



Town of Beaufort, NC

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

Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, April 07, 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) HPC Draft Minutes 030326

Election of Officers

Administration of Oaths

Items of Consent

- [1.](#) Approval of the Order for 618 Ann Street, 907 Ann Street, 117 Ann Street, 105 Front Street & 114 Ann Street – Certificate of Appropriateness

New Business

- [1.](#) Case #26-09 315 Ann Street - Fence, Driveway & Rear Porch
- [2.](#) Case # 26-11 201 Ann St- Driveway, Addition, Fence & Porch
- [3.](#) Case # 26-12 101 Ann St - Three Townhome Units - Metal Railing & Fencing
- [4.](#) Case # 26-13 105 Front Street - New Construction
- [5.](#) Case # 26-14 114 Ann Street - West Side Entrance, Replace Windows & Tree Replacement
- [6.](#) Case # 26-15 600-610 Front St- Fencing

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, March 3rd 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Acting Hedrick called the March 3rd, 2026 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present:; Bradley Hedrick, Vice-Chair; Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Members Absent:;, Joyce McCune, Chair; Bradley Cummins

A quorum was declared with five members present.

Staff Present: Mr. Kyle Garner, Planning Director; Mr. Brad Fockler, Code Enforcement Officer; Ms. Jill Quattlebaum, Town Attorney; Ms. Laurel Anderson, Board Secretary

Agenda Approval

Member Davis made the motion to approve the Agenda as presented and Member Morris made the second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Minutes Approval

- 1. HPC Draft Minutes 010626

Member Davis made the motion to approve the Minutes as presented and Acting Chair Hedrick made the second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Administration of Oaths

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

Secretary Anderson then administered the Oath to Kyle Garner.

Items of Consent

- 1. Approval of the Order for 217 Front Street, 122 Queen Street, & 131 Turner Street – Certificate of Appropriateness

Member Morris made the motion to approve the Order as presented and Member Davis made the second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

New Business

- 1. Case # 26-02 – 618 Ann St – Side Porch Enclosure

Acting Chair Hedrick introduced Case #26-02 and asked if any commission members needed to recuse themselves and none did. Mr. Garner provided the staff summary, explaining that the item was for 618 Ann Street with a request for a side porch enclosure on the Pollock Street side. He included the staff report, application, elevation drawings, and vicinity maps as part of the record. The applicant was requesting to enclose a side porch on the Pollock side that had previously been enclosed, then had the enclosure removed, and now wanted to re-enclose the area. Minor landscaping items were also included in the request.

Secretary Anderson administered the Oath to John Engelhard of Owens Construction.

Mr. Engelhard stated there had been a previous porch enclosure with a metal roof, and their new proposal would be an improvement with an asphalt roof matching the existing structure. He pointed out that the handrail shown in the drawings was purely decorative, not functional, as there would be no door access to create a deck. The handrail was intended to mirror the Ann Street side for continuity. He also clarified that the hardscaping would not exceed the existing footprint of the house, staying within the current four to five feet from the corner.

Member Davis asked about the brick base, and Mr. Engelhard confirmed they would be demolishing the existing brick and starting fresh with Savannah brick, which was included in their materials list.

Acting Chair Hedrick asked about the date of the previous porch installation, which was unknown, though photographs existed. He also confirmed that the rail above was strictly decorative and not part of any deck, and that the window would not be changed to a door for access. Mr. Engelhard confirmed these details, explaining that while they originally considered a door, the layout wouldn't accommodate it, so it was purely for appearance.

Member Davis had an additional question about what appeared to be a fireplace on the plans. Mr. Engelhard clarified that was from the original set of drawings, and the updated set included in their package showed no fireplace would be installed, just a straight wall.

Acting Chair Hedrick asked if there were any parties with standing who wished to comment, and if there were any other witnesses who wanted to comment. There were none.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-02. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-02, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Porches and Entrances Guidelines 6.5.1, 6.5.4, 6.5.7; Window and Door Guidelines 6.4.2, 6.4.3, 6.4.7, 6.4.10; Decks on Historic Buildings Guidelines 7.9.1, 7.9.2, 7.9.3, 7.9.4; Landscaping Guidelines 8.1.11; Additions to Historic Buildings Guidelines 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.6, 7.8.7.

Member Morris made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-02.

Member Morris made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude 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 #26-02 be issued for the proposed work.

Member Davis made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick thanked the applicant for bringing the matter before them and explained that once the historic commission adopts the minutes and findings of fact at the April meeting, they would receive their COA from the town.

2. Case #26-05 907 Ann St – Historic Plaque

Acting Chair Hedrick introduced Case #26-05 and asked Mr. Garner for an overview of the case.

Mr. Garner stated that this was a request for a historic plaque for 907 Ann Street and he requested that the packet be included as part of the official record. The house was known as the Captain Ned Lewis house, and he appreciated that the applicant had included an old photograph and pictures of both the house and the captain. Staff had reviewed the information provided and found it to be a structure over a hundred years old in the craftsman style. He noted that while the property was not in the local district, it was in the national historic district.

Secretary Anderson administered the Oath to Charles Llewellyn.

Member Morris commented that she appreciated the complete history shared in the application, noting that they don't always get the full picture of who the owner was at the time, and she found the history behind the home particularly valuable.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-05. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-05, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Plaque Guidelines 4.2.1, 4.2.2, 4.2.3.

Member Sabiston made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Mrs. Llewellyn requested to make a comment.

Secretary Anderson administered the Oath to Deborah Llewellyn.

She emphasized the value of the Old Homes Tours and garden tours to the historic knowledge about Beaufort. Having previously lived on Marsh Street in a 1778 house and now at the Ann Street house, she noted that each time they'd participated in tours, generational family members would come from out of town, walk in, and share stories about houses their grandfathers had built or other historic elements. While they dreaded putting houses on tour, the amazing stories from people who knew the history made it worthwhile and brought the history alive.

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-05.

Member Morris made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude 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 #26-05 be issued for the proposed work.

Member Tennant made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Mr. Garner explained that they would encourage the applicants to go to the Beaufort Historic Association, as they now had someone who manufactured the plaques and would include the name and circa date approved by the commission.

3. Case #26-06 117 Ann Street – Roof Replacement

Mr. Garner presented the case for 117 Ann Street, requesting a roof replacement. He asked that the staff report and included information be made part of the record. The applicants were requesting to replace their metal roof with asphalt architectural shingles.

John Engelhard, contractor for the homeowners, addressed the commission and stated that according to the owners, the roof was installed at least 20 years prior to their 2005 purchase, putting it in the mid-1980s or earlier. He noted that the rear addition already had asphalt shingles and they were matching those. He brought a color sample for the commission to review and emphasized that the roof was difficult to see from anywhere. The existing metal roof, supposedly silver, had rusted through significantly.

Member Davis asked if the current metal roof has a hand-rolled standing seam, and Mr. Engelhardt confirmed that was correct. Member Davis also inquired about a detached building, and Engelhardt explained there was a detached building with a newer black metal standing seam roof that was being replaced like-for-like under a separate approval, as was the rear asphalt shingles section. Only the main portion of the house couldn't fall under like-for-like replacement rules.

Acting Chair Hedrick asked if there were any parties with standing who wished to comment and there were none.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-06. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-06, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Roof Guidelines 6.1.1, 6.1.2, 6.1.3.

Member Sabiston made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-06.

Member Morris made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude 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 #26-06 be issued for the proposed work.

Member Tennant made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

4. Case #26-07 105 Front Street – Perimeter Wall, Elevation of Garage & Tree Preservation

Mr. Garner introduced Case #26-07 for 105 Front Street, noting this was probably one of the most anticipated applications ever submitted in Beaufort's historic preservation history. This was for the Duncan House property, with an application from Filter Design for a new perimeter wall with elevation of a garage and tree preservation.

This was the first phase of the project for the Duncan House property since the fire destroying the house on December 15th, 2025. The primary purpose was to stabilize the site and bring it up to federal flood standards, which became applicable since the structure was damaged more than 50% in the event. The structure had been listed as having statewide significance, and the state had previously worked with the property owner to elevate it with a variance for federal flood standards to only bring it to a certain level. However, since the structure was now demolished more than 50%, they had no choice but to meet the current federal standards.

Mr. Garner wanted to be clear that this was just the first phase to stabilize the property. He appreciated that the packet included a potential future elevation drawing of what the structure would look like, though he wanted to be extremely clear they were not asking for approval of that tonight - only the stabilization of the property.

The acting chair asked for clarification that they were deciding on appearance only since the building elevation was required, which Mr. Garner confirmed, and he added they were looking at the tree preservation also.

Secretary Anderson administered the Oath to Jay Horton of Filter Design Studio.

Mr. Horton they were looking for the ability to raise the site, with the main effect being on the Front Street side where they needed a two-foot wall. There would be perimeter walls around the property, but the highest was only the two feet on Front Street, with grades sloping down elsewhere.

Member Davis asked for clarification that they were discussing the aesthetics of the wall, mainly on Front Street, which would be brick masonry. Mr. Horton confirmed it would be a concrete masonry unit (CMU) wall with a parge coat finish - a traditional CMU approach, and Member Davis noted there were plenty of similar examples in town.

Acting Chair Hedrick asked whether raising the elevation would affect the future house height, since it used to sit lower. Mr. Horton explained this was a great question and a good point. They had originally raised the house for coastal resiliency purposes with a granted variance. Currently in AE7, preliminary maps showed them going to AE8, and they had to meet freeboard requirements. When they first raised the original house, they noticed from photographs and physical evidence like fireplaces and ballast stones that the house could have had a higher profile originally, though they had no factual evidence of exactly how much.

Since they had the variance for coastal resiliency, they planned to use the existing extensive foundation with its hundred helical piers, using the same footprint. Their intent was to create a structure that from Front Street looked like what was there originally. By raising everything two feet minimum, including the rear garage, and probably adding an additional two feet to the structure, they aimed to achieve this goal.

The acting chair indicated they would deal with the future structure application when it came but wanted to understand how this related to the current proposal. Horton explained they knew they were coming up two feet minimum and it would look at least like it did when they were granted the previous variance.

Mr. Horton also mentioned a historic tree in the backyard on the north side that they hoped to raise.

Acting Chair Hedrick asked if there were any parties with standing or other witnesses who wished to comment and there were none.

During board discussion Mr. Garner explained they did have photographic evidence about sidewalk and infrastructure installation. Curb and guttering went in probably around the late 1930s and early 1940s, with photo evidence available. The roundabout or turnaround originally ended before Sunset Lane, and the Duncan property called "Duncan Green" went from Sunset Lane to the water. He again emphasized that what they were looking at was just for reference and not the finished product except for the wall.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-07. Member Morris made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-07, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Fences and Walls Guidelines 8.2.4; Foundations Guidelines 6.6.9; Landscaping Guidelines 8.1.1, 8.1.2.

Member Sabiston made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-07.

Member Davis made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude 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 #26-07 be

issued for the proposed work.

Member Tennant made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then declared Case #26-07 closed and notified the applicants that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

5. Case # 26-08 114 Ann Street - West Side Addition, Wall Installation & Landscaping

Mr. Garner presented the case and requested to include the staff report and information as part of the record. This was a request for a lift in the rear for ADA access, a two-foot wall with landscaping, and removal of a non-historic carport. This was an effort to bring the property back to something closer to its original appearance. Mr. Garner felt confident the carport was not original to the structure.

Secretary Anderson administered the Oath to Maggie Chalk from MK Chalk Architecture.

Ms. Chalk explained that the carport extending off the west end of the original main block had deteriorated and wasn't needed for future use. They wanted to remove it and refurbish the side of the building with the same style lap siding and reveal, using cedar for rot resistance. She stated the two-foot high brick wall was necessary to protect the property from flooding during king tides. The lift would be on the back where it wouldn't be seen.

Mr. Tennant asked about pavement work when the carport was removed. Chalk explained that all the carport pavement would be removed, and the whole west side corner would be landscaped as lawn with existing trees remaining. The old driveway would also be removed as part of the demolition. Acting Chair Hedrick confirmed the wall would not exceed two feet and Ms. Chalk agreed. He then asked where the lift would be installed and Ms. Chalk explained it would not be visible from Ann Street and a window would be converted to a door for access, shown as the bottom left corner on the pictures.

Ms. Chalk submitted the brick sample for the fence.

Acting Chair Hedrick asked for a motion for a Finding of Fact for Case #26-08. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-08, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Accessibility and Life Safety Guidelines 6.8.1; Fences and Walls Guidelines 8.2.4; Demolition of Buildings Guidelines 10.1.2, 10.1.4, 10.1.5, 10.1.6.

Member Sabiston made the second and Acting Chair Hedrick took a vote that was approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #26-08.

Member Morris made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude 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 #26-08 be issued for the proposed work.

Member Tennant made the second and Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick then declared Case #26-08 closed and notified the applicants that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

Commission / Board Comments

Acting Chair Hedrick thanked Member Morris for filling in for the meeting. He noted there were two issues he would like to discuss; the first being that he thought it would be better to wait until the following meeting to hold elections for Chair and Vice-Chair until the next meeting when the Chair would be in attendance. The second issue was whether the commission was interested in having alternates for the board as a few meetings had come close to not having a quorum and one meeting had been canceled. There was discussion regarding this suggestion and the recommendation was for staff and legal counsel to provide specific parameters for a more complete discussion.

Staff Comments

Mr. Garner provided a brief update on the guidelines and standards work, hoping to have something for the commission to review in April. The process would involve the commission reviewing and discussing modifications, then going to the Board of Commissioners in a public hearing for approval to become official.

Adjourn

Member Davis made the motion to adjourn and Member Morris made the second. Acting Chair Hedrick took a vote that was unanimously approved.

Voting yea: Acting Chair Hedrick, Kris Davis, Marissa Morris, Jessica Sabiston, Tyler Tennant

Acting Chair Hedrick declared the March 3rd, 2026 meeting adjourned at 7:15 p.m.

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. April 7, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: Consent
SUBJECT: Approval of the Order for 618 Ann Street, 907 Ann Street,
117 Ann Street, 105 Front Street & 114 Ann Street –
Certificate 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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April 7, 2026
Owens Construction, Inc.
828 West Beaufort Road
Beaufort, NC 28516

RE: Case # 26-02 – 618 Ann Street – Side Porch Enclosure

Dear Sirs:

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: Ms. Judy Currin



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 March 3, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Owens Construction Inc. for **CASE # 26-02 – SIDE PORCH ENCLOSURE** 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 March 3, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Porches and Entrances Guidelines

6.5.1. Retain and preserve historic porches, entrances and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements.

6.5.4. The enclosure or other alteration of original or historic front porches is not appropriate in the historic district. The enclosure of porches at the rear, or other areas not seen from the public view, is appropriate if the enclosure is designed and constructed in a manner that preserves the historic character and features of the porch.

