



Town of Beaufort, NC

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

Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, February 01, 2022 - Virtual Via Zoom Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) HPC Minutes

Election of Officers

Administration of Oaths

New Business

- [1.](#) Case 22-04 115 Front Street – Historic Plaque
- [2.](#) Case 22-05 314 Ann Street – Signage

Public Comment

Commission / Board Comments

Staff Comments

Adjourn



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**Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, December 7, 2021 - Held via Zoom due to the COVID-19 Pandemic
Minutes**

Call to Order

Chair Terwilliger called the December 7, 2021 Historic Preservation Committee regular meeting to order at 6:00pm.

Roll Call

Town Attorney Quattlebaum took roll call and the following members were present for the meeting: Chair Robert Terwilliger, John Stephens, Vice–Chair Joyce McCune, John Flowers, Bradley Cummings, and Laura Chadwick Sicklin. Chair Terwilliger declared a quorum with all seven members present.

Also present for the meeting were Jeremy Ganey, Kyle Garner, Commissioner Marianne Hollingshed, and Board Secretary Laurel Anderson.

Agenda Approval

Chair Terwilliger asked if there were any changes to the Agenda. He pointed out that the title of the submitted agenda listed the Planning Board rather than the Historic Preservation Board and it was agreed that the title would be updated before final submission. The Chair asked for a motion and member Flowers made the motion to approve with Member Cummins seconding. Town Attorney Quattlebaum took a roll call vote that was unanimous.

Minutes Approval

Chair Terwilliger asked for any changes to the Minutes and member Cummins said the minutes from the October 5, 2021 were incorrect as only five members were present. Chair Terwilliger asked for a motion to approve the minutes with the stipulation that the change to five members would be made. Member Flowers made the motion with the stipulation statement and member Stephens seconded. Town Attorney Quattlebaum took a roll call vote to approve the minutes that was unanimous.

Administration of Oaths

Chair Terwilliger then read the Quasi-Judicial statement as follows; this hearing is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. The board must base its decision upon competent, relevant and substantial evidence in the record. A quasi-judicial decision is not a popularity contest. It is a decision constrained by the standards in the ordinance and based on the facts presented. All applications for Certificates of Appropriateness must be consistent with the Design Guidelines for the Beaufort Historic District and Landmarks; however, regardless of compliance with these Design Guidelines, the HPC will not

approve a COA that is not congruous with the special nature of the Beaufort Historic District as a whole. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion. Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. Parties may present evidence, call witnesses and make legal arguments. Parties are limited to the applicant, the local government and individuals who can show they will suffer special damages. Other individuals may serve as witnesses when called by the board. For certain topics, this board may hear opinion testimony from expert witnesses. Individuals providing expert opinion must be qualified as experts and provide the factual evidence upon which they base their opinion. Witnesses must swear or affirm their testimony. Chair Terwilliger asked that the Oath or Affirmation be administered at this time.

Chair Terwilliger then administered the Oath to staff members, Jeremy Ganey and Kyle Garner.

New Business

1. Case 21-39, 312 Ann Street – Garage Addition

Chair Terwilliger opened the hearing and asked if anyone was there to speak on this item. Sandra Grotheer stated that she was along with her two builders, Jason Broome and George Aiken. Chair Terwilliger swore Ms. Grotheer and Mr. Broome in by affirmation.

Chair Terwilliger asked Mr. Garner to give a brief overview of the request. Mr. Garner stated that this request is a COA that was originally approved in February of 2021 for 360 square feet and Ms. Grotheer has re-submitted her application to expand to 480 square feet.

Chair Terwilliger asked the board for any questions or comments.

Member Sicklin asked if the three crepe myrtles to be moved would be replanted, and Ms. Grotheer stated that they had already been replanted.

Member McCune stated that she had no questions.

Member Cummins then asked about siding and materials and if the wood grain had already been approved as the guidelines specified a smooth grain. Ms. Grotheer said that the wood grain had already been approved with her earlier application. Chair Terwilliger said that the new guidelines state that both wood and smooth grains will be options. Member Cummins then asked about the composite decking on page 42 and Ms. Grotheer replied that the reference to decking was from the original application. Member Cummins stated that the size and scale of the tertiary structure looked fine with him.

Member Stephens asked for clarification of material samples on page 42 of the COA application. Ms. Grotheer stated that the samples were for the house only.

Member Flowers asked if the original garage had a skylight and Ms. Grotheer stated that there was an existing carport, not a garage, and the skylight was actually a solar tube. Member Flowers then asked the board their opinions about the proposed skylight. Mr. Stephens said that the right elevation shown was typically not allowed.

Hearing no further questions Chair Terwilliger stated that he himself had no objections and the larger addition had the same materials which had already been approved. He said that the skylight issue could be fixed with a flush mount or low profile skylight. Mr. Broome spoke and said that the skylight would be a low profile style and that it would be barely visible from the street.

Chair Terwilliger then asked for motion for a finding of fact and Member Stephens made the following motion, having reviewed the record and having considered all evidence submitted and oral testimony for case #21-39, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Guidelines, 7.1.3, 7.1.4, 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.3.1, 7.3.2, 7.3.3, 7.4.1, 7.4.2, 7.5.1, 7.6.1, 7.6.2, 7.6.3, 8.3.1, 8.3.6, 8.4.1, 8.4.2, 8.4.3.

Board Member McCune made the second. Attorney Quattlebaum took a roll call vote that was unanimous for approval of the Findings of Fact.

Chair Terwilliger then made a motion for approval of the COA based on that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for case #21-39 be issued for the proposed work with the following conditions: that the total square footage of be corrected as 480 and not 408 as specified in the package and that the requestor had agreed to install a low profile skylight/solar tube.

Member Stephens seconded the motion. Attorney Quattlebaum took a roll call vote that was unanimous for approval of the COA.

Chair Terwilliger stated that the matter had been approved and he closed case 21-39.

2. Case 21-40, 308 Ann Street – New Construction of 4582 sq. ft. Single Family Dwelling with a Detached 447 sq. ft. Garage

Chair Terwilliger introduced case 21-40 and asked who was present to give testimony.

Mr. Garner stated that the architect, Sarah Afflerbach and the applicant Scott Davidson would be giving testimony, and asked if there were anyone else to give testimony. Mr. Davidson stated that Jason Broome would be also giving testimony.

Chair Terwilliger then swore in Ms. Afflerbach and affirmed Mr. Davidson.

Chair Terwilliger asked Mr. Garner to give an overview of the project. Mr. Garner stated that the lot had been owned by the First Baptist Church and Mr. Davidson proposed to build a new 4582 sq. ft. single family home with a 447 sq. ft. garage. Mr. Davidson stated that he had tried to create a home which would meld with the community.

Chair Terwilliger then opened the hearing up for questions from the board.

Member Sicklin stated that she originally had questions regarding the brick color and shutters, but had driven around the historic district and had seen the requested color and shutters on other homes in the district. She also questioned the plan notes which showed a T.13 railing. Ms. Afflerbach stated that the plans were incorrect to show an aluminum railing and that it should show a wood railing. Mr. Broome agreed that this was a mistake in the plan notes.

Member McCune asked if the doors shown on the front elevation of the house were a tall window or French doors and if they would be mahogany like the front door. Mr. Davidson stated that they were French doors and that they would be mahogany. Member McCune then asked if the window grilles in the cottage were 4 over 1 rather than 4 over 4 and Ms. Afflerbach clarified that the windows are 4 over 1 but that could be changed if needed.

Member Cummins asked if the metal roof would be hand-seamed and Mr. Broome clarified that the seams would be hand-turned.

Member Stephens asked if the pavers would be the same color as the brick on the house and expressed concern that enough pavers of the correct color could be found. Ms. Afflerbach said that she was confident that the paver color could be sourced to match the same color as the house. Chair Terwilliger said that as an option to move forward with the COA, the paver colors could be approved at a later time.

Member Flowers asked why the shingles, paint colors, and windows were different on the cottage and house, and Mr. Davidson explained that he was trying to give more character to the cottage to fit in with the area. Member Flowers then requested clarification on the window

grilles and window tint. Mr. Broome explained that the windows would have 3/4" grilles and Mr. Davidson said that the tint would be as clear as possible.

Chair Terwilliger then asked if permeability requirements were met with the large size of the house and amount of pavers, and Ms. Afflerbach responded that the permeability was at 42%.

Member Cummins asked for more specific details on the railings.

Hearing no further questions, Chair Terwilliger noted that the board had had many questions about the brick and paver colors, windows, and railings, and that the board may stipulate that more details may be requested at a later time.

Chair Terwilliger then asked the public gallery if there were any questions or comments, and Marianna Hollingshed recommended approval of the approval.

