



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 Wednesday, July 05, 2023 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) HPC Draft Minutes 6.6.23

Administration of Oaths

Items of Consent

- [1.](#) Approval of the Orders for 131 Craven Street, 330 Front Street, 101 Ann Street, 115 Front Street, 201 Front Street & 215 Turner Street – Certificates of Appropriateness

New Business

- [1.](#) Case # 23-20 433 Front Street – Signage
- [2.](#) Case # 23-21 311 Broad Street – Demolition and New Construction
- [3.](#) Case # 23-22 615 Ann Street - Gutters

Commission / Board Comments

Staff Comments

Adjourn



Town of Beaufort, NC
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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, June 6, 2023 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the June 6, 2023 Beaufort Historic Preservation Commission regular meeting to order at 6:00 pm.

Roll Call

Members Present: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Ian Huckabee. Tammy Hunsucker arrived after the Items of Consent were approved.

A quorum was declared with five members present.

Staff Present: Kyle Garner, Town Attorney Jill Quattlebaum, and Laurel Anderson.

Agenda Approval

Vice-Chair Flowers made the motion to approve the Agenda and Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Ian Huckabee

Minutes Approval

Member Huckabee made the motion to approve the April 4, 2023 Minutes and Vice-Chair Flowers made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Ian Huckabee

Member Hedrick made the motion to approve the May 5, 2023 Minutes and Member Cummins made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Ian Huckabee

Administration of Oaths

Chair McCune gave the Quasi-Judicial Statement and Secretary Anderson administered the Oath to Kyle Garner.

Items of Consent

Vice-Chair Flowers made the motion to approve the Orders for Case # 23-13 201 Front Street, Case #23-14 229 Front Street, Case #23-15 406 Ann Street and Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, and Ian Huckabee

Old Business

- 1. Case #23-05; 131 Craven Street – Remove Front Chimney

Chair McCune introduced Case #23-05 and asked if any members needed to recuse and hearing none, she asked Mr. Garner for the Staff Report. Mr. Garner explained that the applicant wishes to remove the front chimney above the roof and install an identical “faux” chimney. He had originally requested totally removing the exterior chimney which had been denied. Secretary Anderson administered the Oath to the applicant, Steve Bishop.

Mr. Bishop explained that the interior chimney was structurally unsound and would be removed. He proposed removing the exterior chimney and adding a faux chimney to be made of Durock cement board and he brought a sample of the material to be used.

Member Cummins asked if a simulated stucco finish would be added to the faux chimney and Mr. Bishop stated that it would. Member Cummins asked if faux chimneys were a common practice in Beaufort and two members stated that they had faux chimneys on their houses.

Member Hedrick pointed out the chimney could not be seen from the street and had no special design elements and expressed concern that requiring a faux chimney could result in water leak damage to a historic structure.

Hearing no further questions Chair McCune asked for a motion for a Finding of Fact for Case #23-05 and Member Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #23-05, 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: 6.3.1, 6.3.2, and 6.3.8.

Vice-Chair Flowers made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Hedrick, Ian Huckabee, and Marissa Morris

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #23-05.

Vice-Chair Flowers made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move 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 #23-05 be issued for the proposed work.

Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Chair McCune then declared Case #23-05 closed, noting that the official Orders would be signed at the next meeting.

- 2. Case #23-09; 330 Front Street – Signage

Chair McCune introduced Case #23-05 and asked if any members needed to recuse and hearing none, she asked Mr. Garner for the Staff Report. Mr. Garner gave an overview of the application to change the exterior color of existing attached signage to black & gray and stated that there was no change to the size, shape, or location of the sign. In April the Commission informed the owner that they would need to submit a request for a change in color for the existing signage.

Secretary Anderson administered the Oath to the applicant, Webb Geer, who stated that the sign had been painted with previously approved colors.

Hearing no further questions Chair McCune asked for a motion for a Finding of Fact for Case #23-09 and Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #23-09, 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: Signs Guidelines 8.6.5

Member Huckabee made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Hedrick, Ian Huckabee, and Marissa Morris

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #23-09.

Member Cummins made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move 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 #23-09 be issued for the proposed work.

Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Chair McCune then declared Case #23-09 closed and informed Mr. Geer that the official Orders would be signed at the next meeting.

3. Case #23-16; 101 Ann Street – Demolition

Chair McCune introduced Case #23-16 and asked if any members needed to be recused and hearing none, she asked Mr. Garner for the Staff Report. Mr. Garner stated that the owners of 101 Ann Street are proposing the demolition of the structure better known as the “Beaufort Inn”. Built in the 1980’s, the structure may not be considered as a contributing structure since it is only around 30 years old. At the time of agenda preparation staff were awaiting an email from John Wood of SHPO supporting the thought as a noncontributing structure however, one was not submitted prior to the packet going out to the public but the State’s position is that the structure is non-contributing. Mr. Garner stated that no plans had been submitted for any project after the structure is demolished and by law the applicant was not required to do so. He noted that the property owners had applied to the Town for a portion of Ann Street to be abandoned but it had not been approved by the Board of Commissioners, explaining that the Beaufort Inn had leased that portion for a parking lot. Mr. Garner submitted photos, drawings, and a report regarding the existing structure into evidence and noted that the owners had tried to renovate the structure. He reiterated that the owners had requested the State Historic Preservation office’s opinion on whether the structure was contributing or non-contributing.

Secretary Anderson administered the Oath to the applicant, Jay Horton of Filter Design. Mr. Horton stated that the renovation cost would have been more than 50% of the structure value and as the structure is in an AE6 flood zone it would also have to be elevated.

Member Huckabee asked if the mature trees on the south side would be preserved and Mr. Horton stated that they would. He also asked about the parking lots and Mr. Horton said that they would be used for staging areas for the demolition.

Vice-Chair Flowers asked if any architectural features had been found which were worth preserving and Mr. Horton stated that nothing had been found. Chair McCune asked if the adjoining property owners would have access to their property and Mr. Horton stated that their property would not be affected. Mr. Garner further asked if adjoining docks could be accessed and

Secretary Anderson administered the Oath to Gene Ostrow, 106 Ann St, who stated he had a deeded slip accessed by a sidewalk adjoining the Beaufort Inn property and requested that the access be left open during demolition. Mr. Horton explained that a safety fence could be installed to ensure accessibility and the demolition should not obstruct public access.

Hearing no further questions Chair McCune asked for a motion for a Finding of Fact for Case #23-16 and Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #23-16, 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: Demolition of Buildings Guidelines 10.1.2, 10.1.3, 10.1.4, 10.1.5, 10.1.6 and further move that the Commission find that the property is not a contributing structure and the Planning and Inspections Director is excused from filing with the State Historic Preservation Office and Design Standard 10.1.1 is not applicable to this property.

Member Huckabee made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #23-16.

Member Huckabee made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move 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 #23-16 be issued for the proposed work.

Member Cummins made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Chair McCune then declared Case #23-16 closed and notified Mr. Horton that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

4. Case #23-17; 115 Front Street – Fencing

Chair McCune introduced Case #23-17 and asked if any members needed to be rescued and hearing none, she asked Mr. Garner for the Staff Report. Mr. Garner explained that the applicant wishes to install a 40” Beaufort style fence along the riparian property of 115 Front Street per the application, which included samples of the proposed fence and white paint color samples.

Secretary Anderson administered the Oath to the applicant, Dillon Rose, who explained the location of the fence and added that the proposed fence would be a continuation of and match the existing fence. Member Huckabee clarified that the fence would be 2” x 2” spaced picket fence and Mr. Rose agreed and also stated that an existing tree would not be disturbed.

Hearing no further questions Chair McCune asked for a motion for a Finding of Fact for Case #23-7 and Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #23-7, 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: Fences and Walls Guidelines 8.2.2, 8.2.3

Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Member Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move 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 #23-17 be issued for the proposed work.

Member Hedrick made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Chair McCune then declared Case #23-17 closed, noting that the official Orders would be signed at the next meeting.

5. Case #23-18; 201 Front Street – Dock Railings

Chair McCune introduced Case #23-18 and asked if any members needed to be rescued and hearing none, she asked Mr. Garner for the Staff Report. Mr. Garner noted the recusal statement and asked the board members if they had been contacted by town staff regarding the application, also noting for the record that there had been no communication about that item. He explained that the current request was to add railings to the dock at 201 Front Street and stated that at the May 2023 HPC meeting the commission had approved a covered area over a dock and requested the applicant to submit information regarding their proposed railing. The applicant’s contractor had supplied materials including a section of piling with the proposed railing which had been available at Town Hall for board members to look at.

Member Cummins asked if the railings were required as a safety requirement and Mr. Garner answered that Town building inspector Jeremy Ganey had stated that they were, and Member Hedrick asked if the proposed railings fit that requirement. Mr. Garner explained that he could not answer that question but building permit approval would be required which would ensure compliance.

Secretary Anderson administered the Oath to the applicant’s contractor, Kim O’Hara of Bogue Banks Marine Construction, who then testified that residential docks were not required to have a railing at all, therefore they did not submit that information on building permits. She further stated that the walkway and the waterside entrance would not have railings.

Hearing no further questions Chair McCune asked for a motion for a Finding of Fact for Case #23-18 and Vice-Chair Flowers made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #23-18, 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: Docks, Piers, and Boardwalks Guidelines 8.7.1, amended to include railings are a matter of safety issues as per the building code.

Member Huckabee made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Member Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move 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 #23-18 be issued for the proposed work.

Member Cummins made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Chair McCune then declared Case #23-18 closed, noting that the official Orders would be signed at the next meeting. Mr. Garner requested that Ms. O’Hara notify Town building inspector Jeremy Ganey before installing the approved railing.

6. Case #23-19; 215 Turner Street – New Dwelling

Chair McCune introduced Case #23-19 and asked if any members needed to be rescued and hearing none, she asked Mr. Garner for the Staff Report. He stated that the applicant wishes to construct a dwelling on a vacant parcel at 215 Turner Street. In January of 2019, the Historic Commission approved a COA for the demolition of the structure at 215 Turner Street. The property has remained vacant/undeveloped. This property is also not in a Special Flood Hazard Area, so it does not have a freeboard requirement for the foundation. Mr. Garner noted that per the request of an HPC member, a set of full-size plans for the proposed house be available and the applicant had FedExed them and provided a tracking number, but as of the meeting the plans had not arrived. He also submitted for the record there were two PDF’s and recommended the second PDF be referred to as the dimensions were more clear, and the application had provided complete information including pitches, paint samples, date brick location, windows, doors, lighting fixtures, and landscaping plans.

Secretary Anderson administered the Oath to the applicant, John Griffin. Member Huckabee stated that the application was very complete and asked about the two paint color sets for window trim that had been submitted. Mr. Griffin said that they had submitted two sets in case one was not approved, and his preference was Sandstone with darker gutters in the Terra Bronze color. Member Huckabee then asked about the guest house elevation and where the garage door would be located, and Mr. Griffin explained the garage was side loading and the windows would be located at the front.

Vice-Chair Flowers stated that he could not read the plans on the computer and asked about the height of the garage and Mr. Griffin stated that the height was less than 16 feet. Vice-Chair Flowers then asked about the two sets of paint colors submitted, and Mr. Garner explained that two color palettes had been submitted to be approved as sets and noted that a North Carolina Supreme Court case had found that multiple options could be submitted and the HPC could choose one option. He clarified that the Board needed to choose one option.

Chair McCune then asked if any parties would like to comment and Secretary Anderson administered the Oath to Isaac Adams, 211 Turner St, who stated that there was a concern with the scale and impermeable surface. He stated that the neighbors have stormwater runoff issues and requested that Mr. Griffin direct stormwater runoff to Turner Street. Chair McCune asked if that issue could be included as part of the conditions and Mr. Garner replied that he thought it could be. Mr. Griffin said he would consider it and Mr. Garner stated that the R-8 zoning district did not require pervious surface restrictions. Chair McCune then asked if the driveway would be concrete strips with green grass in between and Mr. Griffin agreed.

Secretary Anderson then administered the Oath to Charles Kralik, 312 Broad St, who stated that driveways in that area are made of other materials rather than concrete and suggested a more permeable surface especially on the parking pad at the back.

Chair McCune stated that she had observed a majority of white window trim in Beaufort and she would be more comfortable approving the white paint palette. There was Board discussion regarding the stormwater runoff and Member Cummins stated that the Board was charged with aesthetics and not stormwater management. Mr. Garner explained that after HPC approval, a building permit was applied for and after approval and building starts, fill is brought in to the site and good development practices require keeping it at a level so as not to create runoff issues. He further stated that stormwater runoff could be a legitimate COA requirement but stated that more fill at the rear of the property may be required to engineer runoff toward Turner Street, which could potentially create runoff onto other properties.

Member Cummins noted the proposed impervious surface on the parking pad and asked if pervious materials had been considered, and Mr. Griffin stated that he was mindful of the drainage issues and wanted to be a good neighbor and would give every consideration to drainage.

Vice-Chair Flowers made a motion to table Case #23-19 until a full set of drawings and details regarding pervious surfaces in the driveway were submitted and Member Hunsucker made the second. Member Cummins noted that the applicant had made every effort to provide the physical plans and that the Board was becoming involved with items outside the Guidelines. Member Huckabee agreed and said that stormwater was not an HPC responsibility and the pertinent items had been submitted and discussed.

Chair McCune took a vote that was not approved.

Voting yea: Vice-Chair John Flowers, Tammy Hunsucker

Voting nay: Chair McCune, Bradley Cummins, Bradley Hedrick, Ian Huckabee

Member Huckabee made a motion for a Finding of Fact for Case #23-19: Having reviewed the record and having considered all evidence submitted and oral testimony for case #23-19, 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: Building Placement 7.1.1, 7.1.2, 7.1.3, 7.1.4; Building Height/Scale 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5; Materials 7.3.1, 7.3.2, 7.3.3; Details 7.4.1, 7.4.2; Texture and Color 7.5.1; Form and Rhythm 7.6.1, 7.6.2, 7.6.3; Landscaping 7.7.1; Outside Utilities Guidelines 8.3.1, 8.3.6; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3; Landscaping Guidelines 8.1.2, 8.1.5, 8.1.7, 8.1.8, 8.1.12, 8.1.13; with Off-Street Parking Guidelines 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.6, 8.5.7 tabled and the condition that the Board has approved the lighter color palette to include white for windows and white for gutters, and a further condition that the applicant submit a pervious driveway solution.

Member Cummins made the second. Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Bradley Cummins, Bradley Hedrick, Ian Huckabee

Voting nay: Vice-Chair John Flowers, Tammy Hunsucker

Member Cummins made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move 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 #23-19 be issued for the proposed work to include with Off-Street Parking Guidelines 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.6, 8.5.7 tabled and the condition that the Board has approved the lighter color palette to include white for windows and white for gutters, and a further condition that the applicant submit a pervious driveway solution.

Member Huckabee made the second. Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Bradley Cummins, Bradley Hedrick, Ian Huckabee

Voting nay: Vice-Chair John Flowers, Tammy Hunsucker

Chair McCune then declared Case #23-19 closed, noting that the official Orders would be signed at the next meeting and that the driveway portion of the COA had been tabled until more information was received.

Commission / Board Comments

- a. Member Huckabee expressed concern regarding the Board discussing stormwater issues.
- b. Member Hunsucker noted her concerns with the new text amendment allowing dock gazebos and going against the HPC guidelines.
- c. Chair McCune notified the board of an email from Becky Oxholm of 615 Ann Street, who needed to install a gutter over the low border wall which had been approved in January 2023, and was requesting a waiver of the \$250.00 application fee. After discussion the board agreed that the application would be new and would require the \$250.00 fee.

