by the Town Planner.**
2. It is the Board's CONCLUSION that the application submitted is complete. **This conclusion is based on the technical review of the application and testimony given by the Town Planner**
3. It is the Board's CONCLUSION that the location and character of the use will be in conformity with the Town's CAMA Land Use Plan and other comprehensive planning elements. **This conclusion is supported by the consistency statement provided by the Planning Board.**
4. It is the Board's CONCLUSION that the streets, driveways, parking lots, traffic control, and current traffic engineering standards and Town regulations are found to be adequate for the proposed special use and the use will not require any off-street parking. **The proposed use will have minimal impacts on the surrounding area. The use is consistent with that of a single family dwelling, with no need for additional parking or buffering. This conclusion is based on the technical review of the application and testimony given by the Town Planner**
5. It is the Board's CONCLUSION that the proposed special use will not substantially injure the value of adjoining or abutting properties. **There was no substantial evidence presented during the hearing which would indicate the proposed use will injure the value of adjoining or abutting properties.**
6. It is the Board's CONCLUSION that the use will be compatible and in harmony with the adjoining land uses and the development patterns of the immediate area. **The proposed use is compatible and in harmony with the surrounding residential land use and development patterns of the immediate area.**
7. It is the Board's CONCLUSION that the proposed use will not materially endanger the public health or safety of the community if located where proposed and developed. **There was no substantial evidence presented during the hearing which would indicate the proposed use will endanger the public health or safety of the community if located where proposed.**

THEREFORE, on the basis of all of the foregoing findings, IT IS ORDERED that the application for a SPECIAL USE PERMIT for 1527 Front Street is **GRANTED with the following CONDITION:**

1. The accessory dwelling unit(s) will be used only by family members as noted in the narrative included in the record and entered into evidence.

Ordered this 15th day of March, 2021

CARTERET COUNTY
NORTH CAROLINA

IN WITNESS WHEREOF, the Town of Beaufort has caused this instrument to be executed in its name as evidence of the grant of said Special Use Permit, and the undersigned being all of the property owners of the property described above, have executed this instrument in evidence of their acceptance of said Special Use Permit as covenant running with the land.


Kate Allen, Town Planner

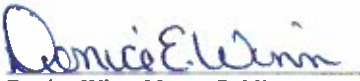
ATTEST

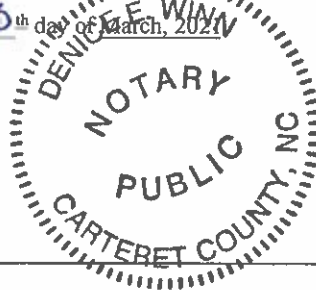

Allen Coleman, Town Clerk

CARTERET COUNTY
NORTH CAROLINA

I, Denice Winn, a Notary Public, do hereby certify that Allen Coleman personally appeared before me this day and acknowledged that he is the Town Clerk for the Town of Beaufort and that by authority duly given and as the act of the Town, the foregoing instrument was signed in its name by Kate Allen, Town Planner and Allen Coleman, Town Clerk

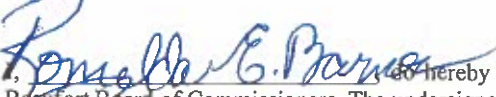
Witness my hand and notarial seal this 15th day of March, 2021


Denice Winn, Notary Public



My Commission Expires: 4/20/2023

ACCEPTANCE


I, Romeida E. Barnes, do hereby acknowledge receipt of this Special Use Permit approved by the Town of Beaufort Board of Commissioners. The undersigned does hereby acknowledge that no work may be done pursuant to this permit except in accordance with all of its conditions and requirements and that this restriction shall be binding on them and their successors in interest.


Applicant Signature

3-15-21
Date

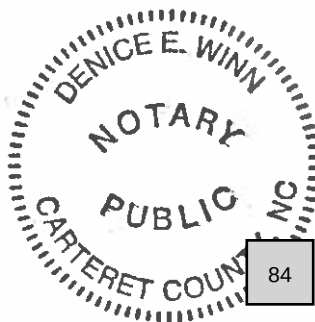
NORTH CAROLINA

I certify that the following person(s) appeared before me this day, each acknowledging to me that he or she signed the foregoing document:

Romeida E Barnes
Name(s) of Principal(s)

Date: 3/15/2021

(Official Seal)




Official Signature of Notary

Denice E. Winn, Notary Public
My commission expires: 4/20/2023

SECTION 20 Special Use Permits

A) *General.*

Special uses are practices which are not permitted by right in any zoning district in the Town but may only be granted after due consideration by the BOC. The consideration of a special use application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is a permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

B) *Special Use Permit Application Procedures.*

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 of this Ordinance and all applicable administrative regulations. The application shall include:
 - a) A proposed use site plan which contains information documented in Section 18(C) of this Ordinance and the specific information below:
 - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
 - ii) A legend identifying all symbols on the map;
 - iii) A North arrow and a scale;
 - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
 - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
 - vi) The map book, page number, and deed book information;
 - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
 - viii) Any other related information requested by Town staff, the Planning Board, or the BOC.
 - ix) All required environmental permit improvements needed for the property.
 - b) The special use permit sought; and,
 - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.

- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
 - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
 - b) The submitted site plan shall also include all street front architectural elevation drawings to ensure the compatibility of the building(s) with the surrounding residential structures; and,
 - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) *Quasi-Judicial Proceeding Notification Requirements.*

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

D) *Procedures on Special Use Applications.*

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

- 1) The BOC shall conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary hearing for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed and may table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

E) Required Findings.

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
 - a) The proposed use is an allowable special use in the zoning district it is being located within;
 - b) The application is complete;
 - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.

F) RS-5 Residential Single-Family 5 Development District.

This residential district classification is intended for existing or older neighborhoods characterized by single-family residences on relatively smaller lots and provides reduced setback requirements and a defined street orientation. The purpose of this district is to provide relief to existing lots of record which make them difficult to be developed as single-family residences. The RS-5 district has a fifty percent (50%) lot coverage restriction which must be maintained. 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 RS-5 district shall be a minimum of five thousand square feet (5,000 ft²).

2) Residential Density.

- a) All lots in the RS-5 district shall be limited to one single-family detached dwelling per lot.
- b) All lots in the RS-5 district shall not exceed an impervious surface area requirement of fifty percent (50%).

3) Minimum Lot Width.

All lots in the RS-5 district shall have a minimum lot width of fifty feet (50') at the minimum building line.

4) 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 7-17 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>
RS-5	20 feet	15 feet	5 feet	35 feet

Table 7-18 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>
RS-5	20 feet	10 feet	15 feet	5 feet	35 feet

Table 7-19 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>
RS-5	20 feet	20 feet	5 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.

5) Accessory Building Setback Requirements.

All accessory buildings shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

6) Permitted Uses.

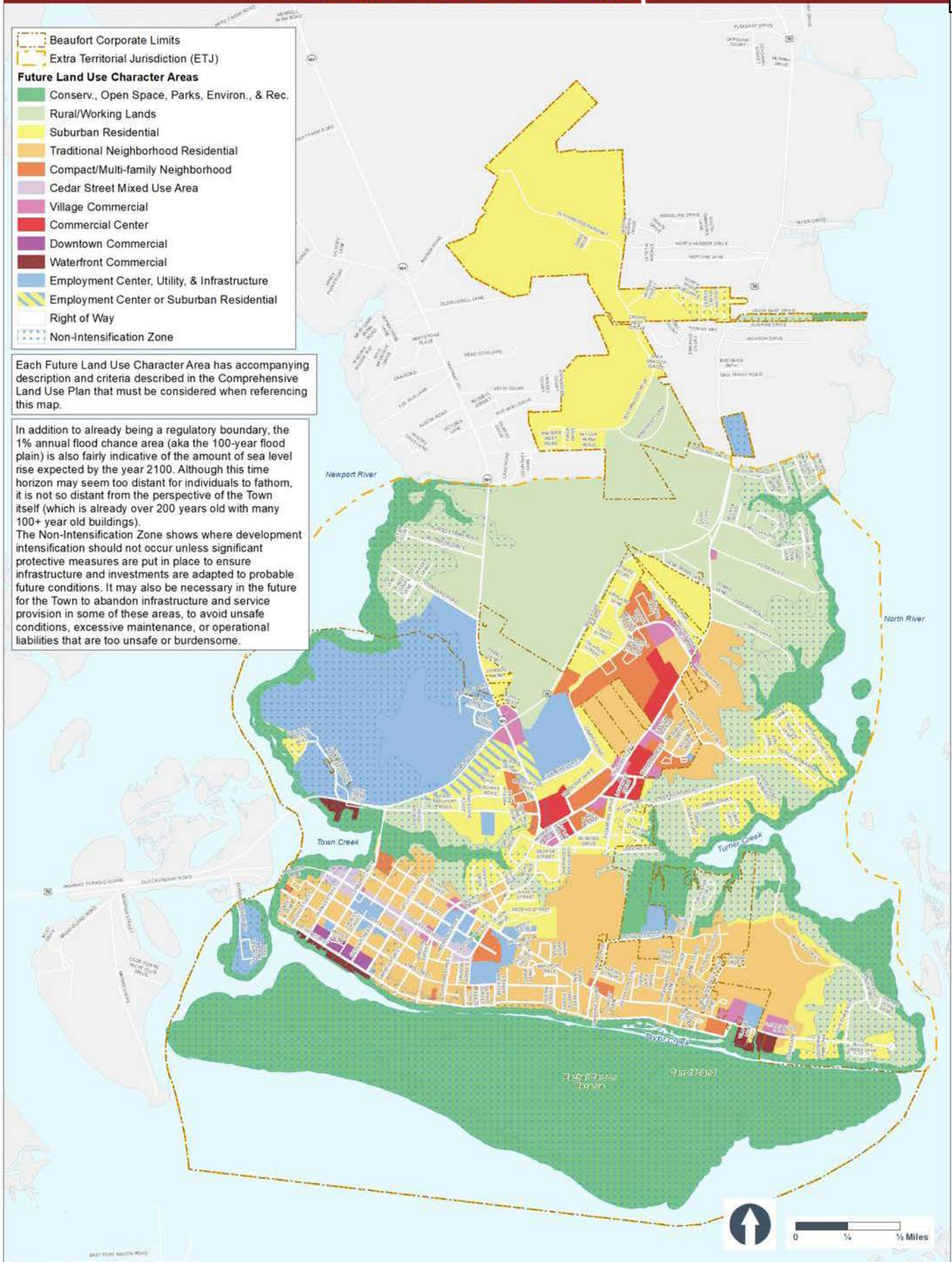
Antenna Co-Location on Existing Towers	Indoor/Outdoor, Private Neighborhood Recreation Center, Public
Athletic Field, Public	Park, Public
Carport	Public Safety Station
Community Garden	Public Utility Facility
Dock	Resource Conservation Area
Dwelling, Single-Family	Shed
Family Care Homes	Swimming Pool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

7) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

Accessory Dwelling Unit	Marina
Athletic Field, Private	Outdoor Amphitheater, Public
Bed & Breakfast	Preschool
Cemetery/Graveyard	Religious Institution
Club, Lodge, or Hall	Satellite Dish Antenna
Concealed (Stealth) Antennae & Towers	School, Post-Secondary
Golf Course, Privately Owned	Transportation Facility
Golf Driving Range	

Future Land Use Map

1.



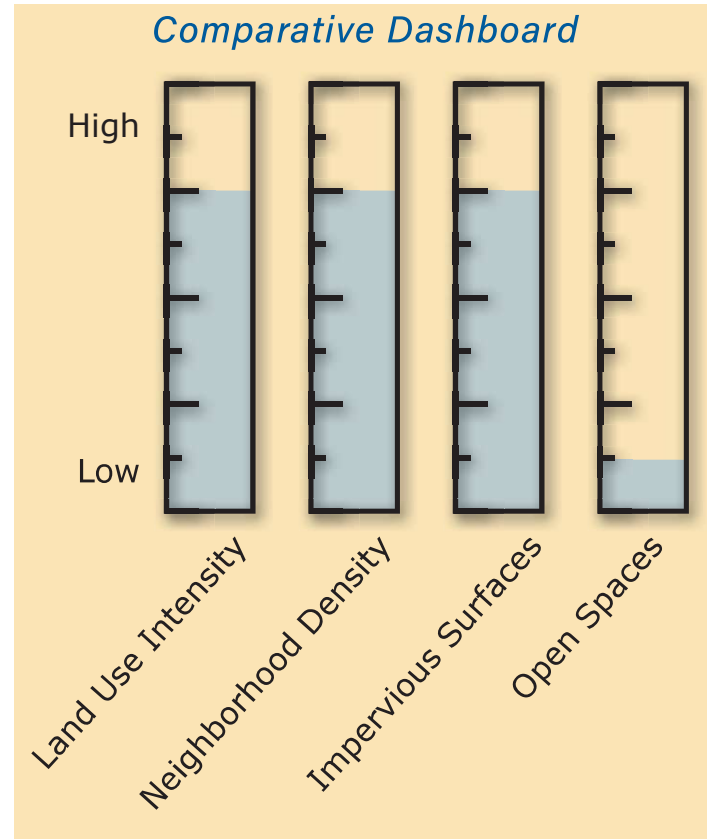
Traditional Neighborhood Residential

General Description:

These neighborhoods are walkable with structures situated close to each other. The residential areas exemplify the character found in the historic district and closer to downtown. Lots are typically smaller and closely packed with residential densities generally around 3 to 5 dwelling units per acre, although some areas may approach 7 dwelling units per acre. The historic development pattern prioritizes people and accommodates cars. Off-street parking is often to the side or around back, with homes pulled up close enough to the street to allow neighbors to engage with people on the sidewalk.

Streets and Circulation:

Streets are typically low volume and prioritize pedestrians, with sidewalks on both sides and street trees whenever possible. Connectivity is high because blocks are generally 500' or less. On-street parking is either formal or informal, depending on context. Low speed limits allow bicycles to share the travel lanes.



EXAMPLE USES:

Typical Uses:

Primarily single family detached residential, with a mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, garage apartments, and occasionally even larger homes that have been converted to discrete multi-family structures or even small bed-n-breakfast businesses.

Traditional Neighborhood Residential

Other Concerns:

In the historic district, these neighborhoods have significant restrictions that preserve their quaint appearance and character. Although there may not be full support to extend all of these requirements to other areas, it may be possible to extract some of the more defining characteristics (buildings close to the street, parking in the rear, street trees, narrow streets, etc.) and bring those design elements to other neighborhoods.