Chair Terwilliger then asked for a finding of fact and Member Stephens made the following motion, having reviewed the record and having considered all evidence submitted and oral testimony for case #21-40, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Guidelines, 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.3.1, 7.3.2, 7.3.3, 7.4.1, 7.4.2, 7.5.1, 7.6.1, 7.6.2, 7.6.3, 7.7.1, 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.7 (with a stipulation that the paver colors be submitted at a later time), 8.3.1, 8.3.6, 8.4.1, 8.4.2, 8.4.3, 8.1.8, 8.1.5, 8.1.7, 8.1.8. Board Member Flowers made the second. Attorney Quattlebaum took a roll call vote that was unanimous for approval of the Findings of Fact.

Chair Terwilliger then made a motion for approval of the COA based on that the proposed project is not incongruous with the special character of the historic district as a whole and that at Certificate of Appropriateness for case #21-40 be issued for the proposed work with the following stipulations: that the paver colors and railing material be submitted at a later time for approval. Member McCune seconded the motion. Attorney Quattlebaum took a roll call vote that was unanimous for approval of the COA with the two stipulations.

Chair Terwilliger stated that the matter had been approved with the two stipulations and he closed case 21-40.

Chair Terwilliger then closed discussion on case 21-40.

3. 2022 Beaufort Historic Preservation Commission Meeting and Submittal Calendar

Chair Terwilliger opened discussion regarding the submitted 2022 meeting and submittal calendar. There being no discussion he asked for a motion to approve, and member Flowers made the motion with member Cummins seconding.

Attorney Quattlebaum took a roll call vote that was unanimous for approval of the 2022 meeting and submittal calendar.

Public Comment

Commissioner Hollinshead asked the builders to ensure all trash is kept in dumpsters on the jobsites in the area.

Commission / Board Comments

Chair Terwilliger opened board comments and gave notice of his resignation from the Historic Preservation Commission and the Board of Adjustment as of December 8, 2021. He will be focusing on the Beaufort Board of Commissioners position. All members stated their thanks and best wishes to the Chair. Mr. Flowers then asked the status of the non-approved windows at 120 Moore St. Mr. Ganey responded that the windows have been ordered and Mr. Flowers responded that he understands the delay in obtaining

materials. Mr. Flowers then asked about the status of the 310 Ann St date brick, and Mr. Garner responded that a certificate of occupancy will not be issued without the date brick.

Member Stephens asked about the temporary fence at the site of the old Spouter Inn restaurant, and what needs to be done to bring the fence into compliance. Mr. Garner said he would answer the question in staff comments.

There were no other comments.

Staff Comments

Mr. Garner stated that the staff will be meeting with Attorney Quattlebaum regarding the fence and other compliance issues, and they will bring their findings to the board at a later date. Mr. Garner also informed the board that the certified local government status (CLG) has been submitted and should be approved. He also asked that the board go back to live meetings as soon as possible.

Mr. Ganey stated that he would be sending an email to the board regarding any upcoming enforcement actions.

Staff had no further comments.

Adjourn

Chair Terwilliger asked for a motion to adjourn the meeting. Member Stephens made the motion and Member Flowers made the second. Attorney Quattlebaum took a roll call vote that was unanimous.

Robert Terwilliger, Chair

Laurel Anderson, Board Secretary

DRAFT



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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, January 4, 2022 - Held via Zoom due to the COVID-19 Pandemic
Minutes**

Call to Order

Vice-Chair Joyce McCune called the January 4, 2022 Beaufort Historic Preservation Commission regular meeting to order at 6:00 pm.

Roll Call

Town Attorney Quattlebaum took roll call and the following members were present for the meeting: Vice-Chair Joyce McCune, John Flowers, Ian Huckabee, Laura Chadwick Sicklin, and John Stephens. Ms. Quattlebaum declared a quorum with five members present.

Also present for the meeting were Commissioner John Hagle, past Commissioner Ann Carter, Kyle Garner, Jeremy Ganey and Laurel Anderson.

Agenda Approval

Vice-Chair McCune asked if there were any changes to the Agenda and hearing none, she asked for a motion.

Member Flowers made the motion to approve the Agenda and Member Stephens made the second. Ms. Quattlebaum took a roll call vote that was unanimous.

Voting yea: Vice-Chair McCune, Member Flowers, Member Huckabee, Member Sicklin, Member Stephens

Minutes Approval

Vice-Chair McCune asked if there were any changes to the December 7, 2021 Meeting Minutes. Member Flowers pointed out that paragraph four contained an incomplete sentence and Member Huckabee stated that the minutes incorrectly showed that he was present at the prior meeting.

The Vice-Chair asked for a motion to table the minutes until the minutes had been corrected.

Member Flowers made the motion to table the Minutes and Member Huckabee made the second. Ms. Quattlebaum took a roll call vote that was unanimous.

Voting yea: Vice-Chair McCune, Member Flowers, Member Huckabee, Member Sicklin, Member Stephens

Administration of Oaths

Vice-Chair McCune then read the Quasi-Judicial statement as follows; this hearing is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. The board must base its decision upon competent, relevant and substantial evidence in the record. A quasi-judicial decision is not a popularity contest. It is a decision constrained by the standards in the ordinance and based on the facts presented. All applications for Certificates of Appropriateness must be consistent with the Design Guidelines for the Beaufort Historic District and Landmarks; however, regardless of compliance with these Design Guidelines, the HPC will not approve a COA that is not congruous with the special nature of the Beaufort Historic District as a whole. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion. Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. Parties may present evidence, call witnesses and make legal arguments. Parties are limited to the applicant, the local government and individuals who can show they will suffer special damages. Other individuals may serve as witnesses when called by the board. For certain topics, this board may hear opinion testimony from expert witnesses. Individuals providing expert opinion must be qualified as experts and provide the factual evidence upon which they base their opinion. Witnesses must swear or affirm their testimony. Vice-Chair McCune asked that the Oath or Affirmation be administered at this time.

Secretary Anderson administered the Oath to Kyle Garner and Jeremy Ganey.

New Business

- 1. Case #22-01, 300 Front Street - Signage

Vice-Chair McCune introduced case 22-01 and Ms. Anderson administered the affirmation to applicants Elizabeth Kopf and Dustin Lewis. Mr. Garner then gave an overview of the request.

Mr. Lewis pointed out that the pictures of the sign from the agenda packet were cut off.

Mr. Stephens asked if the sign would be illuminated, and Ms. Kopf stated that the sign would be illuminated using the existing sign frame. He then asked how high the sign would hang and the dimensions. Mr. Lewis stated that the sign would be 16-17 feet off the ground and the bottom of the sign would be too high for passersby to touch.

Mr. Flowers had no questions except for the dimensions of the sign which were reiterated by the applicants.

Vice-Chair McCune then asked for a motion for a Finding of Fact.

Member Stephens made the motion for the Findings of Fact and Member Flowers made the second. Ms. Quattlebaum took a roll call vote that was unanimous.

Voting yea: Vice-Chair McCune, Member Flowers, Member Huckabee, Member Sicklin, Member Stephens

Vice-Chair McCune then asked for a motion for a Certificate of Appropriateness for Case 22-01.

Member Stephens made the motion for the Certificate of Appropriateness and Member Flowers made the second. Ms. Quattlebaum took a roll call vote that was unanimous.

Voting yea: Vice-Chair McCune, Member Flowers, Member Huckabee, Member Sicklin, Member Stephens

Vice-Chair McCune then declared case 22-01 closed.

2. Case #22-02, 111 Moore Street – Windows & Exterior Lighting

Vice-Chair McCune introduced case 22-02 and Ms. Anderson administered the affirmation to applicant Danny Allen and witness Chris Allen. Mr. Garner then gave an overview of the request. The applicant is requesting a change from previously approved Anderson 400-series windows to Anderson 100-series windows. Mr. Allen was also returning to the Board to give an update and request approval for exterior lighting for 111 Moore St. Mr. Allen gave a brief overview statement and Vice-Chair asked if the Board had any questions.

Ms. Sicklin asked if there were any changes to the window panes in the application and Mr. Allen stated there were no changes.

Mr. Flowers expressed concerns with the Anderson 100-series single hung window regarding the dimensions and the change from a double-hung to a single-hung window style. He stated that in his opinion the Anderson 100-series window should not be approved for use in the historic district.

Mr. Stephens asked Mr. Garner and Mr. Ganey if there were guidelines referring to single or double-hung windows, and Mr. Garner stated that there were no guidelines. Mr. Stephens went on to say that the Commission does not rely on precedents for decisions, but the Commission has traditionally decided that the Anderson 400-series is a more appropriate style for the historic district, and he recommended staying with the Anderson 400-series window and not go toward single-hung windows.