6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

Window and Door Guidelines

6.4.2 Repair existing historic windows and doors where possible, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. Reproduction glass is desirable but not required.

6.4.3 Use replacement windows and doors that match the existing historic elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

6.4.7. New windows must match original in overall size and opening area and should have three dimensional muntins with either true divided lights (TDL) or three dimensional grilles on both the interior

and exterior sides (SDL). Snap-in grilles or grilles between glass are not appropriate for windows visible from public view.

6.4.10. New window and door openings shall not alter the historic character of the building or cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

Decks on Historic Buildings Guidelines

7.9.1. Locate decks only on the rear ground level of historic buildings or other ground-floor level where the deck is not visible from public view.

7.9.2. Design decks to eliminate physical or visual damage to significant historic architectural features.

7.9.3. Decks should be attached to the historic building so that they may be removed without significant damage.

7.9.4. Provide proper flashing and other details to reduce or eliminate moisture damage to the historic structure.

Landscaping Guidelines

8.1.11 Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

Additions to Historic Buildings Guidelines

7.8.1. Where possible, locate new additions at the side or rear so that they have a minimal impact on the façade and other primary elevation of the affected building or adjacent properties.

7.8.2. The overall proportions of a new addition should be compatible with the existing building in height, scale, size and massing so as not to overpower it visually. A new addition should never be taller or wider than the original structure unless required by code or a non-aesthetic functional requirement. Observe the principle of “additive massing” where the original structure remains dominant and the additions are adjoining and smaller masses.

7.8.3. The design elements of a new addition should be compatible with the existing building in terms of materials, style, color, roof forms, massing proportion and spacing of doors and windows, details, surface texture, and location. Contemporary adaptations of the original which clearly look like an addition and reflect the period of construction are encouraged.

7.8.4. Additions should be constructed so that they can be removed from the original building in the future without irreversible damage to significant features.

7.8.6 Wood windows are most appropriate for new additions within the historic district; however, substitute window materials are acceptable for new additions provided the proposed windows meet the requirements set forth in the WINDOWS AND DOORS guidelines.

7.8.7 Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the

original building.

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 # 26-02 – 618 ANN STREET - SIDE PORCH ENCLOSURE**.

This the 7th day of April , 2026.

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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Charles and Deborah Llewellyn
907 Ann Street
Beaufort, NC 28516

April 7, 2026

RE: Case # 26-05 – 907 Ann Street – Historic Plaque

Dear Mr. and Mrs. Llewellyn:

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 March 3, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Charles and Deborah Llewellyn for **CASE # 26-05 – HISTORIC PLAQUE** 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 March 3, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Plaque Guidelines:

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

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

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

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 **APPROVED** for **CASE # 26-05 - 907 ANN STREET – HISTORIC PLAQUE**.

This the 7th day of April, 2026.

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

April 7, 2026

Owens Construction, Inc.
828 West Beaufort Road
Beaufort, NC 28516

RE: Case # 26-06 – 117 Ann Street – Roof Replacement

Dear Sirs:

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: Mr. Will Ziglar

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted] Matthews • Commissioner Sarah Spiegler
Town Manager [redacted] Matt Zapp



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 March 3, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Owens Construction Inc. for **CASE # 26-06 – ROOF REPLACEMENT** 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 March 3, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Roof Guidelines

6.1.1. Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.

6.1.2. Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile. Replace in-kind only if necessary due to deterioration or damage. Replace only the damaged or deteriorated portion using materials identical to the original if possible.

6.1.3. New roofing materials should be compatible with either the existing or original roofing material. Match the historic material as closely as possible in color, shape, size, and texture. Asphalt or fiberglass-asphalt shingles are acceptable substitutes for standing-seam tin, wood shingles, or metal shingles. Any distinctive patterns of shingles or slates shall be retained and/ or replicated exactly. Galvanized standing-seam with a large “agricultural” ridge, usually for ventilation, is not acceptable in the historic district. Instead, use standing seam metal with a crimped edge.

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 # 26-06 – 117 ANN STREET - ROOF REPLACEMENT**.

This the 7th day of April , 2026.

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

April 7, 2026

Filter Design Studio
707 Bridges Street
Morehead City, NC 28557

RE: Case # 26-07 – 105 Front Street – Perimeter Wall, Elevation of Garage & Tree Preservation

Dear Sirs:

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: William and Margaret Ann Wooten

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted] Matthews • Commissioner Sarah Spiegler
Town Ma [redacted] 19 [redacted] Matt Zapp



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 March 3, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Owens Construction Inc. for **CASE # 26-07 – PERIMETER WALL, ELEVATION OF GARAGE & TREE PRESERVATION** 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 March 3, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Fences and Walls Guidelines

8.2.4. Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists and shall not exceed a height of two (2) feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.

Foundation Guidelines

6.6.9. The raising of a building’s foundation should be undertaken for sound structural and/or flood control reasons ONLY, and these reasons should be well-documented by flood maps, an architect or engineer’s report accompanying an owner’s COA application.

Landscaping Guidelines

81.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.

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

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 # 26-07 – 105 FRONT STREET - PERIMETER WALL, ELEVATION OF GARAGE & TREE PRESERVATION**.

This the 7th day of April, 2026.

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

April 7, 2026

Maggie Chalk
MK Chalk Architecture, PA
105 Banks Street
Morehead City, NC 28557

RE: Case # 26-08 – 114 Ann Street – West Side Addition, Wall Installation, & Landscaping

Dear Sirs:

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: Vic Flow, Jr.

Mayor Sharon Harker
Commissioner Melvin Cooper • Commissioner Paula Gillikin
Commissioner John LoPiccolo • Commissioner [redacted] Matthews • Commissioner Sarah Spiegler
Town Manager [redacted] Matt Zapp



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 March 3, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by MK Architecture, PA, for **CASE # 26-08 – WEST SIDE ADDITION, WALL INSTALLATION, & LANDSCAPING** 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 March 3, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Accessibility and Life Safety Guidelines

6.8.1. Locate fire exits, stairs, landings, and ramps so that they are compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such elements should be painted to tie in with the structure.

Fences and Walls Guidelines

8.2.4. Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists and shall not exceed a height of two (2) feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.

Demolition of Buildings Guidelines

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.

10.1.4. 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.

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 # 26-08 – 114 ANN STREET -WEST SIDE ADDITION, WALL INSTALLATION, & LANDSCAPING**

This the 7th day of April, 2026.

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 Tuesday, April 7, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case #26-09 315 Ann Street - Fence, Driveway & Rear Porch

BRIEF SUMMARY:
The owner wishes to remove a tree, add landscaping, paint front door, and install fence.

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
15 Minutes

SUBMITTED BY:
Kyle Garner

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner
Date: April 7, 2026
Case No. 26-09

Request: Fence, Driveway & Rear Porch

Applicant: David Durham
 315 Ann Street
 Beaufort, NC 28516

Property Information:

Owners: Same
Location: 315 Ann Street
PIN#: 730617105766000

Project Information:

Applicant wishes to erect fence and gate section on the west side of the house. Replace damaged personnel door on garage. Replace missing glass and remove plywood from garage window. Install handrails on front and side porch that match homes existing handrails. Remove existing driveway and sidewalk and install new driveway and sidewalks and enlarge rear deck by removing exterior basement roof and install deck on top of foundation.

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 315 Ann Street, circa 1910. **House.** 2-Story, 4-bay, Queen Anne/Colonial Revival house with deck-on-hip roof, front cross gable, and upper front bay window. Plain siding and wrap-around porch with Doric columns. Windows with molded caps, Queen Anne traceried upper sashes and plain lower sashes. Appears on Sanborn's 1913 map, but not on the 1908 map. (SM)

C Garage. c. 1930. 1-Story, front gabled frame garage.

C.O.A Case # 25-26 Landscaping, Tree Removal , Paint Front Door, Fence

Proposed work:

- See Application from Applicant

Material:

- See Application from Applicant

Color:

- See Application from Applicant

Window and Door Guidelines

6.4.1. Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim and moldings. Documented restoration is allowable.

6.4.3. Use replacement windows and doors that match the existing historic elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

Decks on Historic Buildings Guidelines

7.9.1. Locate decks only on the rear ground level of historic buildings or other ground floor level where the deck is not visible from public view.

7.9.2. Design decks to eliminate physical or visual damage to significant historic architectural features.

Fences and Walls Guidelines

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.

8.2.7. Contemporary or utilitarian fence materials are not appropriate for fences in the public view. Inappropriate materials include plastic, vinyl, chain link, wire, and all other modern materials. The use of modern fencing is permitted for rear yards only, in areas not seen from the public view, using vinyl-coated

chain link (dark green or black), standard chain link or heavy wire (“hog wire”). Use plantings such as ivy, climbing roses, jasmines, or other vines to hide wire fences.

Off-street Parking Guidelines

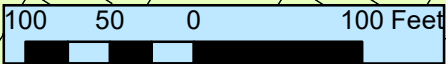
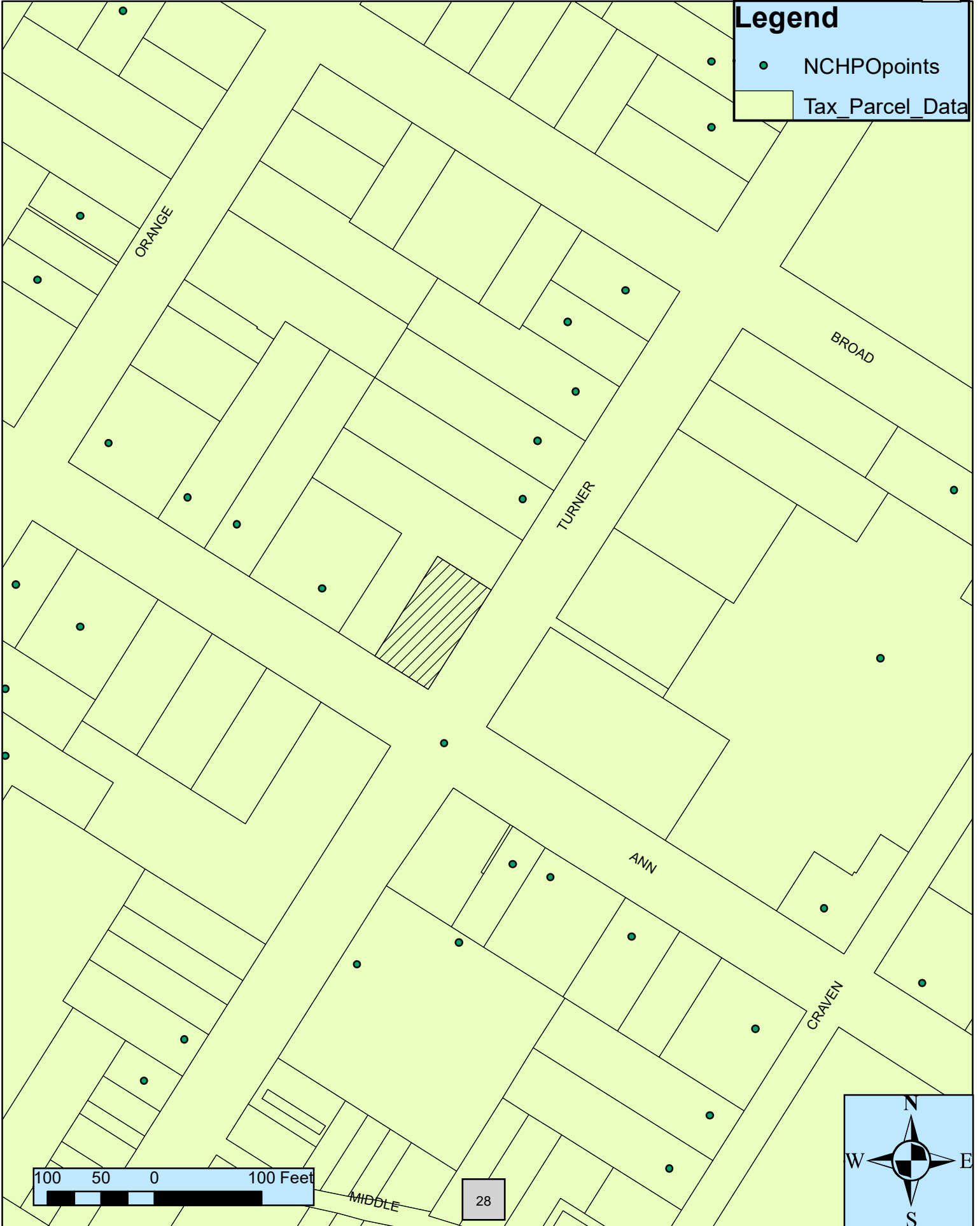
8.5.7. Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are 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.

Case #26-09 315 Ann Street - Fence, Driveway & Rear Porch

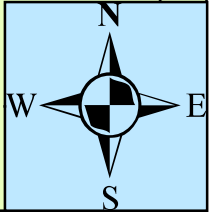
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Legend

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- Tax_Parcel_Data

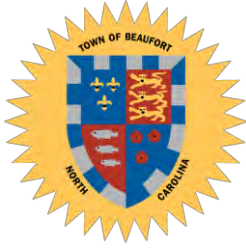


28



OWNER	MAIL_ADDRE	MAIL_CITY	MAIL_:	MAIL_ZI	MAIL_ZI5
FIRST BAPTIST CHURCH OF BEAUFORT INC	403 ANN STREET	BEAUFORT	NC		28516
BEAUFORT HISTORICAL ASSOCIATION INC	150 TURNER ST	BEAUFORT	NC	2139	28516
COLLINS RICHARD A JR	2533 LAURELCHERRY ST	RALEIGH	NC	5445	27612
WAIN MICHAEL WILLIAM	313 ANN ST	BEAUFORT	NC	2105	28516
FIRST BAPTIST CHURCH OF BEAUFORT INC	403 ANN STREET	BEAUFORT	NC		28516
TURNER STREET INVESTMENTS LLC	401 W 1ST STREET	GREENVILLE	NC		27843

**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. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: David Durham

Applicant Address: 315 Ann Street

Business Phone: 252-444-4488 Email/Cell: david@eastcoastelectric.us 252-241-8753

Property Owner Name: Same as above

Address of Property: _____

Phone Number: _____ Email/Cell: _____

PROJECT INFORMATION

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

1. Add fence and gate section on the west side of the house
2. Replace damaged personnel door on garage
3. Replace missing glass and remove plywood from garage window
4. Install handrails on front and side porch that match homes existing handrails
5. Remove existing driveway and side walk and install new driveway and side walks
6. Enlarge rear deck by removing exterior basement roof and install deck on top of foundation.

Estimated Cost of Project: \$ 60,000.00

Year House Built: 1910

David Durham
Applicant Signature

1-19-26
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: _____

30 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:

- X A list of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- X A list of all adjacent property owners (with mailing addresses).
- X Photographs of the streetscape, the site, and existing buildings to be impacted.
- X A site plan showing dimensions of both existing and proposed conditions.
- X 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:

- X 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.
- X 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.