Examples of the traditional neighborhood development style.



Town of Beaufort
 701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
 252-728-2142 • 252-728-3982 fax
www.beaufortnc.org

Notification Certification
Case #26-18 1527 Front Street Abutting Neighbors
Special Use Permit Amendment Request

SOUTHERN LIVING HOMES LLC PO BOX 433 KITTRELL, NC 27544	CROCKER RICHARD SCOTT 227 NORTWICK ROAD ROLESVILLE, NC 27571
MARLOW DEVELOPMENT PARTNERS LLC 3700 COMPUTER DR STE 280 RALEIGH, NC 27609 -6531	MATTOCKS JOHN R ETUX SUSAN A G 5303 TRENT WOODS DRIVE NEW BERN, NC 28562
WEBB ROBERT ETAL LISE JOHNSON TRUSTEE 2111 WOODLAND AVE RALEIGH, NC 27608	MARLOWE WILLIAM A III 3700 COMPUTER DRIVE #280 RALEIGH, NC 27609
ELLIOTT JAMES ANDREW LITTLE REBECCA MARIE 210 CARY ST SMITHFIELD, VA 23430 -1104	

I, *Michelle Eitner*, Town Planner for the Town of Beaufort do hereby certify the above subject property owners and adjacent property owners were notified that a special use permit request will be heard at the July 13, 2026 Board of Commissioners meeting at the Train Depot, 614 Broad Street, Beaufort, NC, at 6:00 p.m. Each of the above property owners was mailed a letter and vicinity map on June 19, 2026, regarding a request for a special use permit at 1507 Live Oak Street. A sign was posted on the subject property on June 19, 2026 regarding the same. A public notice advertising the hearing was submitted to the Carteret County News Times to run on July 1 and 8.

Signed

Date



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, July 13, 2026

AGENDA CATEGORY: Quasi-Judicial Proceeding
SUBJECT: Case #26-12 Special Use Permit: 1507 Live Oak
Street Gas Station

BRIEF SUMMARY:

Approve or deny the proposed Special Use Permit (SUP) for a gas station at 1507 Live Oak Street.

REQUESTED ACTION:

Conduct Quasi-Judicial Hearing
Decision based on Required Findings
Decision on Special Use Permit

EXPECTED LENGTH OF PRESENTATION:

30 Minutes

SUBMITTED BY:

Kyle Garner, AICP
Planning & Inspections Director



STAFF REPORT



To: Board of Commissioners
From: Michelle Eitner, Town Planner
Date: July 13, 2026
Case No. 26-12 Special Use Permit – 1507 Live Oak St Gas Station

THE REQUEST: Approve or deny the proposed Special Use Permit (SUP) for a gas station at 1507 Live Oak Street

INFORMATION:

Location: 1507 Live Oak Street (former Rolands BBQ unit)
Property Owner: Thomas Simpson with SimMun LLC
Applicant: Chase Cullipher with The Cullipher Group PA
Zoning District: B-1 General Business District
Flood Zone: AE6 (AE7 in preliminary FIRM)
LUP Future Land Use: Commercial Center (with Non-Intensification Zone Overlay)
Size: 7.74 acres
Existing Land Use: Huntley Plaza: An established mixed-use commercial center with a hardware store, pharmacy, nail salon, office space, and a restaurant.
Proposed Land Use: Gas station (convenience store with fuel sales and a quick-service restaurant)
Adjoining Uses/Zoning: North: single-family home (R-8)
 West (across Hwy 101): Glazed Donuts food truck (B-1), Owens Construction office (B-1), single-family home (R-8)
 South: Undeveloped (B-1) & First Bank (B-1)
 East: First Citizens Bank (B-1) & Burger King (B-1)
Utilities: Water and wastewater provided by Town

OPTIONS:

1. Approve the special use permit as presented
2. Approve the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Deny the special use permit based on specific failures to meet requirements
4. Table the request pending additional information necessary to make a decision

ATTACHMENTS:

- Exhibit A – Staff Report
- Exhibit B – Vicinity Map
- Exhibit C – Zoning Map
- Exhibit D – Application Package with additional information
- Exhibit E – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Exhibit F – LDO Section 9.C. B-1 General Business District
- Exhibit G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification
- Exhibit H – Email from Fire Marshal
- Exhibit I – Notification Certification

STAFF COMMENTS:

Chase Cullipher with The Cullipher Group PA, on behalf of property owner Thomas Simpson of SimMun LLC, has applied for a Special Use Permit to establish a gas station with convenience store and quick-service restaurant at 1507 Live Oak Street in the existing Huntley Plaza shopping center. Following request for additional information at the May 18th Planning Board meeting, the applicant has provided several components and a revised site plan for review.

The subject property, “Huntley Plaza”, is located between Highway 101 and Live Oak Street. The main building, built in 1958, has hosted several uses over the years. Beaufort Hardware (formerly ACE) is the anchor store in this shopping center currently, with several smaller tenants. Rolands BBQ served Beaufort for over thirty years and closed in 2024. After a short occupation by Redneck BBQ Lab, the end unit is now proposed for a new use – gas station convenience store. While convenience stores and restaurants are permitted by-right in the B-1 zoning district, the gas station requires a special use permit in any zoning district in Beaufort.

Within an existing structure and commercial center, far less site adjustments and external permits are necessary for the special use permit request than is required for brand new development. The renovation of the former restaurant space to a convenience store (with quick-service restaurant) and installation of fueling system and canopy are the main structural components of the project. Elevations have been provided for review.

This project does not meet either of the applicability requirements in LDO Section 15.C.2 to have to provide a landscaping plan as part of this application and is furthermore exempt given Section 15.C.3.c. The applicant voluntarily provides landscaping in addition to what is on the property currently and has updated it to align with Planning Board’s comments. The voluntary landscaping along Highway 101 meets requirements for street tree plantings, but are on the subject property (street trees are within ROW). A Type-A buffer is provided around three sides of the above-ground fuel tanks. A parking lot landscaping island separates the fuel canopy structure from parking spaces.

The applicant has been working with NCDOT on the design of the project, which has dictated the exit-only access point at the northern connection to Highway 101. The other four points of ingress/egress to this shopping center and circulation patterns will remain other than the adjusted exit-only change. Sidewalks are proposed that connects the existing sidewalk at the north to the roundabout project at the south.

No stormwater or erosion control/sedimentation permits are required to complete this project, as the proposed land disturbance does not trigger Town or State permitting/review, and the project proposes to reduce the total impervious surface area on the site by approximately 2700sf.

The Future Land Use Map of the LUP identifies this location as Commercial Center, which is described as “These areas have large-scale non-residential uses that serve the entire community and larger region.” An additional gas station in would serve the entire community and larger region, especially in emergency situations such as hurricanes when fuel is scarce. The use is also proposed to be served by a backup generator.

The Technical Review Committee met on March 27th to review the project. Comments and requests for clarifications or revisions were provided by Planning, Public Works, Utilities, and Engineering. These items were addressed in revised submissions received the following week and approved by those that had the comments/requests. The plan appeared to be compliant with applicable regulations at that time.

STAFF COMMENTS CONTINUED:

The Planning Board met on May 18th and discussed this application at length. The following list shows requested additional information with applicant's provided information:

- Secondary concrete retention/containment under/around tanks suitable to contain fuel
 - Staff provided an email from the Fire Marshal regarding review of these proposed components at the time of building permit application, not site plan review
 - Additional components shown on site plan (but not reviewed by Fire Marshal until building permit application per provided email)
- 8ft fence in type-a landscaping buffer on three sides around tanks
 - The 8' fence is noted in the "landscape data table"
- Provide elevations of building and fuel canopy with redacted branding
 - Elevations are provided
- Lighting plan provided with fixtures and footcandles
 - Lighting plan and fixtures are provided
- Landscaping plan that meets current ordinance requirements for landscaping for parking lot buffering along highway 101 and within parking lot interior, including large shade trees in parking lot interior, to maximum extent practicable
 - Landscape plan has been updated. See landscape data table for further details. All planting to comply with TOB approved list located in the ordinance.

Staff confirms that the requested application meets or exceeds applicable regulations.

During their June 15th meeting, the Planning Board discussed this request at length. Staff has provided these near verbatim motions in **bold font** below - repetitions/filler words removed, later modifications included (i.e. west corrected to east), and some motions pieced together.

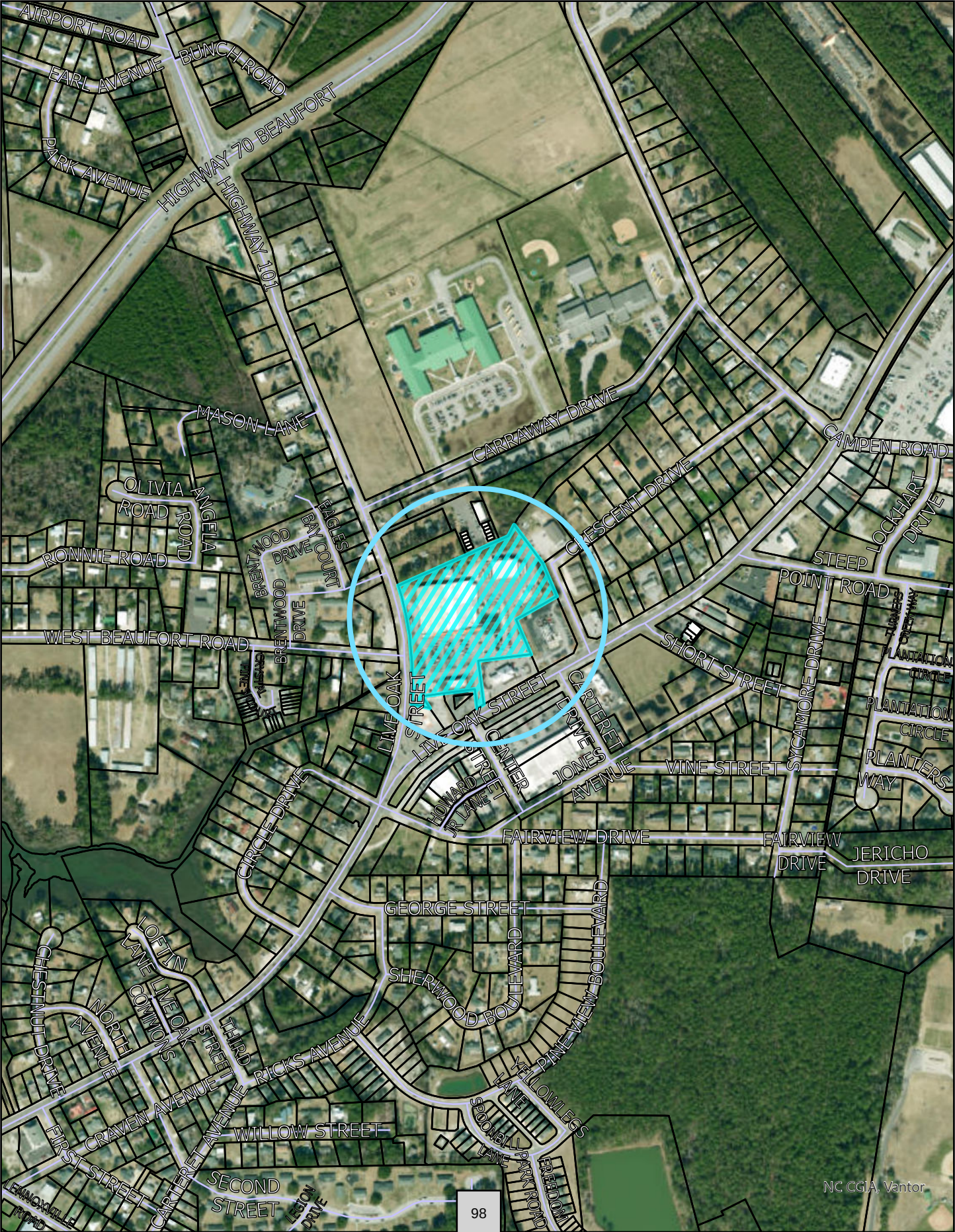
Unanimous recommendation of approval with the following two conditions:

- **Upon implementing the provided landscape plan with the additional modification that the planting island to the east of the fuel pumps be modified to incorporate two or more large shade trees in order to be compatible and in harmony with the adjoining land uses and development patterns, and**
- **In the interests of the public safety that a pedestrian path be provided from the shown sidewalk to the businesses in Huntley Plaza.**