Mr. Huckabee stated that as a builder he had used both Anderson 100-series and 400-series windows and in his opinion the 100-series Fibrex was a stronger and longer lasting material, and the 400-series wood window was clad in vinyl which is inferior to Fibrex.

Vice-Chair McCune asked the applicant about the grille patterns in his application.

Mr. George Aiken asked to speak and Ms. Anderson administered the affirmation. Mr. Aiken then stated that it was his understanding that the 100-series had the same frame as the Anderson A-series and the width was the same in both styles.

Mr. Flowers stated that the original approved plans Mr. Allen submitted showed no grilles, and Mr. Allen said that he was fine with grilles or no grilles. Mr. Garner stated that the application included a sheet on the materials and colors and it specifically said one over one in all locations and did not specify grids. Chair McCune stated that she would like to go back and review the October meeting minutes and that the Board appeared to be at an impasse as there were a lot of questions. Mr. Stephens then said that if Mr. Aiken stated under oath that the Anderson 100-series and 400-series looked essentially the same he would be fine with the 100-series, but the windows must be ordered with grilles installed rather than snap-in grilles.

Vice-Chair McCune then asked for a motion for a Finding of Fact for Case 22-02. Mr. Huckabee requested to screen-share pictures of the Anderson 400-series and 100-series windows for comparison. There was discussion among the Board about the grids and Member Sicklin stated that the applicant did not request grids. Mr. Stephens said that the original presentation in October included no grids and Member Sicklin agreed that the grids in the application had not changed. Mr. Allen said he could go either way. Member Stephens asked Mr. Allen which he preferred, and Mr. Allen said he would choose grids in the top pane. Member Flowers stated that the application said four over one.

Mr. Stephens asked Mr. Allen whether he preferred grids or no grids. Mr. Allen stated that if given the choice he would choose grids in the top pane.

Vice-Chair McCune stated that there were a lot of questions regarding grids or no grids and questions needed to be cleared up before an approval could be issued. Mr. Stephens said that the Commission was now good with grids or no grids and the 100-series windows. He asked the applicant to make a final decision about the grilles and Mr. Allen chose grids. Mr.

Garner stated that the style of grid needed to be decided and Mr. Allen said he preferred four over one grids. Mr. Flowers then stated that the Commission was receiving incomplete applications and now the members were trying to figure out what to do. Mr. Allen stated that his application had been complete and that in fact Mr. Flowers had earlier pointed out the application showed no grids. Mr. Flowers said again that the application showed no grids.

Vice-Chair McCune then asked the Board if they would like to table or make a motion for a Finding of Fact. Member Sicklin made a motion for a Finding of Fact with the stipulation that the windows be configured as four over one. Member Stephens made the second. Attorney Quattlebaum suggested amending the motion to identify all of the guidelines with which the application was congruent. Member Sicklin declined to list and Member Stephens offered to make a motion and list the guidelines. Members Sicklin and Stephens withdrew their original motion and second.

Member Stephens made the motion for the Finding of Fact including all guidelines and included a stipulation that the windows be configured as four over one. Member Huckabee made the second. Ms. Quattlebaum took a roll call vote.

Voting yea: Vice-Chair McCune, Member Huckabee, Member Sicklin, Member Stephens

Voting nay: Member Flowers

Vice-Chair McCune asked for a motion for a Certificate of Appropriateness.

Member Stephens made the motion for the Certificate of Appropriateness including all guidelines. Member Huckabee made the second. Ms. Quattlebaum took a roll call vote.

Voting yea: Vice-Chair McCune, Member Huckabee, Member Sicklin, Member Stephens

Voting nay: Member Flowers

Vice-Chair McCune then declared case 22-02 closed.

3. Case #22-03, 312 Ann Street – Window Change

Vice-Chair McCune introduced case 22-03 and Ms. Anderson administered the affirmation to applicant Sandy Grotheer and witnesses George Aiken and Jason Broome. Mr. Garner then gave an overview of the request. He stated that Jeremy Ganey had noticed the applicant had installed unapproved Anderson 100-series windows. The applicant had decided to request approval for Anderson 100-series windows with four over one grilles.

Sandy Grotheer stated that the change to Anderson 100-series windows was a supply-chain issue and oversight on her and her builder’s part and apologized.

Members Sicklin, Huckabee, and Stephens stated that they did not have any issues with the change if the originally approved four over one grille pattern was installed.

Member Flowers asked if the applicant knew that series-400 windows had been approved before ordering the series-100 windows. Jason Broome said that he had ordered the windows and he did know that the series-400 had been approved and they had made the change due to supply chain issues. Member Flowers said the applicant had bought the windows and installed them without coming back to the board for approval. Mr. Broome agreed.

Vice-Chair McCune stated that applicants needed to abide by what the Board had approved, and the Board takes applications seriously and the applicants need to follow through with their applications.

Member Stephens stated that the Commission keeps everyone in compliance to protect everyone’s property and all changes need to be submitted for approval.

Vice-Chair McCune asked for a motion for a Finding of Fact.

Member Stephens made the motion for the Finding of Fact including all guidelines and including a stipulation that the windows be configured as four over one. Member Huckabee made the second. Ms. Quattlebaum took a roll call vote.

Voting yea: Vice-Chair McCune, Member Huckabee, Member Sicklin, Member Stephens

Voting nay: Member Flowers

Vice-Chair McCune asked for a motion for a Certificate of Appropriateness.

Member Stephens made the motion for the Certificate of Appropriateness including all guidelines. Member Huckabee made the second. Ms. Quattlebaum took a roll call vote.

Voting yea: Vice-Chair McCune, Member Huckabee, Member Sicklin, Member Stephens

Voting nay: Member Flowers

Vice-Chair McCune then declared case 22-03 closed.

Public Comment

There was no public comment.

Commission / Board Comments

Member Flowers asked for applicants to include full sets of plans for each board member and a 30-day lead time. He also stated that the board was receiving applications that were not complete and asked if the board could review applications and return incomplete ones to applicants.

Vice-Chair McCune agreed with Member Flowers and said the Board was very busy with new building applications and the applications were not detailed and information was missing. She also said the applicants were not including samples and asked Town Staff to ensure applications were complete. She also commended the Board for their hard work.

Staff Comments

Mr. Garner stated that referring to the second item, Case 22-02, the applicant had nothing in their application regarding grid patterns, and if an applicant does not include grid patterns in their application the Town Staff regards that as a full application. He stated that the Board would usually table items if samples were missing or information changed during discussion at the meeting, and that the Board had done this time and time again. Tonight, the applicant had submitted his application and then changed his mind once he came before the Board, and this had been happening quite a bit recently and the Board should consider that issue. Mr. Garner and Mr. Ganey did ask applicants for sample boards but if an applicant did not include them the Town Staff could not force them to do so. He stated that if the Board considered an application to be incomplete or needed more information, they did not have to act on it that night. Mr. Garner further stated that the Board would be receiving information during the next meeting regarding enforcement actions for issues in the town.

Member Stephens asked to amend Member Flowers' request for full sets of plans to only interior plans, and he brought attention to the fence and shrubbery at the old Spouter location which were over six feet tall. Mr. Garner stated that approval had been given for the shrubbery. Member Stephens commended Mr. Ganey for catching the issue with the windows in the earlier case heard this evening.

Adjourn

Vice-Chair McCune asked for a motion to adjourn the meeting.

Member Flowers made the motion to adjourn and Member Stephens made the second. Ms. Quattlebaum took a roll call vote that was unanimous.

Voting yea: Vice-Chair McCune, Member Flowers, Member Huckabee, Member Sicklin, Member Stephens

Vice-Chair McCune declared the January 4, 2022 meeting adjourned.

Joyce McCune, Chair

Laurel Anderson, Board Secretary



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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, February 1, 2022 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case 22-04 115 Front Street – Historic Plaque

BRIEF SUMMARY:

Request for a Historic Plaque at 115 Front Street – Photos will be available at the meeting as well as the Applicant is hoping Ms. Warshaw will be there to give the history of the house.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: January 12, 2022
Case No.: 22-04

Request: Request for a Historic Plaque at 115 Front Street

Applicants: Candlewood Investments, LLC
 P.O. Box K
 Rocky Mount, NC 27802

Property Information:

Owners: Same
Location: 115 Front Street
PIN: 730617003801000

Project Information:

In the District Survey, updated by Ruth Little, the house at 115 Front is described as **Fulford House** c. 1910. 2-Story, 5-bay house with pyramidal roof has plain siding, Palladian windows in the gable ends, 2/2 sash with molded capitals, and 2 interior chimneys, 2-story wrap-around porch with turned posts and railing, and entrance with sidelights and transom. On Gray’s 1882 map this was the site of the early Custom House. A new one was built on Turner Street in 1908, and this house was built on the site soon after.