315 Ann Street HPC Application

Porches

Side porches which can be seen from the public view should likewise be preserved and restored. Rear porches, often used for service and utility, may be enclosed, altered or remodeled for modern use.

Porches are subject to more weathering and water damage than most other elements of historic houses. For repairs and alterations, use only woods that are naturally rot-resistant for exposed surfaces—railings, posts, steps, etc.—and use galvanized or stainless steel fasteners. Pressure-treated tongue-and-groove pine is appropriate for flooring if it is kiln-dried following treatment. Concealing framing members should be made of standard pressure-treated pine. Provide adequate foundation ventilation under porches. Appropriate designs for foundation vents are described in the foundations section of this chapter.

Note: North Carolina’s building code requires a 36” handrail when the porch height is 32” or more above ground level. However, existing handrails in the Beaufort historic district are typically less than 36” high. New construction requires the current 36” height.

7

6.5.3 Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed

6.5.7 Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

6.5.9 Reconstruct missing porches or porch details based on accurate documentation of such features. Such documentation may include: evidence found on the subject building; historic photographs; or compatible details found on another porch in the district of the same period and general style. The owner shall provide the commission with such documentation in the application for a Certificate of Appropriateness.

6.5.11 Collapsible gates on porches to restrain pets or young children are reviewed by the HPC on a case-by-case basis and should be truly temporary and removal. Permanent gates are reviewed by the HPC. Gates of any kind at the foot of porch steps create an unnecessary visual barrier and are not appropriate.

Off Street Parking

8.5.2 Locate new parking lots and driveways in the historic district as unobtrusively as possible.

8.5.4 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.

8.5.6 Site new parking areas in interior or rear lot locations where possible. Avoid removing trees and other landscape elements that contribute to the historic character of a site.

Decks

7.9.1 Locate decks only on the rear ground level of historic buildings or other ground-floor level where the deck is not visible from public view.

7.9.2 Design decks to eliminate physical or visual damage to significant historic architectural features.

7.9.3 Decks should be attached to the historic building so that they may be removed without significant damage.

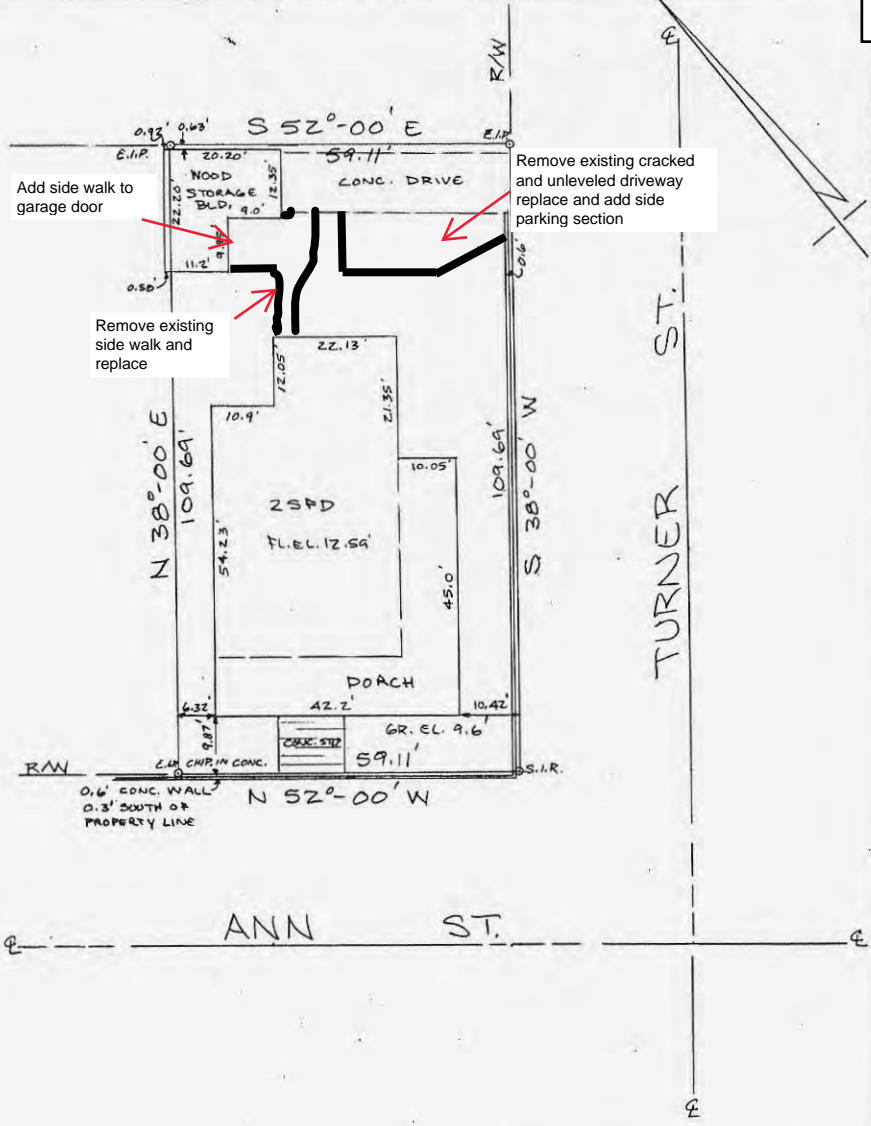
7.9.4 Provide proper flashing and other details to reduce or eliminate moisture damage to the historic structure.

Adjacent Property Owner For 315 Ann Street COA

- West and North Property Owner – Liz Waine. Mailing address 313 Ann Street Beaufort NC 28516
- South – Ann Street
- East – Turner Street



Existing driveway to be replaced



REF: BEING PART OF LOT 73
 OLDE TOWN BEAUFORT
 DEED BOOK 259 PAGE 549

I certify that on 10-31-1985, I surveyed the property shown on this plat; that the property lines and location of all structures are accurately shown and that the structure located on the property Does Not encroach on any adjacent property and that the structure Does Not encroach on the adjacent property Does Not encroach on the premises surveyed.



Collier, R.L.S.

RICHARD A. COLLINS	
BEAUFORT TWP. CARTERET CO., N.C.	
SCALE 1"=20'	COLLIER SURVEY COMPANY
DATE 10-31-85	408 ARENDELL STREET / P.O. BOX 3460 MOREHEAD CITY, NORTH CAROLINA 28557
FILE D-1	OFFICE (919) 726-1464 RESIDENCE (919) 247-6983 TOLL FREE 1-800-682-4316
36	



Existing handrails. Existing back porch, Existing basement. Remove roof and siding, deck over for back deck.



Neighboring house front porch rails.

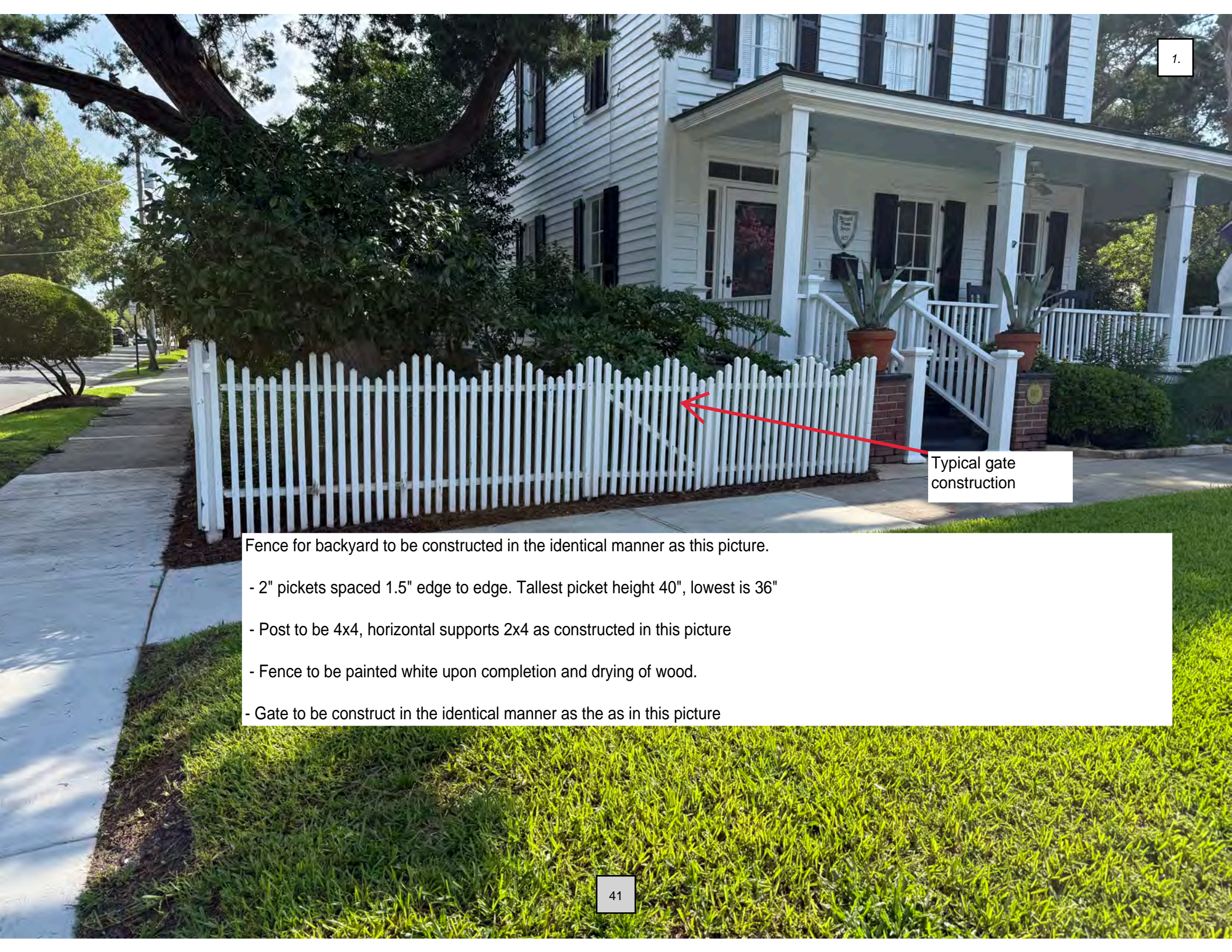
Proposed area for porch rails, front and sides



Damaged garage door. Replace with like wood door



Garage window. Replace broken glass.

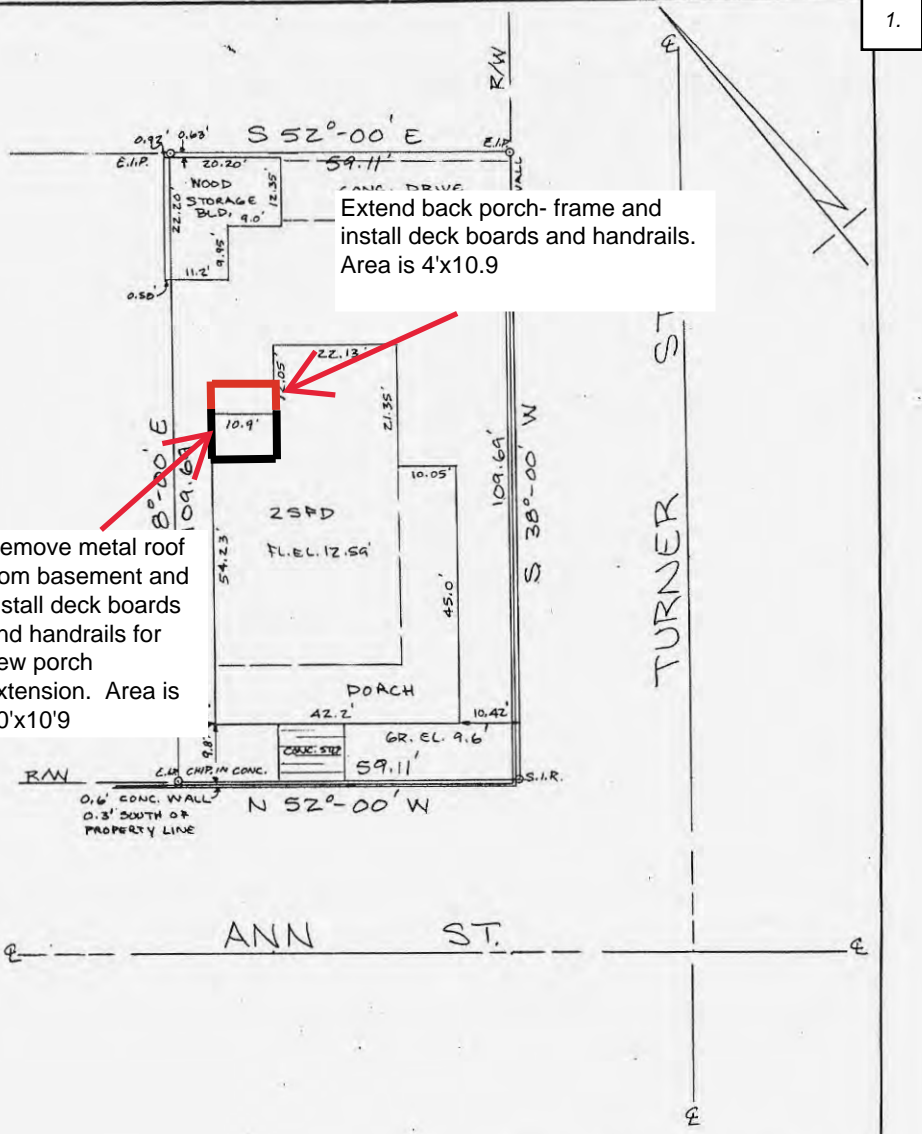


Fence for backyard to be constructed in the identical manner as this picture.

- 2" pickets spaced 1.5" edge to edge. Tallest picket height 40", lowest is 36"
- Post to be 4x4, horizontal supports 2x4 as constructed in this picture
- Fence to be painted white upon completion and drying of wood.
- Gate to be construct in the identical manner as the as in this picture

Extend back porch- frame and install deck boards and handrails. Area is 4'x10.9

Remove metal roof from basement and install deck boards and handrails for new porch extension. Area is 10'x10'9



REF: BEING PART OF LOT 73
 OLDE TOWN BEAUFORT
 DEED BOOK 259 PAGE 549

I certify that on 10-31-1995, I surveyed the property shown on this plat; that the property lines and location of all structures are accurately shown and that the structure located on the property does not encroach on any adjacent property and that the structure on the adjacent property does not encroach on the premises surveyed.