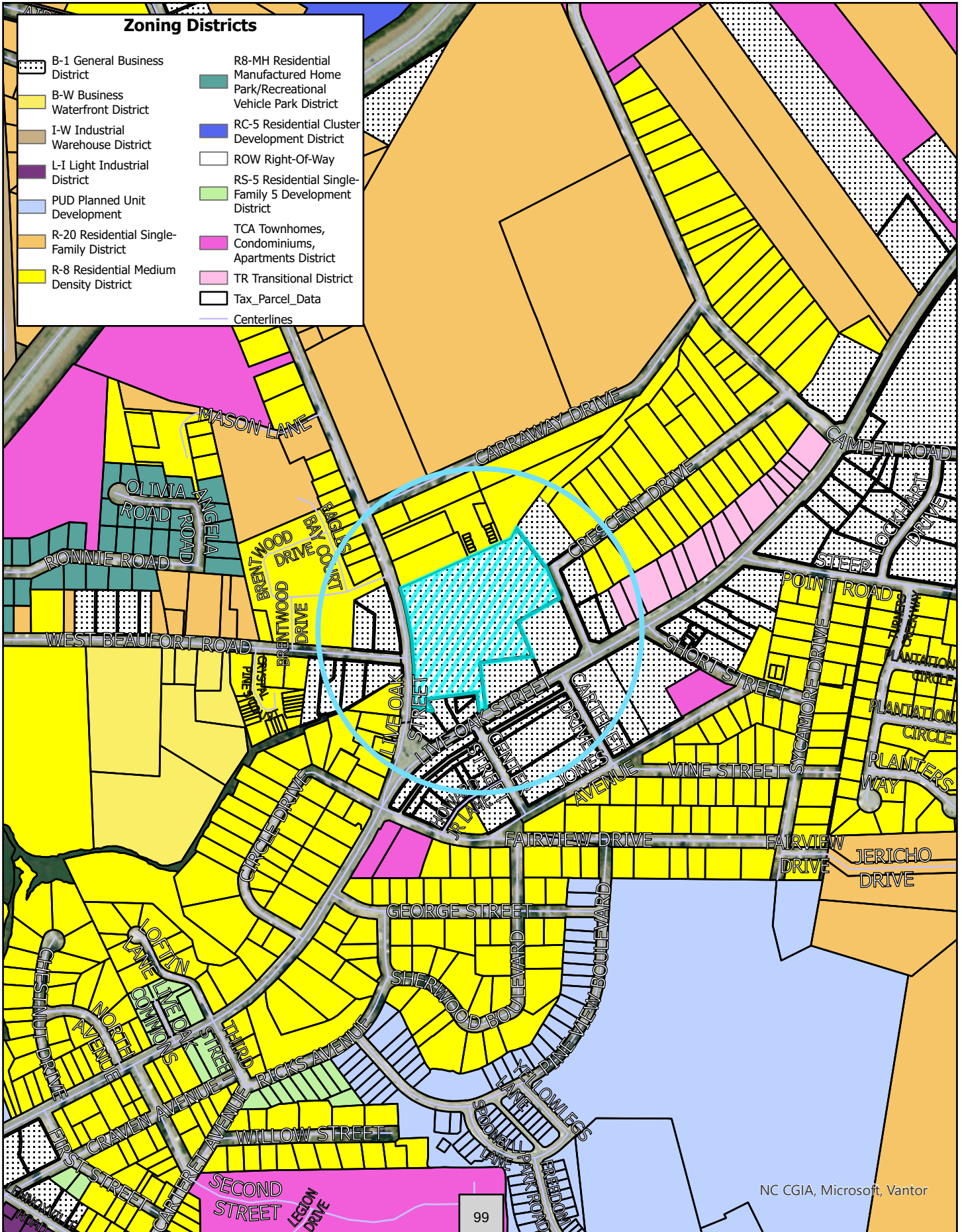
Additionally, the Planning Board unanimously voted to include advisory concerns to make sure the Commissioners consider:

- **Number one, because this is an identified entry corridor into the town of Beaufort as noted in the adopted gateway master plan, we have concerns over the proposal of above ground fuel tanks in this corridor.**
- **Number two, we have concerns related the screening of the side of the existing building. The entire side of the existing building that contains electrical panels, meters and so forth, that has not been screened from 101 and will not be screened architecturally or by the landscaping that is proposed along 101.**
- **Number three, we have concerns about the inadequacy of the landscaping in the southwest corner of the property due to its prominent location.**

Case 26-12 SUP 1507 Live Oak Street Gas Station
Vicinity Map



Case 26-12 SUP 1507 Live Oak Street Gas Station Zoning Map



Town of Beaufort, NC

Request for Special Use Permit

Parcel ID Number: 730615730628000

1507 Live Oak St.
Beaufort, NC 28516

The Cullipher Group Inc. requests approval of a Special Use Permit from the Town of Beaufort to establish a convenience store with fuel sales and a quick-service restaurant at Huntly Plaza (1507 Live Oak St., Beaufort, NC 28516).

Project summary

- **Proposed use:** Convenience store with fuel sales and a quick-service restaurant.
- **Site:** Huntly Plaza, 1507 Live Oak St.; a 7.74-acre parcel zoned B-1.
- **Existing development:** An established mixed-use commercial center with a hardware store, pharmacy, nail salon, office space, and a restaurant.
- **Applicant:** SimMun LLC

We respectfully submit this application and accompanying materials and acknowledge the importance of the expert testimony anticipated during the quasi-judicial proceedings.

- a) The proposed use is an allowable special use in the zoning district it is being located within;
Huntly Plaza (1507 Live Oak St.) is zoned B-1. In this district, a convenience store and a restaurant are permitted. The addition of fuel sales is permitted with approval of a Special Use Permit.
- b) The application is complete;
The application has been reviewed by Town Staff and is believed to be complete
- c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
The proposed convenience store with fuel sales and quick service restaurant is consistent with the Town of Beaufort's Comprehensive Plan and CAMA Land Use Plan. The property is zoned B-1, is already developed with multiple commercial tenants, and is designated as a "Commercial Center" in the Future CAMA Land

Use Plan—an automobile-oriented area intended for clustered, multi-tenant commercial uses.

- d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;

Traffic circulation and access (existing conditions and planned improvements):

- *The site includes an existing parking lot with five points of egress.*
- *Internal circulation will generally follow established traffic patterns in the existing parking lot. Based on NCDOT comments, the northern Hwy 101 driveway will be changed to an exit only driveway.*
- *Updated signage and pavement markings will be installed to help minimize conflicts related to the new use.*
- *The Cullipher Group has consulted with NCDOT and will incorporate applicable NCDOT requirements into the final design.*

- e) The proposed special use will not substantially injure the value of adjoining or abutting properties;

Impact on adjoining or abutting property values:

- *The proposed convenience store with fuel sales and quick service restaurant at the existing Huntly Plaza is not expected to substantially injure the value of adjoining or abutting properties.*
- *The addition will help meet community needs by providing an additional in-town fuel option.*
- *Beaufort currently has one gas station within the Town limits, and fuel supplies can become strained during inclement weather or other emergency conditions.*

- f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,

The convenience store with fuel sales and quick service restaurant will be integrated into the existing Huntly Plaza building, with fuel dispensers and canopy placed in the current parking lot. The improvements are allowed in the B-1 district and are consistent with the Town of Beaufort's Comprehensive Plan and CAMA Land Use Plan. Nearby properties are largely zoned B-1, supporting compatibility with the surrounding development pattern.

- g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

The proposed convenience store with fuel sales and quick service restaurant at Huntly Plaza will be accessible to emergency responders and served by five existing egress points. All fuel-dispensing equipment will be new and subject to required regulation and inspections. The uses are permitted in the B-1 district (with Special Use Permit approval as applicable) and align with the Town of Beaufort's Comprehensive Plan and CAMA Land Use Plan; NCDOT site-plan coordination is addressed in subsection (d).

SITE DATA TABLE

PROPERTY OWNER:	SIM-MUN, LLC
PIN:	730615730628000
DEED REFERENCE:	DEEDBOOK 637, PAGE 140
MAP FOR RECORD:	MAP BOOK 34, PAGE 272
TOWN ZONING:	ZONE: S-1
TRACT AREA:	7.74 ACRES
CURRENT USE:	MIXED COMMERICAL BUSINESSES (HARDWARE, NAIL SALON, PHARMACY, ETC)
PROPOSED USE:	CONVERT EXISTING RESTAURANT AND PARKING AREA INTO GAS STATION AND CONVENIENCE STORE
BUILDING SETBACKS:	FRONT SIDE = 15' REAR = 15'
BUILDING HEIGHT:	40' MAXIMUM

PARKING DATA TABLE

EXISTING USE TYPE	AREA PER USE (SF)	PARKING REQUIRED PER AREA	PARKING REQUIRED
HARDWARE STORE	21,800	1 SPACE PER 600 SF	36 SPACES
OFFICE SPACE	8,500	1 SPACE PER 250 SF	34 SPACES
NAIL SALON	3,800	1 SPACE PER 300 SF	12 SPACES
STORAGE (WAREHOUSE)	10,200	1 SPACE PER 1,000 SF	10 SPACES
PHARMACY	2,380	1 SPACE PER 300 SF	8 SPACES
PROPOSED USE TYPE	AREA PER USE(SF)	PARKING REQUIRED PER AREA	PARKING REQUIRED
GAS/SERVICE STATION	5,500	1 SPACE PER 250 SF	22 SPACES
SUBTOTAL PARKING REQUIRED =			113 SPACES
* TOTAL PARKING PROVIDED =			91 SPACES
TOTAL PARKING REQUIRED =			124 SPACES

* SECTION 13.B.4 - ALLOWS FOR 20% REDUCTION IN REQUIRED PARKING SPACES FOR DEVELOPMENT GREATER THAN 25,000 SF

IMPERVIOUS DATA TABLE

IMPERVIOUS AREA TO BE ADDED ALONG WEST SIDE OF FUEL CANOPY =	1,458.88 SF
IMPERVIOUS AREA TO BE ADDED AT NORTHERN EXIT ONTO HWY 101 =	548.60 SF
IMPERVIOUS AREA TO BE REMOVED AT 3' LANDSCAPE ISLAND =	-619.31 SF
IMPERVIOUS AREA TO BE REMOVED FOR SOUTHWEST LANDSCAPING =	-3,116.85 SF
NET DECREASE OF IMPERVIOUS AREA =	-2,728.68 SF

FUEL STORAGE DATA TABLE

TANK TYPE: CYLINDRICAL ABOVE GROUND STORAGE TANKS
TANK SIZE: 12,000 GALLONS EACH
NO. OF TANKS: TWO
TANK DIMENSIONS: 32'-7" LONG X 8'-6" DIAMETER

FIRE CODE SEPARATIONS	MINIMUM REQUIRED (LF)	DISTANCE PROVIDED (LF)
BETWEEN TANKS	3.0'	3.0'
NEAREST BUILDING	15.0'	18.9'
NEAREST PROPERTY LINE	15.0'	30.3'

LANDSCAPE DATA TABLE

PER TABLE 15-1 OF THE TOWN OF BEAUFORT LDO, THIS SITE IS EXEMPT DUE TO THE EXPANSION OF THE IMPERVIOUS SURFACE INTENSITY RATIO (ISR) BEING LESS THAN 15%

VOLUNTARY LANDSCAPE AND BUFFER INFORMATION:
AN 8' LAWN SPACE IS PROPOSED ALONG THE NC HWY 101 FRONTAGE ADJACENT TO THE PROPOSED CONVENIENCE STORE & FUEL CANOPY W/ SMALL STREET TREES PLANTED AT 30' O.C. IN ACCORDANCE WITH TABLE 14-1 (SPACING OF STREET TREES)

150 LF, 10' WIDE TYPE 'A' LANDSCAPE SCREEN IS PROPOSED ON THREE SIDES OF FUEL STORAGE W/ AN 8' TALL OPAQUE FENCE, (6) LARGE EVERGREENS AND (9) SMALL EVER GREENS
4' WIDE LANDSCAPE PLANTER SEPARATING FUEL PUMP AREA FROM GENERAL PARKING W/ (3) SMALL TREES AND (5) SHRUBS

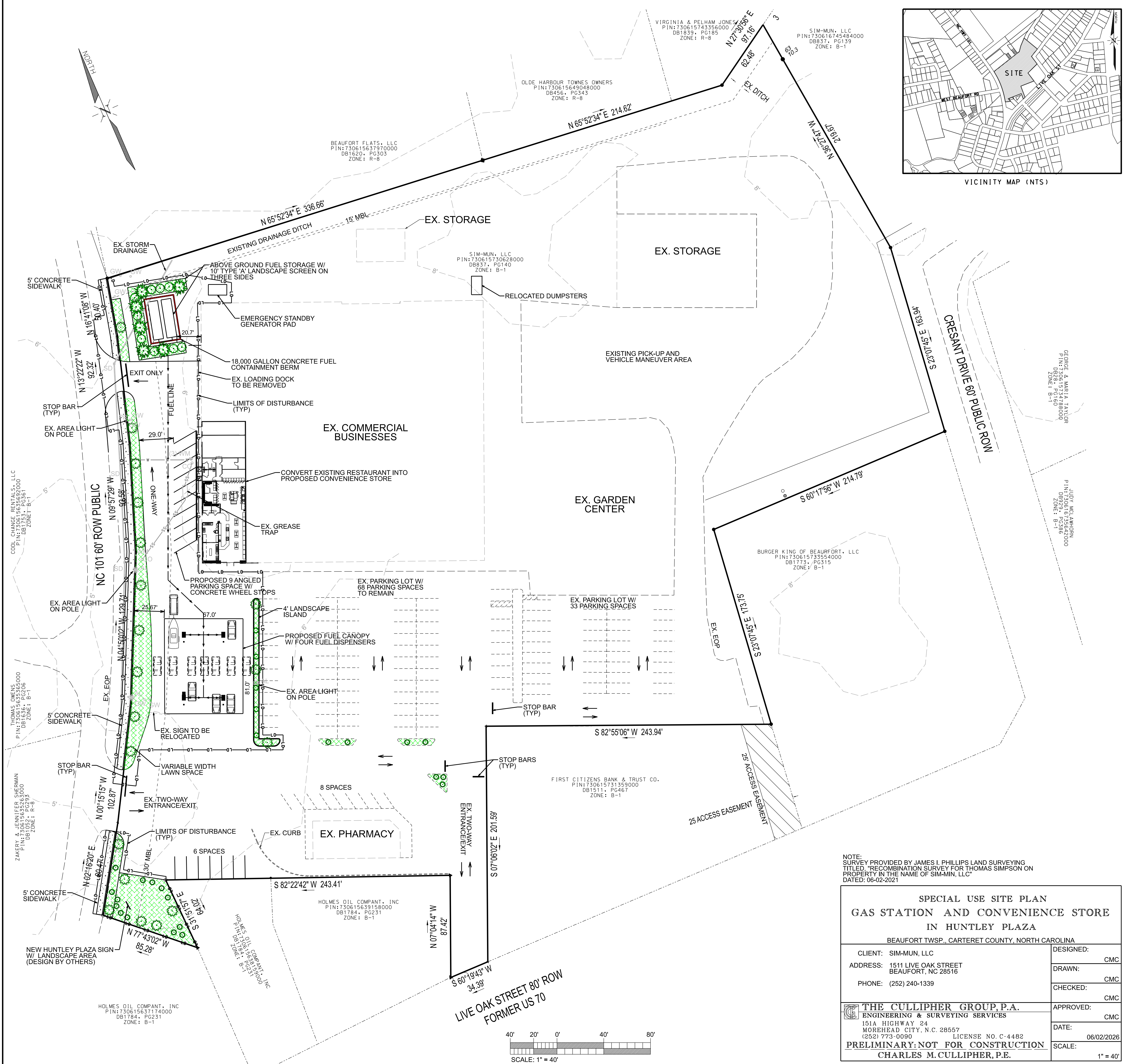
DECORATIVE ISLAND AROUND NEW SHOPPING CENTER SIGN - LANDSCAPE DESIGN BY OTHERS

FUEL CANOPY DATA TABLE

CANOPY DIMENSIONS: 67' WIDE x 81' LONG
CANOPY HEIGHT: 20'
NEAREST CORNER TO PROPERTY LINE: 19.92'
INTERIOR WIDTH BETWEEN DISPENSERS: 30.57'
DISTANCE FROM EX. BUILDING: 40.05'
NOTE: SAFETY LIGHTING SHALL BE ADDED ON/UNDERNEATH CANOPY IN COMPLIANCE WITH TOWN STANDARDS