Proposed work:

- Request for a Historic Plaque.

Attachments:

- Vicinity Map
- List of Adjacent Property Owners
- COA Materials submitted by the applicant

Eligibility:

1. Structure must be at least 100 years old.
2. Structure must not be subjected to extensive exterior remodeling nor be so altered that the architectural integrity of the structure no longer remains.

Documentation:

The documentation must be produced by the applicant. It is the responsibility of the applicant to do so or have done all the research necessary to provide the documentation to the Historic Preservation Commission. Included in the document should be:

Written proof of the date of construction, or the earliest date of reference in the tax records, to show that the structure existed. Any records can be used to substantiate the existence of the structure, including early maps of the area, or other comparable documentation (with verification by outside sources if necessary) at the Historic Preservation Commission’s discretion. In addition, there must be visible evidence of construction methods of the period. Other information to be included: photos of each side of the outside, photos of interior features used in determining age, scaled map of the lot on which the structure stands indicating all changes in lot by deed(s).

Plaque Guidelines:

4.2.1

If the request to obtain a plaque is granted, the applicant will receive written permission from the Beaufort Historic Preservation Commission. This permission will state the earliest name and date as determined by the Beaufort Historic Preservation Commission. No other information may be placed on the plaque.

4.2.2

The applicant will be responsible for all expenses of obtaining the plaque and its maintenance. Once a plaque is received by the applicant, it is the responsibility of the owner not to make changes that would alter the architectural integrity of the structure.

4.2.3

The plaque should be to the exact specifications of the Historic Preservation Commission. If future changes not appropriate to the original documentation which govern the issued plaque occur, the Commission has the right to request the removal of the plaque.

Legend

- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>MAIL_HQ1</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>MAIL_ST</u>	<u>MAIL_ZIP</u>	<u>MAIL_ADD2</u>
CANDLEWOOD INVESTMENTS LLC			ROCKY MOUNT	NC	27804	PO BOX K
COPLAND,JASON C ETAL	3156	ABINGDON PLACE	BURLINGTON	NC	27215	
CRAMER,ADELE B	809	DEVON PLACE	ALEXANDRIA	VA	22314	
LITTLEWOOD,GEORGE F ETUX PAGE	113	FRONT STREET	BEAUFORT	NC	28516	
SUNSET LANE PROPERTIES LLC			ROCKY MOUNT	NC	27802	PO BOX K

APPLICATION FOR STRUCTURE HISTORIC PLAQUES

DIRECTIONS: "USING THE GUIDELINES FOR OBTAINING PLAQUES"
PLEASE ANSWER THE FOLLOWING QUESTIONS AND
GIVE PERTINENT INFORMATION.

1. **Property Owner(s)**
Candlewood Investments, LLC

Address
PO Box K Rocky Mount NC 27802

Telephone number
252 451 4374

2. **Address of Property**
115 Front Street

3. **Year building/structure was built**
Circa 1900

4. **Builder's name (if known)**
unknown

5. **Architect's name (if known)**
unknown

6. **First Owner (if known)**
George Scherer and Elizabeth Duncan Davis

7. **Describe architectural style of building**
From: Historic Beaufort North Carolina - A Unique Coastal Village Preserved by Mary Warshaw:
115 Front Street Fulford House Circa 1900
"From 1997 Survey: Two story with pyramidal roof has palladian windows in gable ends, sash
with molded capitals and interior chimneys. Two story wraparound porch with turned posts,
railing and entrance with sidelights and transom."

8. **Important or interesting facts about the building/structure (can be answered on a sheet of paper.)**
See attached

9. Please attach documentation regarding age and style of structure as well as current pictures of the front. If an early picture of the building/structure is available, please include it.

10. What visible evidence of construction methods of the period can be found?

11. What records can be used to substantiate the existence of this structure?

ADJACENT PROPERTY OWNERS

Name: Jason Copland
Address: 117 Front St. Beaufort, NC
Phone: 336 213 7007

Name: Sunset Lane Properties LLC
Address: PO Box K Rocky Mount NC 27802
Phone: 252 451 4374

Name:
Address:
Phone:

Name:
Address:
Phone:

Name:
Address:
Phone:

Name:
Address:
Phone:

GUIDELINES FOR OBTAINING PLAQUES

(from the *Design Guidelines for the Beaufort Historic District & Landmarks*)

PURPOSE:

1. To identify structures worthy of note.
2. To encourage recognition of this fact by preservation and appreciation.
3. To become aware of other historic facts through the research required to obtain a plaque.

ELIGIBILITY:

1. Structure must be at least 100 years old.
2. Structure must not be subjected to extensive exterior remodeling nor be altered so that the architectural integrity of the structure no longer remains.

PROCEDURE:

Formal written request is to be submitted to the Beaufort Historic Preservation Commission (BHPC). In the request should be the documentation as outlined below.

DOCUMENTATION:

The documentation requested in this application, must be produced by the applicant. It is the responsibility of the applicant to do or have done all the research necessary to provide the documentation to the Beaufort Historic Preservation Commission. Included in the documentation should be:

- Written proof of the date of construction or the earliest date of reference in the tax records to show that the structure existed.
- Any records can be used to substantiate the existence of the structure, including early maps of the area, or other comparable documentation (with verification by outside sources if necessary) at the Commission's discretion. In addition, there must be visible evidence of construction methods of the period.
- Other information to be included: photos of each side the outside, photos of interior features used in determining age, scaled map of the lot on which the structure stands indicating all changes in lot by deed(s).

PLAQUE GUIDELINES:

- 4.1.1 If the request to obtain a plaque is granted, the applicant will receive a written letter from the Beaufort Historic Preservation Commission. The letter will state the earliest name and date as determined by the Commission. No other information may be placed on the plaque.
- 4.1.2 The applicant will be responsible for the expenses of the plaque for and its maintenance. Once a plaque is received by the applicant, it is the responsibility of the owner/applicant not to make changes that would alter the architectural integrity of the plaqued structure.
- 4.1.3 The plaque should be to the exact specifications of the Commission. If future changes of the plaqued structure not appropriate to the original documentation which govern the plaque issued, the Commission has the right to request the removal of the plaque.

HISTORIC Beaufort NORTH CAROLINA

A Unique Coastal Village Preserved



MARY WARSHAW

Recommended by the Beaufort Historical Association



115 Front Street
FULFORD HOUSE *circa 1900*

In May 1865, Chief Justice Salmon P. Chase began a trip south to observe conditions after the Civil War. Aboard USRC *Wayanda*, Beaufort was the first stop. In the party, journalist Whitelaw Reid wrote, "At a crazy old wharf, we climbed a pair of rickety steps and stood in Beaufort. In front of us was the Custom House, a square 1-story frame building, perched upon six or eight

posts. A narrow strip of land, plowed up by cart wheels, was flanked by shabby-looking old frame houses extended along the waterfront." Before the turn of the century, the Beaufort Custom House was relocated to a building on the east corner of Front and Craven Streets, and a 2-story house was built on this lot.

The 1900 census found Capt. Amos Hall renting the new house at 115 Front. In 1908, George Scherer and Elizabeth Duncan Davis sold the house and waterfront lot to Margaret Nelson for \$2,000. Purchased in 1943 from Col. Charles S. Bryan of Craven County, this has since been home to the Joseph Vance Fulford family.

Ancestor Joseph Fulford (c.1689–1775) was an early Core Sound settler and owned land as early as 1710. Joseph married Ann Martin (c.1700–1787) and had twelve children. Both Joseph Sr. and Joseph Jr. served in the 1747 militia.