Staff Comments

- a. Mr. Garner reiterated that the text amendment had not been staff-initiated and he had shown the Board of Commissioners a map clearly showing the historic district as part of the text amendment.
- b. Mr. Garner said that he and Secretary Anderson would be working on planning a series of workshops, including metal roofs, windows, etc. to be open regionally and videotaped for the Town website.

Adjourn

Member Huckabee made the motion to adjourn and Member Cummins made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair John Flowers, Bradley Cummins, Bradley Hedrick, Ian Huckabee, and Tammy Hunsucker

Chair McCune reminded the board that the next meeting would be on Wednesday, July 5th because of the July 4th holiday and declared the June 6, 2023 meeting adjourned.

Chair, Joyce McCune

Board Secretary, Laurel Anderson



Town of Beaufort, NC

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**Town of Beaufort Historic Preservation Commission
6:00 P.M. July 5, 2023 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: Consent

SUBJECT: Approval of the Orders for 131 Craven Street, 330 Front Street, 101 Ann Street, 115 Front Street, 201 Front Street & 215 Turner Street – Certificates of Appropriateness

BRIEF SUMMARY:

As part of the new General Statutes (160D), prior to Evidentiary Hearing Orders being signed and sent to the applicant/property owners, the Board in which conducted the hearing is to review the order for accuracy.

The staff has consulted with the Town Attorney and now asks that the Historic Commission Members review the orders for such accuracy and be prepared to make a motion to recommend approval of the Order or to approve with Commission recommended changes.

REQUESTED ACTION:

Review the order for such accuracy and be prepared to make a motion to recommend approval of the Order or to approve with Commission recommended changes.

EXPECTED LENGTH OF PRESENTATION:

0 Minutes (Presentation from Staff)

SUBMITTED BY:

Kyle Garner, AICP Planning Director

BUDGET AMENDMENT REQUIRED:

N/A



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July 5, 2023

Steve and Gail Bishop
131 Craven Street
Beaufort, North Carolina 28516

RE: Case # 23-05 131 Craven Street – Remove Front Chimney Above Roof and Install
“Faux” Chimney.

Dear Mr. and Mrs. Bishop:

Beaufort’s Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town’s Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort’s Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on June 6, 2023, to consider a Certificate of Appropriateness (COA) application submitted by Steve and Gail Bishop for **CASE # 23-05 131 CRAVEN STREET – REMOVE FRONT CHIMNEY ABOVE ROOF AND INSTALL “FAUX” CHIMNEY** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following **CONCLUSION**:

Based upon the testimony, evidence, and record before the HPC on June 6, 2023, we find that the application submitted currently only meets the window and door guidelines of the Local Historic District based on the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

6.3.1. Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls, preserve masonry elements that are character-defining features of the building or property.

6.3.2. Repair and restore historic masonry elements, rather than replace. Remove vegetation and vines from masonry to prevent structural or moisture damage.

6.3.8. When replacing damaged brick or stone, use replacements that match the original units as closely as possible.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 23-05 131 CRAVEN STREET – REMOVE FRONT CHIMNEY ABOVE ROOF AND INSTALL “FAUX” CHIMNEY**.

This the 5th day of July, 2023

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



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July 5, 2023

Webb Geer
Finz Grill
330 Front Street
Beaufort, NC 28516

RE: Case # 23-09 330 Front Street – Signage

Dear Mr. Geer:

Beaufort's Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town's Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort's Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on June 6, 2023 to consider a Certificate of Appropriateness (COA) application submitted by Webb Geer, Finz Grill for **CASE # 23-09 330 FRONT STREET – SIGNAGE** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following **CONCLUSION**:

Based upon the testimony, evidence, and record before the HPC on June 6, 2023, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 23-09 330 FRONT STREET – SIGNAGE**.

This the 5th day of July, 2023

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



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

July 5, 2023

Filter Design Studio, LLC
707 Bridges Street
Morehead City, NC 28557

RE: Case # 23-16 101 Ann Street – Demolition

To Whom It May Concern:

Beaufort's Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town's Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort's Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate
CC: Beaufort Resorts, LLC

Mayor Sharon Harker
Commissioner John Hagle • Commissioner Marianna Hollinshed
Commissioner Bucky Oliver • Commissioner [redacted] in Cooper • Commissioner Bob Terwilliger
Town Manager [redacted] Todd Clark



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on June 6, 2023 to consider a Certificate of Appropriateness (COA) application submitted by Filter Design Studio, LLC for **CASE # 23-16 101 ANN STREET – DEMOLITION** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on June 6, 2023, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

10.1.2. Document the historic resource prior to demolition. Documentation shall take the form of black and white photographs, and color digital photographs of the building, structure, or site’s principal elevations, architectural elements (both in exterior and interior), and special features. Measured drawings of the resource may also be required. The HPC shall determine on a case-by-case basis the extent of documentation required and the parties responsible for producing such documentation. The documentation shall be submitted to the HPC and become a permanent record of the Town of Beaufort.

10.1.3. Salvage architectural features and building materials for reuse or study. Contact antique dealers and used building supply establishments to arrange for removal. Consider donations of items to interested nonprofit organizations or museums or the NC-SHPO.

10.1.4. Minimize ground-disturbing activities during demolition to avoid damage to potential unknown Archaeological resources.

10.1.5. Retain mature trees on site.

10.1.6. Clean the site thoroughly of all building debris and leave the lot properly graded and seeded.

The Commission further finds that the property is not a contributing structure, that the Planning and Inspections Department is excused from filing with the State Historic Preservation Office, and that Design Guideline 10.1.1 is not applicable to this property.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for CASE # 23-16 101 ANN STREET – DEMOLITION.

This the 5th day of July, 2023

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



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

July 5, 2023

Dillon Rose
PO Box 2426
Rocky Mount, NC 27802-2426

RE: Case # 23-17 115 Front Street – Fencing

Dear Mr. Rose:

Beaufort's Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town's Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort's Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate
CC: Candlewood Investment, LLC



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on June 6, 2023 to consider a Certificate of Appropriateness (COA) application submitted by Dillon Rose for **CASE # 23-17 115 FRONT STREET – FENCING** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following **CONCLUSION**:

Based upon the testimony, evidence, and record before the HPC on June 6, 2023, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

8.2.2. Design new fences that are compatible with the associated building, site and streetscape in height, proportion, scale, color, texture, material, and design. Substitute fence materials are not allowed along front or visible side property lines in the historic district. Fence types such as wire, hurricane, chain-link, vinyl, corrugated metal, stockade, and wooden post and rail are not allowed in public view.

8.2.3. Fences shall not exceed a height of four (4) feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to six (6) feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Avoid attaching a portion of the fence to a building because of possible termite damage.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for CASE # 23-17 115 FRONT STREET – FENCING.

This the 5th day of July, 2023

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



Town of Beaufort
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www.beaufortnc.org

July 5, 2023

Annette Williamson
52 Village Lake Road
Fort Worth, TX 76107

RE: Case # 23-18 201 Front Street – Dock Railings

Dear Ms. Williamson:

Beaufort's Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town's Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort's Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on June 6, 2023 to consider a Certificate of Appropriateness (COA) application submitted by Annette Williamson for **CASE # 23-18 201 FRONT STREET – DOCK RAILINGS** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following **CONCLUSION**:

Based upon the testimony, evidence, and record before the HPC on June 6, 2023, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

8.7.1 design that is simple, functional, and utilitarian. Traditional docks were built of post and-lintel construction, using wood pilings, cross-members, and decking. Avoid the use of railings or other nonhistoric features that extend above the deck floor line, unless required by law for safety reasons. Avoid lighting fixtures that are too prominent or that are not utilitarian and functional in appearance.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 23-18 201 FRONT STREET – DOCK RAILINGS**.

This the 5th day of July, 2023

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



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www.beaufortnc.org

July 5, 2023

John and Anna Griffin
10217 Lobley Ridge Road
Raleigh, NC 27613

RE: Case # 23-19 215 Turner Street – New Single-Family Residential Home

Dear Mr. and Mrs. Griffin:

Beaufort's Historic Preservation Commission wishes to thank you for your recent application for a Certificate of Appropriateness regarding the property referenced above which is in the Town's Historic District. We appreciate you taking the time to come before the Commission, as well as your willingness to work with us to preserve the distinctive character of Beaufort. Your commitment will help ensure the many historic and cultural resources that we enjoy today will be preserved for future generations.

You have been issued a Certificate of Appropriateness for your project as specified on the enclosed certificate. Please read it carefully. As you proceed with your project, you must comply with all the specifications stated, including provisions in the relevant Historic District Guidelines enumerated on the certificate. Please note the COA must be visibly displayed at the site during the entire duration of the project. Also note that a building permit with the Town may be needed depending on the scope of the work.

Your certificate is valid for the work which must begin within six (6) months from the date of issuance of the COA by the Commission and must be completed no later than one year thereafter. An extension of the COA can be granted upon the Town receiving a written request from the applicant prior to the application expiration date. An extension may only be granted once for a time period of six additional months if the work has been started but not completed within the one-year validation period. Upon completion of your project please contact our office in case an inspection of the project is required.

Thank you for the thought and care that you have dedicated to your project. Your contribution to the preservation of Beaufort's Historic District is greatly appreciated.

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on June 6, 2023 to consider a Certificate of Appropriateness (COA) application submitted by John and Anna Griffin for **CASE # 23-19 215 TURNER STREET – NEW SINGLE-FAMILY RESIDENTIAL HOME** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following **CONCLUSION**:

Based upon the testimony, evidence, and record before the HPC on June 6, 2023, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

7.1.1 Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.

7.1.2 Maintain the pattern of building, separation and lot coverage that is found on the block and/or side of the street.

7.1.3 Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principal building’s prominent features or significant site features.

7.1.4 Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

7.2.1 New construction shall not exceed thirty-five feet in height.

7.2.2 Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

7.2.3 Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

7.2.4 Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

7.2.5 If a contributing building was demolished or moved from the site, design the replacement building to be of similar height, scale, massing, and location as the previously existing building. Applicants will have a heavy burden to demonstrate to the HPC that a replacement structure with

different height, scale, and massing as the previously existing building is congruous with the Historic District.

7.3.1 Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the Historic District. Wood siding, wood shingles, and brick were common sheathing materials and should be used.

7.3.2 The use of substitute products such as vinyl, aluminum, and pressed board siding and other modern day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case by case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern day products achieve compatibility with existing historic buildings that define the character of the Beaufort Historic District.

7.3.3 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

7.4.1 Use of architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2 Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

7.5.1 Create in new construction a similar degree of texture that is found in contributing buildings in the Historic District. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles and bead-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the texture of a building surface.

7.6.1 Design new construction that reflects the basic shapes and forms on the block and in the Historic District.

7.6.2 Maintain consistency with style of buildings and contributing structures found on the block a/or side of street. Roof forms commonly found in the Historic District include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3 Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

7.7.1 Retain and protect mature trees during construction.

8.1.2 Preserve and maintain the individual components and historic features that contribute to Beaufort’s historic character, including: mature trees, ornamental trees, and hedge rows.

8.1.5 All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.

8.1.7 Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.8 New construction and additions should be sited in locations that will not require the removal of mature plantings, if possible.

8.1.12 Utility wires, including power, telephone and cable should be placed underground whenever substantial utility construction takes place. Above ground utility boxes, fixtures, and equipment should be located in inconspicuous locations and should be screened from view.

8.1.13 New tool sheds, swimming pools and other modern yard features should be located in areas not seen from public view.

8.3.1 Locate utilities, vents and meter boxes and other utility connections in side or rear yards and screen from public view with plantings, fencing, or other means.

8.3.6 Install utilities underground whenever possible.

8.4.1 Unless original fixtures already exist, choose fixtures that are simple and unobtrusive and complement the building or site.

8.4.2 Choose lighting sources that generate a soft white light instead of a more intensive yellow or orange light. Metal halide bulbs will achieve the desired effect instead of sodium vapor or fluorescent light sources.

8.4.3 Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.

8.5.1 Locate new parking lots and driveways in the Historic District as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

8.5.2. Proposals for new parking lots or off-street parking areas should be accompanied by scaled site plans, including all proposed landscape and ground cover changes and information on proposed lighting types, placement, and intensity.

8.5.3 Site new parking areas in interior or rear lot locations where possible.

8.5.4 Avoid removing trees and other landscape elements that contribute to the historic character of a site.

8.5.6 Incorporate existing mature trees into new parking areas. Avoid the placement of impervious surface materials such as asphalt and concrete in areas below the canopy crown of the tree. Use turf stone, gravel, marl, or other pervious materials in these areas.

8.5.7 Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose paving materials. Landscaping timbers, railroad ties, and concrete or plastic edging are not allowed.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for CASE # 23-19 215 TURNER STREET – NEW SINGLE-FAMILY RESIDENTIAL HOME with the conditions that the driveway plan be tabled and brought back before the HPC and that the lighter paint palette including Duck and Alabaster be included.

This the 5th day of July, 2023

Joyce McCune, Chair
Beaufort Historic Preservation Commission

NOTE: If you are dissatisfied with the decision of this Board, an appeal may be taken to the Beaufort Board of Adjustment within 30 days after the date this order is served on you.



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 Wednesday, July 6, 2023 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 23-20 433 Front Street – Signage

BRIEF SUMMARY:

The applicant wishes to install a new 6 sq. ft. hanging sign on existing hooks at 433 Front Street.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: June 20, 2023
Case No. 23-20

Request: Install a new hanging 2’ x 3’ sign in front of the door totaling 6 square feet.
Applicant: Isla Boutique (George Rose)
 433 Front Street
 Beaufort, NC 28516

Property Information:

Owners: George Rose
Location: 433 Front Street
PIN#: 730617105090000

Project Information: According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 433 Front Street, circa 1960. **Commercial Building.** 1-Story flat-roofed building with red brick veneer facade with no detailing. Contains three stores.

- In 1994 a COA was approved for the replacement of an existing awning of the same dimensions in Royal Blue and the replacement of small hanging sign in royal blue with yellow printing “Sandi’s”

Proposed work: 6sq. ft. Hanging Sign

- See Attachment from Applicant

Material:

- See Material Submitted by Applicant

Color:

See Attached Description from Applicant.

Attachments:

- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant to include photos.

Signage Guidelines:

- 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.
- 8.6.3. Signs on commercial buildings are preferred to be located in a signboard frieze located above the display windows. In this location the sign serves as a boundary between the upper and lower façade.
- 8.6.5. Use simple, clear graphics and lettering styles in sign design.

BHPC Case 23-20 433 Front Street - Signage

1.

Legend

- NCHPOpoints
- Tax_Parcel_Data



50 25 0 50 Feet

30



<u>OWNER</u>	<u>MAIL_HOU</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>MAIL_ST/MAIL_ZI</u>	<u>MAIL_ADD2</u>
STRICKLAND,DORIS O ETAL	519	E HILL ST	WARSAW	NC 28358	
TAYLOR'S CREEK ENTERPRISES LLC			BEAUFORT	NC 28516	PO BOX 2037
TOWN OF BEAUFORT			BEAUFORT	NC 28516	PO BOX 390

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 **\$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 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: Isla Boutique

Applicant Address: 433 Front St

Business Phone: _____ Email/Cell: 252-725-4834
islandtraders2@gmail.com

Property Owner Name: George Rose

Address of Property: 433 Front St

Phone Number: _____ Email/Cell: 252-725-4834

PROJECT INFORMATION

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

*Handy sign over sidewalk in front of store.
Sign is made of sand blasted wood. Color
sample attached. PMS 3252*

Estimated Cost of Project: \$ 800.00

Year House Built: _____

[Signature]
Applicant Signature

Date

Property Owner Signature (if different than above)

Date

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 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: _____

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 k.garner@beaufortnc.org.