LEGEND

EIP	EXISTING IRON PIPE
EX	EXISTING IRON ROD
ECMT	EXISTING CONCRETE MONUMENT
EN	EXISTING NAIL
EPK	EXISTING PK NAIL
NGCS	NORTH CAROLINA GEODETIC SURVEY
NGS	NATIONAL GEODETIC SURVEY
RWM MON	NCDOT MONUMENT
SIP	SET IRON PIPE
SIR	SET IRON PIPE
SCM	SET CONCRETE MONUMENT
SE	SET NAIL
OP	OVERHEAD POWER
PP	POWER POLE
UT	UNDERGROUND TELEPHONE
UP	UNDERGROUND POWER
UWL	UNDERGROUND WATER
MBL	MINIMUM BUILDING LINE
PP	POWER POLE
GW	GUY WIRE
WM	WATER METER
CO	SEWER CLEAN OUT
SD	STORM DRAIN
— 6' —	EXISTING CONTOURS
— LD —	FUEL SUPPLY LINE
SS	LIMITS OF DISTURBANCE
W	EX. SEWER SERVICE
AL	EX. WATER SERVICE
	EX. AREA LIGHT
	NATIVE N.C. TREE
	(WAX MYRTLE)
	NATIVE N.C. SHRUB
	SMALL EVERGREEN
	LARGE EVERGREEN
	CONCRETE AREA
	LANDSCAPE AREA
	LANDSCAPE IMPROVEMENT AREA



NOTE:
SURVEY PROVIDED BY JAMES I. PHILLIPS LAND SURVEYING
TITLED, "RECOMBINATION SURVEY FOR THOMAS SIMPSON ON
PROPERTY IN THE NAME OF SIM-MIN, LLC"
DATED: 06-02-2021

SPECIAL USE SITE PLAN
GAS STATION AND CONVENIENCE STORE
IN HUNTLEY PLAZA

BEAUFORT TWSP., CARTERET COUNTY, NORTH CAROLINA

CLIENT: SIM-MUN, LLC
ADDRESS: 1511 LIVE OAK STREET
BEAUFORT, NC 28516
PHONE: (252) 240-1339



THE CULLIPHER GROUP, P.A.
ENGINEERING & SURVEYING SERVICES

151A HIGHWAY 24
MOREHEAD CITY, N.C. 28557
(252) 773-0090 LICENSE NO. C-4482
PRELIMINARY: NOT FOR CONSTRUCTION
CHARLES M. CULLIPHER, P.E.

DESIGNED:	CMC
DRAWN:	CMC
CHECKED:	CMC
APPROVED:	CMC
DATE:	06/02/2026
SCALE:	1" = 40'





New Jim Dandy Location



Printed 3M Vinyl Stripe on all four sides.
(4) Printed 3M Vinyl logos right justified on all sides

Canopy Colors:

- PMS 539C
- C:13, M:13, Y:18, K:0

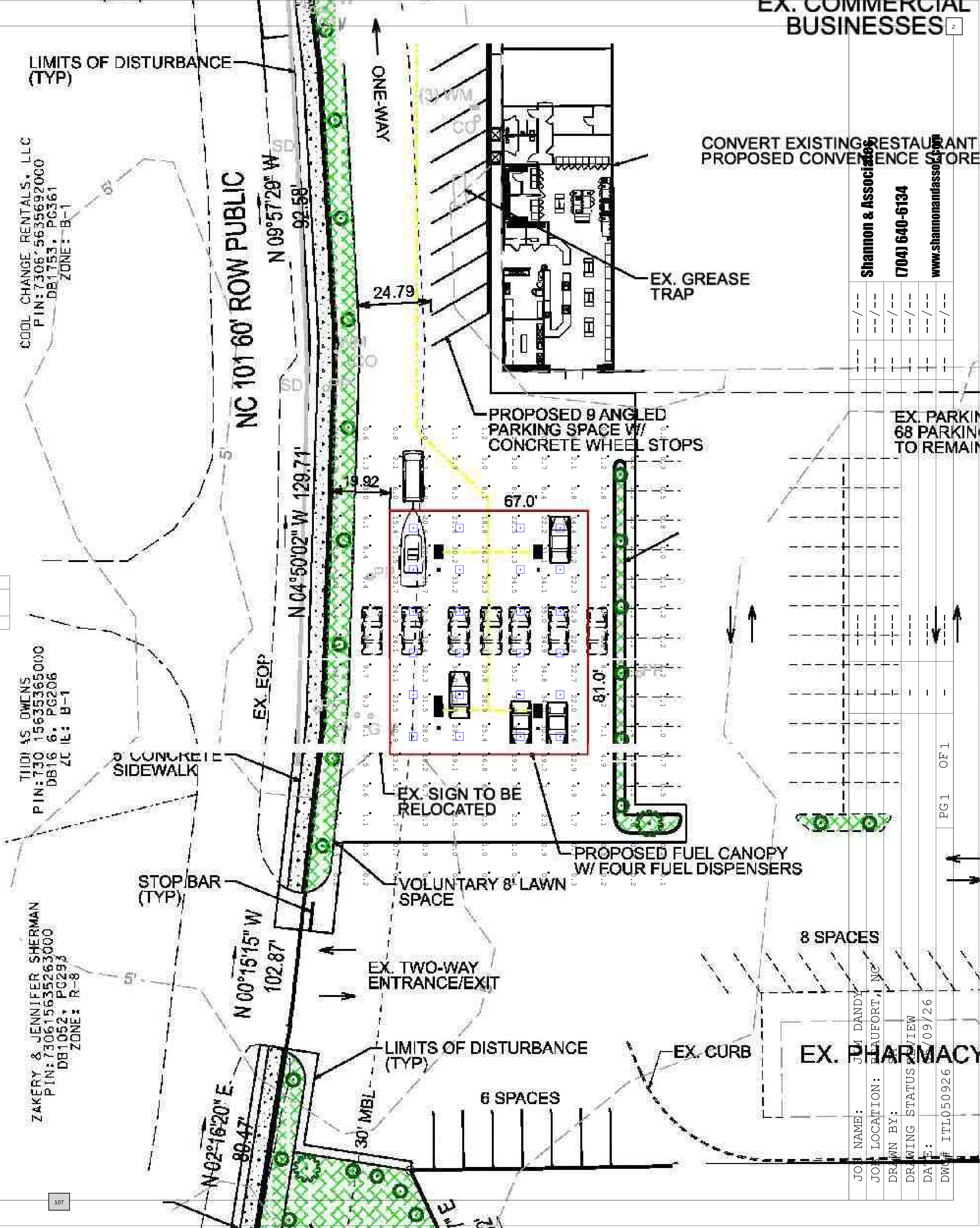
Product Colors:

- PMS 539C
- PMS 100C
- PMS 7465C



Luminaire Schedule								
Symbol	Qty	Label	Arrangement	Description	LLF	Luminaire Lumens	Luminaire Watts	Total Watts
	24	A	Single	CRUS-SC-VLW-4000K, RECESSED MOUNTED	1.000	9008	60	1440

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
CalcPts_1	Illuminance	Fc	10.76	35.4	0.1	107.60	354.00
Under Canopy	Illuminance	Fc	26.75	35.4	12.9	2.07	2.74



EX. COMMERCIAL BUSINESSES

Shannon & Associates
(704) 640-6134
www.shannonandassociates.com

EX. PARKING 68 PARKING TO REMAIN

PG 1 OF 1

8 SPACES

EX. PHARMACY

JOE NAME: JIM DANDY
JOE LOCATION: HARTFORD, NC
DRAWN BY: JIM DANDY
DRAWING STATUS: REVIEW
DATE: 07/09/26
DWG# IITL050926



Scottsdale® Legacy (CRUS)

LED Canopy Luminaire



OVERVIEW

Lumen Package (lm)	5,000 - 22,000
Wattage Range (W)	38 - 152
Efficacy Range (LPW)	114 -156
Weight lbs (kg)	23 (10.4)

QUICK LINKS

[Ordering Guide](#)[Performance](#)[Photometrics](#)[Dimensions](#)

FEATURES & SPECIFICATIONS

Construction

- Features a ultra-slim 11/16" profile die-cast housing, with flat clear or diffused tempered glass lens. Unit is water-resistant, sealed and IP66 rated. Integral designed heat sink does not trap dirt and grime, ensuring cool running performance over the life of the fixture.
- Standard color is white and is finished with LSI's DuraGrip® polyester powder coat process. DuraGrip withstands extreme weather changes without cracking or peeling.
- Luminaire assembly incorporates a pressure stabilizing vent breather to prevent seal fatigue and failure.

Optical System

- Features an array of select, mid-power, high brightness, high efficiency LED; 3000K, 4000K, 5000K color temperature, 80 CRI (nominal).
- Choice of Symmetric or Asymmetric distribution. Asymmetric provides a wider distribution pattern. Optional symmetric with diffused lens also available.
- Forward Throw distribution provides an industry leading unique distribution pattern that illuminates the area under the gas canopy and beyond. The forward through optic directs the light to the forecourt from the gas canopy eliminating the need for supplemental floodlights and extensive perimeter lighting.
- Diffuse lens available as an option to soften brightness of the luminaire.
- Six Lumen Packages: 5,000, 9,000, 10,000, 13,000, 18,000 and 22,000 Lumens.

Electrical

- High performance factory programmable driver features over-voltage, under voltage, short-circuit and over temperature protection with integral 6kV surge protection that meets IEEE C62.41.2 and ANSI C82.77-5 Location Category C Low standards. Additional field replaceable 10kV surge protection device meets a minimum Category C Low operation (per ANSI/IEEE C62.41.2). Custom lumen and wattage packages available.
- Driver components are fully encased in potting for moisture resistance. Complies with IEC and FCC standards. 0-10 V dimming supplied standard with all drive currents.
- Die-cast aluminum, wet location rated driver/electrical enclosure is elevated above canopy deck to prevent water entry, provide easy "knock-out" connection of primary wiring and acts as the primary heatsink ensuring cool operation of internal components for longer life. Seals to optical housing via one-piece molded silicone gasket.
- Universal voltage power supply, 120-277 VAC, 50/60 HZ and 347-480 VAC, 50/60 HZ input.
- -40°C to 55°C (-40°F to 131°F) ambient operating temperature. (Varies based on lumen package and mounting style see performance data for specifics.)
- Minimum 60,000 to 100,000 hours depending upon the ambient temperature of the installation location (see performance data for specifics.)

Hazardous Location

- Designed for lighter than air fuel applications. Product is suitable for Class 1 Divisions 2 only when properly installed per LSI installation instructions. See lsicorp.com for specific guidance. Not available on SLW.

Installation

- One-person installation.
- Installs in a 12" or 16" deck pan. Deck penetration consists of a 4" hole, simplifying installation and water sealing. Unit is designed to quickly retrofit into existing Scottsdale (4") hole as well as openings for Encore and Encore Top Access and to reconnect wiring for the SC/ECTA without having to relocate the conduit.
- Retro panels are available for existing Encores as well as kits for recessed and 2x2 installations (see separate spec sheets). Support brackets are provided standard, to prevent sagging of deck.

Warranty

- LSI luminaires carry a 5-year limited warranty. Refer to <https://www.lsicorp.com/resources/terms-conditions-warranty/> for more information.

Listings

- UL and ETL listed to UL 1598, UL 8750 and other U.S. and International safety standards. Suitable for wet locations.
- DesignLights Consortium® (DLC) Premium qualified product. Not all versions of this product may be DLC Premium qualified. Please check the DLC Qualified Products List at www.designlights.org/QPL to confirm which versions are qualified.
- Meets Buy American Act requirements.
- IDA compliant with 3000K or lower color temperature.

Scottsdale® Legacy (CRUS) LED Canopy Luminaire

Have questions? Call us at (800) 436-7800

Type : 2.

ORDERING GUIDE

[Back to Quick Links](#)

TYPICAL ORDER EXAMPLE: CRUS SCFT LED VHO 50 UE WHT DFL							
Prefix	Distribution	Light Source	Driver	Color Temperature	Input Voltage	Finish	Options ⁴
CRUS - LED Canopy Luminaire	SC - Symmetric AC ¹ - Asymmetric	LED	SLW - 5,000 Lumens VLW - 9,000 Lumens LW - 11,000 Lumens SS - 13,000 Lumens HO - 19,000 Lumens VHO - 22,000 Lumens ²	30 - 3000K 40 - 4000K 50 - 5000K	UE - Universal Voltage (120 - 277V) HV - High Voltage (347 - 480V)	WHT - White BRZ - Bronze BLK - Black	HL ⁵ - Hazardous Location DFL - Diffuse Lens
	SCFT ² - Combination Standard Symmetric and Forward Throw		Custom Lumen Packages ³ VHO - 22,000 Lumens				



Need more information?
[Click here for our glossary](#)

Have additional questions?
Call us at (800) 436-7800



ACCESSORY ORDERING INFORMATION (Accessories are field installed)

Order Number	Description
525946	Retrofit Panels - EC / ECTA / SCF to CRUS, for 16" Deck Panel
530281	Retrofit Panels - ECTA / SCF to CRUS, for 12" Deck Panel
357282	Retrofit 2x2 Cover Panel Blank (no holes)

Order Number	Description
354702	Retrofit RIC Cover Panel Blank (no holes)
1320540	Kit - Hole Plugs and Silicone (enough for 25 retrofits)*

*Consists of (25) 7/8" hole plugs, (100) 5/16" hole plugs and (1) tube of RTV

1 AC distribution utilizes a reflector which alters the look from a standard SC distribution.
2 FT distribution option only available with VHO 22,000 lumen package.
3 Custom lumen and wattage packages available consult factory Values are within industry standard tolerances but not DLC listed.
4 Not available with SCFT.
5 Not available on SLW.