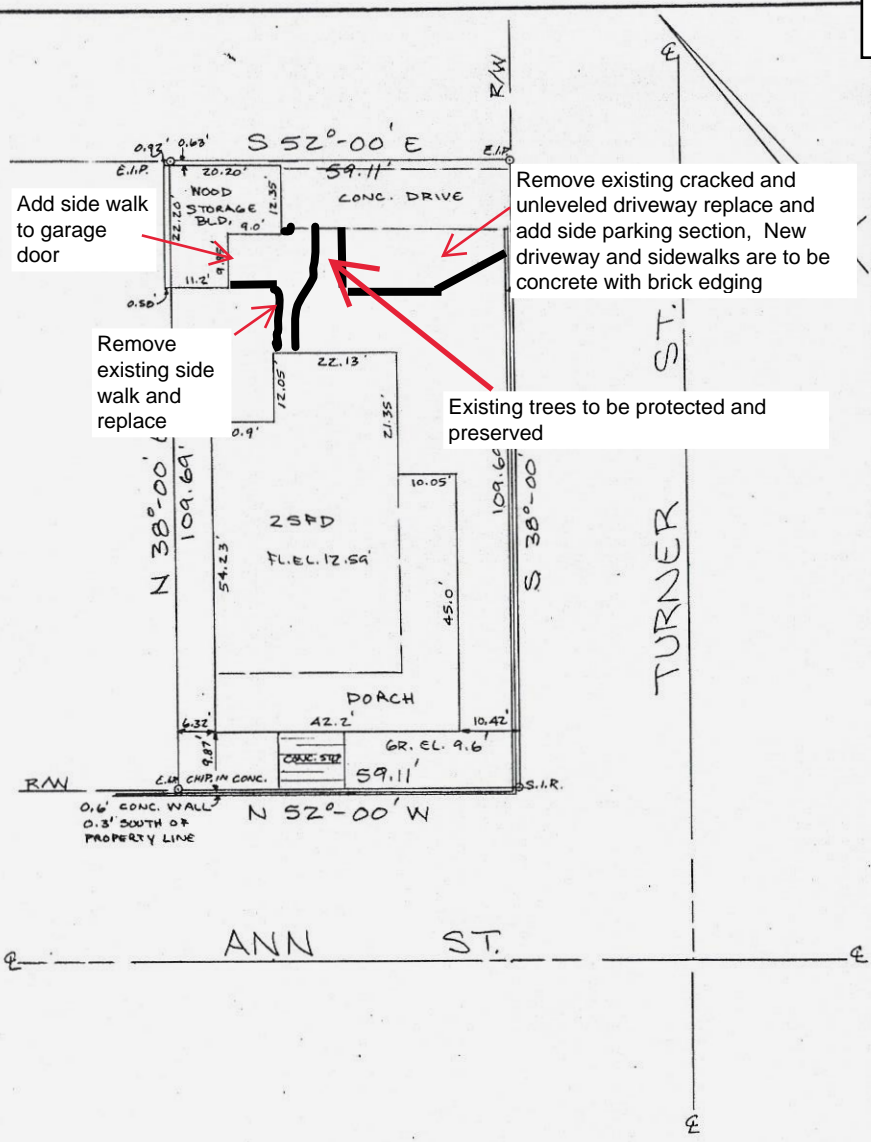


Collier, R.L.S.

RICHARD A. COLLINS	
BEAUFORT TWP. CARTERET CO., N.C.	
SCALE 1"=20'	COLLIER SURVEY COMPANY
DATE 10-31	408 ARENDELL STREET / P.O. BOX 3460 MOREHEAD CITY, NORTH CAROLINA 28557
FILE D-1	OFFICE (919) 726-1464 RESIDENCE (919) 247-6983 TOLL FREE 1-800-682-4316
42	



Existing back porch rails



REF: BEING PART OF LOT 73
 OLDE TOWN BEAUFORT
 DEED BOOK K 259 PAGE 549

I certify that on 10-31-1985, I surveyed the property shown on this plat; that the property lines and location of all structures are accurately shown on this plat; that the structure located on the property Does Not encroach on any adjacent property and that the structure on the adjacent property Does Not encroach on the premises surveyed.

John W. Collier
 JOHN W. COLLIER
 SURVEYOR

Collier, R.L.S.

RICHARD A. COLLINS

BEAUFORT TWP. CARTERET CO. N.C.

SCALE 1"=20'	COLLIER SURVEY COMPANY
DATE 10-31-85	
FILE D-1-44	
408 ARENDELL STREET / P.O. BOX 3460 MOREHEAD CITY, NORTH CAROLINA 28557 OFFICE (919) 726-1464 RESIDENCE (919) 247-6983 TOLL FREE 1-800-682-4316	

Fence and Garage Window.

Note: True property line is further east than shown on google map

Proposed fence to run inside of property line and terminate in the area of the existing fence

garage window

New single gate and small fence section

Existing property iron marker

Porch





new gate and fence

Property Line stake

Neighbor house has similar handrails that 315 Ann Street's Back porch rails



27". Typical height from ground to top of the porch floor.

Existing exterior basement- newer brick foundation than the house foundation. Looking at the interior you can see that it was built after the house foundation. It appears that it was used to house a furnace in the past. new deck to be built on basement foundation

New fence to end in this area

Remove fence section

Existing handrails in rear of house- overall height from porch floor 27.5"



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 Tuesday, April 7, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 26-11 201 Ann St- Driveway, Addition, Fence & Porch

BRIEF SUMMARY:
The owner wishes to expand their existing accessory structure, add a brick driveway and install a fence and rear porch to the accessory structure.

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
15 Minutes

SUBMITTED BY:
Kyle Garner

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP
Date: April 7, 2026
Case No. 26-11

Request: The owner wishes to expand their existing accessory structure, add a brick driveway and install a fence and rear porch to the accessory structure.

Applicant: Eric Lindstrom
 125 Ann Street
 Beaufort, NC 28516

Property Information:

Owners: Eric Lindstrom
Location: 201 Ann Street
PIN#: 730617018291000

Project Information: According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 201 Ann Street. **J.A. Davis House.** 2½-Story, 3 bay, side gable house with engaged double porch, plain siding, large, gable-end stuccoed chimney, 9/6 and 6/6 sash. Although porch has 20th century replacement posts, the sawn work, which resembles paper dolls, probably dates from the late 19th century. Built by prominent local builder James A. Davis, the house has one of Beaufort’s rare basements. According to tradition, it was used by the Union Provost Marshall during the Civil War. (Wrenn file)

NC Shed. c. 1997. 1-Story, side gabled shed currently under construction

A Special Use Permit for the accessory dwelling unit was granted by the Board of Commissioners at their March 9th, 2026, meeting.

Proposed work:

- See Attached Application

Material:

Color:

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 principal building's prominent architectural 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.

Materials

7.3.1. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing materials and should be used.

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 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 beaded-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 and/or side of the 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.

Fences and Walls Guidelines

8.2.1. Retain and preserve historic fence and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern and texture.

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.

8.2.4. Historic retaining walls should be preserved. New low walls are appropriate only where a sharp change in grade exists, and shall not exceed a height of two (2) feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.

8.2.5. The use of false historical details or other non-original architectural embellishments on existing fences is not appropriate.

8.2.6. Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, the fence should not exceed a height of three (3) feet at the street/sidewalk edge. (SEE OFF-STREET PARKING GUIDELINES for more details)

8.2.7. Contemporary or utilitarian fence materials are not appropriate for fences in the public view. Inappropriate materials include: plastic, vinyl, chain link, wire, and all other modern materials. The use of modern fencing is permitted for rear yards only, in areas not seen from the public view, using vinyl-coated chain link (dark green or black), standard chain link or heavy wire (“hog wire”). Use plantings such as ivy, climbing roses, jasmines, or other vines to hide wire fences 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.

8.3.2. Locate roof ventilators, antennas, solar panels, and satellite dishes in areas not visible from public view. Satellite dishes exceeding 24” in diameter shall not be installed in the historic district.

8.3.3. Paint meter boxes, vents, and other utility fixtures visible from the street in colors that will allow them to blend in with the historic/existing building.

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.

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.

8.5.5. Integrate pedestrian scale lighting into parking areas to avoid excessive glare and illumination to adjoining properties. See EXTERIOR LIGHTING guidelines and the Beaufort Zoning Ordinance for further details on lighting standards.

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.

Legend

- NCHPOpoints
- Tax_Parcel_Data



<u>OWNER</u>	<u>MAIL_HOUSE</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>STATE</u>	<u>MAIL_ZIP</u>	<u>MAIL_ADD2</u>
BEAUFORT PARTNERS LLC			NEW BERN	NC	28561	PO BOX 14165
BEAUFORT TCS LLC	PO BOX 867		NEW BERN	NC	28561	
HAMILTON,JULIAN CRAIG	795	SEASHORE DRIVE	ATLANTIC	NC	28511	
HAUS,THOMAS REILLY ETUX MARY B	801	OAKLAWN AVE	WINSTON SALEM	NC	27104	

**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. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Eric Lindstrom, Architect AIA LEED AP

Applicant Address: 125 Ann Street Beaufort NC 28516

Business Phone: 910-322-2679 Email/Cell: ERIC@SFLA.BIZ

Property Owner Name: Hay Loft Investments LLC / Eric Lindstrom Member-Manager

Address of Property: 201 Ann Street - James Davis House

Phone Number: 910-322-2679 Email/Cell: ERIC@SFLA.BIZ

PROJECT INFORMATION

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

Project is to make repairs and additions to existing accessory structure built by John Costlow in 1985 behind the 1817 James Davis house at 201 Ann Street. The structure has been approved for use as an Accessory Dwelling Unity ADU and will be used as a guest quarters and for future caregivers. The project will also include construction of foundations, foundation piers, construction of a brick driveway, low retaining walls & privacy fence at the NE rear corner of the property. Full plans and supporting materials attached to the application.

Estimated Cost of Project: \$ 150,000

Year House Built: 1817 / 1985

Applicant Signature

2/10/25

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: _____

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 of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of 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:

- NA 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.
- NA 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:

- NA 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.
- NA 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.

201 ANN STREET - LIST OF ADJOINING NEIGHBORS

CHRIS & HEIDI TUTAK
131 ANN STREET
BEAUFORT NC 28516

ALLAN PAUL
117 MOORE STREET
BEAUFORT NC 28516

BARBARY LANE LLC
205 MOORE STREET
233 OLD STREET
FAYETTEVILLE NC 28301

CHRIS & FRANK HONE
207 MOORE STREET
BEAUFORT NC 28516

ST. PAUL'S EPISCOPAL CHURCH
209 ANN STREET
BEAUFORT NC 28516

DAVID & ADELINE TALBOT
120 MOORE STREET
BEAUFORT NC 28516

EXISTING CONDITION AND PROPOSED



PROPERTY & EXISTING CONDITIONS



201 Ann Street Main House - Accessory Structure not visible from front



201 Ann Street Accessory Structure Viewed from Moore Street

PROPERTY & EXISTING CONDITIONS

2.



Accessory structure viewed from backyard



Rear corner viewed from cemetery looking towards Moore Street

PROPERTY & EXISTING CONDITIONS



Accessory structure close up viewed from backyard - Moore Street side



Accessory structure rear corner viewed from adjacent cemetery

ADJACENT STRUCTURES AND STREETScape

Moore Street looking North and South



201 Ann Street to Right



201 Ann Street to Left

Ann Street looking West and East 201 Ann Street to Left



201 Ann Street to Right



201 Ann Street to Left

Adjacent properties accross Moore St & St. Paul's Fellowship Hall



HISTORIC DISTRICT 2-CAR WIDE DRIVEWAY PRECEDENTS

2-car driveways on similar corner lots

120 Moore Street (Drive on Ann)



216 Orange Street (Drive on Broad)



801 Ann Street (Drive on Marsh)



217 Orange Street (Drive on Broad)



100 Front Street



301 Turner Street (Drive on Broad)



HISTORIC DISTRICT BRICK DRIVES & METAL ROOF PRECEDENTS

301 Orange St Sq Pickets & Brick



100 Front St Brick Drive & Apron



229 Front St Trash Enclosure Sq Pickets



118 Moore Galvanized Tin Roof

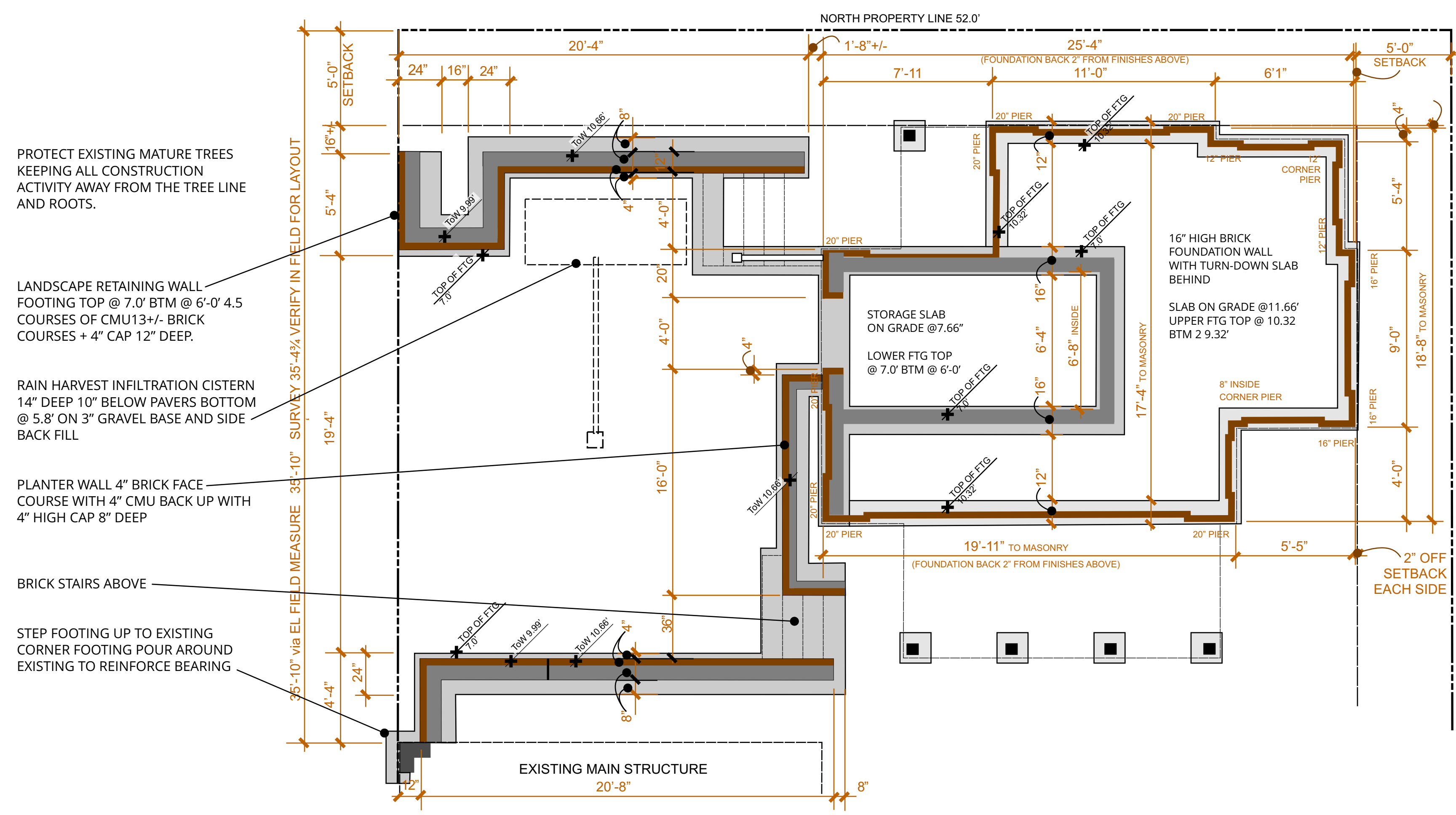
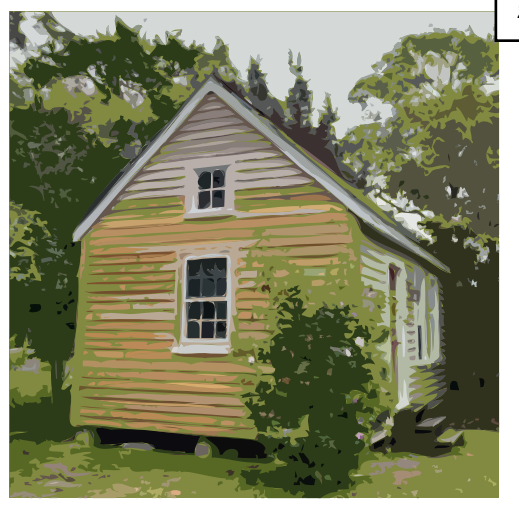