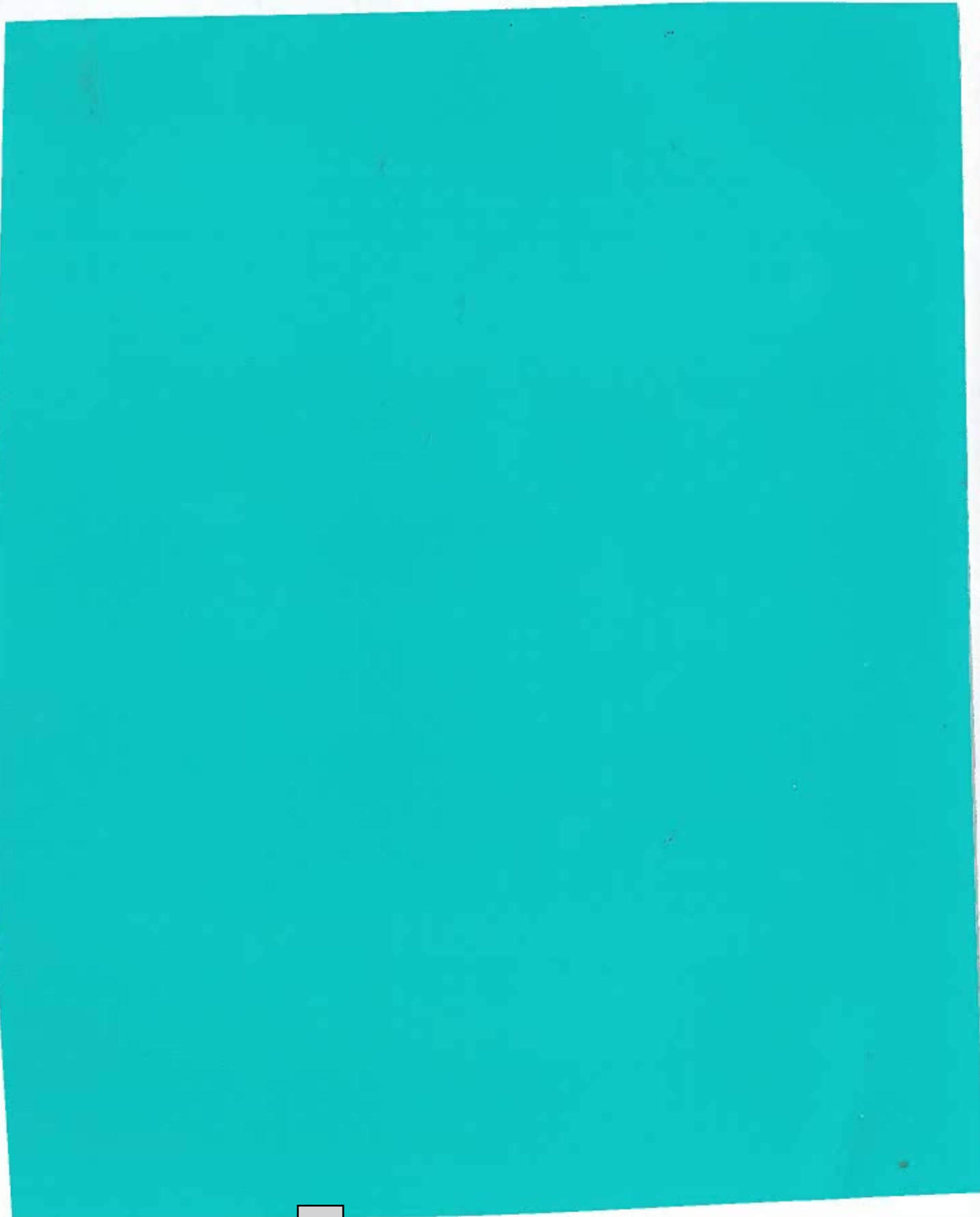
***ROOF CAREFULLY:** Please double check this proof(s) for errors in spelling, punctuation, and ALL content. Be extra sure that all information is correct. Every effort is made to ensure your job is error free, however software does not automatically reveal errors in grammar or spelling. We recommend you printing your proof before proofing. We CANNOT be held responsible for errors in printed pieces that have been approved by the customer.





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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 Wednesday, July 5, 2023 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 23-21 311Broad Street – Demolition and New Construction

BRIEF SUMMARY:

The applicant wishes to demolish the existing structure at 311 Broad Street and construct a new dwelling similar in size, scale, mass and height to the existing dwelling.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

20 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: June 26, 2023
Case No. 23-21

Request: Demo Existing House & Construct New Home at 311 Broad Street

Applicant: Addison & Gabrielle Dascombe
 106 Windfall Court
 Cary, NC 27518

Property Information:

Owners: Same as Applicant
Location: 311 Broad Street
PIN#: 730617117226000

Project Information:

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 311 Broad Street, circa 1900. **House.** 1-Story, 3-bay, side gable house with center hall plan has 1 interior brick chimney, 2/2 sash, asbestos siding, and hipped porch with metal posts. House built between 1908 and 1913, but alterations have compromised its architectural integrity. (SM)

There are no files on 311 Broad Street. This property was brought into the Local Historic District in 2008.

Proposed work:

- See Attachment from Applicant

Material:

- See Information from Applicant.

Color:

See Attached Description from Applicant.

Attachments:

- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

Demolition of Buildings Guidelines

10.1.1. Choose demolition only as a last resort. Property owners of contributing buildings should design the replacement building to reflect the demolished building’s height, scale, massing and location. Applicants will have a heavy burden to demonstrate to the HPC that a replacement building with different height, scale, massing as the previously existing building is congruous with the Historic District.

10.1.2. Document the historic resource prior to demolition. Documentation shall take the form of black and white photographs, and color digital photographs of the building, structure, or site’s principal elevations, architectural elements (both in exterior and interior), and special features. Measured drawings of the resource may also be required. The HPC shall determine on a case-by-case basis the extent of documentation required and the parties responsible for producing such documentation. The documentation shall be submitted to the HPC and become a permanent record of the Town of Beaufort.

10.1.3. Salvage architectural features and building materials for reuse or study. Contact antique dealers and used building supply establishments to arrange for removal. Consider donations of items to interested non-profit organizations or museums or the NC-SHPO.

10.1.4. Minimize ground-disturbing activities during demolition to avoid damage to potential unknown Archaeological resources.

10.1.5. Retain mature trees on site.

10.1.6. Clean the site thoroughly of all building debris and leave the lot properly graded and seeded.

New Construction Guidelines

Building Placement

7.1.1 Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.

7.1.2 Maintain the pattern of building, separation and lot coverage that is found on the block and/or side of the street.

7.1.3 Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principle building’s prominent features or significant site features.

7.1.4 Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

Building Height/Scale

7.2.1 New construction shall not exceed thirty-five feet in height.

7.2.2 Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

7.2.3 Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

7.2.4 Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

7.2.5. If a contributing building was demolished or moved from the site, design the replacement building to be of similar height, scale, massing, and location as the previously existing building. Applicants will have a heavy burden to demonstrate to the HPC that a replacement structure with different height, scale, and massing as the previously existing building is incongruous with the Historic District.

Materials

7.3.1 Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles, and brick, were common sheathing materials and should be used.

7.3.2. The use of substitute products such as vinyl, aluminum, and pressed board siding and other modern day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case by case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern day products achieve compatibility with existing historic buildings that define the character of the Beaufort Historic District.

7.3.3 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

7.4.1 Use of architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2 Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

7.5.1 Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles and bead-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the texture of a building surface.

Form and Rhythm

7.6.1 Design new construction that reflects the basic shapes and forms on the block and in the historic district.

7.6.2 Maintain consistency with style of buildings and contributing structures found on the block a/or side of street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3 Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Landscaping

7.7.1 Retain and protect mature trees during construction

Off-street Parking Guidelines

8.5.1 Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

8.5.2. Proposals for new parking lots or off-street parking areas should be accompanied by scaled site plans, including all proposed landscape and ground cover changes and information on proposed lighting types, placement, and intensity.

8.5.3. Site new parking areas in interior or rear lot locations where possible.

8.5.4. Avoid removing trees and other landscape elements that contribute to the historic character of a site.

8.5.6. Incorporate existing mature trees into new parking areas. Avoid the placement of impervious surface materials such as asphalt and concrete in areas below the canopy crown of the tree. Use turf stone, gravel, marl, or other pervious materials in these areas.

8.5.7. Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose paving materials. Landscaping timbers, railroad ties, and concrete or plastic edging are not allowed.

Outside Utilities Guidelines

8.3.1. Locate utilities, vents and meter boxes and other utility connections in side or rear yards and screen from public view with plantings, fencing, or other means.

8.3.6. Install utilities underground whenever possible.

Exterior Lighting Guidelines

8.4.1. Unless original fixtures already exist, choose fixtures that are simple and unobtrusive and complement the building or site.

8.4.2. Choose lighting sources that generate a soft white light instead of a more intensive yellow or orange light. Metal halide bulbs will achieve the desired effect instead of sodium vapor or fluorescent light sources.

8.4.3. Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.

Landscaping Guidelines

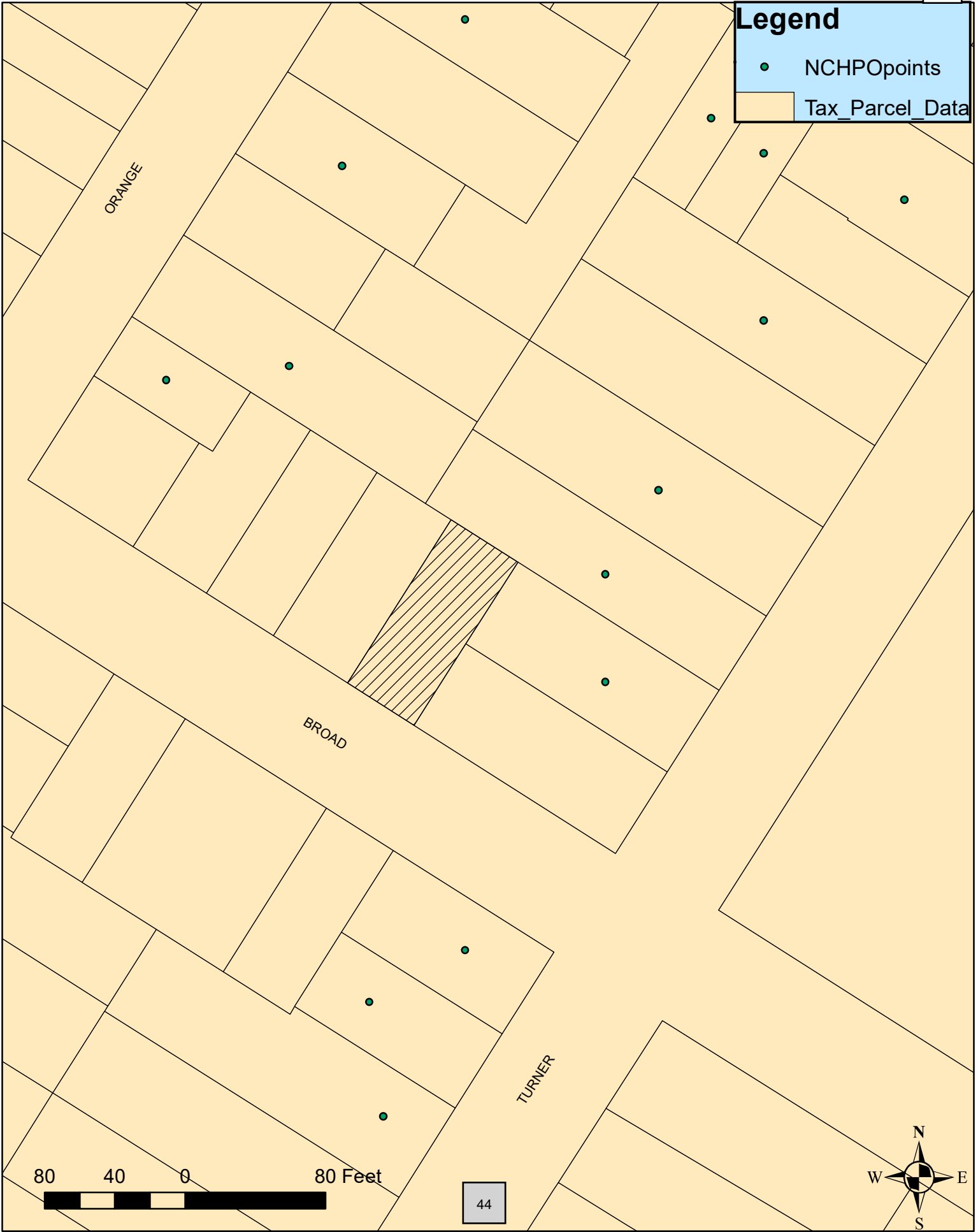
8.1.2. Preserve and maintain the individual components and historic features that contribute to Beaufort’s historic character, including: mature trees, ornamental trees, and hedge rows.

8.1.5. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.

8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.8. New construction and additions should be sited in locations that will not require the removal of mature plantings, if possible.

8.1.12. Utility wires, including power, telephone and cable should be placed underground whenever substantial utility construction takes place. Above ground utility boxes, fixtures, and equipment should be located in inconspicuous locations and should be screened from view.



<u>OWNER</u>	<u>MAIL_HOL</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>IL_ST</u>	<u>MAIL_ZI</u>
BARNES,MARTHA TOTTY	305	TURNER STREET	BEAUFORT	NC	28516
BROWN,BENJAMIN W ETUX GRACE	2308	COLEY FOREST PL	RALEIGH	NC	27612
DASCOMBE,ADDISON ETX GABRIELLE	106	WINDFALL COURT	CARY	NC	27518
KRALICK,SHARON ETVIR CHARLES	5770	HARVEST RIDGE ROAD	BATTLEBORO	NC	27809
MCCRACKEN,HARRY JR ETUX MARY	309	BROAD STREET	BEAUFORT	NC	28516
SANDY HOOK PROPERTIES LLC	11	BRESSON FARM ROAD	SANDY HOOK	CT	06482
STANCIL,STEVEN ARTHUR	2410	FOXCROFT RD	WILSON	NC	27896

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 **\$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 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: Addison and Gabrielle Dascombe

Applicant Address: 106 Windfall Court, Cary, NC 27518

Business Phone: 919-618-0730 Email/Cell: addison.dascombe@gmail.com

Property Owner Name: Addison and Gabrielle Dascombe

Address of Property: 311 Broad Street, Beaufort, NC 28516

Phone Number: 919-618-0730 Email/Cell: addison.dascombe@gmail.com

PROJECT INFORMATION

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

We are seeking approval from the Town of Beaufort's Historical Preservation Commission to demolish the existing home at 311 Broad Street and rebuild a similar Colonial Coastal Cottage that embraces the charm of historic Beaufort while increasing the values of the homes on the immediate surrounding block. See the attached for more details...

Estimated Cost of Project: \$ 300,000-350,000

Year House Built: 2023-2024

Applicant Signature

06/13/2023
Date

Property Owner Signature (if different than above)

Date

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 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: _____

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 k.garner@beaufortnc.org.