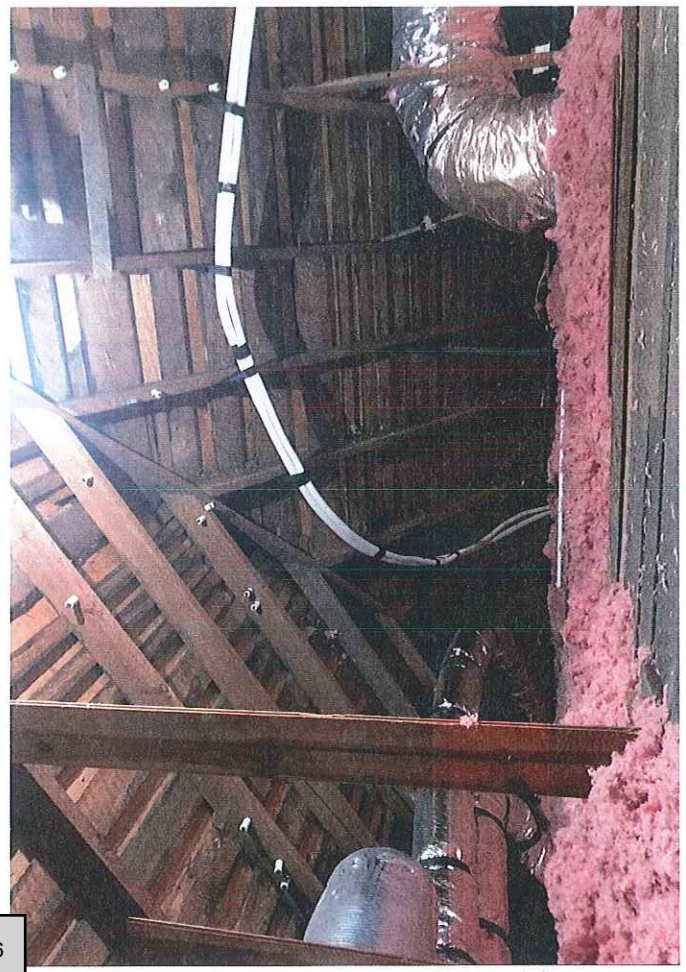
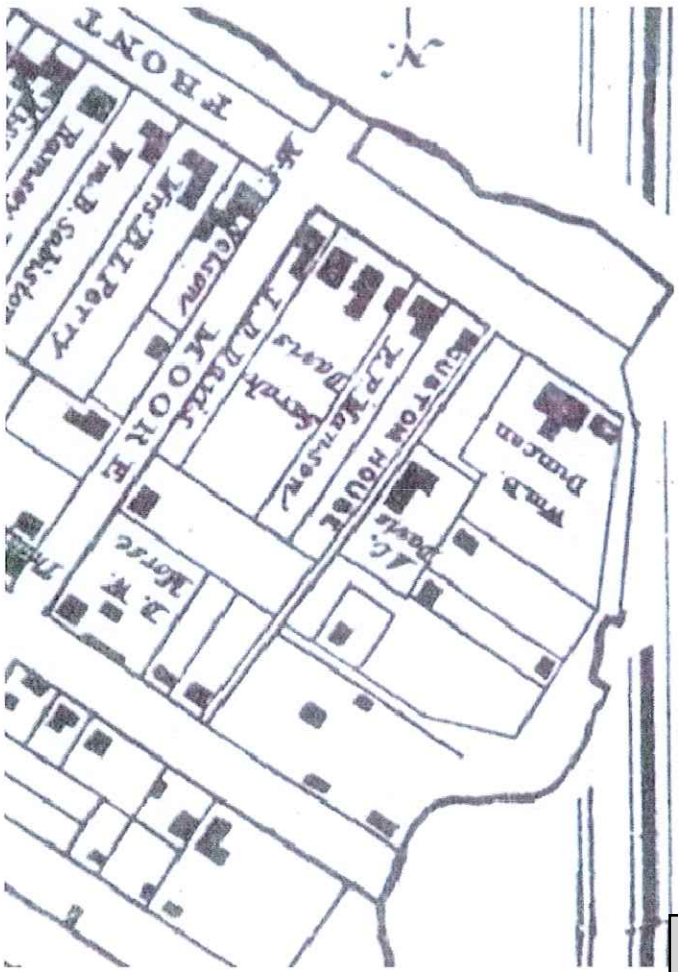
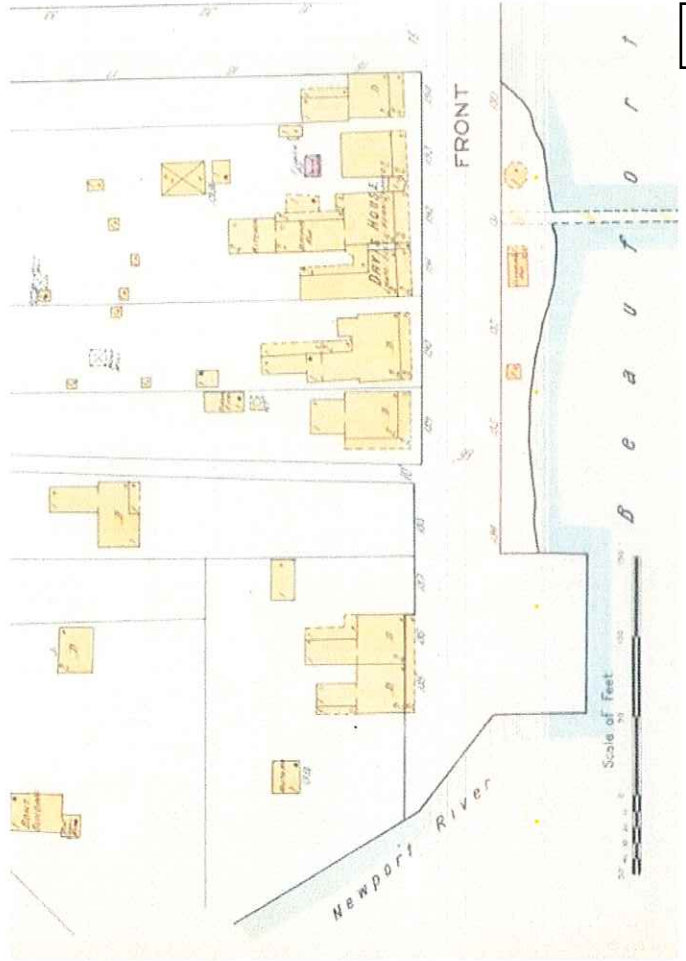
In 1804, when Congress authorized the first lighthouse at Cape Lookout, a 4-acre plot was deeded by Joseph Fulford and Elijah Pigott for \$1.00. On June 2, 1812, President James Madison appointed Joseph Fulford's grandson, James Martin Fulford, first lighthouse keeper; salary was \$300 per year. In 1828, James' son William Fulford became keeper; he served until 1854.

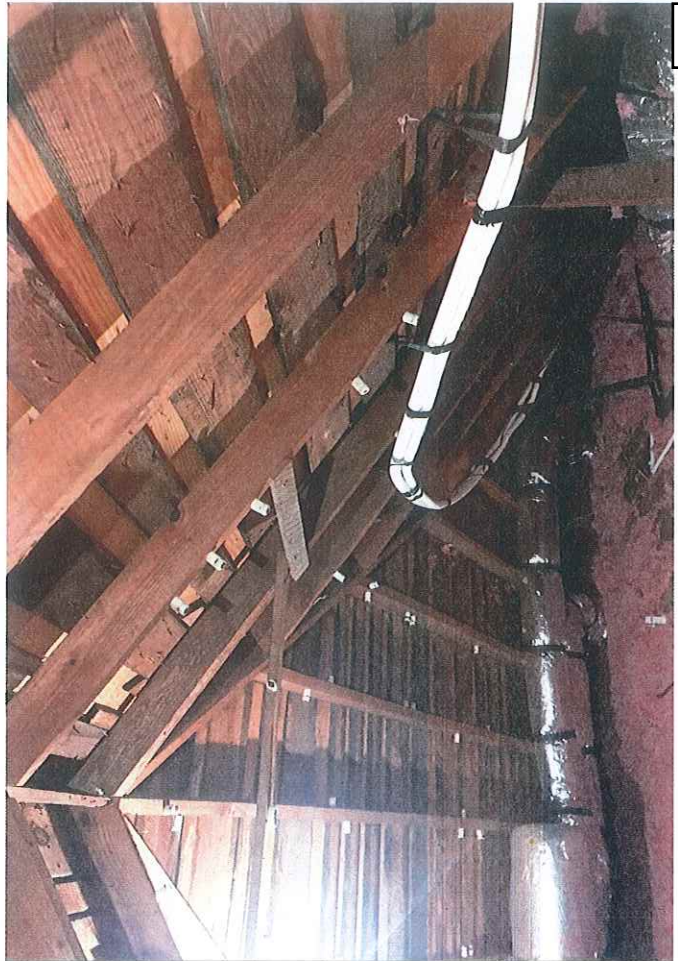
1997 Survey: 2-story with pyramidal roof has Palladian windows in gable ends, sash with molded capitals and interior chimneys. 2-story wraparound porch with turned posts, railing and entrance with sidelights and transom