PERFORMANCE

Delivered Lumens											
Lumen Package	Distribution	3000K CCT			4000K CCT			5000K CCT			Wattage
		Delivered Lumens	Efficacy	BUG Rating	Delivered Lumens	Efficacy	BUG Rating	Delivered Lumens	Efficacy	BUG Rating	
VHO	SC	21,301	140	B4-U0-G2	21,835	144	B4-U0-G2	22,697	150	B4-U0-G2	152
	AC	17,355	114	B3-U0-G3	17,799	117	B3-U0-G3	18,502	122	B3-U0-G3	
	SCFT	22,192	146	B3-U0-G3	22,598	149	B3-U0-G3	23,269	153	B3-U0-G3	
HO	SC	17,889	143	B3-U0-G1	18,346	146	B3-U0-G2	19,071	152	B4-U0-G2	125
	AC	14,582	116	B3-U0-G2	14,955	119	B3-U0-G2	15,546	124	B3-U0-G2	
SS	SC	13,113	141	B3-U0-G1	13,449	144	B3-U0-G1	13,980	150	B3-U0-G1	93
	AC	11,468	123	B3-U0-G2	11,761	126	B3-U0-G2	12,226	131	B3-U0-G2	
LW	SC	10,457	144	B3-U0-G1	10,724	148	B3-U0-G1	11,148	154	B3-U0-G1	73
	AC	9,145	126	B2-U0-G2	9,379	129	B2-U0-G2	9,749	134	B2-U0-G2	
VLW	SC	8,783	146	B3-U0-G1	9,008	149	B3-U0-G1	9,364	155	B3-U0-G1	60
	AC	7,681	127	B2-U0-G1	7,878	131	B2-U0-G1	8,189	136	B2-U0-G1	
SLW	SC	5,585	146	B2-U0-G1	5,728	150	B2-U0-G1	5,954	156	B2-U0-G1	38
	AC	4,884	128	B1-U0-G1	5,009	131	B1-U0-G1	5,207	136	B1-U0-G1	

*LEDs are frequently updated therefore values are nominal.

Electrical Data (AMPS)							
Lumen Package	Wattage	120V	208V	240V	277V	347V	480V
VHO	152	1.27	0.73	0.64	0.55	0.44	0.32
HO	124	1.03	0.6	0.52	0.45	0.36	0.26
SS	92	0.77	0.44	0.38	0.33	0.27	0.19
LW	72	0.6	0.35	0.3	0.26	0.21	0.15
VLW	60	0.5	0.29	0.25	0.22	0.17	0.13
SLW	38	0.32	0.18	0.16	0.14	0.11	0.08

*Electrical data at 25C (77F). Actual wattage may differ by +/-10%.

Recommended Lumen Maintenance ¹ CRUS VHO					
Ambient Temperature °C	Initial ²	25k hr ²	50k hr ²	75k hr ³	100k hr ³
0 C	102%	97%	92%	88%	84%
10 C	102%	97%	92%	88%	84%
20 C	102%	97%	92%	88%	84%
25 C	102%	97%	92%	88%	84%
30 C	102%	97%	92%	88%	84%
40 C	101%	95%	90%	85%	80%
50 C	101%	94%	89%	83%	78%

OPERATING TEMPERATURE		
Lumen Package	Mounting	Max
VHO	Metal/Wood Canopy	45 C
HO	Metal/Wood Canopy	45 C
SS	Metal/Wood Canopy	55 C

Recommended Lumen Maintenance ¹ CRUS SS					
Ambient Temperature °C	Initial ²	25k hr ²	50k hr ²	75k hr ³	100k hr ³
0	102%	97%	92%	88%	84%
10	102%	97%	92%	88%	84%
20	102%	97%	92%	88%	84%
25	102%	97%	92%	88%	84%
30	102%	97%	92%	88%	84%
40	102%	97%	92%	88%	84%
50	101%	95%	91%	86%	82%

1 Lumen maintenance values at 25 °C are calculated per TM-21 based on LM-80 data and in-situ luminaire testing.
2 In accordance with IESNA TM-21-11, Projected Values represent interpolated value based on time durations that are within six times (6X) the IESNA LM-80-08 total test duration (in hours) for the device under testing (DUT) i.e. the packaged LED).
3 In accordance with IESNA TM-21-11, Calculated Values represent time durations that exceed six times NA LM-80-08 total test duration (in hours) for the device under testing (DUT) i.e. the packaged LED).

PHOTOMETRICS

Luminaire photometry has been conducted by a NVLAP accredited testing laboratory in accordance with IESNA LM-79-08. As specified by IESNA LM-79-08 the entire luminaire is tested as the source resulting in a luminaire efficiency of 100%.

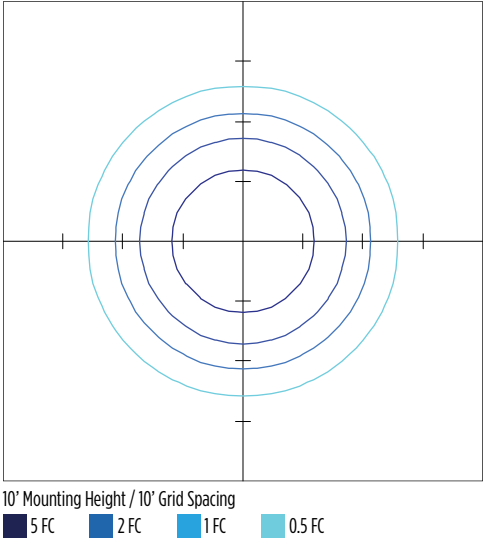
See the individual product page on <https://www.lsicorp.com/> for detailed photometric data.

CRUS-SC-SS-50

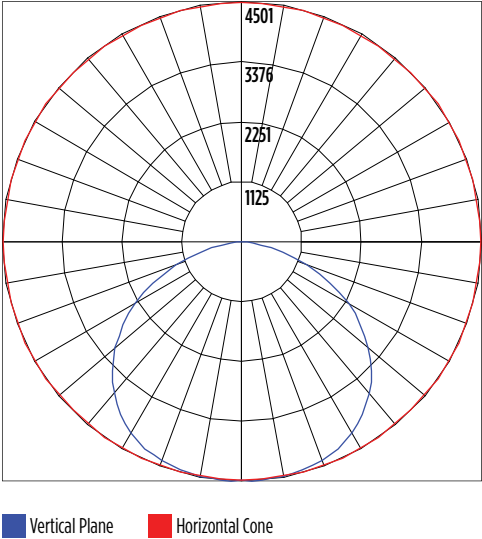
Luminaire Data	
Type 5 Distribution	
Description	5000 Kelvin, 80 CRI
Delivered Lumens	13,980
Watts	93
Efficacy	150
IES Type	Type VS - Very Short
BUG Rating	B3-U0-G1

Zonal Lumen Summary		
Zone	Lumens	% Luminaire
Low (0-30°)	3,479.6	26.7%
Medium (30-60°)	7,109.8	54.5%
High (60-80°)	2,334.8	17.9%
Very High (80-90°)	114.4	0.9%
Uplight (90-180°)	0.0	0.0%
Total Flux	13,038.6	100%

ISO Footcandle



Polar Curve

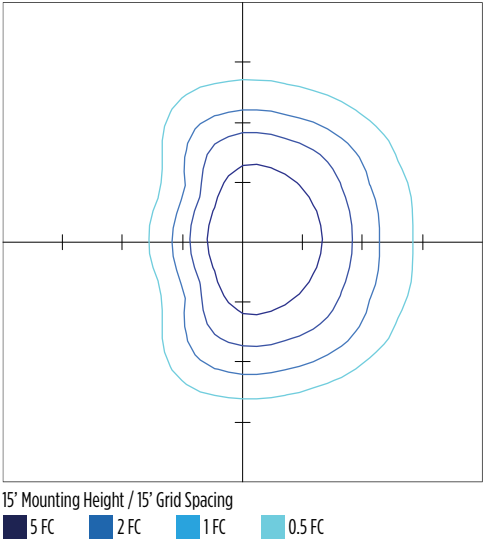


CRUS-AC-SS-50

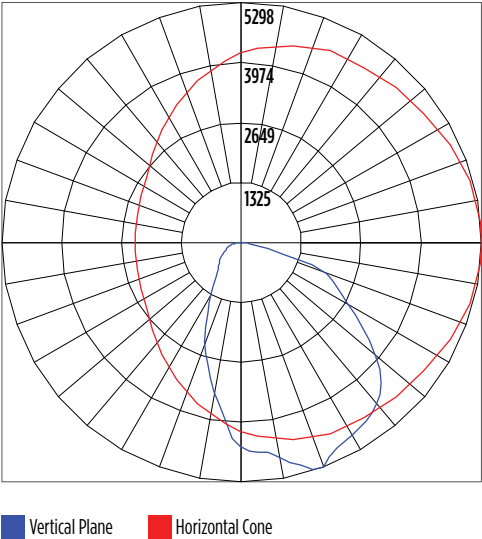
Luminaire Data	
Type 3 Distribution	
Description	5000 Kelvin, 80 CRI
Delivered Lumens	12,226
Watts	93
Efficacy	131
IES Type	Type III, Very Short
BUG Rating	B3-U0-G2

Zonal Lumen Summary		
Zone	Lumens	% Luminaire
Low (0-30°)	3,240.3	27%
Medium (30-60°)	6,245.5	51%
High (60-80°)	2,594.6	21%
Very High (80-90°)	146.1	1%
Uplight (90-180°)	0	0%
Total Flux	12,227	100%

ISO Footcandle



Polar Curve



Scottsdale® Legacy (CRUS) LED Canopy Luminaire

Have questions? Call us at (800) 436-7800

PHOTOMETRICS

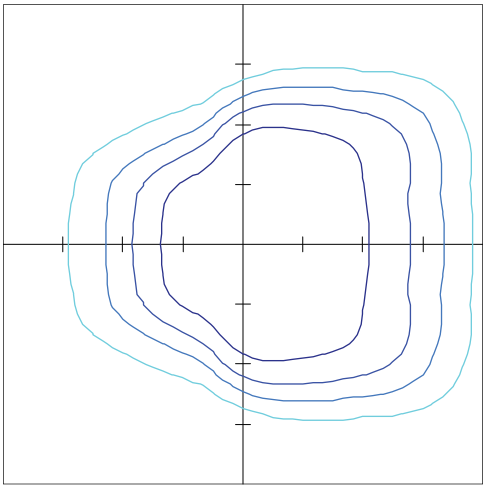
[Back to Quick Links](#)

CRUS-SCFT-SS-50

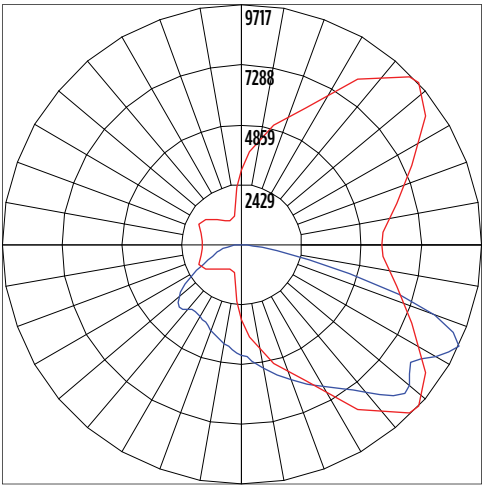
Luminaire Data	
Type 5 Distribution	
Description	5000 Kelvin, 80 CRI
Delivered Lumens	13,980
Watts	93
Efficacy	150
IES Type	Type VS - Very Short
BUG Rating	B3-U0-G3

Zonal Lumen Summary		
Zone	Lumens	% Luminaire
Low (0-30°)	2,397.7	10.30%
Medium (30-60°)	8,658.8	37.20%
High (60-80°)	4,914.2	21.10%
Very High (80-90°)	225.7	1.00%
Uplight (90-180°)	0	0%
Total Flux	23,269.3	100%

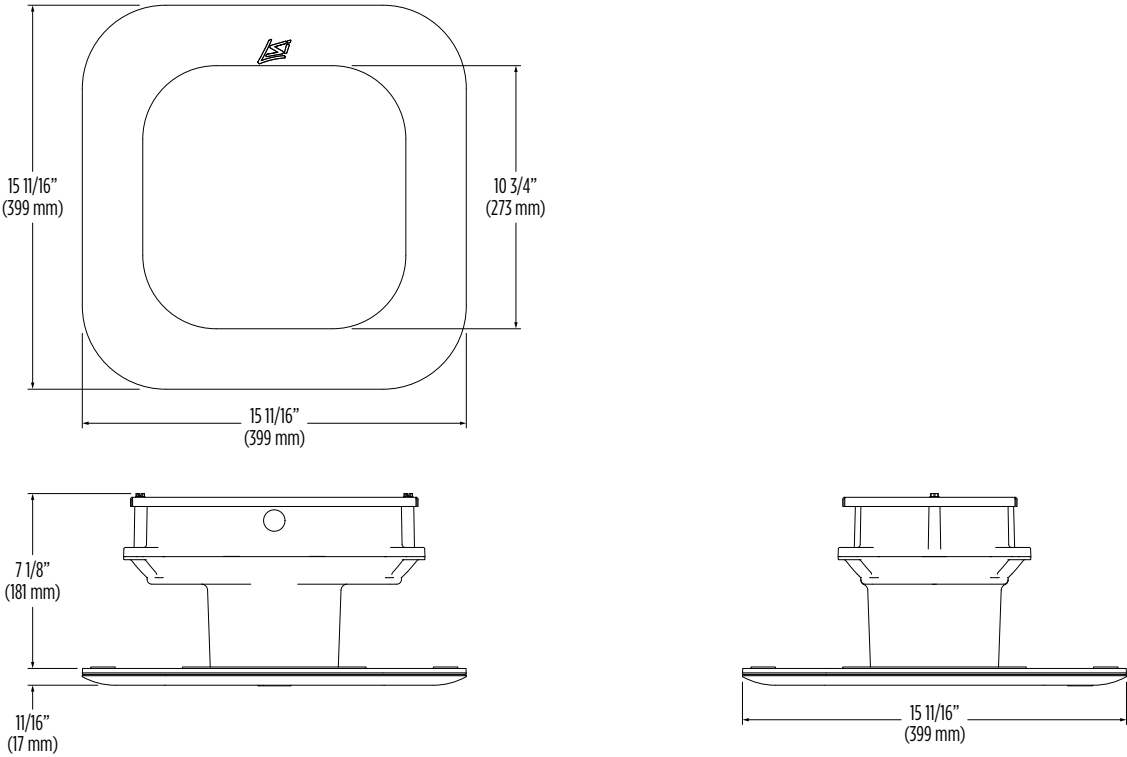
ISO Footcandle



Polar Curve



PRODUCT DIMENSIONS



SECTION 20 **Special Use Permits**

A) **General.**

Special uses are practices which are not permitted by right in any zoning district in the Town but may only be granted after due consideration by the BOC. The consideration of a special use application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is a permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

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

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 of this Ordinance and all applicable administrative regulations. The application shall include:
 - a) A proposed use site plan which contains information documented in Section 18(C) of this Ordinance and the specific information below:
 - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
 - ii) A legend identifying all symbols on the map;
 - iii) A North arrow and a scale;
 - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
 - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
 - vi) The map book, page number, and deed book information;
 - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
 - viii) Any other related information requested by Town staff, the Planning Board, or the BOC.
 - ix) All required environmental permit improvements needed for the property.
 - b) The special use permit sought; and,
 - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.

- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
 - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
 - b) The submitted site plan shall also include all street front architectural elevation drawings to ensure the compatibility of the building(s) with the surrounding residential structures; and,
 - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

C) *Quasi-Judicial Proceeding Notification Requirements.*

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

D) *Procedures on Special Use Applications.*

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

- 1) The BOC shall conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary hearing for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed and may table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

E) Required Findings.

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
 - a) The proposed use is an allowable special use in the zoning district it is being located within;
 - b) The application is complete;
 - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
 - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
 - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
 - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
 - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
 - a) Size (footprint);
 - b) Height;
 - c) Proportion and scale;
 - d) Roof shape(s);
 - e) Setbacks;
 - f) Location, size, and number of openings (doors and windows);
 - g) Materials;
 - h) Color; and,
 - i) Texture.

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

The General Business District is established as the zoning 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 and development regulation 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 shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) **Permitted Uses.**

Amusement Establishment	Liquor Store
Antenna Co-Location on Existing Tower	Moped/Golf Cart Sales/Rentals
Aquaculture	Mortuary/Funeral Home/Crematorium
Assisted Living	Motor Vehicle Sales/Rentals
Athletic Field, Public	Museum
Bed & Breakfast	
Boat Sales/Rentals	Neighborhood Recreation Center,
Car Wash	Public
Club, Lodge, or Hall	Nursing Home
Commercial Indoor Recreation Facility	Office: Business, Professional, or Medical
Community Garden	Other Building-Mounted Antennae &
Concealed (Stealth) Antennae & Towers	Towers
Convenience Store	Outdoor Retail Display/Sales
Day Care Center	Park, Public
Dock	Parking Lot
Dry Boat Storage	Parking Structure
Financial Institution	Personal Service Establishment
Government/Non-Profit Owned/ Operated Facilities & Services	Pool Hall or Billiard Hall
Hospital	Produce Stand/Farmers' Market
Hotel or Motel	Public Safety Station
Kennel, Indoor Operation Only	Public Utility Facility
Library	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* requirements 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

Future Land Use Map

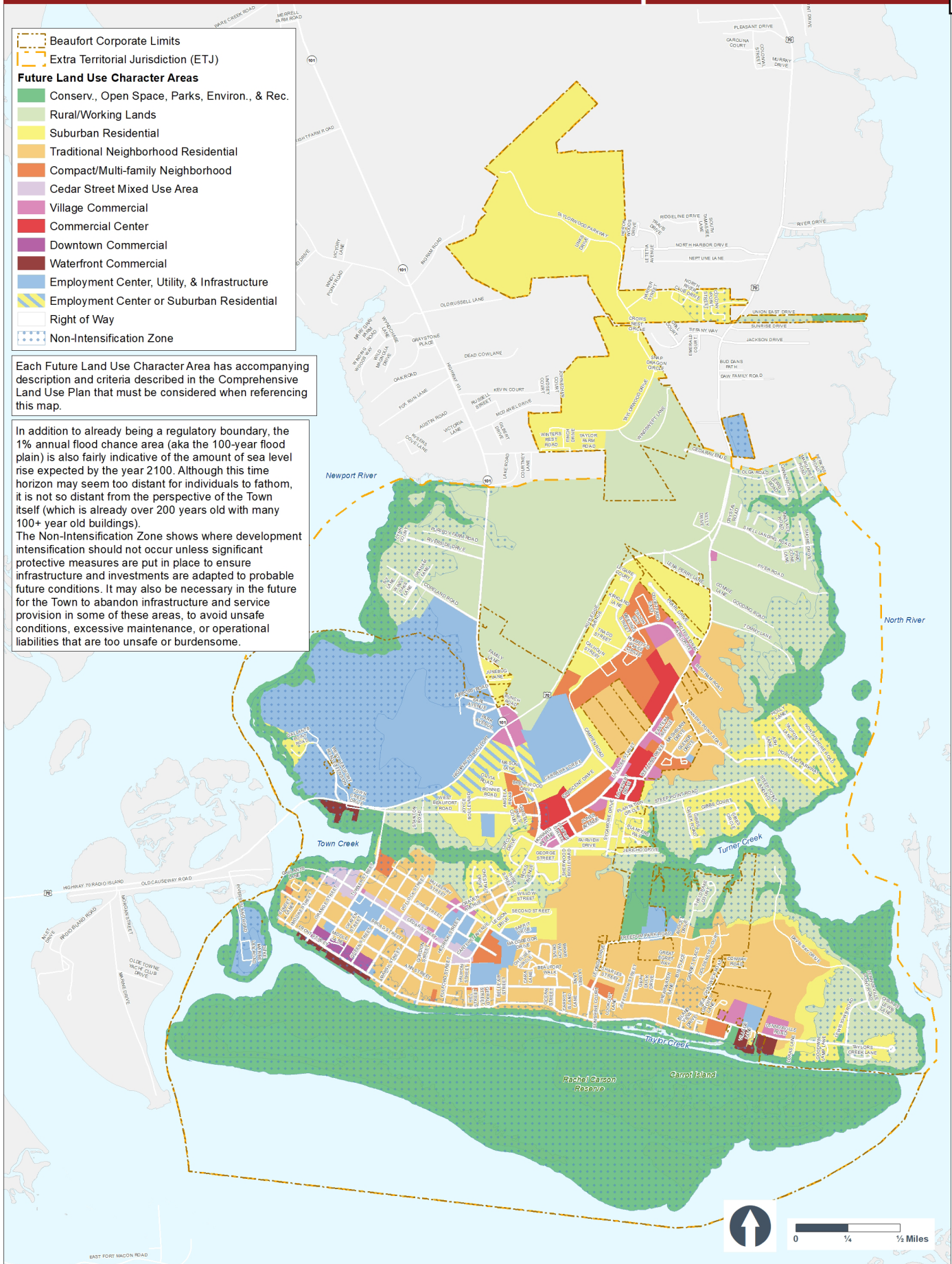
2.



Each Future Land Use Character Area has accompanying description and criteria described in the Comprehensive Land Use Plan that must be considered when referencing this map.

In addition to already being a regulatory boundary, the 1% annual flood chance area (aka the 100-year flood plain) is also fairly indicative of the amount of sea level rise expected by the year 2100. Although this time horizon may seem too distant for individuals to fathom, it is not so distant from the perspective of the Town itself (which is already over 200 years old with many 100+ year old buildings).

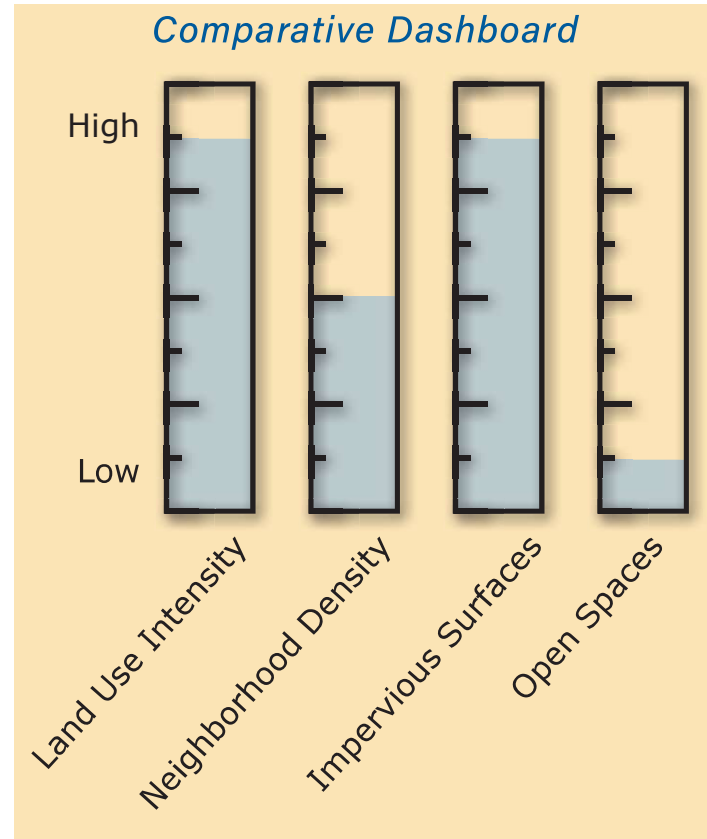
The Non-Intensification Zone shows where development intensification should not occur unless significant protective measures are put in place to ensure infrastructure and investments are adapted to probable future conditions. It may also be necessary in the future for the Town to abandon infrastructure and service provision in some of these areas, to avoid unsafe conditions, excessive maintenance, or operational liabilities that are too unsafe or burdensome.



Commercial Center

General Description:

These areas have large-scale non-residential uses that serve the entire community and larger region. These sites are often occupied or anchored by a large tenant ("big box") and the development may span the entire block. Often it is a multi-tenant development with outparcels and large swaths of shared parking, but it can have other, more pedestrian-friendly configurations, as well. Buildings are generally set back from the public street and often front on individual or shared parking lots. Some developments may have buildings pulled up to the street, with parking in the rear, especially at busy intersections or in particularly active nodes that are accessible by nearby residents via walking. However, these places are typically automobile-oriented, generate large volumes of traffic, and are not particularly walkable.



EXAMPLE USES:

Typical Uses:

Large footprint, higher intensity, regional commercial, retail, services, or offices, including less pedestrian friendly uses such as vehicle and machinery repair, sales, and rental, lumber yards, commercial nurseries, fast food restaurants, etc. Hotels are also appropriate. Automobile-dependent businesses predominate.

If Context Appropriate:

- Institutional uses (churches, primary or secondary schools, hospital,

government buildings, etc.), provided they do not detract from the overall commercial nature of an area.

- On parcels directly adjacent to this character area, multi-family residential is often appropriate, particularly if it is walkable to nearby businesses. Higher density residential development, whether as detached or attached residential, is usually appropriate within a ¼ mile network walking distance of these areas.
- Upper story dwellings (aka "live/work") may be appropriate in extremely limited instances.

Commercial Center

Streets and Circulation:

Streets should be (or have easy access to) higher volume streets or highways. Business frontages should have pedestrian connections to each other and to the surrounding sidewalk network, even if walking is not as convenient because of the longer distances. Automobiles are usually prioritized, but pedestrians should not be forgotten. If developments use extensive private drives or have adjacent parking areas, cross-access (automobile and pedestrian) should be required to adjacent non-residential or multi-family residential uses, in order to reduce traffic congestion on the main roads. Due to the high attraction of these centers, there might even be a transit stop nearby one day. Blocks should not exceed 700' feet on a side. If they do, the site may need to be redesigned to accommodate the public street network. Landscaping and proper stormwater management are key to ensuring attractive parking areas that do not contribute to excessive runoff.

Other Concerns:

Maintaining connectivity through these developments and to surrounding and adjacent neighborhoods and parcels is important. Allowing these developments to connect only to the main thoroughfare will contribute to additional traffic congestion as neighboring developments will have to travel the major thoroughfare to enter through the front, instead of having access from the sides and/or rear of the parcel. The connectivity, longevity, and public utility of the public street network must be a top consideration during the development process. Commercial areas are developed and redeveloped, but the right-of-way network established at the subdivision or site plan stage of development defines the built environment into the foreseeable future and beyond.



Examples of Commercial Centers

Michelle Eitner

From: John Pinder
Sent: Tuesday, June 2, 2026 11:04 AM
To: Michelle Eitner
Subject: Re: Planning Board Recommendation on Fire Code Requirement

Michelle,

In reference to the proposed gas station at 1507 Live Oak Street, all applicable fire code requirements will be addressed during the building permit review process. The Fire Marshal's Office primarily reviews the site plan during the initial stages of development to ensure compliance with fire apparatus access requirements and other site-related fire and life safety considerations. Additional fire code requirements will be evaluated as part of the building permit and construction review process.

Thanks

John Pinder
Fire Marshal, NC CFI
Town Of Beaufort Fire Dept.
506 Live Oak Street
Beaufort, NC 28516
252-292-1882





Town of Beaufort
 701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
 252-728-2142 • 252-728-3982 fax
www.beaufortnc.org

Notification Certification
Case #26-12 1507 Live Oak Street Abutting Neighbors
Special Use Permit Request

FIRST CITIZENS BANK & TRUST CO 4300 SIX FORKS RD FCC52 RALEIGH NC 27609	OWENS THOMAS 109 SHERWOOD BLVD BEAUFORT NC 28516
SIM MUN LLC 2715 COUNTRY CLUB ROAD MOREHEAD CITY NC 28557	OLDE HARBOUR TOWNES OWNERS 1669 ROBERTS RD NEWPORT NC 28570
BK OF BEAUFORT LLC ATTN: JOE LUCANIA 91 CROFT LN SMITHTOWN NY 11787	BEAUFORT FLATS LLC C/O FREDERICK MCCUNE 608 ANN ST BEAUFORT NC 28516
TAYLOR GEORGE A ETUX MARIA L/T 238 JONAQUINS DRIVE BEAUFORT NC 28516	HOLMES OIL COMPANY INC 110 EUROPA DRIVE STE 550 CHAPEL HILL NC 27517
JONES VIRGINIA G & JONES PELHAM T JR PO BOX 219 MARSHALLBERG NC 28553	COOL CHANGE RENTALS LLC 2210 E MILLBROOK RD RALEIGH NC 27604
MCLAWHORN JUDY W 4897 REEDY BRANCH RD WINTERVILLE NC 28590	JONES VILLAGE EAT LLC C/O HOLMES OIL COMPANY INC 100 EUROPA DR STE 550 CHAPEL HILL NC 27517
SHERMAN ZAKERY T ETUX JENNIFER 1729 W AUDUBON BLVD LANCASTER OH 43130	

I, *Michelle Eitner*, Town Planner for the Town of Beaufort do hereby certify the above subject property owners and adjacent property owners were notified that a special use permit request will be heard at the July 13, 2026 Board of Commissioners meeting at the Train Depot, 614 Broad Street, Beaufort, NC, at 6:00 p.m. Each of the above property owners was mailed a letter and vicinity map on June 19, 2026, regarding a request for a special use permit at 1507 Live Oak Street. A sign was posted on the subject property on June 19, 2026 regarding the same. A public notice advertising the hearing was submitted to the Carteret County News Times to run on July 1 and 8.