Property Description:

Current Property Data via Carteret County Website:

Property Info

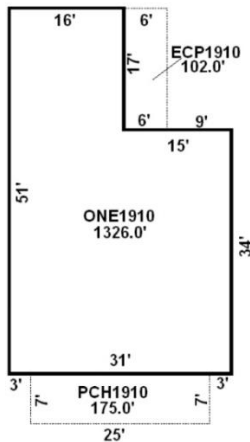
PARCEL NUMBER: 730617117226000
OWNER: DASCOMBE,ADDISON ETX GABRIELLE
PHYSICAL ADDRESS 311 BROAD ST
 BEAUFORT
MAILING ADDRESS: 106 WINDFALL COURT
 CARY NC 27518
LEGAL DESCRIPTION: PART L129 TOWN OF BEAUFORT
DEED REF: 1795-299
PLAT REFERENCE: -
NEIGHBORHOOD: 590004
SALE DATE: 03/31/2023
SALE PRICE: \$402,000
ACREAGE: 0.113
LAND VALUE: \$261,225
BUILDING VALUE: \$51,556
EXTRA FEATURE VALUE: \$0
PARCEL VALUE: \$312,781

Building Info

BATHS: 1
BEDROOMS: 2
CONDITION: N/A
EXTERIOR WALLS: 07 ASB SHINGL
 .
FLOOR FINISH: 08 VINYL
 N/A
FOUNDATION: 02 CONC BLOCK
HEAT: 03 FAN DUCTED
ROOF COVER: 03 COMP SHNGL
 .
ROOF STRUCTURE: 03 GABLE
TOTAL SQUARE FOOTAGE: 1603
HEATED SQUARE FOOTAGE: 1326
YEAR BUILT: 1910

[Click Here for Advanced Cards](#)

Sketches



Sketch by Apex I/M

Photos



Lot Description via Exhibit A of 311 Broad Street Deed:

“Beginning at an iron pipe in the North right of way line of Broad Street, said pipe being located N. 56 degrees 23’ W. 138.00 feet from the intersection of the North right of way line of Broad Street and the West right of way line of Turner Street; and running thence from said point of beginning N 56 degrees 23’ W. 45.00 feet to an iron pipe, thence N. 33 degrees 37’ E. 110 feet to an iron pipe; then S. 56 degrees 23’ E. 45.00 feet to an iron pipe; and running thence S. 33 degrees 37’ W. 110.00 feet to the point of the beginning.”

Street View via Google Maps:



Adjacent Properties via Carteret County GIS:



Street View of Adjacent Properties:

305 Broad:

309 Broad:



301 Broad:



303 Broad:



312 Broad:



308 / 310 Broad:



317 Turner:



301 Turner:



303 Turner:



305 Turner:



Owners: Addison and Gabrielle Dascombe

Subject Property: 311 Broad Street
Beaufort, NC 28516

Summary: We are seeking approval from the Town of Beaufort’s Historical Preservation Commission to demolish the existing home at 311 Broad Street and rebuild a similar Colonial Coastal Cottage that embraces the charm of historic Beaufort while increasing the values of the homes on the immediate surrounding block.

Demolition Overview

The Case for Demolition:

Based upon research conducted on behalf of the town by Ruth Little, **“alterations have compromised the architectural integrity”** of 311 Broad Street. Though the home was built between 1908 and 1913, additions to the property have altered and removed any historical and architectural significance. No events or individuals important to the history of the Town of Beaufort are related to the property.

As visible to the naked eye, the existing home has been neglected for many years. Though our original plan was to rehabilitate the property to a livable standard, after reviewing the independent inspection report (along with a few on site visits), more than five local builders recommend the property be demolished and rebuilt. The property was in such poor condition, bank underwriters even said it was unlivable and a health hazard in its current state.

Enclosed is a letter from a licensed structural engineer with over 30 years of industry experience. Due to the poor condition of the foundation, he advises that the property be demolished and rebuilt.

A separate independent inspection report conducted during our due diligence grades the condition of each home component as either Good, Fair or Poor. 46% of the home components were in a “Fair” condition and 36% were in a “Poor” condition. Only 18% of the home components received a “Good” rating and 38% of the “Good” ratings came from working light switches.

The most notable issues with the home are the foundation, roof, and siding / paint:

Structural Deterioration / Foundation Issues (see attached illustration A):

The original support piers are mortared brick. As a result of spalling, the bricks are deteriorating and the grout is detaching which affects the support system of the home. The movement has also shifted the supporting cement blocks around the house. In recent decades, irregular support log and wood shims have also been used to temporarily hold and support the beams. The shims have no concrete footers and are not up to code. Even worse, the original wood beams have experienced degradation from moisture-related issues and wood destroying insects. There are also multiple instances where the floor joists have split / cracked over time. There is deflection throughout various rooms of the house due to floor joists that are spanned too far apart to adequately support the subfloor system.

Roof Issues (see attached illustration B):

The roof uses asphalt shingles in certain sloped areas where stronger material is advised to prevent leaks. The previous contractor also used roofing cement at the seams between shingles in an effort to prevent leaks. Per the inspector, this is not an acceptable method of sealing as the roofing cement will crack from exposure and lead to moisture intrusion. The chimney also has roofing sealant around the perimeter instead of flashing. Metal flashing, step flashing, and head flashing are needed to prevent water intrusion around the chimney which could lead to damages to the wood structure.

Siding and Lead Paint Issues:

Cracked and damaged asbestos siding was repaired as a requirement by the bank to secure the loan. That said, the asbestos siding and lead paint create a potential safety hazard for young children.

A detailed response to the Historic Preservation Commission’s Demolition Guidelines is below:

Guideline	Category	Brief Description of Guideline	Response
10.1.1	Demolition	Demolition as last resort; replacement building to reflect demolished buildings scale / location / etc.	Our original intention was to rehabilitate the home to a livable standard, but after reviewing the independent inspection report, along with a few on site visits, more than five local builders suggested the property be demolished and rebuilt. Structural Engineer Recommendation: Attached is a letter from a licensed structural engineer with over 30 years of industry experience. Due to the poor condition of the foundation, he advises that the property be demolished and rebuilt. Scale / Height / Width: Our intention is to build a home that closely resembles the current single-story home in almost all features. Not only is the look similar, a Colonial Coastal Cottage with a centered door and two front windows, but so is the size. The current home is approximately 31 feet wide and the new home will be 29 feet wide. The current home is approximately 19 feet tall and the new home will be 24.5 feet tall. The reason for the difference in height is for the roof pitch to fall more in compliance with the average pitch of a home in the historic district.

Guideline	Category	Brief Description of Guideline	Response
10.1.1 (cont)	Demolition	Demolition as last resort; replacement building to reflect demolished buildings scale / location / etc.	Massing: The new 311 Broad will have a single simple rectangular massing compliant with the historic district and similar to the current home. Location: The new 311 Broad also maintains a similar lot coverage to the current building; see the attached Lot Plans showing the current building lot coverage and the coverage of the proposed new building.
10.1.2	Demolition	Document existing structures prior to demolition	We've attached a separate file, with hard and digital copies, of the interior and exterior of the current home.
10.1.3	Demolition	Salvage architectural features for reuse or study; consider donating other items	The current home has no architectural features that are worth reusing or studying, but our intention is to allow local non-profits to visit the site and retain any items they deem are worth keeping (potentially a washer / dryer and maybe other appliances).
10.1.4	Demolition	Minimize ground-disturbing activity	To confirm with all contractors that it is critical we respect the site during demolition so not disturb any unknown archeological resources.
10.1.5	Demolition	Retain mature trees on site	The only mature trees on site are the crape myrtles between the street and the sidewalk. Those trees will be undisturbed.
10.1.6	Demolition	Clean the site of all debris and properly grade	The site will be thoroughly cleaned and graded in immediate preparation for new construction. We will communicate to all contractors that the site shall be clean during new construction as well. Following construction, the lot will be properly seeded and landscaped.

Summation:

If the home had historical and architectural significance, one might argue that rehabilitation made sense. Because the home is in such bad shape, an eye sore to the immediate block and historic community, our desire is to tear down the existing structure and rebuild a similar style home that embraces the true charm and appeal Beaufort has to offer.

THOMPSON AND ASSOCIATES

1149 Executive Circle
Suite D-2
Cary, North Carolina 27511
Phone (919) 465-1566
C-0343

June 2, 2023

Town of Beaufort
701 Front Street
Beaufort, North Carolina 28516

Re: 311 Broad Street
Beaufort, North Carolina 28516

To whom it may concern:

I have been asked by the owner of the residence located at 311 Broad Street, Beaufort, NC 28516 to review the property, specifically the foundation of the structure. The review of the foundation is to determine the position to either support or oppose the need for the demolition of the existing foundation.

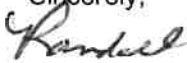
Review of the existing foundation was completed with the review of a home inspection report that was completed by Cabin to Castle Home Inspection, LLC on February 16, 2023, for "311 Board Street Beaufort, North Carolina 28516". In particular, the section of this report entitled "Crawl Space" was reviewed for its photos and written comments.

Upon review, the foundation girder beams have suffered extreme degradation due to moisture-related issues and wood destroying insects. The floor joists have cracked in multiple instances and no longer support the sub floor system. There are also irregular support logs and block piers that are not up to code. The overall foundation structural members are in disrepair that compromises the structural integrity of the overall foundation.

As a result of the review of the inspection report, is my professional opinion to support the claims that the property be demolished due to severe structural deterioration that has compromised the foundation system beyond reasonable repair.

Please feel free to contact me at 919-465-1566 with any questions and or concerns.

Sincerely,



Randall L. Miller, PE
Thompson and Associates, PA
C-0343



Demolition Illustration A: Foundation Issues



Spalling brick support piers



Deteriorated brick and grout; shifting concrete support blocks



Irregular support logs and wood shims improperly holding support beams with no concrete base foundation; not up to code



Completely deteriorated support beams and floor joists due to moisture and insect related damage



Completely deteriorated support beams and floor joists due to moisture and insect related damage



Floor joists too far apart to adequately support subfloors resulting in improper patchwork to prevent deflection

Demolition Illustration B: Roof Issues



Asphalt shingles used in sloped areas where stronger material advised to prevent leaks; roofing cement improperly used to prevent leaks

Roofing cement subject to cracking and non-existing flashing to prevent water intrusion needed



Owners: Addison and Gabrielle Dascombe

Subject Property: 311 Broad Street
Beaufort, NC 28516

Summary: We are seeking approval from the Town of Beaufort’s Historical Preservation Commission to demolish the existing home at 311 Broad Street and rebuild a similar Colonial Coastal Cottage that embraces the charm of historic Beaufort while increasing the values of the homes on the immediate surrounding block.

New Build Overview

As illustrated below, the new home will have a similar style, height, width, scale, massing, and location as the existing building. It will be a nicer, cleaner, more charming representation of what Beaufort’s Historic District offers the community.

A detailed response to the Historic Preservation Commission’s Demolition Guidelines is below:

Guideline	Category	Brief Description of Guideline	Response
7.1.1	Building Placement	Maintain similar front, side, and rear set back to other properties on the block	Per section 11 of the Land Development Ordinance of a non-conforming lot, the left and right setbacks are 5 feet. The back setback is 25 feet and the front setback is 15 feet from the covered front porch. Like other properties on the block, 311 Broad is in compliance with these setbacks.
7.1.2	Building Placement	Maintain the pattern and lot coverage that is found on the block	311 Broad maintains a similar pattern and lot coverage to the immediate block. 311 Broad also maintains a similar lot coverage to the current building; see the attached Lot Plans showing the current building lot coverage and the coverage of the proposed new building. Orientation: 311 Broad is oriented towards the street like the immediate block.

Guideline	Category	Brief Description of Guideline	Response
7.1.3	Building Placement	Place outbuildings in side and rear yards; avoid locations that obscure principal buildings prominence	311 Broad has an existing shed that is in good condition and less than 10 years old; it is inconspicuously located in the back left corner of the lot and does not draw attention away from the principal building.
7.1.4	Building Placement	Minimize ground-disturbing activity	To confirm with all contractors that it is critical we respect the site during new construction so not disturb any unknown archeological resources.
7.1.5	Building Placement	New construction on waterfront	Not applicable
7.2.1	Height / Scale	Height shall not exceed 35 feet	The proposed new build is approximately 25 feet high, well below the 35 feet maximum height allowed.
7.2.2	Height / Scale	Scale compatible with contributing structures on the block	The scale of 311 Broad is in harmony with the surrounding block of other 1 and 2-story homes.
7.2.3	Height / Scale	Design the proportion (height and width) consistent with contributing structures on the block	The height of the home is approximately 25 feet and the width is approximately 29 feet; it is consistent with other 1-story homes on the block, maintaining a horizontal / square feeling.
7.2.4	Height / Scale	Use windows / doors that are compatible with the proportion, shape, location of contributing buildings on the block	The door and window openings share a similar size, shape and spacing to surrounding homes on the block; the two front left and right windows and centered doors also create symmetry, consistent with other Colonial Coastal Cottages.
7.2.5	Height / Scale	If previous building demolished, design the replacement to be a similar height, scale, massing and location as the previously existed building	Our intention is to build a home that closely resembles the current home in almost all features. Not only is the look similar, a Colonial Coastal Cottage with a centered door and two front windows, but so is the size. The current home has 1,326 heated square feet. The new home has 1,363 heated square feet - a 37 square foot difference. The current home is approximately 31 feet wide and the new home will be 29 feet wide. The current home is approximately 19 feet tall and the new home will be 24.5 feet tall. The reason for the difference in height is for the roof pitch to fall more in compliance with the average pitch of a home in the historic district. The scale, massing and location are also similar as referenced in earlier points.
7.3.1	Materials	Keep the siding and trim consistent with materials commonly used in historic district and block	311 Broad will use materials consistent with the historic district guidelines; additional illustrations are attached to compliment the details below: Main Materials: 311 Broad uses wood elements throughout the house - decorative touches, railings, fencing, etc. Siding: 311 Broad will use smooth flat Hardie plank siding to resemble the Colonial style lap siding. Trim: Smooth Hardie trim will be used to encase the house and the windows / doors.

Guideline	Category	Brief Description of Guideline	Response
7.3.1 (cont)	Materials	Keep the siding and trim consistent with materials commonly used in historic district and block	<p>Foundation / Crawlspace: 8" General Shale Monticello bricks will be used as the foundation / crawlspace base surrounding the house; the bricks will be laid in a running bond pattern and the crawlspace will be encapsulated with no vents.</p> <p>Windows: 4x4 single hung sash windows will surround the house with the exception of casement windows on the left side box bay window and the back porch window (though not seen from the street); Anderson 100 series windows with three dimensional grilles on both the interior and exterior sides (also referred to as SDLs - simulated divided lights). They have been used by other homes in the historic district.</p> <p>Blinds / Shutters: Fully functioning louvered blinds / shutters will cover the front facing windows; each blind will cover one-half of the window width per the HPC guidelines.</p> <p>Front Door: A centrally placed Colonial wooden painted front door with glass panes at the top will welcome guests.</p> <p>Screen Door: A charming wooden painted screen door will allow the breeze to cool the home.</p> <p>Front Porch: The natural wood front porch shall resemble the traditional Beaufort style coastal cottage with exposed rafters. The handrail will be 3 feet tall per North Carolina building code. The 1' x 1' front columns will incorporate good contemporary design in a historic district (clean lines, simple geometric shapes, volume and human scale). A collapsible gate will be added to the front to restrain young children and pets however it will be left open when unoccupied. Seeking approval to use one of the below baluster / grid types:</p> <ul style="list-style-type: none"> Simple and traditional square vertical balusters that resemble the immediate block. Cross "X" style balusters like the balusters in the attached picture and the home on the 300 block of Ann Street. <p>Front Porch Steps: Leading to the front porch will be steps made of wood consistent with the front porch building materials. The amount of steps will vary by the final grade but up to NC building code.</p> <p>Roof: The side gable roof will have Certaineed Moire Black dark charcoal / black shingles.</p> <p>Gutters: The K-style aluminum gutters will be painted to match the exterior paint color.</p>
7.3.2	Materials	Substitute products like vinyl and aluminum are not allowed; every effort shall be made to ensure new structures and the application of new products achieve compatibility with existing historic buildings	The siding and trim does not use any vinyl. The windows use Fibrex composite to protect against the elements and ensure longevity.