114, 116 & 215 Moore St



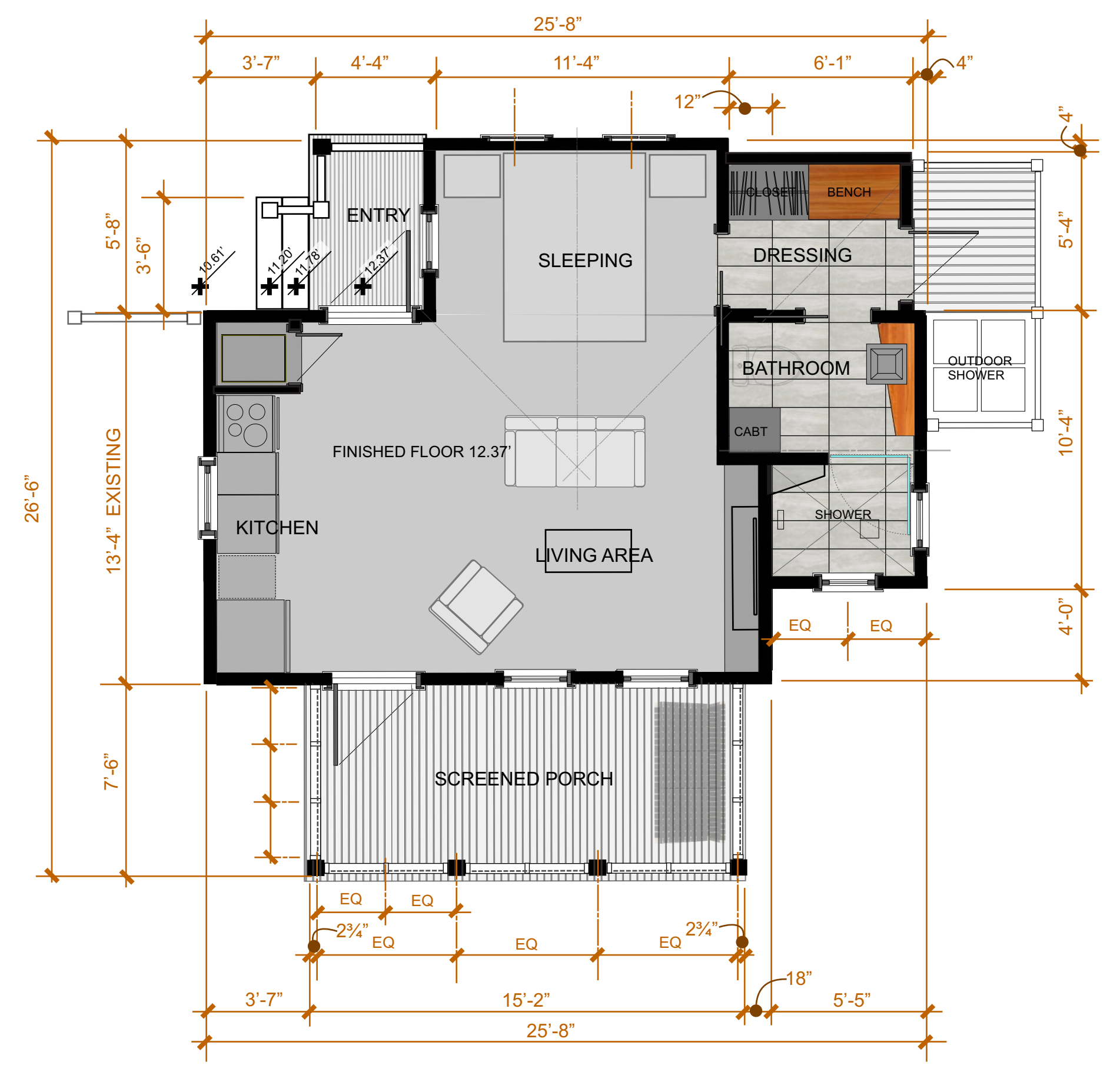
Galvanized Tin Roofs



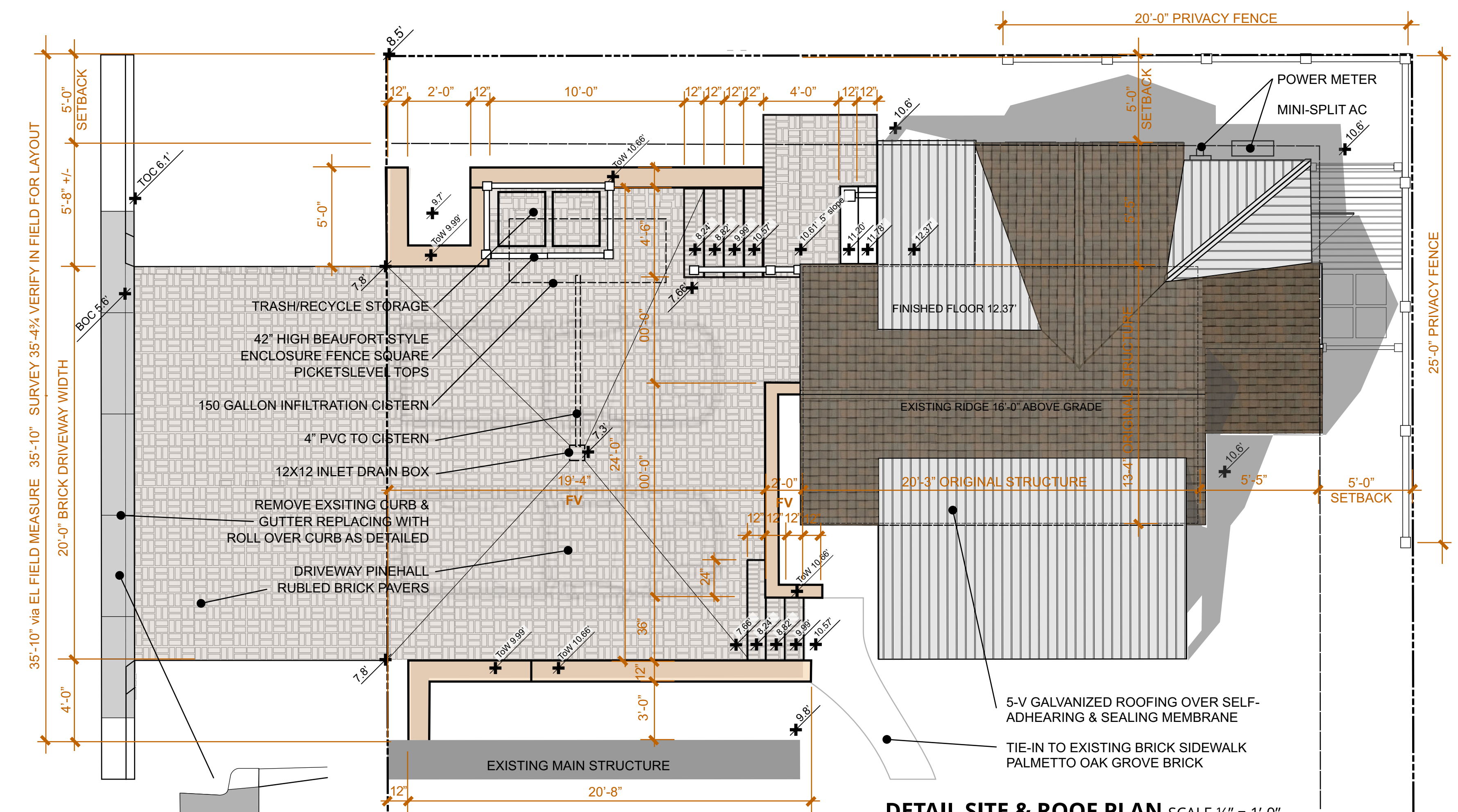


FOUNDATION PLAN MASONRY DIMENSIONS SCALE 1/4" = 1'-0"

2" OFF
SETBACK
EACH SIDE

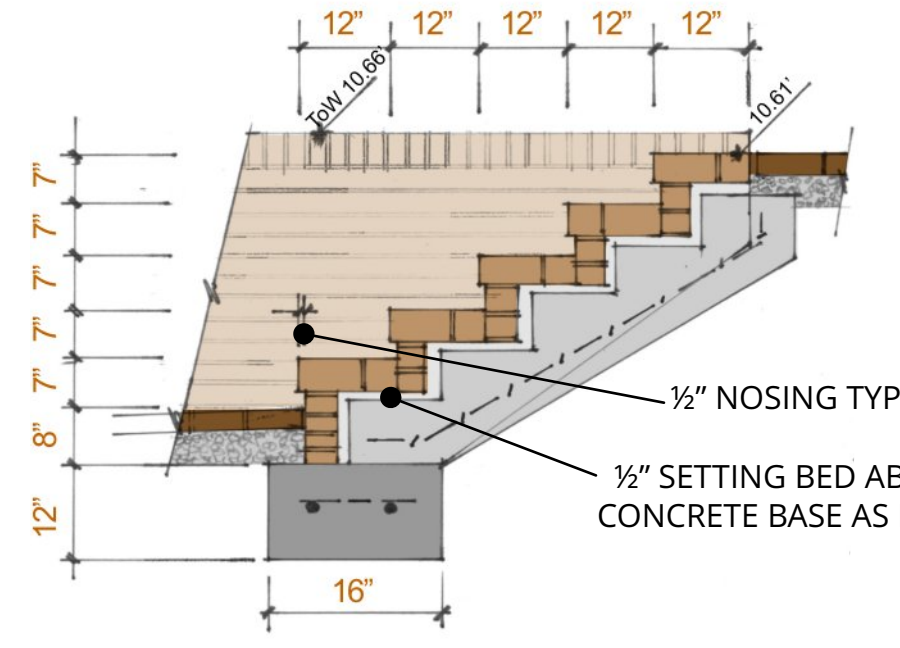


FLOOR PLAN FRAMING DIMENSIONS SCALE 1/4" = 1'-0"

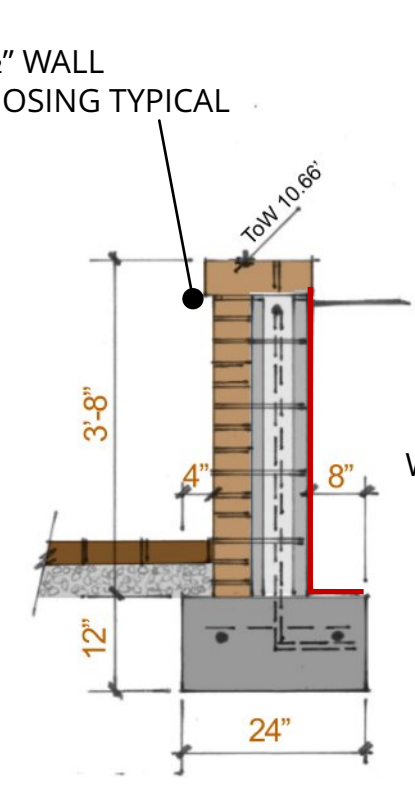


DETAIL SITE & ROOF PLAN SCALE 1/4" = 1'-0"

SITE STAIR

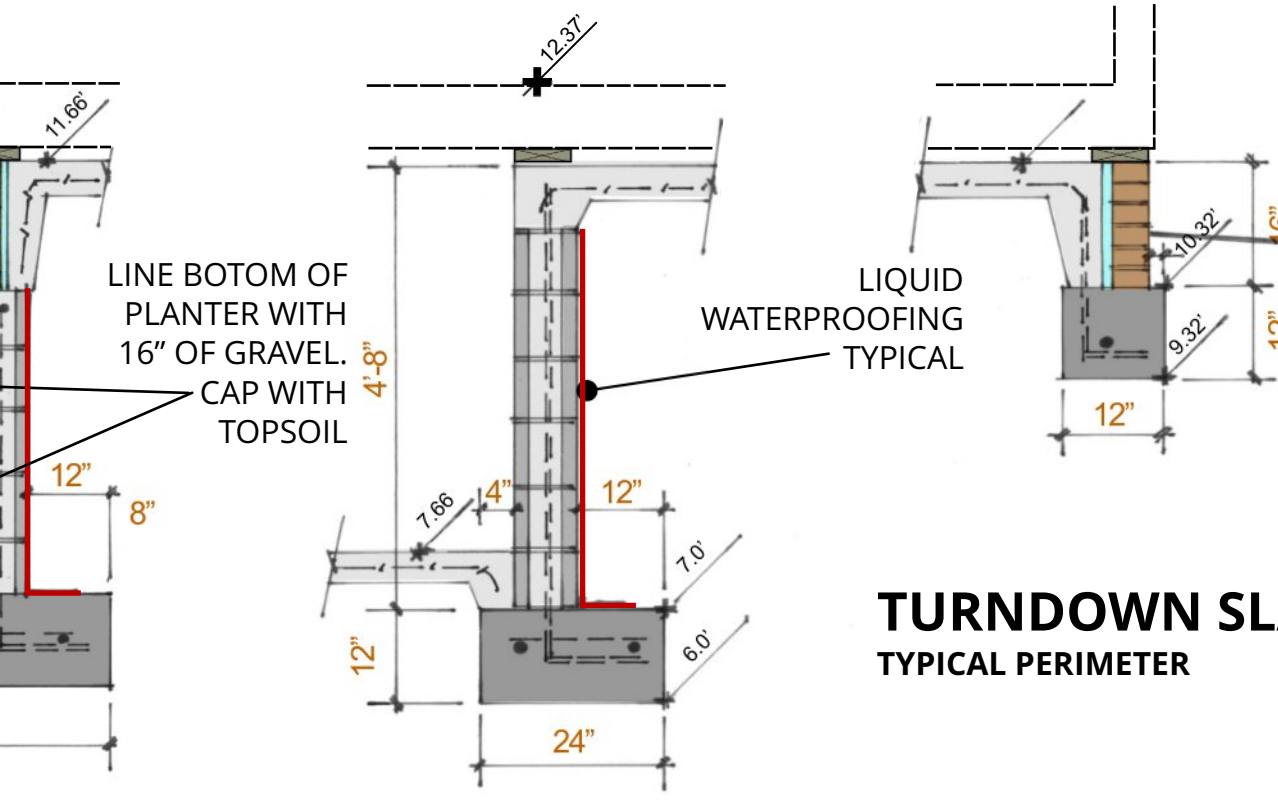


FOUNDATION DETAILS SCALE 1/2" = 1'-0"