Signed

Date



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, July 13, 2026

AGENDA CATEGORY: New Business

SUBJECT: Case #26-17 Subdivision: 2220 Live Oak Street
Preliminary & Final Plat

BRIEF SUMMARY:

Approve or deny the proposed preliminary & final plat subdivision of 2220 Live Oak Street

REQUESTED ACTION:

Presentation and discussion of proposed subdivision
Decision on proposed subdivision

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Kyle Garner, AICP
Planning & Inspections Director



STAFF REPORT



To: Board of Commissioners
From: Michelle Eitner, Town Planner
Date: July 13, 2026
Case No. 26-17 Subdivision – 2220 Live Oak Street Preliminary & Final Plat

THE REQUEST: Approve or deny the proposed preliminary & final plat subdivision of 2220 Live Oak Street

INFORMATION:

Location: 2220 Live Oak Street (and newly created lot to be addressed 150 Shell Landing Road)
Property Owner: Ryan Miller
Applicant: Lin Byrd of Byrd Surveying PA
Zoning District: R-20 Residential Single-Family District
Size: 2.52 total acres, subdivided: 1.67a Lot 1 (2220 Live Oak Street) and 0.85a Lot 2 (150 Shell Landing Road)
Existing Land Use: Vacant (recently cleared)
Proposed Land Use: Single-Family (both lots)
Utilities: Proposed septic systems and county water (both lots)

OPTIONS:

1. Approve the preliminary and final subdivision plat
2. Approve the subdivision with conditions to bring it into compliance with the LDO
3. Deny the subdivision based on specific failures to comply with the LDO.
4. Table the recommendation pending additional information necessary to make a decision

ATTACHMENTS:

- Attachment A – Staff Report
- Attachment B – Vicinity Map
- Attachment C – Zoning Map
- Attachment D – Application Package

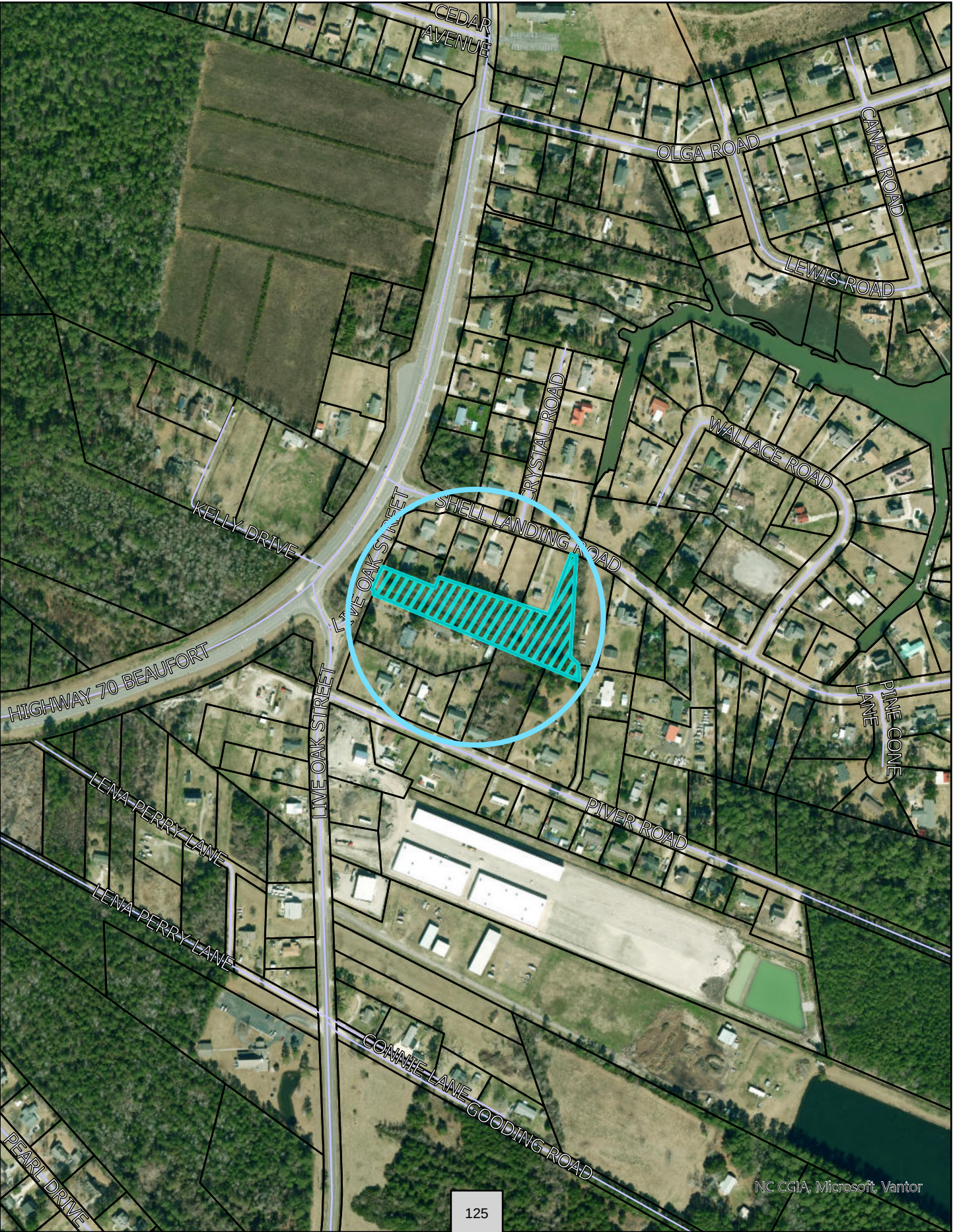
STAFF COMMENTS:

Lin Byrd of Byrd Surveying PA, agent for property owner Ryan Miller, has applied for preliminary & final plat approval of a two-lot subdivision of 2220 Live Oak Street.

This is a subdivision of one large lot into two smaller lots that do not require public infrastructure, but does not qualify as an exempt subdivision due to the size of the initial lot. The Technical Review Committee (TRC) provided comments virtually. Public Works, Engineering, Utilities, Police, and Fire departments had no comments or concerns with the proposed subdivision. Staff recommends that the proposed preliminary and final plat subdivision meets requirements of the Land Development Ordinance.

The Planning Board reviewed this proposed subdivision during their June 15th meeting and unanimously recommended approval as presented.

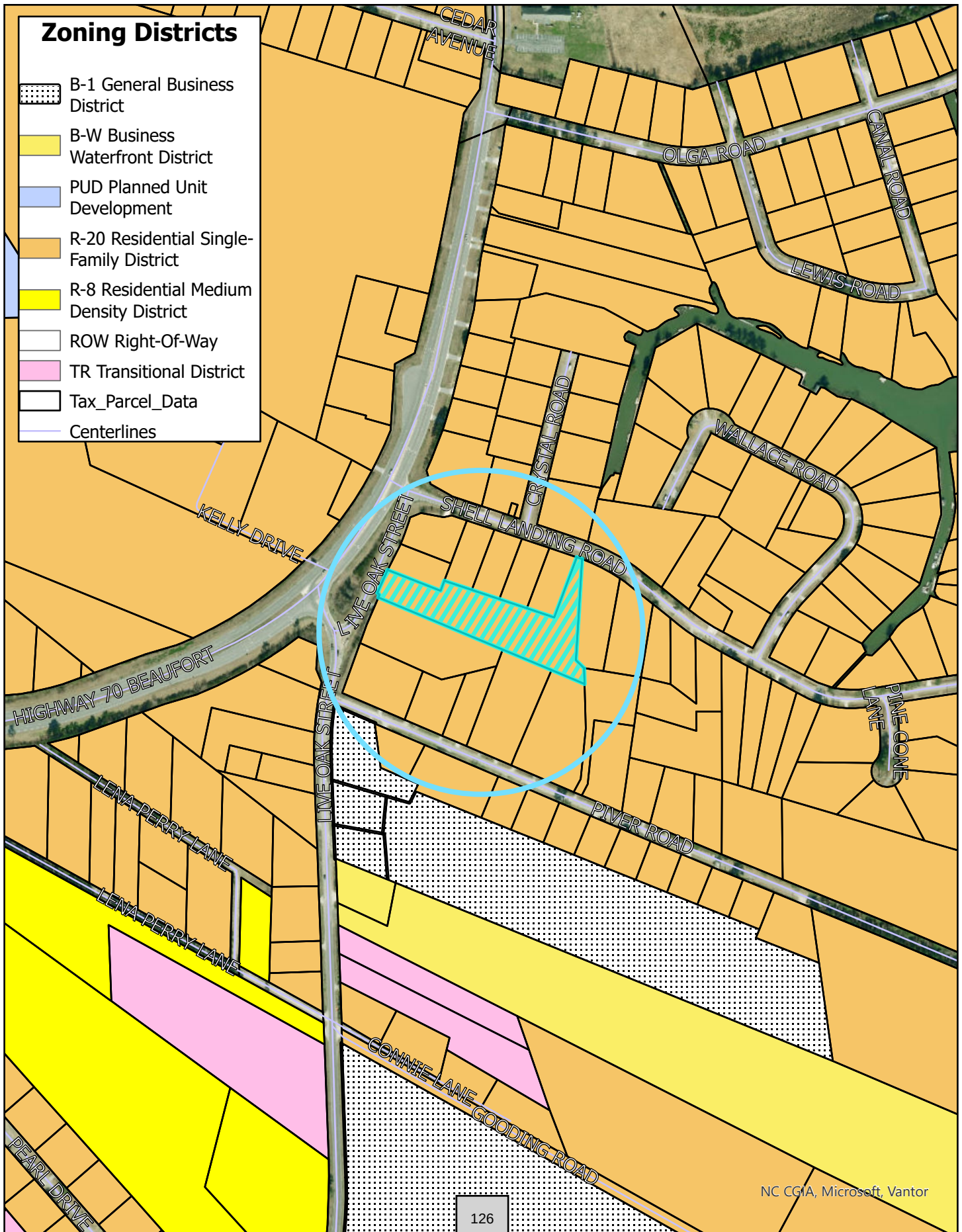
Case 26-17 Subdivision 2220 Live Oak Street Preliminary & Final Plat
Vicinity Map



Case 26-17 Subdivision 2220 Live Oak Street Preliminary & Final Plat Zoning Map

1.

N





APPLICATION FOR A PRELIMINARY SUBDIVISION PLAT

Instructions:

Please complete the form below and include all required attachments, including the \$250.00 application fee and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but will be returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Linwood Byrd, Jr. Byrd Surveying, PA

Applicant Address: 5058 US 70 West, N-3, Morehead City, NC 28557

Phone Number: 252-515-1039 Email: [REDACTED]

Property Owner Name: Ryan Miller

Address of Property Owner: 1210 Strange Ct, Morehead City, NC 28557

Phone Number: 252-269-2766 Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 2220 Live Oak St., Beaufort, NC

15-Digit PIN #: 731703105415000 Lot/Block #: _____

Size of Property (in square feet or acres): 2.52 Ac. Current Zoning: R-20

[Signature] 4-11-2026
Applicant Signature Date of Signature

[Signature] 5-11-2024
Property Owner Signature (if different than above) Date of Signature

An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Subdivision Ordinance**, and all other pertinent sections of the Ordinance for the information required to accompany this application. We require one digital/electronic copy and one paper copy of any plans submitted for the preliminary plat

The Town's website address is www.beaufortnc.org.

OFFICE USE ONLY

Revised 8/2020

Date: _____

Reviewed for Completeness By: _____

Received by: _____

Date Deemed Complete and Accepted: _____

Please be advised that email addresses have been removed by staff from this application & attachments to protect the applicant from AI spam emails.



APPLICATION FOR A FINAL SUBDIVISION PLAT

Instructions:

Please complete the form below and include all required attachments, including the **\$250.00 application fee** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but will be returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

APPLICANT INFORMATION

Applicant Name: Linwood Byrd Byrd Surveying, PA

Applicant Address: 5058 US 70 West, N-3, Morehead City, NC 28557

Phone Number: 252-515-1039

Email: [REDACTED]

Property Owner Name: Ryan Miller

Address of Property Owner: 1210 Strange Ct., Morehead City, NC 28557

Phone Number: 252-269-2766

Email: [REDACTED]

PROPERTY INFORMATION

Property Address: 2220 Live Oak St., Beaufort, NC

15-Digit PIN: 731703105415000 Lot/Block Number: _____

Size of Property (in square feet or acres): 2.52 Ac. Current Zoning: R-20

Linwood Byrd
Applicant Signature

4-11-2026
Date of Applicant's Signature

Thomas J. Mil
Property Owner Signature (if different than applicant)

5-11-2026
Date of Owner's Signature

An application fee of \$250, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 business days prior to a Planning Board scheduled meeting date.

Please refer to the Town's **Subdivision Ordinance**, and all other pertinent sections in the Ordinance for the information required to accompany this application. We require an electronic/digital copy on one printed copy of any plans submitted for the final plat.

The Town's website address is www.beaufortnc.org.

OFFICE USE ONLY

Revised 08/2020

Date: _____

Reviewed for Completeness By: _____

Received by: _____

Date Deemed Complete and Accepted: _____

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, high water table, buffers 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. This survey was performed without the benefit of a title commitment report. The surveyor does not claim that all matters of record which may or may not affect this property are shown hereon.