Guideline	Category	Brief Description of Guideline	Response
7.3.3	Materials	Use materials in traditional ways	Materials will be used in a traditional manner.
7.4.1	Details	Use architectural details that compliment the details on the contributing block	311 Broad uses architectural details that compliment the contributing block. Additional details can be found in Section 7.6.2 under Form and Rhythm.
7.4.2	Details	Provide a date brick to assist future generations in the dating of buildings	A date brick will be installed along the left front-facing side foundation to indicate the year the home was built.
7.5.1	Texture and Color	Create a similar degree of texture that is found in contributing buildings in the historic district	<p>The home will bring both a texture and color that is harmonious with the contributing houses on the block and broader historic district:</p> <p>Texture: The smooth flat Hardie siding is similar to all of the houses on the 300 block of Broad Street, along with the majority of houses in the historic district.</p> <p>Primary Color: The primary color covering the majority of the house (siding, trim, etc.) will be Sherwin Williams Snowbound (SW 7004); many houses in the historic district are also painted Sherwin Williams Snowbound.</p> <p>Secondary Color: The secondary color complimenting the primary color will be Benjamin Moore Boothbay Gray (HC-165); this color already exists in the historic district (300 block of Ann Street) and will be used to cover the shutters / blinds, the front door, and the screen door.</p>
7.6.1	Form and Rhythm	Design new construction that reflects the basic shapes and forms on the block	<p>311 Broad shares a similar shape and form to the surrounding block:</p> <p>Massing: 311 Broad has a single simple rectangular massing compliant with the historic district and homes on the surrounding block.</p> <p>Horizontal vs. Vertical: 311 Broad is compliant with the horizontal and square feeling of the immediate surrounding block.</p>
7.6.2	Form and Rhythm	Maintain consistency with the style of buildings on the block; roof forms include gable varieties with an average pitch of 7/12	<p>311 Broad utilizes common elements shared with surrounding homes on the immediate block:</p> <p>Large Front Porch: Similar to 301, 303, 306, 308, 309 and 312 Broad.</p> <p>Siding: Similar to all of the houses on the 300 block of Broad.</p> <p>Shingle Roof: Similar to 303, 309 and 312 Broad.</p> <p>Style: The immediate block includes Colonial, Georgian, and Craftsman style homes. The Colonial Coastal Cottage we are building will coincide with the rhythm of the surrounding homes.</p> <p>Roof Forms: 311 Broad has a side gable roof and engaged front porch, consistent with the other homes on the block; the pitch slopes can be found on the Roof Plans illustration.</p>

Guideline	Category	Brief Description of Guideline	Response
7.6.3	Form and Rhythm	Maintain patterns of window and door openings consistent with the style of buildings	The door and window openings share a similar size, shape and spacing to surrounding homes on the block; the two front left and right windows and centered doors also create symmetry, consistent with other Colonial Coastal Cottages.
7.7.1	Landscaping	Retain and protect mature trees during construction	The only mature trees on site are the crape myrtles between the street and the sidewalk. Those trees will be undisturbed.
7.8	Additions to Historic Bu	Miscellaneous	Not applicable
7.9	Decks	Miscellaneous	Not applicable
8.1.1	Landscaping	Preserve public and private landscapes that contribute to the historic district character including open spaces and yards	To maintain the yard in a manner that coincides with the high-end quality expected in the historic district.
8.1.2	Landscaping	Preserve public and private landscapes that contribute to the historic district character including mature trees and hedge rows	The only mature trees on site are the crape myrtles between the street and the sidewalk. Those trees will be undisturbed.
8.1.3	Landscaping	Preserve and maintain mature trees	The only mature trees on site are the crape myrtles between the street and the sidewalk. Those trees will be undisturbed.
8.1.4	Landscaping	Plant small tree species if utility lines or other obstructions are overhead	The only trees near utility lines are the mature crape myrtles between the street and the sidewalk; any other additions to the landscape will be small tree species near utility lines.
8.1.5	Landscaping	All new plant materials should compliment the site and surrounding district	311 Broad will maintain Bermuda grass along the front, rear and side yards; the front porch will have a tasteful blend of boxwood foundation hedges and hydrangeas to compliment the surrounding district.
8.1.6	Landscaping	Tropical plants and trees should not dominate the landscape; traditional plants like evergreen shrubs should dominate the landscape	There will be no tropical plants; traditional boxwood foundation hedges will line the house at the front.
8.1.7	Landscaping	Maintain the relationship of mass / proportion between buildings and landscaping	All landscaping to be clean cut and an appropriate size relative to the lot size and building size.
8.1.8	Landscaping	New construction should be sited in locations that do not require the removal of mature plantings	The only mature trees on site are the crape myrtles between the street and the sidewalk. Those trees will be undisturbed.
8.1.9	Landscaping	Planting strips between the public sidewalks and street edge shall be preserved; small walkways will be permitted from the main entrance to the sidewalk	A small 6 foot wide brick walkway will connect the sidewalk and front porch steps; the bricks will match the 8" General Shale Monticello bricks used in the foundation / crawlspace and the ribbon driveway.
8.1.10	Landscaping	Contemporary edging and materials (railroad ties, etc.), are not appropriate	No contemporary edging will be used at 311 Broad.
8.1.11	Landscaping	Historic sidewalks shall be maintained; new sidewalks shall be compatible materials to historic sidewalks	There are no historic sidewalks to maintain; the brick walkway between the sidewalk and front steps will use 8" General Shale Monticello bricks that match the foundation / crawlspace and the ribbon driveway.
8.1.12	Landscaping	Utility wires should be placed underground when available; above ground utility boxes shall be located in inconspicuous locations and screened from public view	Where available, utilities that are currently above ground will be place underground; all meters and utility boxes will be painted to match the primary color of the house.
8.1.13	Landscaping	New tools sheds should be located in areas not seen from public view	311 Broad has an existing shed that is in good condition and less than 10 years old; it is inconspicuously located in the back left corner of the lot and does not draw attention away from the principal building.

Guideline	Category	Brief Description of Guideline	Response
8.1.14	Landscaping	Fences and screens shall be used to block parking lots	311 Broad has no parking lots, only a driveway on the left side of the lot.
8.2.1	Fences and Walls	Retain historic fencing; use new material that matches the historic material in size, composition, pattern, etc.	There is no existing fencing to be retained.
8.2.2	Fences and Walls	Design new fences that are compatible with the associated buildings height, scale, color, etc.; substitute fence materials are not allowed	A wooden white-washed picket Beaufort-style staggered fence between 3-4 feet tall will mark the perimeter of the lot at the front of the house. The fence will continue to the right and left sides near the rear of the house to insulate young children and pets to the back yard.
8.2.3	Fences and Walls	Fences shall not exceed 4 feet in front yards; fences in rear yards may be up to 6 feet	The fence will not exceed 4 feet tall.
8.2.4	Fences and Walls	Historic retaining walls should be preserved; new walls are appropriate only where a sharp grade exists and shall not exceed 2 feet	There are no historic retaining walls to preserve; no new retaining walls will be needed.
8.2.5	Fences and Walls	The use of false historical details or other embellishments on existing fences is not appropriate	No false historic details or embellishments will be used to mimic an older fence.
8.2.6	Fences and Walls	Use a combination of fences and plantings to screen parking lots; must be lower than 3 feet at the sidewalks edge	The house will not have a parking lot; only a straight driveway.
8.2.7	Fences and Walls	Must use appropriate materials; inappropriate materials are plastic, vinyl, chain link, etc.	The fence will be made with wood; no inappropriate materials such as plastic, vinyl, or chain link will be used.
8.3.1	Outside Utilities	Locate utilities, vents and meter boxes in side or rear yards and screen with plantings or fencing	Utilities and meter boxes will be on the sides of the house; the AC unit will be on the back right side and screened with hedges to prevent public view; the crawlspace will be encapsulated without vents.
8.3.2	Outside Utilities	Locate antennas, solar panels and satellite dishes in areas not visible from the public view	There will be no antennas, solar panels or satellite dishes on the house.
8.3.3	Outside Utilities	Paint meter boxes, vents and other fixtures in colors that will blend with the building	Meter boxes and other fixtures will be painted Sherwin Williams Snowbound (SW 7004) to match the exterior of the house.
8.3.4	Outside Utilities	Avoid placing window air conditioning units on the front of the building	There will be no window air conditioning units in the house at all.
8.3.5	Outside Utilities	Take into account the impact of utility poles and other fixtures on the character of the historic district	No additional utility poles will be added to the area.
8.3.6	Outside Utilities	Install utilities underground when possible	Utilities will be installed underground when possible.
8.3.7	Outside Utilities	Avoid radically pruning street trees under utility wires	Will avoid radically pruning trees under utility wires.
8.4.1	Exterior Lighting	Choose fixtures that are simple and unobtrusive that compliment the site	311 Broad will feature two simple, yet elegant, light fixtures that compliment the character of the home on the right and left side of the front door; see attached illustration for more details.
8.4.2	Exterior Lighting	Choose lighting fixtures that generate a soft white light	All exterior lighting will include soft white light bulbs instead of yellow and orange lights.
8.4.3	Exterior Lighting	Avoid placing fixtures in areas that obscure character-defining architectural elements	Lighting will be located in areas that do not impact the architectural elements of the home.
8.4.4	Exterior Lighting	Use ground-mounted spots to illuminate signs	Not applicable
8.4.5	Exterior Lighting	All lighting should be directed toward the property and not over adjacent properties	All lights will be directed toward the property and not over adjacent properties.

Guideline	Category	Brief Description of Guideline	Response
8.5.1	Off-Street Parking	Locate new driveways as unobtrusively as possible	311 Broad currently has a grass / gravel driveway on the left side of the lot that is approximately 9-10 feet wide; though we will change the material used, the driveway will be in the same location.
8.5.2	Off-Street Parking	Proposals for parking lots or off-street parking should include scaled sight plans	Not applicable
8.5.3	Off-Street Parking	Site new parking areas in interior or rear lot locations where possible	The driveway will be on the left side of the lot; there will be no additional parking areas at the rear of the house.
8.5.4	Off-Street Parking	Avoid removing trees that contribute to the historic character of the site	The only mature trees on site are the crape myrtles between the street and the sidewalk. Those trees will be undisturbed.
8.5.5	Off-Street Parking	Integrate pedestrian scale lighting in parking areas to avoid illuminating adjoining properties	All lights will be directed toward the property and not over adjacent properties.
8.5.6	Off-Street Parking	Incorporate existing mature trees in new parking areas and avoid asphalt and concrete in areas below the canopy crown of the tree	The only mature trees on site are the crape myrtles between the street and the sidewalk. Those trees will be undisturbed. There will be no asphalt or concrete parking areas.
8.5.7	Off-Street Parking	Use paving materials that were traditionally used; landscape timbers, railroad ties and plastic edging are not allowed	311 Broad will have two brick ribbon driveways running parallel on the left side of the lot approximately 2 1/2 feet wide each; the bricks will match the foundation / crawlspace bricks (8" General Shale Monticello).
8.6	Signage	Miscellaneous	Not applicable
8.7	Docks and Piers	Miscellaneous	Not applicable
8.8.1	Archeology	Retain and preserve archeological resources that are important to the site	There are no known archeological resources on the site; in the event they are found, we will follow all historic protocol and use a qualified archeologist to retain and preserve the resources.
8.8.2	Archeology	Minimize ground-disturbing activity	To confirm with all contractors that it is critical we respect the site during new construction so not disturb any unknown archeological resources.
8.8.3	Archeology	Recognize archeological resources exist below ground	There are no known archeological resources on the site; in the event they are found, we will follow all historic protocol and use a qualified archeologist to retain and preserve the resources.
8.8.4	Archeology	Preserve archeological resources in their original state and location wherever possible	There are no known archeological resources on the site; in the event they are found, we will follow all historic protocol and use a qualified archeologist to retain and preserve the resources.
8.8.5	Archeology	Use qualified archeologists to evaluate resources when disturbance unavoidable	There are no known archeological resources on the site; in the event they are found, we will follow all historic protocol and use a qualified archeologist to retain and preserve the resources.

Summation:

We are excited to bring an improved version of the old home to the historic community and the immediate block. In addition to the Historic Preservation Commission’s approval of our plans to demolish and rebuild at the site, we also request that minor changes to our plans (due to supply chain or other issues) be approved by a smaller informal committee in compliance with the guidelines and town rules to ensure a timely build.

New Build Illustrations:

Front Elevation:



Date Brick marked by the red box.