**DRIVEWAY
RETAINING WALL**

FOUNDATION ENLARGED DETAIL SCALE 1 1/2" = 1'-0"



**PLANTER/DRIVE
RETAINING WALL**

**CRAWL SPACE
RETAINING WALL**

**TURNDOWN SLAB
TYPICAL PERIMETER**

ACCESSORY DWELLING COSTLOW CABOOSE COTTAGE

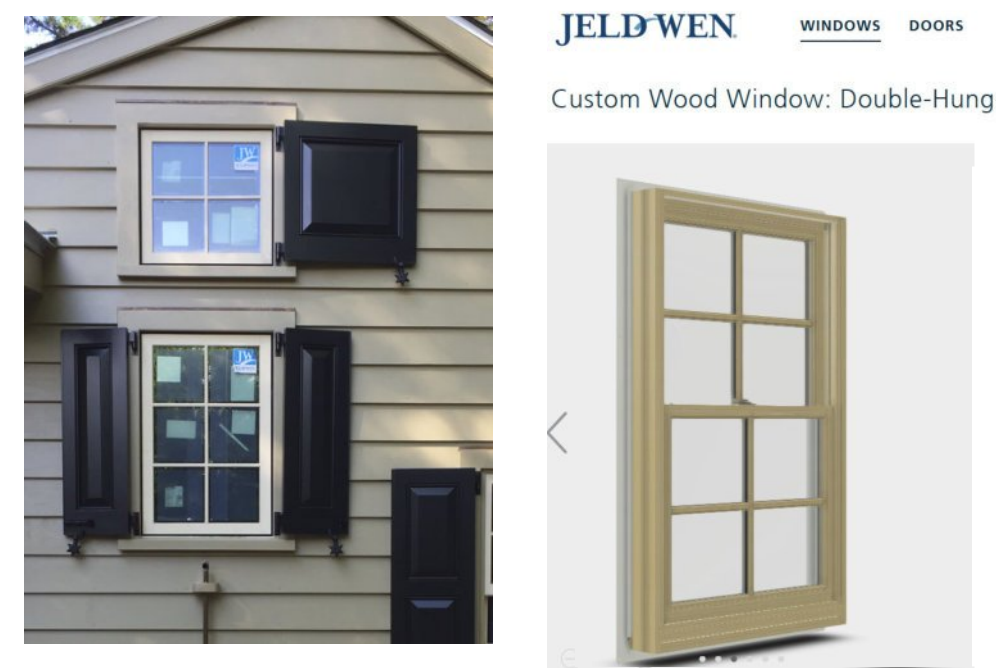
Owner: Hay Loft Investments LLC / Eric Lindstrom 233 Old Street Fayetteville NC 28301
Architect: Eric Lindstrom ELindstrom@sifa.biz 910.322.2679 SFA Architects 110 Anderson Street Fayetteville NC 28301

BUILDING ELEVATIONS, ENLARGED SITE & FLOOR PLANS

Issue Date: 3/10/2026
Revised Date:

A.2

JELD WEN WOOD WINDOWS & DOORS
SASH & FIXED WINDOWS AND WOOD DOORS



TIMBERLANE WOOD SHUTTERS
FIXED LOUVER FOR OPERABLE SOLID PANEL FOR GABLE WINDOWS



TR2: 2" Fixed Louver Shutter

Heavyweight and utterly handsome, this fixed louver design features 2" louvers that are 3/8" thick with a flat edge on a 45-degree pitch. In addition, each louver is hand-inserted into each stile for total precision with a 1-1/2" distance between each blade.

Cross Section:

VGD: Flat Panel Shutter with Diagonal V-Groove

Another take on a classic with more modern execution. Much like our VGD flat panel shutter with groove, we start with a flat panel and mill diagonal "v" grooves on 3" centers on the front face of the shutter.

Cross Section:



PORCH LIGHTING
TO MATCH LIGHTS ON THE MAIN HOUSE

allen + roth

OUTDOOR WALL LIGHT

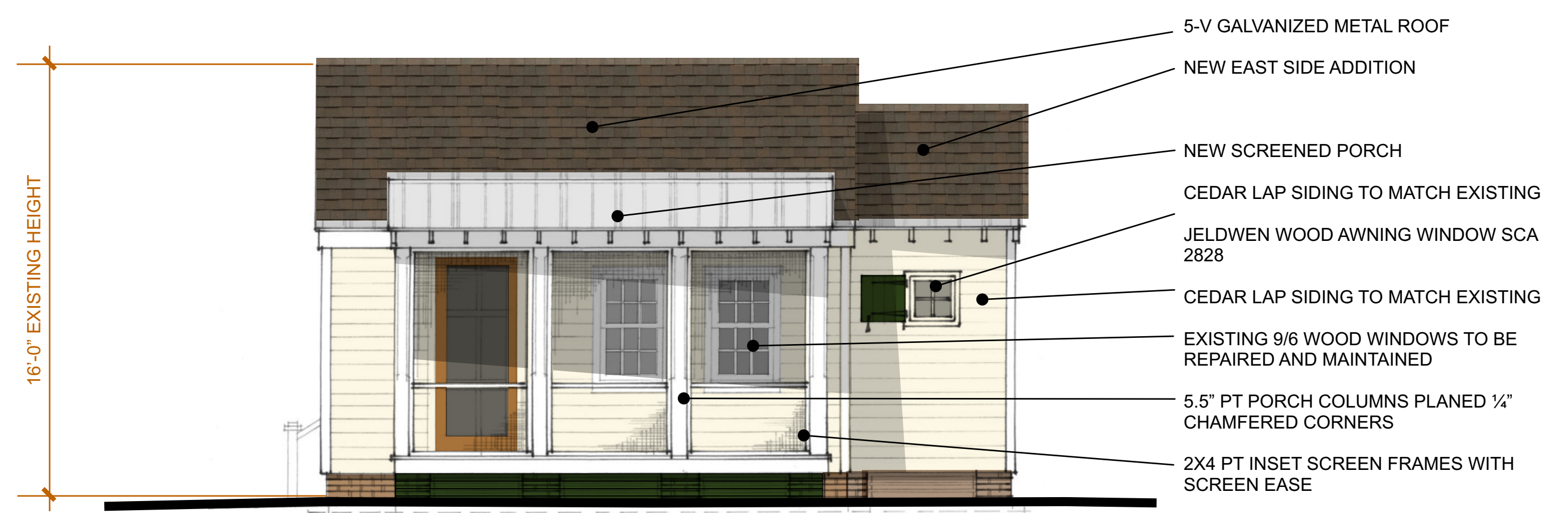
DAVIDSON



PAINT COLORS
TO MATCH EXISTING COLORS ON MAIN HOUSE

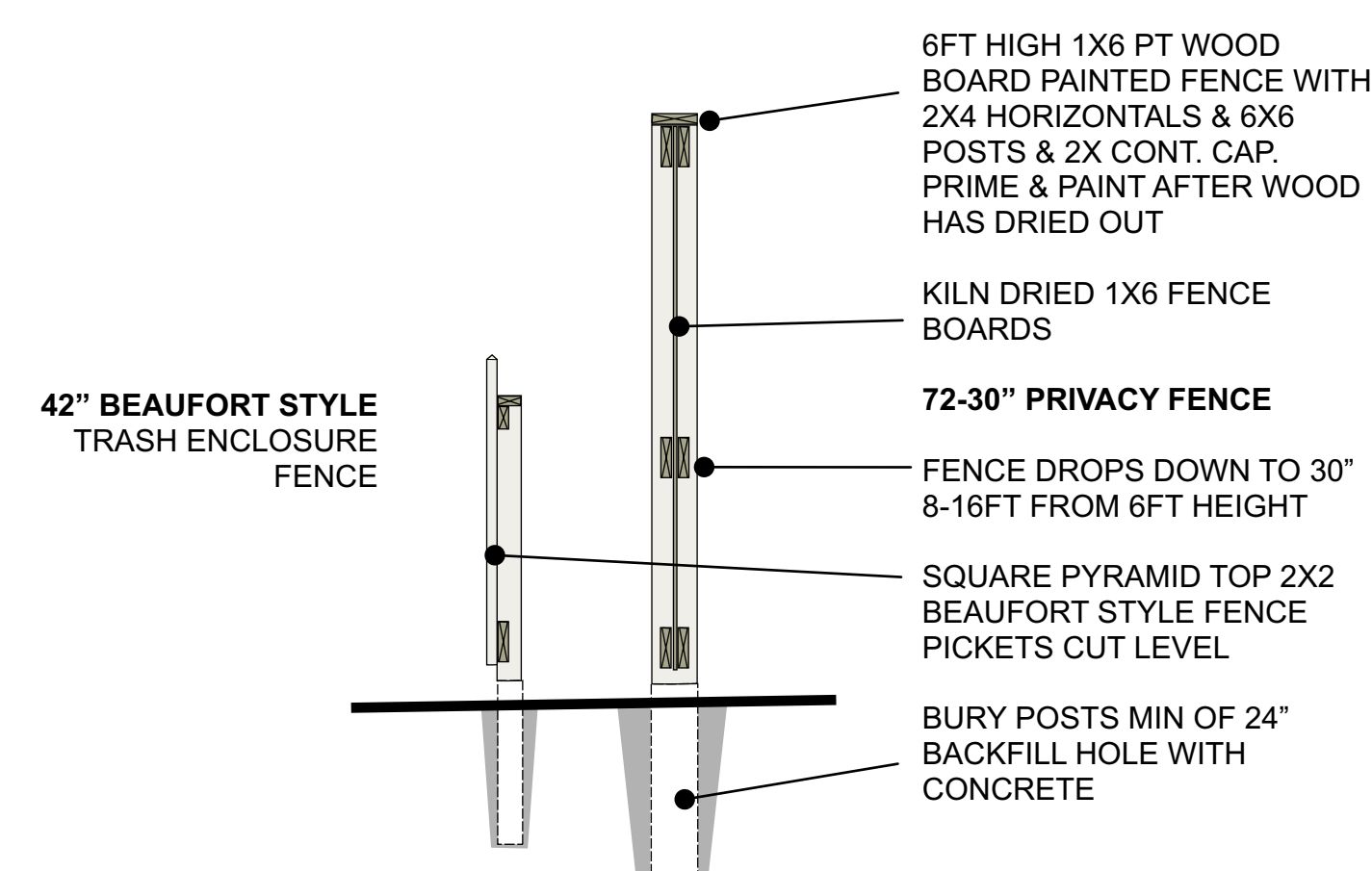


Grand Teton White OC-122	PRIMARY SIDING
November Rain 2142-60	TRIM
Essex Green HC-188	SHUTTERS, PORCH FLOORS & FOUNDATION SCREENS
Pleasant Valley 099	PORCH CEILING
Amber 145	ENTRY DOORS

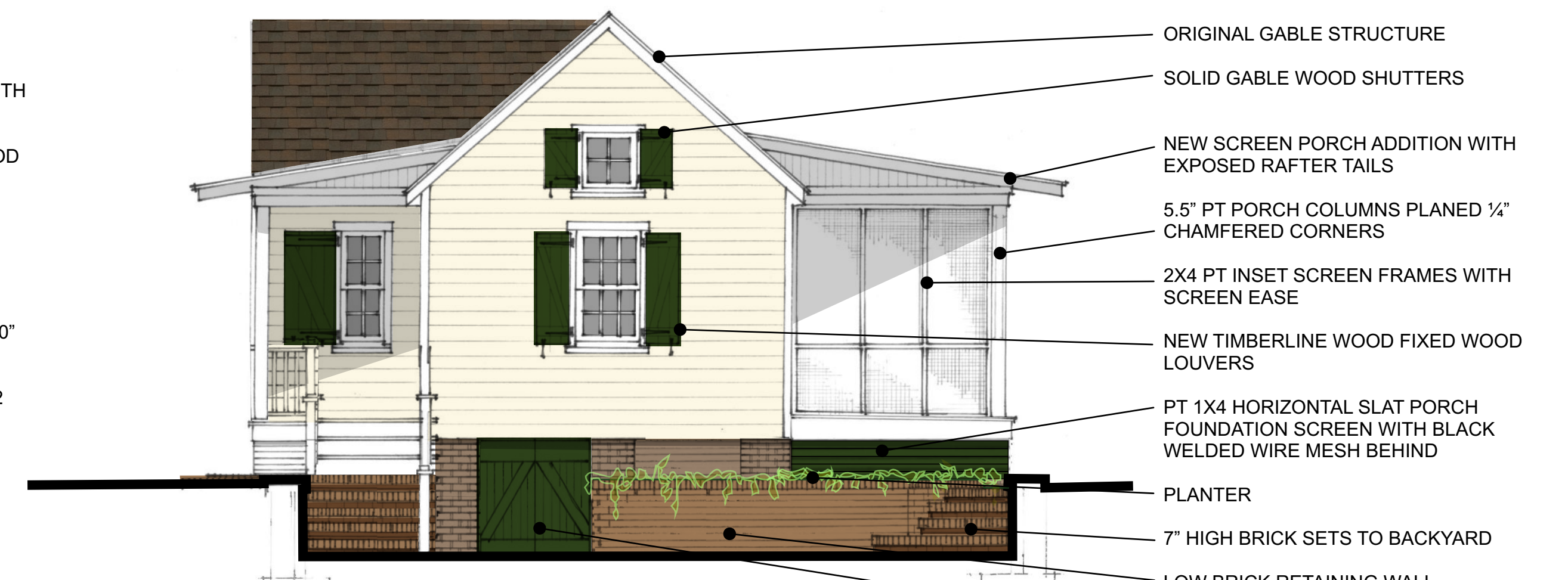


SOUTH BACKYARD ELEVATION SCALE 1/4" = 1'-0"