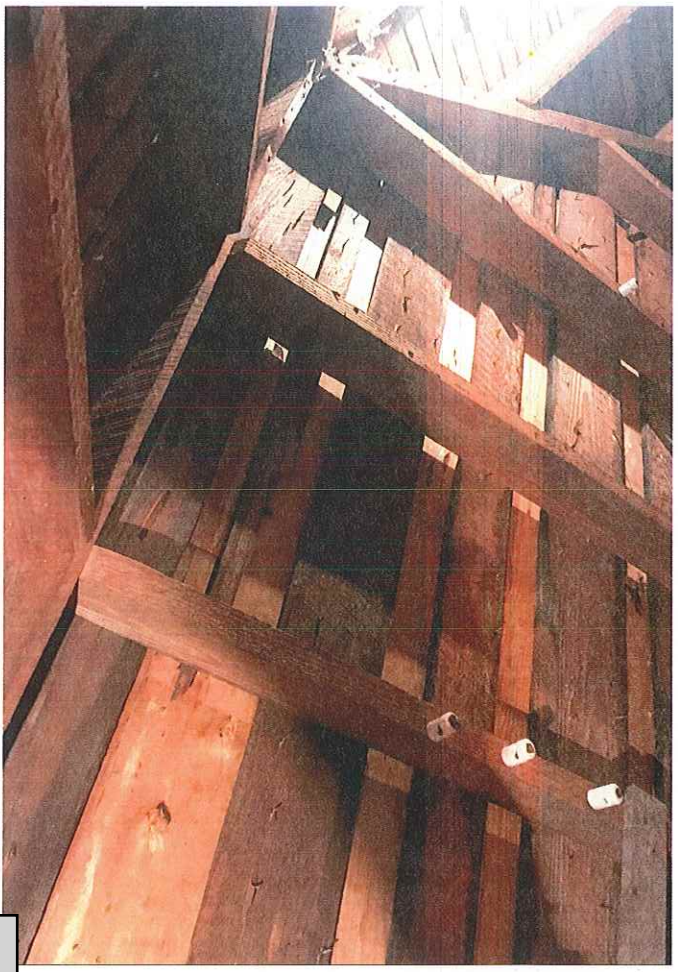
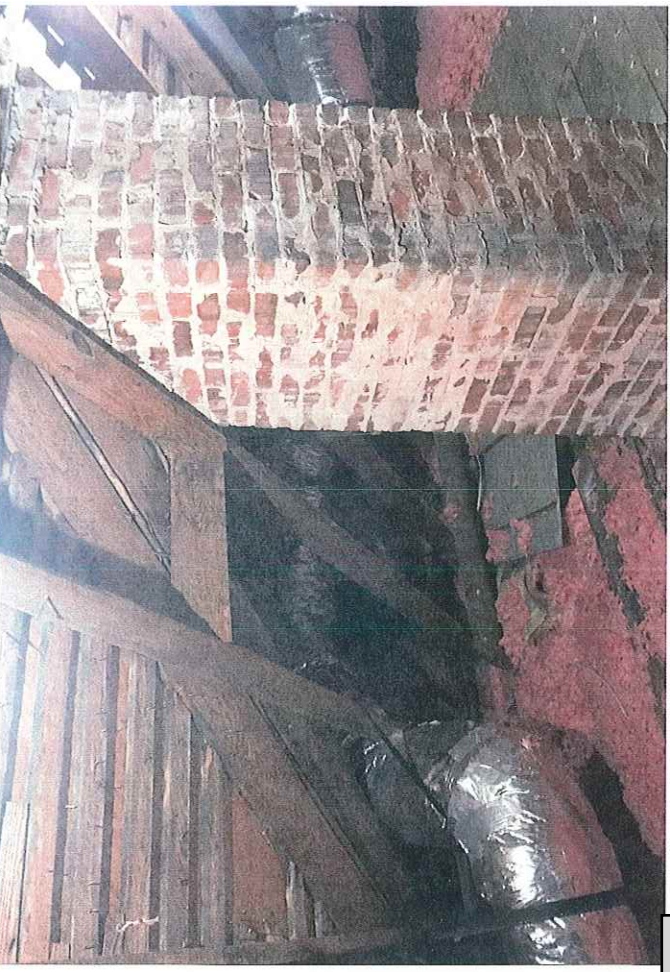


1	1	Duncan, George	Head	11 Nov 1836	63 78 26
		Emile of	Wife	11 Mar 1851	49 72 26
		Julius F	Son	11 Sep 1881	18 S
		James	Son	11 Aug 1881	15 S
		Sullivan	Daughter	11 Sep 1885	14 S
		Charles	Nephew	11 Jun 1878	27 S
2	2	Hall, George	Head	11 Mar 1838	62 78 40
		Ellen H	Wife	11 Feb 1836	76 10 10
		Mabel J	Daughter	11 Mar 1881	19 S
3	3	Mansop, Esther P	Head	11 Feb 1832	67 71 10
		George D	Daughter	11 Mar 1861	39 S
		Esther E	Daughter	11 Dec 1867	32 S
4	11	Davis, Sarah	Head	11 Mar 1830	70 S
		James	Son	11 Aug 1831	65 10 10
		Thomas Edward	Daughter	11 Mar 1862	35 71 10
		William	Daughter	11 Nov 1893	7 0
		Elizabeth	Daughter	11 Mar 1894	6 0
		Edmond	Daughter	11 Nov 1894	11 0





1.



27



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM February 1, 2022 – Via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case 22-05 314 Ann Street – Signage

BRIEF SUMMARY:

Current Request

- New design/copy to the 8 existing signs.
- Two (2) new signs at 5.33 sq. ft. Total = 10.66
- One (1) new welcome sign at 7.11 sq. ft.
- Two (2) new welcome/information signs at 3.5 sq. ft. each

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: January 24, 2022
Case No. 22-05

Request: Install new “Parking Signage” for pay spaces in the parking lot at 314 Ann Street.

Applicant: First Baptist Church Beaufort
 403 Ann Street.
 Beaufort, NC 28516

Property Information:

Owners: Same as Applicant
 Location: 314 Ann Street
 Pin: 730617104651000

Project Information:

In February 2020, a COA was issued to the Town of Beaufort for signage at the points of ingress & egress associated with Parking within the Baptist Church Lot at 314 Ann Street. The approved signs were 12” wide and 20’ tall on C-Bond Aluminum (metal).

Current Request

- New design/copy to the 8 existing signs.
- Two (2) new signs at 5.33 sq. ft. Total = 10.66
- One (1) new welcome sign at 7.11 sq. ft.
- Two (2) new welcome/information signs at 3.5 sq. ft. each

Material:

- C-Bond Aluminum (Metal)

Color:

Color samples are included in the application information

Attachments:

- Vicinity Map
- Adjacent Property Owners list
- COA Application, including photographs

Staff Findings:

Signage Guidelines: (Page 119)

8.6.1. Use traditional materials found in the district, such as wood and metal for new signage. Substitute materials that have the appearance of wood are allowed. Plastic signs, flashing signs, or portable mobile signs, except those listed in item 9, are not allowed in the historic district. Interior neon signs larger than 10” by 18” that are located within five (5) feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside are not allowed. INTERNAL GLASS MOUNTED SIGNS ARE NOT SUBJECT TO BHPC REVIEW.

8.6.2. Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Beaufort Zoning Ordinance may be inappropriate in the context of the building or site under review.

8.6.5. Use simple, clear graphics and lettering styles in sign design.

BHPC Case 22-05 314 Ann Street - Signage



<u>OWNER</u>	<u>AIL_HOU</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>IL_ST</u>	<u>MAIL_ZI</u>	<u>MAIL_ZI!</u>	<u>MAIL_ADD2</u>
BEAUFORT HISTORICAL ASSOCIATIO	150	TURNER STREET	BEAUFORT	NC	28516		
BEAUFORT INVESTMENTS LLP	608	ANN STREET	BEAUFORT	NC	28516		
COLLINS,RICHARD A JR	2533	LAUREL CHERRY STREET	RALEIGH	NC	27612		
DAVIDSON,ARIAIL SCOTT			ASPEN	CO	81612		PO BOX 5141
FIRST BAPTIST CHURCH BEAUFORT	403	ANN STREET	BEAUFORT	NC	28516		
GOELLNER,ALBERT J ETUX RUTH	118	ORANGE ST	BEAUFORT	NC	28516		
GROTHER,SANDRA F	125	WHIMBREL WAY	BEAUFORT	NC	28516		
HARRIS,STEPHEN W JR ETUX MARGE	2816	CHELSEA CIRCLE	DURHAM	NC	27707		
HUCKABEE,IAN DOUGLAS ETUX TRAC	313	ANN STREET	BEAUFORT	NC	2105 28516		
STEPHENSON,CATHERINE POTTER	116	ORANGE ST	BEAUFORT	NC	28516		

**CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$50.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: First Baptist Church of Beaufort, Inc.