NOTE: THE SURVEYOR DOES NOT TAKE ANY RESPONSIBILITY FOR ANY UNDERGROUND UTILITIES NOT SHOWN HEREON. 811 SHOULD BE CONTACTED TO LOCATE THE UTILITIES ON THIS PROPERTY. ALL UTILITY LOCATIONS SHOULD BE VERIFIED PRIOR TO ANY CONSTRUCTION.

NOTE: NO TITLE SEARCH, OPINION OR COMMITMENT WAS PROVIDED TO THE SURVEYOR, NOR WAS ANY TITLE SEARCH PERFORMED BY THE SURVEYOR AT THE TIME OF THIS SURVEY. AN ATTORNEY SHOULD BE CONSULTED TO CONDUCT AN OFFICIAL TITLE SEARCH. THIS SURVEY WAS PERFORMED USING THE DEED AND MAP INFORMATION SHOWN HEREON.

- LEGEND**
- LINES SURVEYED (SUBJECT PROPERTY)
 - OTHER LINES SURVEYED (EX.: TIE LINES)
 - LINES NOT SURVEYED
 - RIGHT-OF-WAY LINE
 - EIP ——— EXISTING IRON PIPE FOUND
 - NIP ——— NEW IRON PIPE SET
 - CC ——— CONTROL CORNER
 - EIS ——— EXISTING IRON STAKE FOUND
 - NIS ——— 5/8" NEW IRON STAKE SET FLUSH
 - R/W ——— RIGHT-OF-WAY
 - DB ——— DEED BOOK
 - PG ——— PAGE
 - CP ——— COMPUTED POINT
 - A. G. ——— ABOVE GROUND
 - U. G. ——— UNDERGROUND
 - MB ——— MAP BOOK
 - EOP ——— EXISTING EDGE OF PAVEMENT
 - OHEL ——— EXISTING OVERHEAD POWER LINE
 - PP ——— EXISTING POWER POLE
 - MBSL ——— MINIMUM BUILDING SETBACK LINE

NORTH CAROLINA, CARTERET COUNTY
I, LINWOOD E. BYRD, JR., certify that this plat was drawn under my supervision from an actual survey made under my supervision, (deed references are as shown on the face of this plat; that the boundaries not surveyed are clearly indicated as drawn from information as shown on the face of this plat; that the ratio of precision as calculated is 1:10,000+ for unadjusted field data; that this plat was prepared in accordance with G. S. 47-30 as amended. Witness my original signature, license number and seal this 26th day of MARCH, A. D., 2026.

Professional Land Surveyor
License Number L-4662

I, LINWOOD E. BYRD, JR., Professional Land Surveyor certify that this plat is of a survey that creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.

LINWOOD E. BYRD, JR., PLS
L-4662

PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES,
SALES OR CONSTRUCTION

I, _____, REVIEW OFFICER OF CARTERET COUNTY, NC
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION
IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

DATE REVIEW OFFICER

STATE OF NORTH CAROLINA, CARTERET COUNTY

Filed for Registration at _____

_____ 2026 in the Register of Deeds Office.

KAREN S. HARDESTY
Register of Deeds

By: _____

This Plat Recorded in Map Book _____, Page _____

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

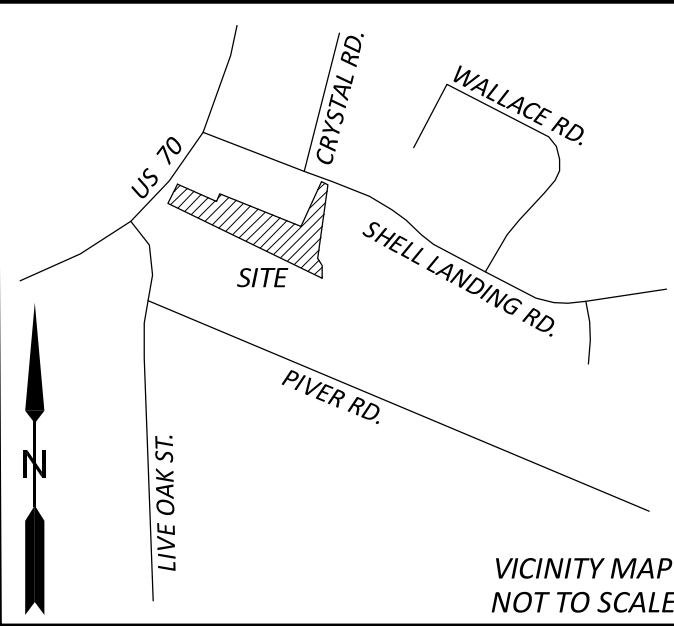
NOTE: PIN NUMBERS SHOWN ARE CURRENT AS OF THE DATE OF THIS
SURVEY AND ARE SUBJECT TO CHANGE IN THE FUTURE.

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

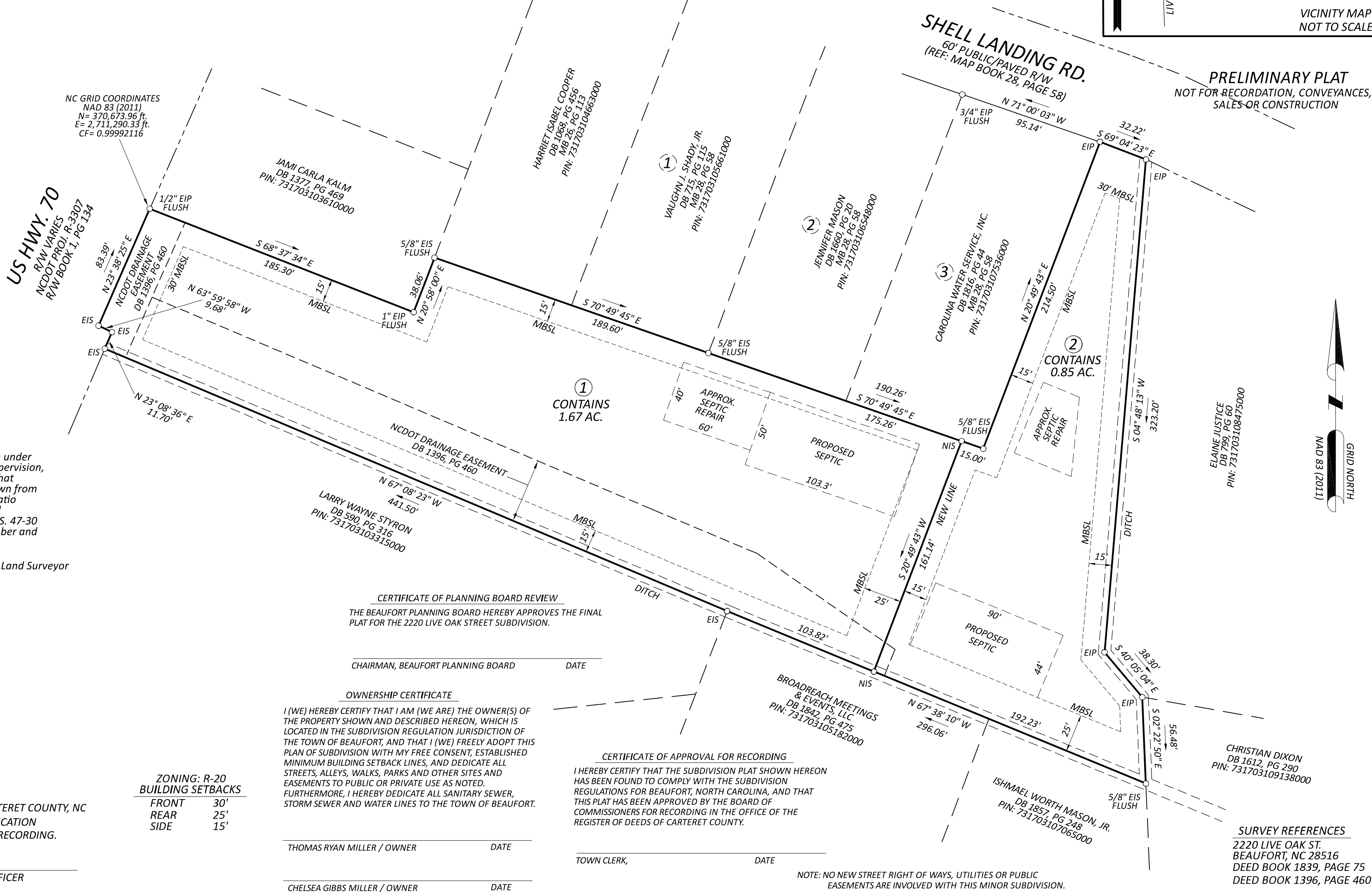
NOTE: THIS LOT IS SUBJECT TO ANY AND ALL
ADDITIONAL RESTRICTIONS SHOWN ON RECORDED
PLATS AND RESTRICTIVE COVENANTS AND ANY
RESTRICTIONS APPLIED BY ANY LOCAL, STATE OR
FEDERAL LAWS OR RULES.

NOTE: THE CHANGES TO NEW OR EXISTING PARCELS SHOWN HEREON ARE PROPOSED CHANGES. THE CHANGES SHOWN DO NOT TAKE EFFECT UNTIL THE PROPER APPROVALS HAVE BEEN OBTAINED AND THE PROPER DEEDS OR OTHER LEGAL DOCUMENTS ARE FILED WITH THE APPROPRIATE COUNTY REGISTER OF DEEDS OFFICE BY AN ATTORNEY.

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, CAMA AND ANY OTHER FEDERAL, STATE OR LOCAL REGULATION OF ANY NATURE. PORTIONS OF THIS PARCEL MAY CONTAIN WETLANDS.



PRELIMINARY PLAT
NOT FOR RECORDATION, CONVEYANCES,
SALES OR CONSTRUCTION



CERTIFICATE OF PLANNING BOARD REVIEW

THE BEAUFORT PLANNING BOARD HEREBY APPROVES THE FINAL
PLAT FOR THE 2220 LIVE OAK STREET SUBDIVISION.

CHAIRMAN, BEAUFORT PLANNING BOARD DATE

OWNERSHIP CERTIFICATE

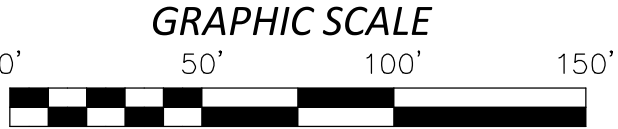
I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF
THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH IS
LOCATED IN THE SUBDIVISION REGULATION JURISDICTION OF
THE TOWN OF BEAUFORT, AND THAT I (WE) FREELY ADOPT THIS
PLAN OF SUBDIVISION WITH MY FREE CONSENT, ESTABLISHED
MINIMUM BUILDING SETBACK LINES, AND DEDICATE ALL
STREETS, ALLEYS, WALKS, PARKS AND OTHER SITES AND
EASEMENTS TO PUBLIC OR PRIVATE USE AS NOTED.
FURTHERMORE, I HEREBY DEDICATE ALL SANITARY SEWER,
STORM SEWER AND WATER LINES TO THE TOWN OF BEAUFORT.

THOMAS RYAN MILLER / OWNER DATE

CHELSEA GIBBS MILLER / OWNER DATE

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

ACREAGE COMPUTED BY COORDINATE METHOD
NOTE: ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES
IN US SURVEY FEET UNLESS OTHERWISE NOTED



CERTIFICATE OF APPROVAL FOR RECORDING

I HEREBY CERTIFY THAT THE SUBDIVISION PLAT SHOWN HEREON
HAS BEEN FOUND TO COMPLY WITH THE SUBDIVISION
REGULATIONS FOR BEAUFORT, NORTH CAROLINA, AND THAT
THIS PLAT HAS BEEN APPROVED BY THE BOARD OF
COMMISSIONERS FOR RECORDING IN THE OFFICE OF THE
REGISTER OF DEEDS OF CARTERET COUNTY.

TOWN CLERK, DATE

NOTE: NO NEW STREET RIGHT OF WAYS, UTILITIES OR PUBLIC
EASEMENTS ARE INVOLVED WITH THIS MINOR SUBDIVISION.

SURVEYED FOR	
THOMAS RYAN MILLER & CHELSEA GIBBS MILLER	
TOWNSHIP: BEAUFORT	COUNTY: CARTERET
CITY OR TOWN: BEAUFORT ETJ	STATE: NORTH CAROLINA
ZONE: R-20	PIN: 731703105415000

BYRD SURVEYING, P.A.		5058 US 70 WEST, SUITE N-3 MOREHEAD CITY, NC 28557 PHONE: 252-515-1039 www.byrdsurveying.com	
PROFESSIONAL LAND SURVEYING		C-0719 © 2026	
DATE: 3-26-2026	SURVEYED BY: LEBJ	FIELD BOOK SEE FILE	
SCALE: 1" = 50'	DRAWN BY: LEBJ	DRAWING NO.	
CHECKED & CLOSURE BY: LEBJ		26-026	



Town of Beaufort, NC

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

Board of Commissioners Regular Meeting 6:00 PM Monday, July 13, 2026

AGENDA CATEGORY: New Business
SUBJECT: Extension of Wooden Railing System in Commercial Dock Area

BRIEF SUMMARY:

The Public Works Department has obtained a materials estimate to extend the existing wooden railing system along the Town Docks in the commercial vendor area. The proposed extension would continue the existing railing from the Island Ferry Adventures Ferry Service vessel eastward to the Crystal Coast Lady, creating a more continuous and defined pedestrian corridor along the waterfront.

Public Works staff can complete the installation during the summer construction season using in-house labor. The estimated cost of materials is approximately \$3,500, with funding available through Fund 14 (Town Docks).

REQUESTED ACTION:

Authorization to construct/extend the railing system along the commercial vendor area.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY: Matt Zapp, Town Manager

BUDGET AMENDMENT REQUIRED: N/A

**Town of Beaufort, NC**

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

Board of Commissioners**Regular Meeting**

6:00 PM – Monday, July 13, 2026

**Train Depot, 614 Broad Street
Beaufort, NC 28516**

AGENDA CATEGORY: Closed Session

SUBJECT: Pursuant to N.C.G.S. § 143-318.11(a)(6)

BRIEF SUMMARY:

North Carolina General Statute § 143-318.11(a)(6) authorizes a public body to meet in closed session to consider personnel matters.

REQUESTED ACTION:

The Board of Commissioners is requested to enter into closed session pursuant to N.C.G.S. § 143-318.11(a)(6) to discuss personnel matters.

SUBMITTED BY:

Elizabeth Lewis, Assistant Town Manager/Town Clerk