Left Elevation:



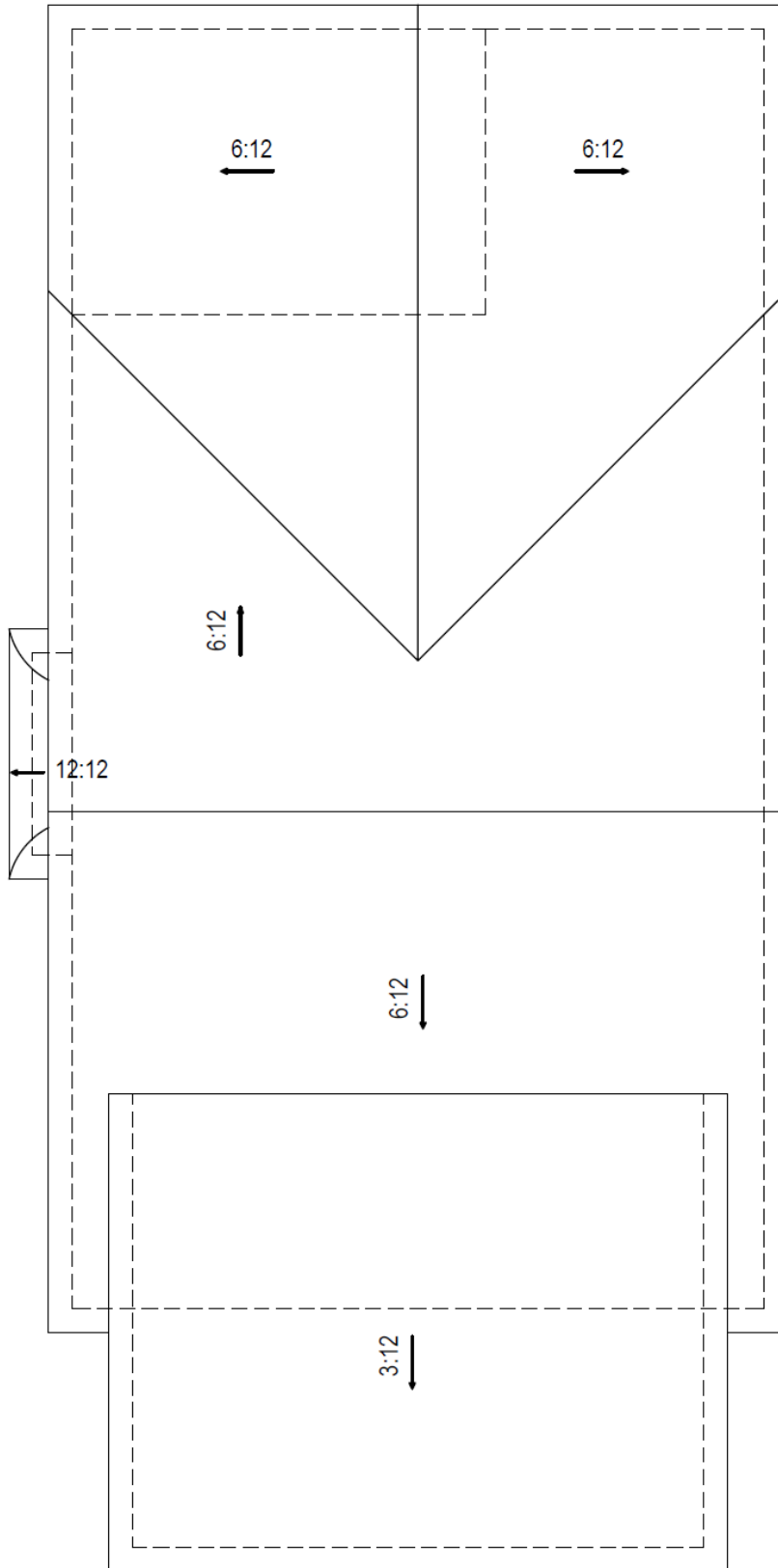
Right Elevation:



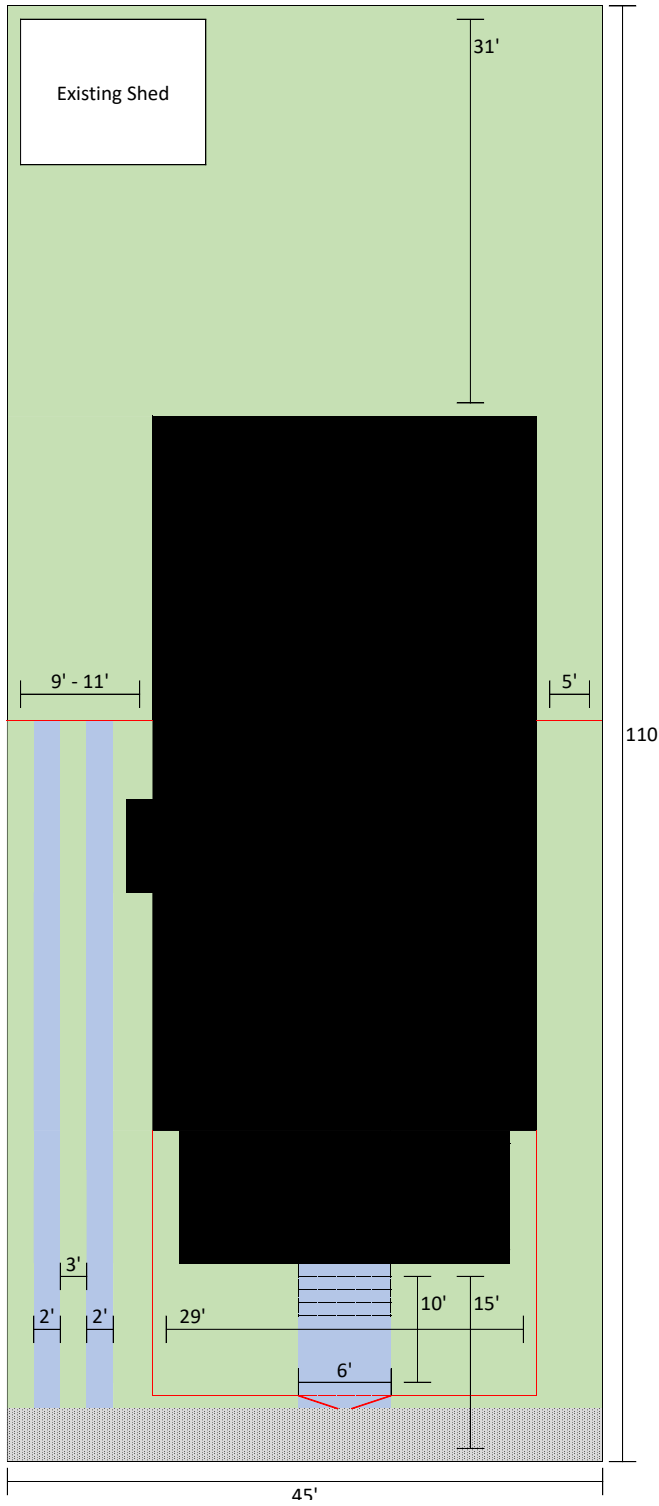
Rear Elevation:



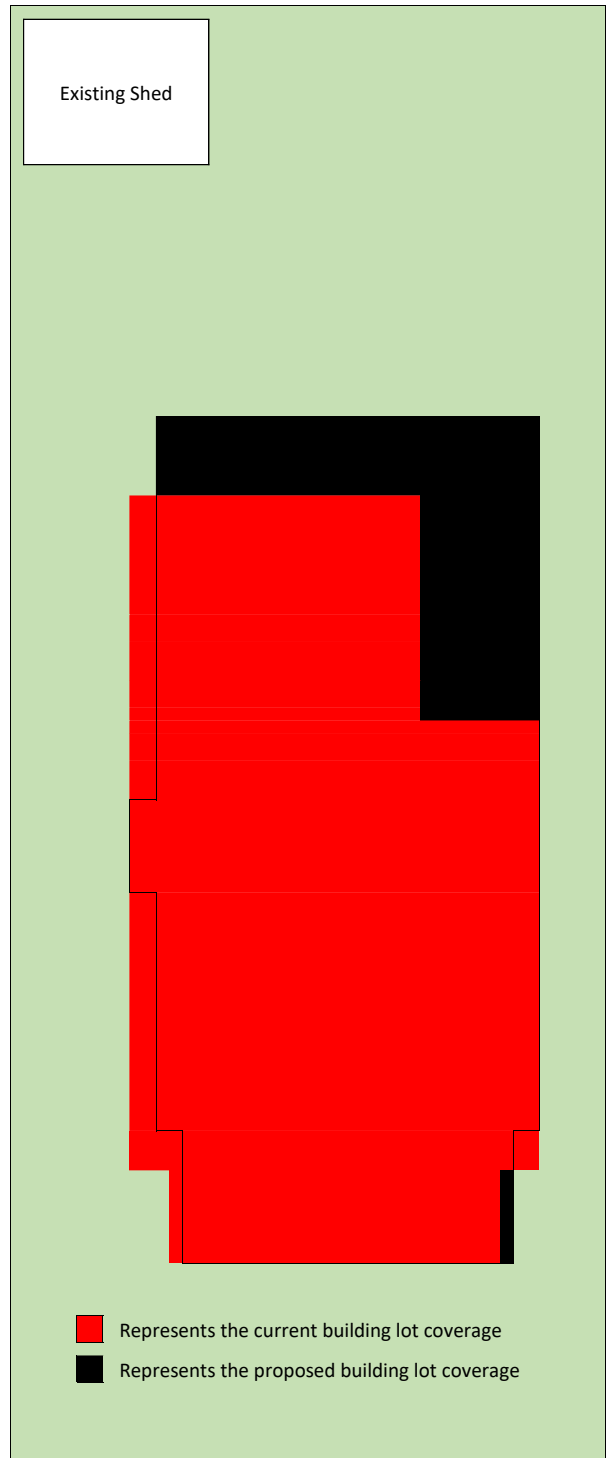
Roof Plans:



Lot Plans (new build and overlay of old build):



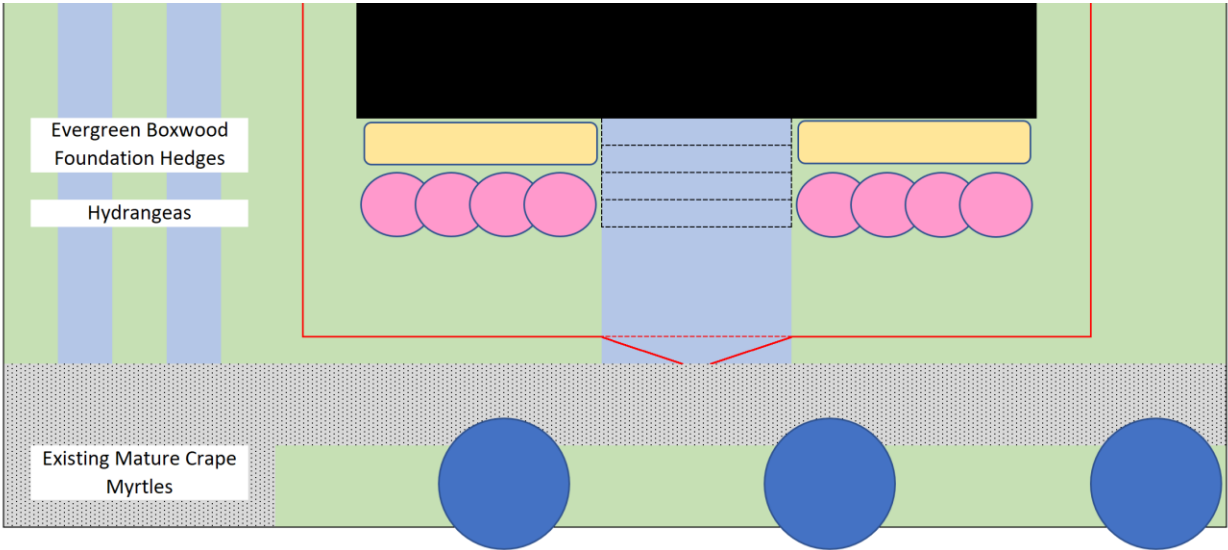
The ribbon driveway will be centered with the space remaining on the left side of the lot so doors can be opened. The ribbon may be 2½ feet wide to support larger truck tires.



The current building is slightly wider (31') than the new building (29'), though the new building is 6' deeper partially due to the extended front porch depth.

The heated square footage of the properties is within 37 square feet (Current: 1,326 vs. New: 1,363)

Landscaping Plans:

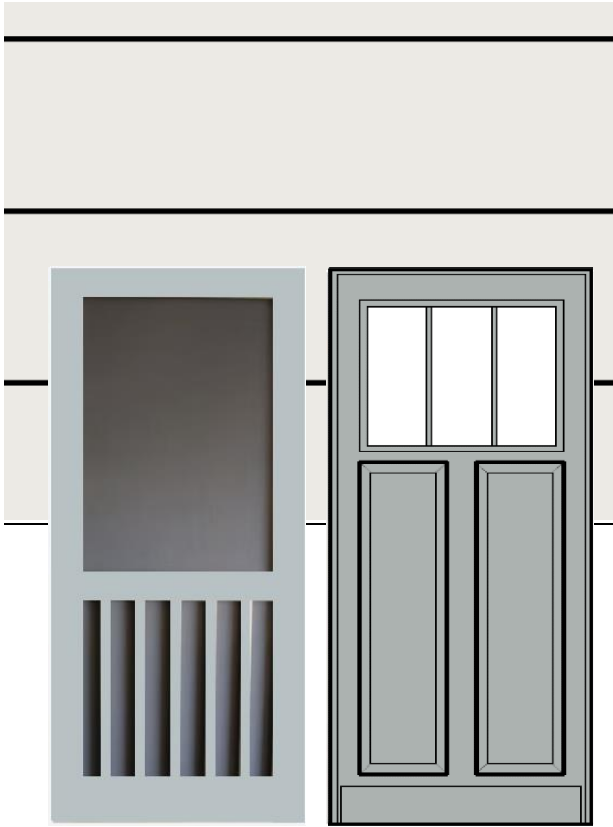


Material Overview:

311 Broad Mood Board:



Sherwin Williams Snowbound and Benjamin Moore Boothbay Gray illustrated below



Front and Screen Doors painted Benjamin Moore Boothbay Gray to match shutters



Roof Shingles: Certainteed Moire Black



<https://www.certainteed.com/residential-roofing/products/landmark/>

For homeowners seeking true peace of mind, Landmark® shingles are the high-quality, reliable choice for beautifying and protecting a home. With a dual-layered design that emulates the dimensionality of true wood shake, Landmark asphalt shingles offer the heaviest weight and widest array of color options in their class, allowing you to create or re-create the ideal look for your home with confidence. Backed by a 100+ year legacy of trusted manufacturing performance, all Landmark shingles include CertainTeed’s industry-leading, lifetime-limited warranty.

- Certified as meeting the industry's toughest third-party (UL) manufacturing quality standards
- Dual-layered construction provides extra protection from the elements
- Ten year StreakFighter® algae-resistance warranty
- Class A fire-resistance rating

About CertainTeed Roofing Technologies

As a result of our dedication to product improvements and manufacturing excellence, we've developed numerous valuable technologies that help contractors and homeowners build better, safer, more comfortable homes. This CertainTeed product features the following roofing technologies:

QuadraBond technology firmly secures the layers of a shingle together, helping roofs stand up to wind and weather so they maintain their beauty and performance. Featuring an industry-best four points of adhesion, and backed by CertainTeed’s superior manufacturer’s warranty, QuadraBond delivers exceptional quality and reliable strength against shingle delamination. [Learn more.](#)

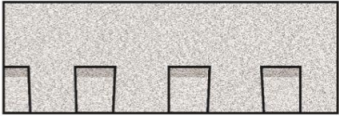
StreakFighter® technology provides reliable, long-term protection against the unsightly black streaks caused by algae formation. Featuring copper-infused surface granules that possess natural anti-algae properties, StreakFighter works to prevent algae from taking hold on shingles - helping roofs maintain their beauty and color. [Learn more.](#)

CertaSeal is a high-grade adhesive made from a proprietary blend of asphalts and polymers that seals shingles together on the roof to safeguard against wind uplift, shingle blow off, and moisture infiltration. Unlike harder sealants that can dry out and crack over time, it is designed to remain pliable and accommodate the slight structural shifts caused by years of temperature and weather changes. [Learn more.](#)

NailTrak[®] wide nailing area has helped contractors install our shingles with speed, accuracy, and confidence for more than a decade. NailTrak removes the guesswork with three separately defined lines, presenting a large area to guide nailing and a smaller area for extreme steep-slope applications. Learn more about the NailTrak nailing line. [Learn more.](#)

PRODUCT INFORMATION

Landmark[®] shingles reflect the same high manufacturing standards and superior warranty protection as the rest of CertainTeed's line of roofing products. Landmark (and Algae Resistant-AR) shingles are built with the industry's toughest fiber glass mat base, and their strict dimensional tolerance assures consistency. Complex granule color blends and subtle shadow lines produce a distinctive color selection. Landmark is produced with the unique NailTrak[®] nailing feature.



Landmark algae-resistant (AR) shingles are algae-resistant and help protect against dark or black discoloration, sometimes called staining or streaking, caused by blue-green algae. AR shingles are not available in all regions.

Colors: Please refer to the product brochure or CertainTeed website for the colors available in your region.

Limitations: Use on roofs with slopes greater than 2" per foot. Low-slope applications (2:12 to < 4:12) require additional underlayment. In areas where icing along eaves can cause the back-up of water, apply CertainTeed WinterGuard[®] Waterproofing Shingle Underlayment, or its equivalent, according to application instructions provided with the product and on the shingle package.