Applicant Address: 403 Ann Street

Business Phone: 252-728-4879 Email/Cell: john.lampros@gmail.com 252-728-9501

Property Owner Name: First Baptist Church of Beaufort, Inc

Address of Property: 314 Ann Street

Phone Number: 252-728-4879 Email/Cell: john.lampros@gmail.com 252-728-9501

PROJECT INFORMATION

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

1. Add 1 New 32" X 32" Welcome Sign
2. Add 2 24" X 24" Scan To Pay Signs
3. Replace 2 16" X 32" Payment Instruction Signs
4. Replace 8 16" X 32" Scan To Pay

Please see attached additional page for necessary detail.

Estimated Cost of Project: \$ \$1,500

Year House Built: 2020

Applicant Signature *John Lampros*
John Lampros

1/13/2022
Date

Property Owner Signature (if different than above) _____

_____ Date

An application fee of \$50.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____

Reviewed for Completeness: _____

Date: _____

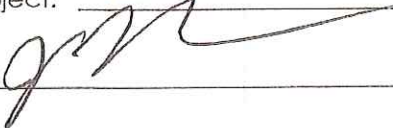
Date Deemed Completed and Accepted: _____

PROJECT INFORMATION

Detailed description of the Proposed Project including scope of work and detailed materials list (please attach additional pages if necessary):

1. The management company operating the parking lot is adding a new payment option called Text To Pay. We currently have 8 sign locations directing customers to one central location to pay by credit card at a Ticket Machine. We would like to change the copy on those existing signs to include a bar code that will allow customers to scan from a distance of 20 feet and select their length of stay and pay from their phone.
2. We are asking to allow two new signs 24" x 32" marked on the illustration as A & B. These two signs are larger than the 8 existing signs located near the point where most customers leave the parking lot headed into town for their day in Beaufort. These signs will eliminate the necessity for customers to stand in line and wait their turn to use the ticket machine. Once the bar code is scanned, the customer can complete whatever information required for their stay. Currently we can have as many as twenty people waiting to pay between the hours of 10:00 Am and 12:00 PM on most summer days, Saturdays, Holidays, and Events.
3. We are asking to allow a Welcome Sign and Notice that the parking lot is a Public Paid Parking Lot. We currently have some visitors drive into the lot, get out of their car and go some distance before they realize they are in a Pay To Park Lot. There is currently a well-built appropriately designed Utility Board marked on the illustration as C where we would like to place this sign.
4. There are a few signs with instructions and rules around the location of the Ticket Machine. We would like to request permission to change the copy on those signs to match new instructions to pay for parking, rules, and contact information for questions and concerns. This area is marked as D.

Estimated Cost of Project: \$1,500 Year Structure Built: 2020

John Lampros  1/13/22

Applicant Signature Date

Property Owner Signature (if different than above) Date

This project is eligible for consideration as a **Minor Works**. The application should include all documents, photographs, and detailed drawings or sketches as necessary to fully explain the project. **There are no fees with this submission.**
The Town reserves the right to deny this project as a Minor Works based on the scope of work and the information submitted.

OFFICE USE ONLY

Received by: _____

Date: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

Please provide the following along with this checklist form, with the COA application:

1. Items required for ALL projects:

- A list all adjacent property owners (with mailing addresses).
- Photographs of the streetscape, the site, and existing buildings to be impacted.
- A site plan showing dimensions of both existing and proposed conditions.
- A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

2. Items required as applicable to project:

- A description of any planned demolition.
- An indication of all trees to be replaced and/or removed.
- A landscaping plan indicating major planting materials.
- Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.
- All types of building material samples.
- If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

3. Additional items required (only) for new Signage:

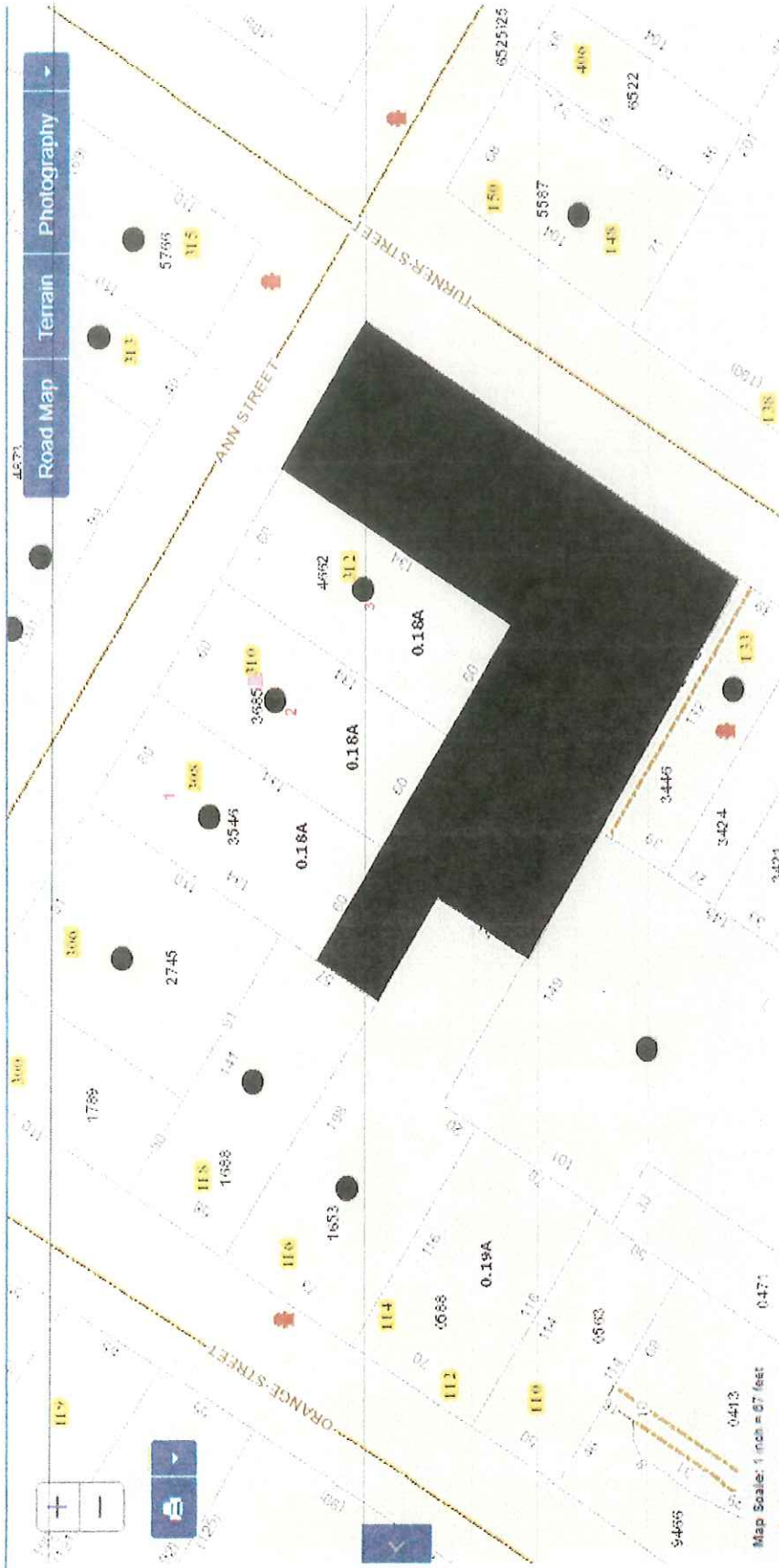
- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

4. At least one set of materials, in color, that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.

5. The applicant or a representative for the applicant must be present at the meeting for action to be taken on the application. If it is not possible for the applicant or their representative to be present at the assigned meeting, please contact Town Staff as soon as possible.

A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a [building permit](#) for the project has not been obtained within the six-month period, the COA is deemed invalid. The COA is considered issued once the Commission approves the application at their meeting.

If there are questions regarding what should or should not be included with this application, please contact Town Staff at 252-728-2142 or at lganey@beaufortnc.org.