- 5-V GALVANIZED METAL ROOF
- NEW EAST SIDE ADDITION
- NEW SCREENED PORCH
- CEDAR LAP SIDING TO MATCH EXISTING
- JELD WEN WOOD AWNING WINDOW SCA 2828
- CEDAR LAP SIDING TO MATCH EXISTING
- EXISTING 9/6 WOOD WINDOWS TO BE REPAIRED AND MAINTAINED
- 5.5" PT PORCH COLUMNS PLANED 1/4" CHAMFERED CORNERS
- 2X4 PT INSET SCREEN FRAMES WITH SCREEN EASE

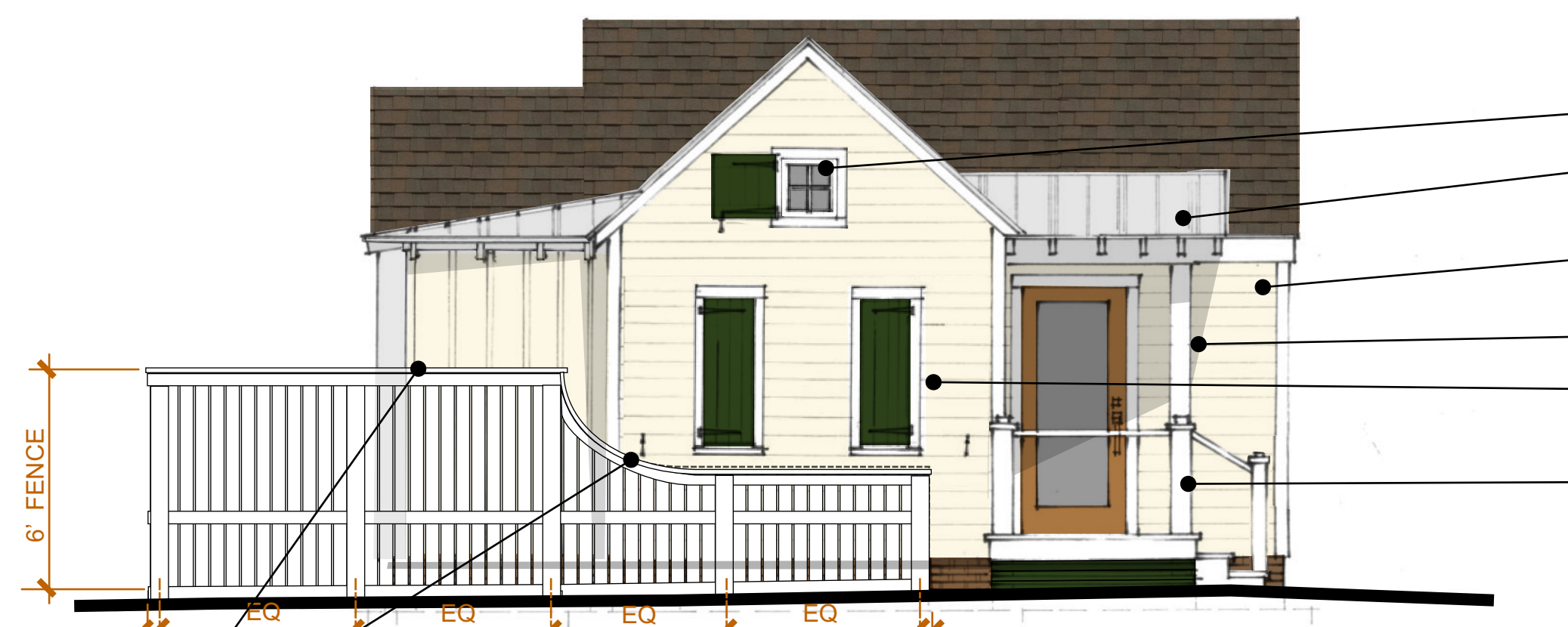


FENCE DETAILS SCALE 1/2" = 1'-0"



WEST MOORE STREET SIDYARD ELEVATION SCALE 1/4" = 1'-0"

- ORIGINAL GABLE STRUCTURE
- SOLID GABLE WOOD SHUTTERS
- NEW SCREEN PORCH ADDITION WITH EXPOSED RAFTER TAILS
- 5.5" PT PORCH COLUMNS PLANED 1/4" CHAMFERED CORNERS
- 2X4 PT INSET SCREEN FRAMES WITH SCREEN EASE
- NEW TIMBERLINE WOOD FIXED WOOD LOUVERS
- PT 1X4 HORIZONTAL SLAT PORCH FOUNDATION SCREEN WITH BLACK WELDED WIRE MESH BEHIND
- PLANTER
- 7" HIGH BRICK SETS TO BACKYARD
- LOW BRICK RETAINING WALL
- ACCESS DOORS TO CRAWL SPACE

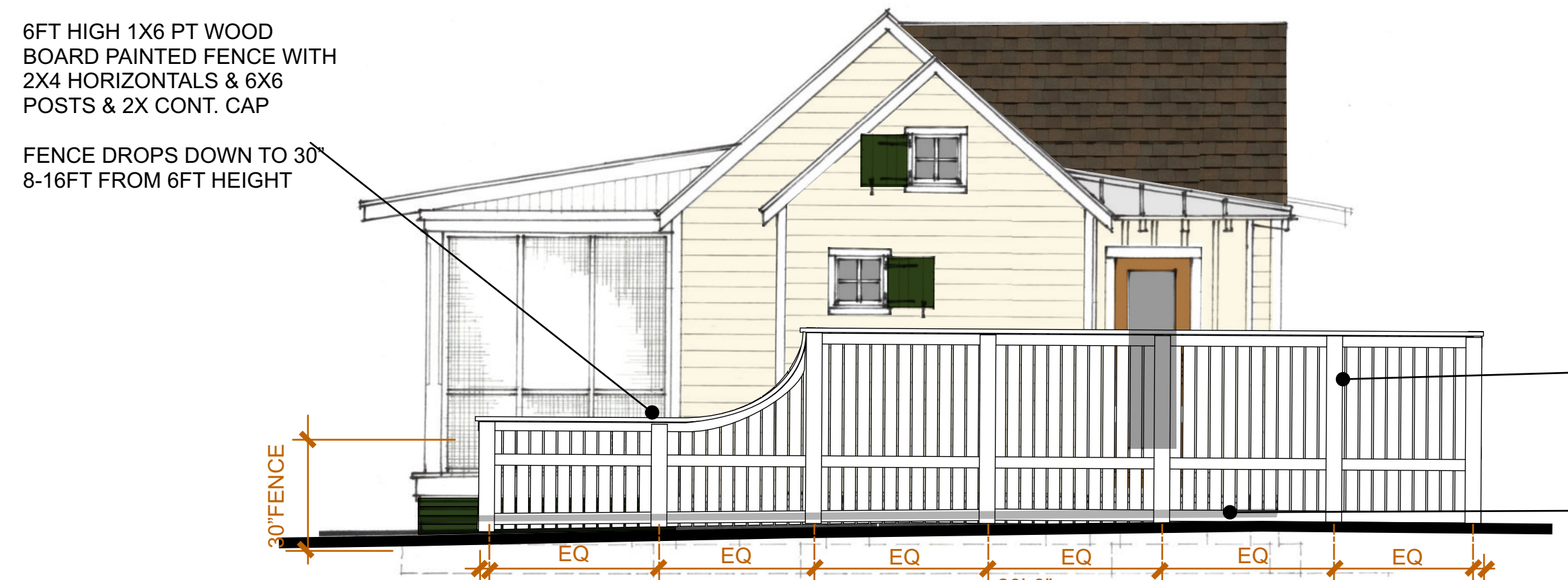


NORTH REAR CEMETERY ELEVATION - outside privacy fence SCALE 1/4" = 1'-0"

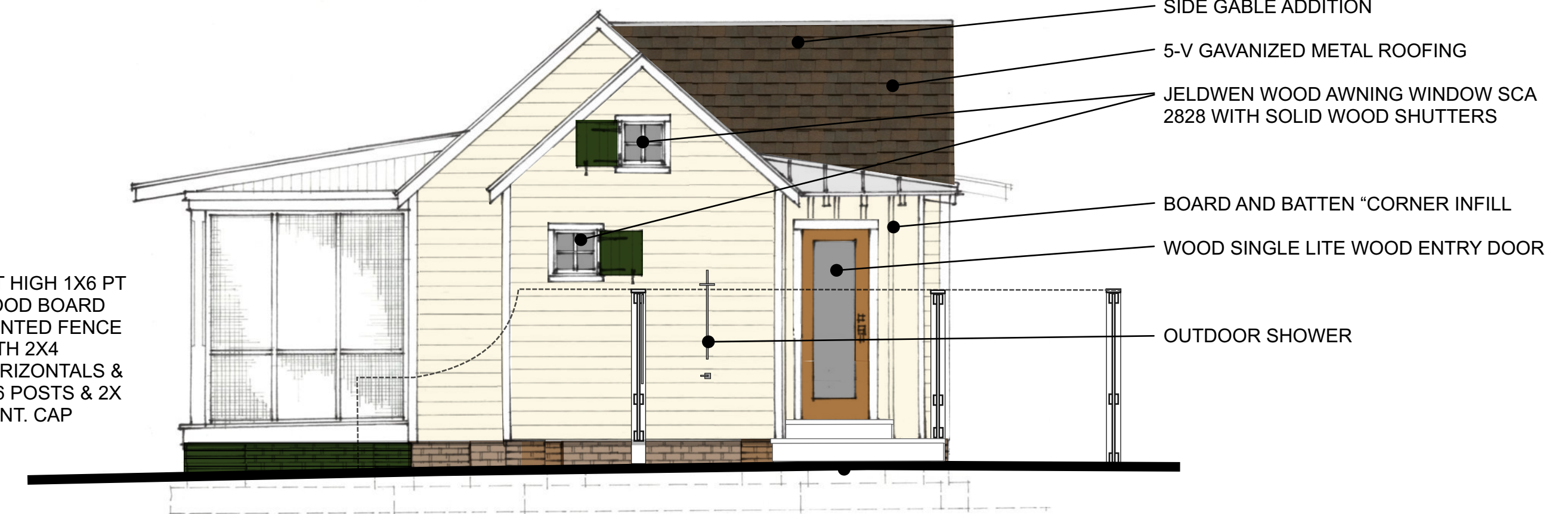


NORTH REAR CEMETERY ELEVATION - Inside privacy fence SCALE 1/4" = 1'-0"

- ORIGINAL GABLE STRUCTURE
- JELD WEN WOOD AWNING WINDOW SCA 2828
- SOLID GABLE WOOD SHUTTERS
- ENTRY PORCH WITH EXPOSED RAFTER TAILS
- 5.5" PT PORCH COLUMNS PLANED 1/4" CHAMFERED CORNERS
- WOOD SINGLE LITE WOOD ENTRY DOOR
- FAUX WINDOWS WITH FIXED WOOD LOUVER SHUTTERS CLOSED
- PORCH BALASTRADE WITH 2X PICKETS

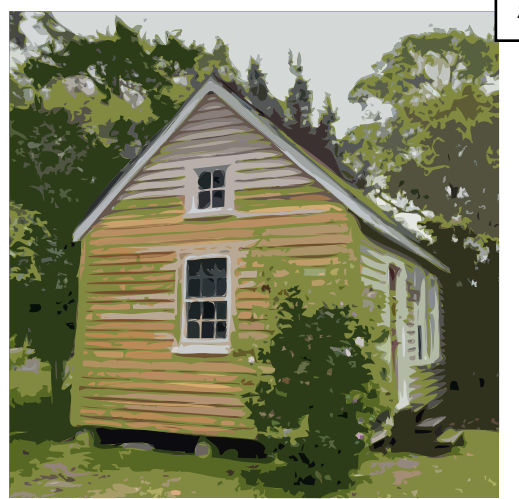


EAST SIDYARD ELEVATION - outside privacy fence SCALE 1/4" = 1'-0"



EAST SIDYARD ELEVATION - Inside privacy fence SCALE 1/4" = 1'-0"

- SIDE GABLE ADDITION
- 5-V GAVANIZED METAL ROOFING
- JELD WEN WOOD AWNING WINDOW SCA 2828 WITH SOLID WOOD SHUTTERS
- BOARD AND BATTEN "CORNER INFILL
- WOOD SINGLE LITE WOOD ENTRY DOOR
- OUTDOOR SHOWER



ACCESSORY DWELLING COSTLOW CABOOSE COTTAGE

Owner: Hay Loft Investments LLC / Eric Lindstrom 233 Old Street Fayetteville NC 28301
Architect: Eric Lindstrom @sifa.biz 910.322.2679 SFA Architects 110 Anderson Street Fayetteville NC 28301

ELEVATIONS & HISTORIC, REPAIR & NEW MATERIALS DETAILS

Issue Date: 3/10/2026
Revised Date:

A.3

PROJECT SCOPE & APPLICABLE DESIGN GUIDELINES

The project is to repair and make additions to a non-historic accessory structure constructed by Dr. John Costlow. Work will utilize wood products matching the existing structure, incorporating new foundations, foundation walls with articulated foundation piers, construction of a brick driveway, low brick retaining walls and privacy fence at the NE rear corner of the property. Details of the project are included in the attached plans and in the scope narrative below following the design guidelines.

Roof Guidelines 6.1

- 6.1.1 The primary gable form of the roof will be maintained with additions following the principle of “additive massing”.
- 6.1.3 The primary gable forms will receive asphalt shingels with the lower sloped additions receiving galvanized 5-V crimped metal roof.
- 6.1.7 The structure will be fully insulated at the roof deck and will not require ridge or gable vents.

Wood Siding, Trim and Ornament Guidelines 6.2

6.2.1 The existing painted cedar lap siding and flat trim and corner casings will be maintained and matched in detailing of new additions. All wood work will be painted to match main structure which had paint approved in a previous COA in 2024.

Window and Door Guidelines 6.4

- 6.4.1 Four of the five existing “salvaged” wood windows will be reused in the structure, the 5th being damaged beyond repair.
- 6.4.7 Four new Jeldwen permanently simulated divided light windows will be incorporated into the project.
- 6.4.9 Full fixed-louver operable wood shutters, matching shutters of the main house, will be provided for all window openings.
- 6.4.10 There will be three single lite full wood doors added to the structure as part of the addition. None of these doors will not be visible from the street.