Product Composition: Landmark shingles are composed of a fiber glass mat base. Ceramic-coated mineral granules are tightly embedded in carefully refined, water-resistant asphalt. Two pieces of the shingle are firmly laminated together in a special, tough asphaltic cement. All Landmark shingles have self-sealing adhesive strips.

Applicable Standards

- | | |
|------------------------------------|--|
| ASTM D3018 Type I | ICC-ES ESR-1389 and ESR-3537 |
| ASTM D3462 | CSA Standard A123.5 (Regional) |
| ASTM E108 Class A Fire Resistance | Miami-Dade Product Control Approved (Regional) |
| ASTM D3161 Class F Wind Resistance | Florida Product Approval # FL5444 |
| ASTM D7158 Class H Wind Resistance | Meets TDI Windstorm Requirements |
| UL 790 Class A Fire Resistance | |

Technical Data:

	Landmark (and AR)
Weight/Square (approx.)	217 to 229 lb *
Dimensions (overall)	13 1/4" x 38 3/4"
Shingles/Square (approx.)	66
Weather Exposure	5 5/8"

Siding: Hardie Plank (Smooth)








HARDIE® PLANK LAP SIDING

<https://www.jameshardiepros.com/products/hardieplank-lap-siding#Smooth>

About Hardie® Plank Lap Siding


Sleek and strong, Hardie® Plank lap siding is not just our best-selling product – it's the most popular brand of siding in America. With a full spectrum of colors and textures, Hardie® Plank lap siding sets the standard in exterior cladding.

	<p>Our HZ10 products are formulated for superior performance in areas that experience both strong sunlight and high winds, hurricanes and storms.</p>	
 <p>Resists damage from moisture including cracking, splitting, rotting and swelling</p>	<p>30 30-year limited, transferable warranty</p>	
 <p>With ColorPlus® Technology, offering up to 30% more fade resistance** to high UV levels</p>	 <p>Resists flame spread</p>	
 <p>Complete exterior available in lap, shingle, panel, fascia, trim and soffit</p>		

Primed for Paint

Size Options

Thickness 0.312"
Weight 2.40 lbs. per square foot
Length 144"

Widths			
	6.25"	8.25"	12"
Exposures	5"	7"	10.75"
Pcs./Pallet	308	230	152

Widths	5.25"	7.25"	9.25"
Exposures	4"	6"	8"
Pcs./Pallet	360	252	190

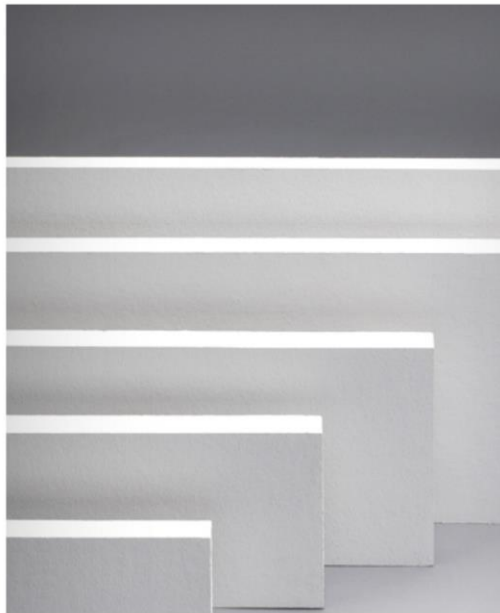
Trim: Hardie Trim Boards (Smooth)



<https://www.jameshardie.com/products/hardietrim-boards>

PRIMED FOR PAINT

James Hardie's primed for paint collection gives you the power to choose paint for your home's exterior. It's primed. It's ready for field painting. It's a durable, high-performance canvas.



AVAILABLE SIZES

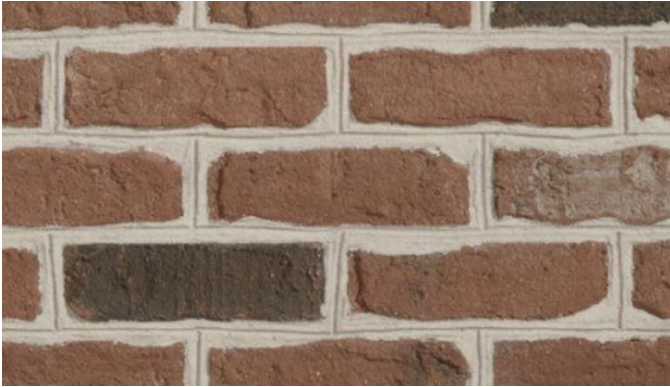
THICKNESS:	0.75"	
LENGTH:	144" boards	
WIDTHS:	★ 3.5"	5.5"
	7.25"	9.25"
	11.25"	

Warranty Information >

[Request a Quote >](#)

[Request a Sample >](#)

Bricks (Foundation / Crawlspace, Front Walkway, Ribbon Driveway): General Shale Monticello



<https://shop.generalshale.com/generalshale/en/USD/Product-Types/Brick/Monticello/p/6024004693>

Description

Clay brick is the superior building material for residential and commercial projects. Stronger and more sustainable than other building materials, its beauty and value is unmatched. Choose from classic red bricks to warm earth tones and unique pastels.

Product ID	6024004693
Height	2-3/4"
Width	3-1/2"
Depth	7-5/8"
Cube Count	380
Cleaning Code	A
ASTM Code	HBS
Weight	4.4 LB
Manufacturer	GESH Moncure

Windows: Andersen 100-Series

<https://www.andersenwindows.com/windows-and-doors/series/100-series/>

100 Series products simply perform like modern windows and doors should. They're made from our proprietary Fibrex® material, which is extremely low maintenance and blocks thermal transfer 700 times better than aluminum to help your customers save money on heating and cooling costs.

ATTRACTIVE CORNER SEAMS

Low-visibility corner seams for a cleaner and more modern look.

COLORS THAT LAST

Durable factory-finished interiors and exteriors never need painting and won't fade, flake, blister or peel,* even in extreme cold or heat.

ATTRACTIVE MATTE INTERIORS

Premium matte finish isn't shiny like vinyl and is available in white, Sandtone, dark bronze and black.**

ENERGY EFFICIENT IN EVERY CLIMATE

Energy-efficient 100 Series products are available with options that make them ENERGY STAR® certified throughout the U.S. so they can help reduce heating and cooling bills.

Visit [andersenwindows.com/energystar](https://www.andersenwindows.com/energystar) for more information and to verify that the product with your glass option is certified



EASY TO OPERATE FOR YEARS TO COME

All 100 Series products are tested to the extreme to deliver years* of smooth, reliable operation.

SUPERIOR WEATHER RESISTANCE

Our weather-resistant construction seals out drafts, wind and water so well that your reputation is protected whatever the weather.

QUALITY SO SOLID, THE WARRANTY IS TRANSFERABLE*

Many other window and door warranties end when a home is sold, but our coverage — 20 years on glass, 10 years on non-glass parts — transfers from each owner to the next. And because it's not prorated, the coverage offers full benefits year after year, owner after owner. So it can add real value when you decide to sell your home.

OWNER2OWNER™
LIMITED WARRANTY

DESIGNED FOR PERFORMANCE

100 Series products are designed to meet or exceed performance requirements in all 50 states! See [pages 103-104](#) for details.





Permanent exterior and permanent interior grilles with no spacer

SIMULATED DIVIDED LIGHT

Permanently applied to the exterior and interior of the window, with no spacer between the glass.

Grille Bar Widths Actual width shown.



3/4" (19) width grille bar for windows.



1" (25) width grille bar for patio doors.



A 2 1/4" (57) width profile is available for most units to simulate a meeting rail or a multi-unit combination, such as a transom over a window or patio door.

CASEMENT & AWNING WINDOWS

Casement windows are hinged on the side and open outward to the left or right, while awning windows are hinged at the top and open outward. Both are also available as non-operating stationary windows.



SINGLE-HUNG WINDOWS

Single-hung windows feature a fixed upper sash with an operable lower sash that slides up and down. For convenience, the hardware locks automatically when the window is closed. An arch single-hung is also available to add architectural interest.



SINGLE-HUNG

FRAME

A The frame is constructed with Fibrex composite material. This construction produces a rigid frame.

B A durable, side-loaded balancer provides for easy sash opening and closing. The lower sash can be removed without the use of tools.

C Durable, low-maintenance finish won't fade, flake, blister or peel.*

D Four frame options are available. See "Common Features" for details.

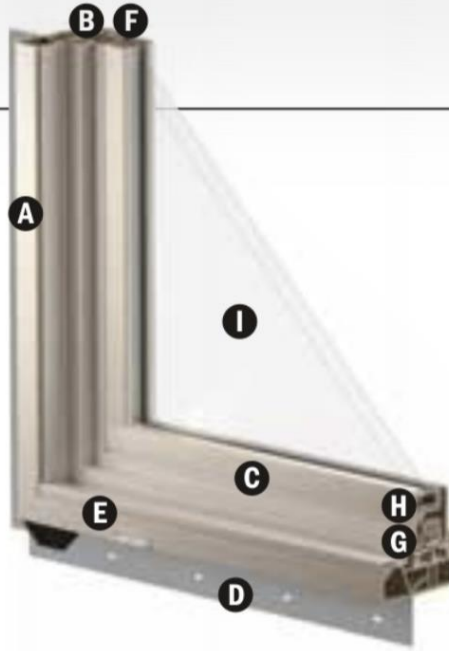
E Weep holes are located on the exterior nose of the sill for proper water management.

SASH

The lower sash has a meeting rail cover with a unique raised profile design, allowing the sash to be opened and closed easily.

F Fibrex material construction provides long-lasting performance.* The sash, finished with a durable capping, provides maximum protection and a matte, low-maintenance finish.

G Dual felt weatherstrip provides a long-lasting,* energy-efficient barrier against wind, water and dust.



GLASS

H A glazing bead and silicone provide superior weathertightness and durability.

I See "Common Features" for details.

HARDWARE

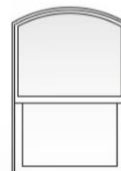
Sash Lock

The sash lock engages automatically when the lower sash is closed. The standard sash lock matches the window's interior color.

ADDITIONAL SASH & SHAPE OPTIONS



Reverse Cottage Sash



Arch Single-Hung

FEATURES

CASEMENT & AWNING

FRAME

A The frame is constructed with Fibrex® composite material. This construction produces a rigid frame.

B Durable, low-maintenance finish won't fade, flake, blister or peel.

Concealed receiving brackets mounted on the hinge side of the frame keep the sash tightly secured within the window frame when closed.

C Four frame options are available. See "Common Features" for details.

SASH

D Fibrex material construction provides long-lasting performance.* The sash, finished with a durable capping, provides maximum protection and a matte, low-maintenance finish.

E The dual weatherstrip system combines both an exterior watershed design and a bulb weatherstrip seal between the sash and frame. The result is a long-lasting,* energy-efficient barrier against wind, water and dust.

GLASS

F A glazing bead and silicone provide superior weathertightness and durability.

G See "Common Features" for details.



HARDWARE

Sash operator provides almost effortless opening and closing, regardless of window size. Long-lasting stainless steel hinge channels are used at the head and sill to provide easy operation.

Single-Action Casement Lock

A single-action lock easily releases all concealed locking points on the casement sash. The color or finish of the lock hardware matches the handle.

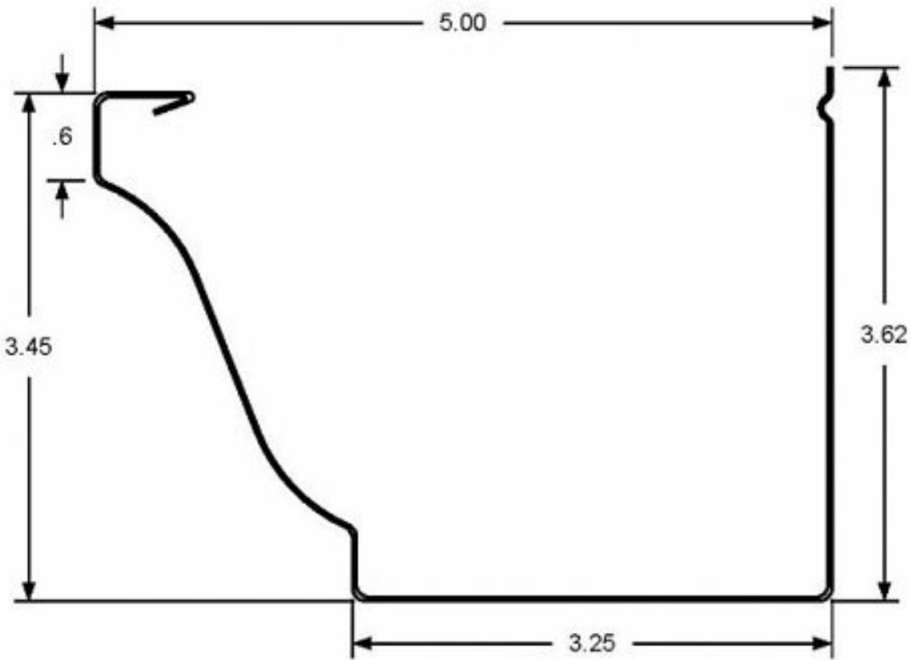
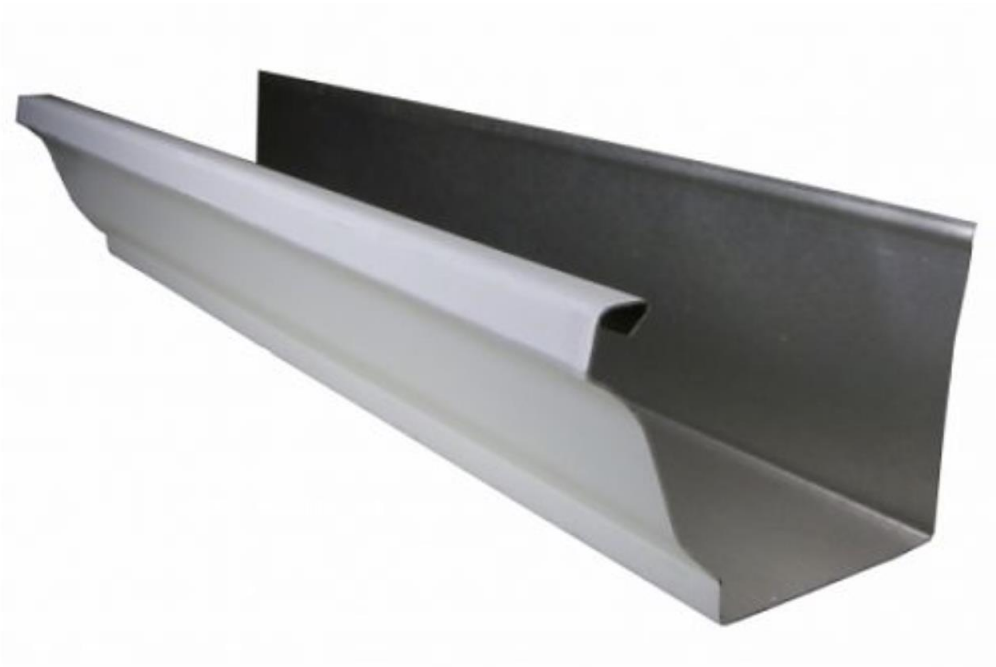
Awning Sash Locks



Awning sash locks provide an added measure of security and weathertightness. Awning hardware style and color options are compatible with 100 Series casement windows to ensure a consistent appearance when used in combination designs.