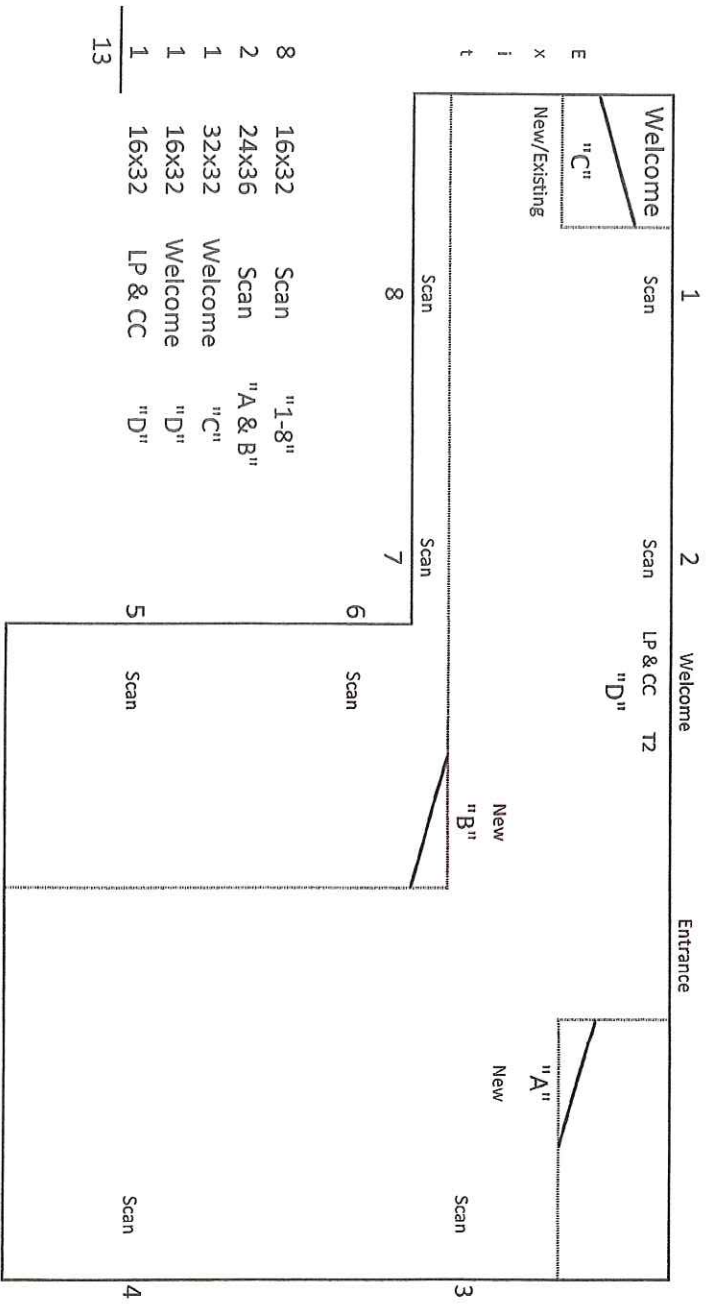


Adjacent Property Owners With Mailing Address

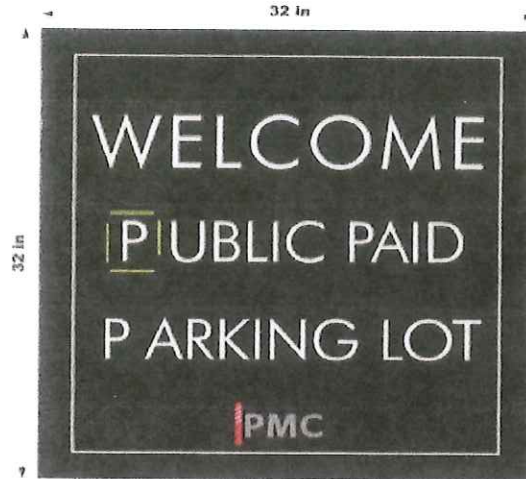
- 1 Beaufort Historic Association
130 Turner St
Beaufort NC 28516
- 2 Beaufort Investment Partnership LLC (Fishtowne Brew House)
608 Ann Street
Beaufort NC 28516
- 3 Sandra F. Grotheer (312 Ann Street)
125 Whimbrel Way
Beaufort NC 28516
- 4 Steven & Marge Harris (310 Ann Street)
2816 Chelsea Circle
Durham NC 27707
- 5 Scott Davidson (308 Ann Street)
PO Box 5141
Aspen CO 81612
- 6 Marianna Hollinshed
306 Ann Street
Beaufort NC 28516
- 7 David W Mosier
305 Ann Steet
Beaufort NC 28516
- 8 Nelson W Taylor
311 Ann Street
Beaufort NC 28516
- 9 Ian and Tracey Huckleby
313 Ann Steet
Beaufort NC 28516
- 10 Richard Collins (315 Ann Street)
PO Box 986
Atlantic Beach NC 28512
- 11 State of North Carolina (Museum)
315 Front Street
Beaufort NC 28516
- 12 Catherine Potter Stephenson
116 Orange Street
Beaufort NC 28516
- 13 Albert & Ruth Goellener
118 Orange Street
Beaufort NC 28516

Site Plan Of Replacement & New Signs Placement

Locations of Signs: 1-8 Scan, A, B, C, D

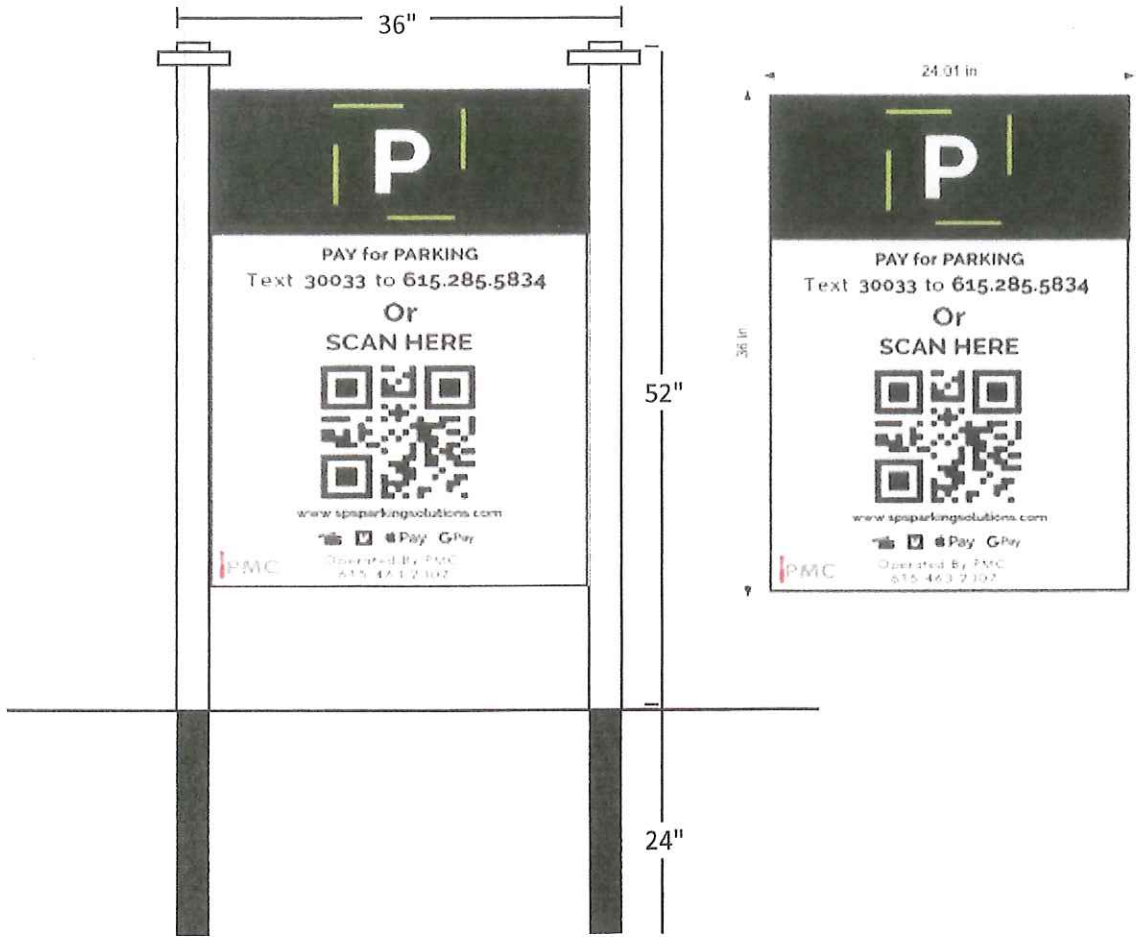


Add 1 New 32" X 32" Signs
Location "C"



Aluminum On 6"X6" Capped Treated Wood Post
Signs Black & White Framing White

Add 2 New 24" X 32" Signs
Location "A" & "B"



Aluminum On 6"X6" Capped Treated Wood Post
Signs Black & White Framing White



Replace 2 16" X 32" Signs

Location "D"



Aluminum On 6"X6" Capped Treated Wood Post
Signs Black & White Framing White

Replace 8 16" X 32" Signs Location "1-8 Scan"



One of Six Post



Two on Fence



One of Six Post

Aluminum On 4"X 4" Capped Treated Wood Post
Signs Black & White Framing White