Gutters: K-Style Aluminum Gutters

Painted aluminum K-style gutters are among the most popular gutter profile for homeowners across the country. They are low-maintenance, reliable, lightweight and easy to install.



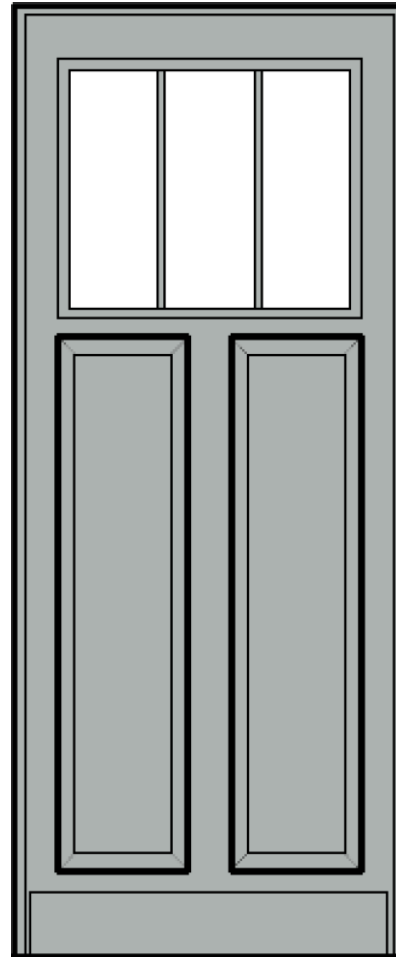
Front Door:



**Creative Entryways 36-in x 80-in Wood
 Craftsman Right-Hand Inswing Pecan
 Mahogany Stained Single Front Door Solid Core**

Item #1252135

Model #M23CR



Lockset Bore

Ready for lockset and
 deadbolt

Weatherstripping Included

Glass Insulation

Dual-pane

Handing

Right-hand inswing

Slab Door

Color/Finish Family

Brown

Door Style Contemporary

Panel Type

2-panel

Privacy Rating

N/A

Jamb Width (Inches)

4.5625

Rough Opening Height (Inches)

82

Warranty

1-year limited

Common Height (Inches)

80

Core Type

Solid core

Commercial/Residential

Commercial/Residential

ENERGY STAR Certified North/Central Zone

ENERGY STAR Certified Northern Zone

Impact Resistance

Configuration

Single door

Common Depth (Inches)

4.5625

Material

Wood

Prehung Door

ENERGY STAR Certified Southern Zone

Fire Rated

Glass Caming

Rough Opening Width (Inches)

38

Wood Species

Mahogany

CA Residents: Prop 65 Warning(s)

[Prop 65 WARNING\(S\) -](#)

Common Size (W x H)

36-in x 80-in

Hardware Finish

Oil-rubbed bronze

Locking System Included

Caming Finish

N/A

Actual Depth (Inches)

4.5625

Door Style Modern

Lowe's Exclusive

Door Style Craftsman

Handle Finish

N/A (no handle)

Common Width (Inches)

36

Weight (lbs.)

155

Sill Finish

Black

Interior Color/Finish

Pecan mahogany

Door Style Victorian

Door Style Mid Century

Door Style Traditional

Collection Name

N/A

Actual Height (Inches)

81.5

Actual Width (Inches)

37.75

Hinge Location (Exterior View)

Right side

Door Style Coastal

Brickmould Included

Door Style Farmhouse

UNSPSC

30171500

3-Point Locking System

Door Style Rustic

Manufacturer Color/Finish

Pecan mahogany

ENERGY STAR Certified South/Central Zone

Glass Shape

Craftsman

Handle(s) Included

Sill Type

Adjustable

Fire Rating

N/A

Impact Resistant Glass

Finish

Stained

Glass Style

Clear glass

Front Door Hardware: Double Cylinder Hamden Handleset with Cortina Right Handed Lever in Flat Black



<https://www.myknobs.com/pdp/emtek-hamden-handleset-classic-lever/emtek-4223cus19234/emtek-double-cylinder-hamden-handleset-with-cortina-right-handed-lever-in-flat-black>

Double Cylinder Handleset

- Ideal for functioning front doors
- Box Contents: Deadbolt latch and kit with cylinder, exterior one piece handleset trim with grip, interior plate trim, latch and kit, screws to install and two keys.

Single Cylinder Handleset

- Ideal for functioning front doors
- Box Contents: Deadbolt latch and kit with cylinder, exterior one piece handleset trim with grip, interior plate trim with turn, passage latch and kit, screws to install and two keys.

- Exterior Deadbolt Plate Length: 2 3/4"
- Exterior Deadbolt Plate Width: 2 7/16"
- Lower Handleset Length: 12 1/2"
- Lower Handleset Width: 2 3/4"
- Exterior Projection: 2 5/8"
- Exterior Grip Thickness: 1"

Screen Door: Option 1

Screen Tight Natural Wood Hinged Screen Door

Item #5461590

Model #W5BAR30



- Natural finish screen door from the 5 Bar series features quality wood craftsmanship for easy installation and customization
- Full-view screen provides outside visibility and allows you to use natural sunlight to brighten your home, reducing energy costs
- Ready to paint or stain, so you can coordinate with your home’s design

Screen Door: Option 2

Screen Tight Natural Wood Hinged Screen Door

Item #5461557

Model #WMED32



- Quality wood craftsmanship
- Removable screens for easy painting and repairing
- Trim up to 3/8-in off each side, if needed

Front Porch Rails: Option 1: Traditional Wood Railing



Front Porch Rails: Option 2: Cross Style Wood Railing



The above is from a house on the 300 block of Ann Street (it would be raised per NC building code)

Front Porch Lights: One Light Outdoor Wall Mount in Mottled Black by Quoizel from the Thorpe collection



<https://coastallightinggallery.lighting/quoizel/tpe8408mb/one-light-outdoor-wall-mount>

Width / Diameter:	8.00"
Height:	20.00"
Extension:	10.00"
Weight:	7.33 lb
Wire:	6`
Canopy:	5.000`x9.000`
UPC:	611728335222
Glass:	Clear Tempered Glass
Connection:	Hardwire
Safety Rating:	Wet
Safety Listing:	ETL
Material:	Coastal Armour Aluminum
Room:	Outdoor

Porch Ceiling Fan: Cruise 52" Outdoor - white



The Cruise 52 Outdoor -White in white features a 172.0 X 20.0 3-speed motor with a Thirteen-degree blade pitch. Featuring beautiful Palm Leaf blades in two distinct finish options, the Cruise ceiling fan by brings a tropical feel to any room, indoor or out. The Cruise is listed for wet locations and has an optional remote control and light kits.

<https://coastlightinggalleries.com/lighting/generation-lighting-/family-cruise-52>

Width / Diameter:	52.00"
Height:	13.96"
Weight:	21.10 lb

ENERGYGUIDE

Estimated
Yearly Energy Cost

\$19

\$3 | | | \$34

Cost Range of Similar Models (19" - 83")

- Based on 12 cents per kWh and 6.4 hours use per day
- **Your cost depends on rates and use**
- Energy Use: 67 Watts

Airflow

4,324

Cubic Feet Per Minute

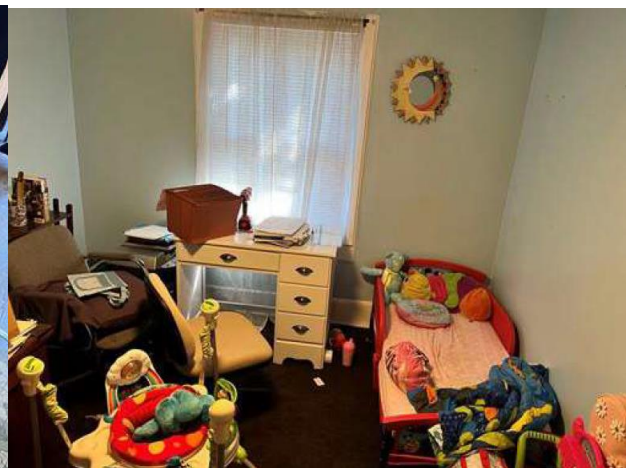
- The higher the airflow, the more air the fan will move
- Airflow Efficiency: 64 Cubic Feet Per Minute Per Watt

All estimates based on typical use excluding lights

ftc.gov/energy

Photo Ledger for Town of Beaufort Historic Preservation Commission:
311 Broad Street, Beaufort, NC 28516







Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Wednesday, July 5, 2023 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 23-22 615 Ann Street - Gutters

BRIEF SUMMARY:

The owner wishes to install gutters on the home at 615 Ann Street.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

5 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: June 26, 2023
Case No. 23-22

Request: Installation of gutters on the east side of the house
Applicant: Rebecca Oxholm
 615 Ann Street
 Beaufort

Property Information:
Owners: Same As Applicant
Location: 615 Ann Street
PIN#: 730618205170000

Project Information:

- In March of 2015, a COA was issued for new construction of a single-family home.
- In March of 2016, the Applicant received a COA to exchange the originally approved wood steps for brick steps.
- In October of 2017, the Applicant received a COA to install a new window on the east side of the structure.
- In January of 2023, a COA was approved for landscaping and a retention wall adjacent to the driveway on the east side of the house.

Proposed work:

- See Attached Information from Applicant.

Planting Material:

- See Attached Information from Applicant.

Color:

See Attached Description from Applicant.

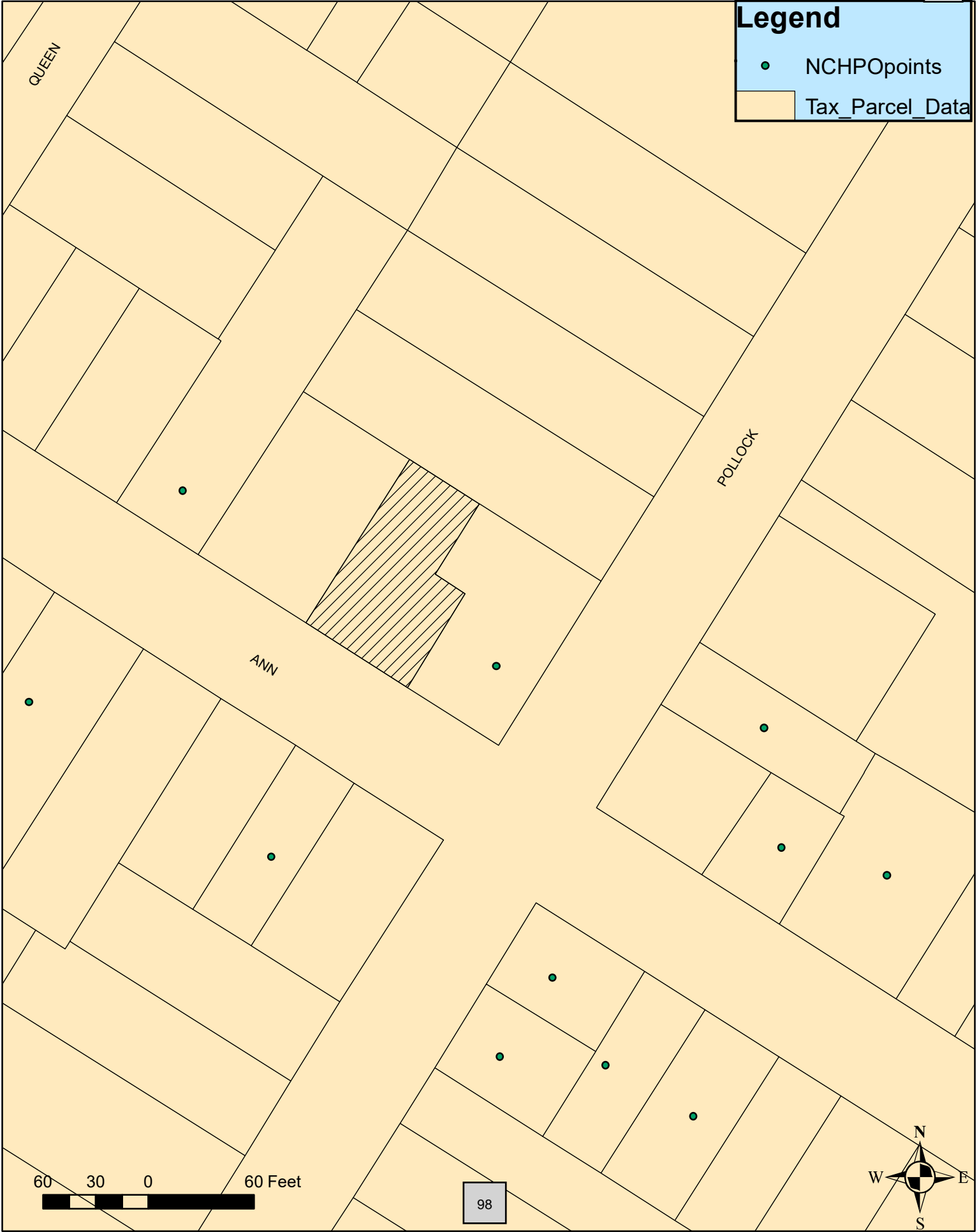
Attachments:

- Area map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

Roof Guidelines

6.1.6 Install new gutters without damaging or obscuring architectural features. It is inappropriate to replace concealed, built-in gutter systems with modern exposed gutters. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Wood gutters may be appropriate for certain period restoration projects. Replacement of gutters is usually reviewed as a Minor Works item.

BHPC Case 23-22 615 Ann Street - Gutters



<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 ADD2</u>
APPERSON,LUTHER V ETUX BETTY C			LA GRANGE	NC	28551	PO BOX 625
BELL,CARL D ETUX SHANNON S	2005	KINGSBURY DRIVE	NASHVILLE	TN	37215	
CURRIN,JAMES BARON ETUX JUDY H	618	ANN STREET	BEAUFORT	NC	28516	
FLYNN,JOHN J ETUX BARBARA A	10317	ROADSTEAD WAY WEST	RALEIGH	NC	27613	
OXHOLM,REBECCA B	7301	BAY HILL COURT	RALEIGH	NC	27615	
REED,G GRAY ETUX DEBORAH	2001	TRADD COURT	RALEIGH	NC	27607	
SUGGS,PATRICIA C	611	ANN STREET	BEAUFORT	NC	28516	

23-22
Paid

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



Instructions:

Please complete the application below and include all attachments as note on page 2 of this application along with a **\$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 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: Rebecca Oxholm
Applicant Address: 7301 Bay Hill Ct, Raleigh, NC 27615
Business Phone: _____ Email/Cell: 919-741-0123
Property Owner Name: Rebecca Oxholm
Address of Property: 615 Ann St, Beaufort NC 28516
Phone Number: 919-741-0123 Email/Cell: rboxholm@gmail.com

PROJECT INFORMATION

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

I propose to install 30 feet of white, 6 inch aluminum seamless gutter on the east side of the porch roof with one 3x4 downspout at the north end. I propose to use Diego and Sons to perform the work at a cost of \$500. Of the 11 homes on the 600 block of Ann Street, 9 have gutters. All of the 9 have the white seamless gutters I am proposing to install.

Estimated Cost of Project: \$ 500.00 Year House Built: 2016
Applicant Signature: [Signature] Date: 6/10/2023
Property Owner Signature (if different than above): [Signature] Date: 6/10/2023

An application fee of \$250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany the 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 [blank]. 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: _____

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, window: 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 an 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 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

Adjacent Property Owners

3.

Shannon and Daniel Bell
619 Ann Street
Beaufort, NC 28516

Site Plan

615 Ann Street