Porches and Entrances Guidelines

- 6.5.3 The proposed porch additions will utilize wood materials characteristic of the main house and neighboring structures. The porches will utilize solid wood posts with chamfered corner featuring exposed rafter tails similar to porches in the historic district. Balastrades at the entry porch will be a dimensional rectangular wood picket
- 6.5.10 The proposed porches will not be visible from the main public view and are set back from the nearest side façade.

Additions to Historic Buildings Guidelines 7.8

- 7.8.1 Additions are to the rear of the current structure and are set back from the side elevation that adjoins Moore Street.
- 7.8.2 The additions are made following the principle of “additive massing” None are taller or wider than the original structure.
- 7.8.3 Design elements are characteristic of the simple nature of the structure and structure. Porches will have exposed rafter tails and railing at the entry will be simple vertical wood pickets.
- 7.8.5 The existing structure has a cedar lap siding which will be used on the structure.
- 7.8.6 Four of the five existing wood windows will be reused in the structure, the 5th being damaged beyond repair. In addition to the existing wood windows, four new Jeldwen simulated divided light windows will be incorporated into the project.
- 7.8.7 The roofline of the addition to the structure will be lower than the exist utilizing the same slope as exists and then a lower sloped roof for the porch areas and “additive massing” typical of Beaufort’s historic structures.
- 7.8.8 Foundations will be brick with articulated piers similar to the main structure.

Landscaping 8.1

8.1.1 & 8.1.5 The existing yard is a mature landscape where the existing plant materials have been inventoried so future plantings will work with the existing plant species on site.

8.1.8 Neither the additions to the structure or construction of the driveway will require the removal of any mature trees. An existing Cuban Laurel, Live Oak & Privet, all 3” in caliper or less will be removed to accomodate construction. (2) Live Oaks and (1) Cherry Tree have been planted on the property to serve as replacements. The existing Dogwood, not impacted by construction is in poor health and (2) new dogwoods will be planted on the property.

8.1.14 The proposed 30-24” brick retaining wall allows a servicable slope to the parking area and screens the parking area along with adjacent plantings.

Fences and Wall Guidelines 8.2

8.2.2 & 8.2.3 The project has two fence conditions in separate locations:

A 4ft trash enclosure fence will be screened in part by brick masonry retaining wall and beaufort style square-picket painted wood fence with level picket caps.

A 6ft painted wood privacy fence will be located only at the rear corner of the property transitioning down to a 30” high fence along the accessory structure.

8.2.4 A new brick masonry retaining wall into the site will be constructed. The wall will be 30” high at the interior of the lot and 24” along the public ROW facing Moore Street

Outside Utilities 8.3

8.3.1 Condensing unit for the structure will be place to the rear of the structure behind the privacy fence

8.3.6 Electrical service for the structure will be brought in underground

Exterior Lighting 8.4.1-5

The structure will have 3 exterior lantern type lights, one at each doorway. Lights will be a lantern type to match and or compliment the main house and will utilize a soft warm white bulb.

Off-street Parking Guidelines 8.5

8.5.1 & 8.5.3 The proposed off street parking will be located to the rear of the site and will be of brick construction.

8.5.4 The construction of the driveway will not require the removal of any mature trees. An existing Cuban Laurel, Live Oak & Privet, all 3” in caliper or less will be removed to accomodate construction. (2) Live Oaks and (1) Cherry Tree have been planted on the property to serve as replacements. The existing Dogwood, not impacted by construction is in poor health and (2) new dogwoods will be planted on the property.

The request for a all brick driveway not without precedent in the historic district and responds to the unique condition that it is on a block that does not have a sidewalk or the typical concrete aprons seen about town.

The owner has agreed to execute an agreement with the Town to be responsible for maintaining and or replacing the brick driveway that extends over the Town’s right of way.

Above and beyond any regulations the owner is installing a stormwater infiltration cistern.

PRODUCT DATA:

DRIVEWAY BRICK PAVER

Pine Hall Rumbled 4x12



PINE HALL BRICK

BUILD YOUR DREAMS.

Rumbled® 4" x 12"



North Carolina Plant

Our most popular colors now available in a Rumbled® 4" x 12" paver. Stock colors are Full Range and Red. Other colors are available by special order. The dimensions are 4" by 12" by 2.25" thick.

The paver complies with ASTM C902, Class SX, Type I, Application PA and ASTM C67 for Freeze/Thaw.

[Test Reports](#)

[Paver Product Specs](#)

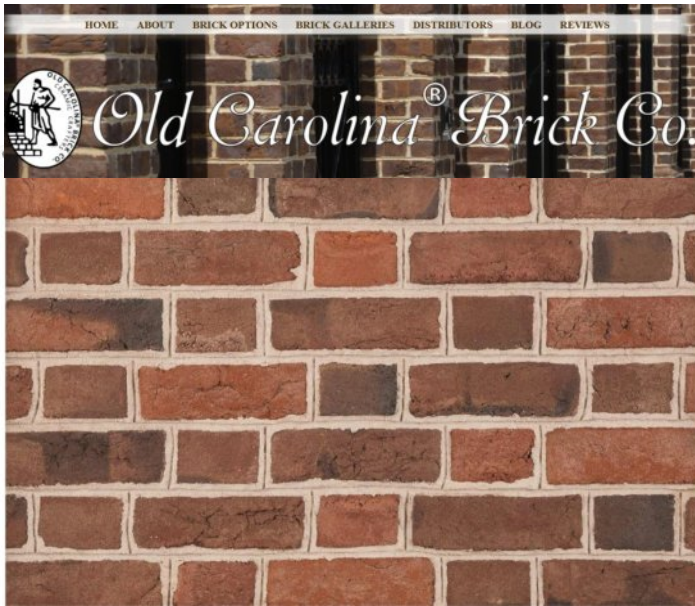
[Paver FAQ](#)

Additional Information

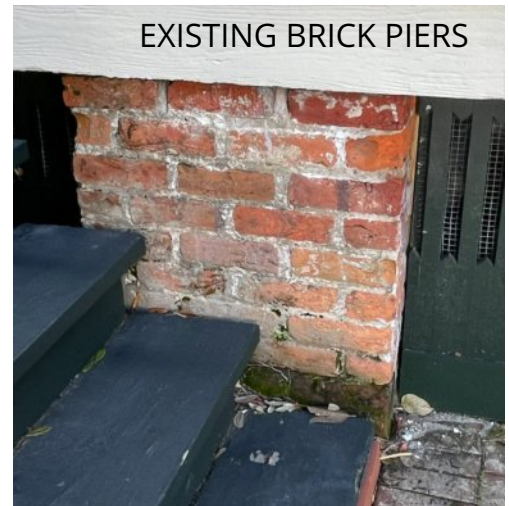
Plant of Manufacture: Madison, NC

RETAINING WALL FACE BRICK

Old Carolina Brick Company - Handmads Brick Plametto Old Post Office



LOW BRICK RETAINING WALL
OLD POST OFFICE BRICK



EXISTING BRICK PIERS

EXISTING PATHWAY BRICK PAVER

Plametto Oak Grove



HOME > CATALOG

PALMETTO OAK GROVE

[REQUEST A SAMPLE](#)

Category: Face & Thin Brick



PRODUCT DATA:

JELD WEN WOOD WINDOWS & DOORS SASH & FIXED WINDOWS AND WOOD DOORS

JELD WEN WINDOWS DOORS

Custom Wood Window: Double-Hung

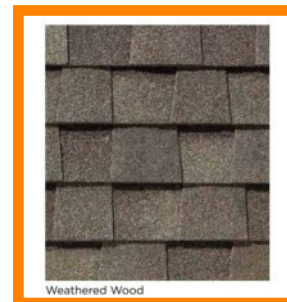


PRODUCT DATA:

ASPHALT SHINGLES & METAL ROOFING

Certainteed Landmark Series Shingles & 5-v Galvanized Metal Roofing

LANDMARK® COLOR PALETTE



Weathered Wood



Cobblestone Gray



Georgetown Gray

Asphalt shingles for high slope gable

Color: weathered wood

Galvanized 5-V metal for low slope "additive" massing additions



PRODUCT DATA:

TIMBERLANE WOOD SHUTTERS

FIXED LOUVER FOR OPERABLE SOLID PANEL FOR GABLE WINDOWS



EXTERIOR SHUTTERS GARAGE DOORS HOW TO BUY GALLERY RESOURCES



TR2: 2" Fixed Louver Shutter

Heavyweight and utterly handsome, this fixed louver design features 2" louvers that are 3/8" thick with a flat edge on a 45-degree pitch. In addition, each louver is hand-inserted into each stile for total precision with a 1-1/2" distance between each blade.

Cross Section:



VGD: Flat Panel Shutter with Diagonal V-Groove

Another take on a classic with more modern execution. Much like our VGV flat panel shutter with v-groove, we start with a flat panel and mill diagonal "V" grooves" on 3" centers on the front face of the shutter.

Cross Section:



PRODUCT DATA:

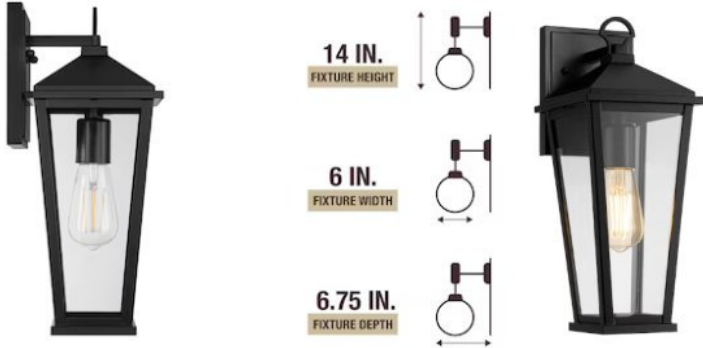
PORCH LIGHTING

TO MATCH LIGHTS ON THE MAIN HOUSE

allen + roth

OUTDOOR WALL LIGHT

DAVIDSON



PAINT COLORS

TO MATCH EXISTING COLORS ON MAIN HOUSE



Grand Teton White OC-132	PRIMARY SIDING
November Rain 2142-60	TRIM
Essex Green HC-188	SHUTTERS, PORCH FLOORS & FOUNDATION SCREENS
Pleasant Valley 696	PORCH CEILING
Amber 168	ENTRY DOORS



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 Tuesday, April 7, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 26-12 101 Ann St - Three Townhome Units - Metal Railing & Fencing

BRIEF SUMMARY:

The applicant would like to change the material of wood for the railing and fencing to iron with the same design of what was approved previously.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner, AICP

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP
Date: March 27, 2026
Case No. 26-12

Request: Construct Three Townhome Units at 101 Ann Street
Applicant: Jay Horton (Filter Design Studio PLLC)
 707 Bridges Street
 Morehead City, NC 28557

Property Information:

Owners: Sunset Lane Properties, LLC
Location: 101 Ann Street
PIN#: 730617013566000

Project Information: This property is the former Beaufort Inn that received a COA for demo and is currently an undeveloped property.

A sample of the railing is located in the Planning & Inspections office for review.

Proposed work:

- See Application from Applicant

Material:

- See Application

Color:

- See Application

New Construction Guidelines

Materials

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.

Texture and Color

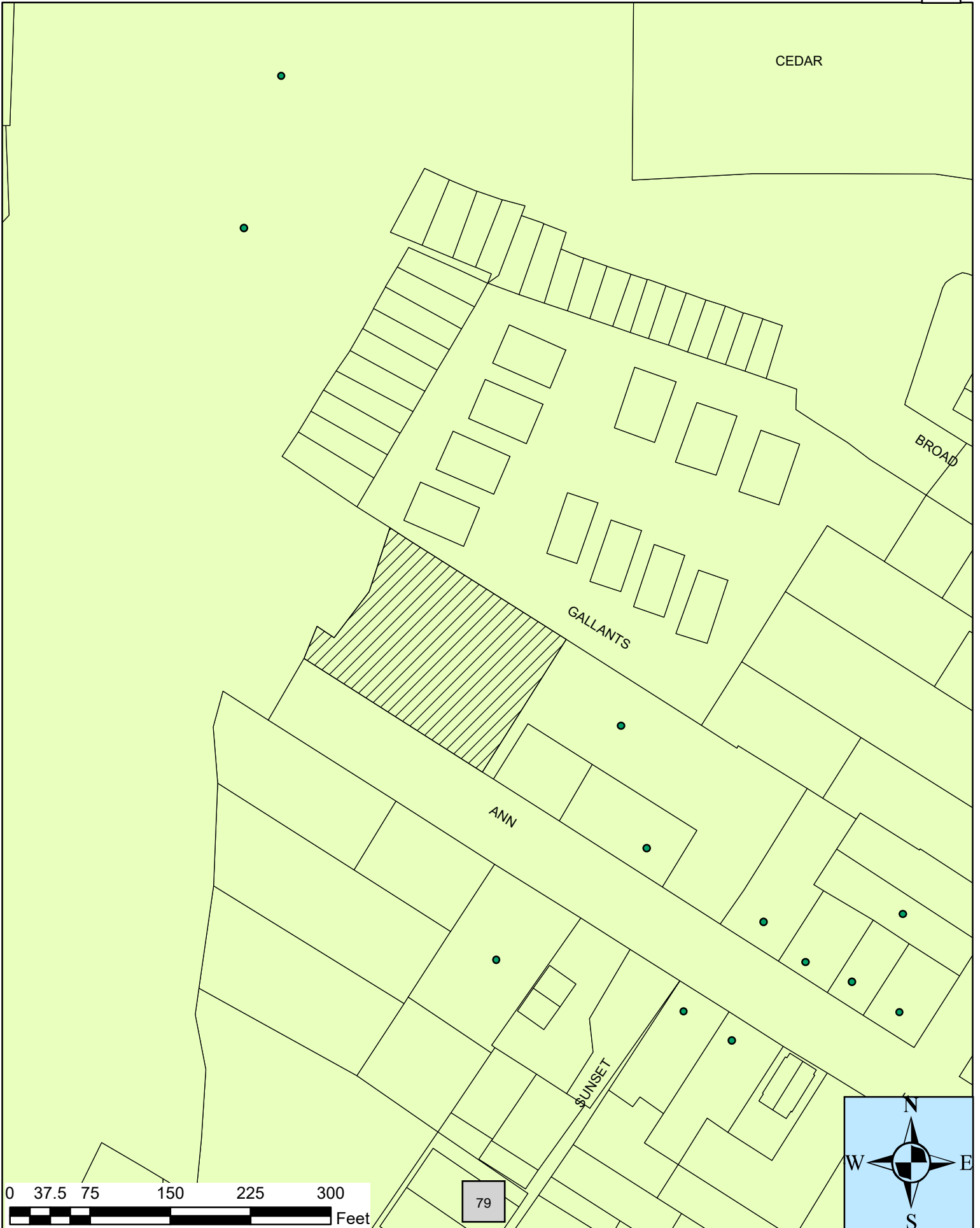
7.5.1 Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, 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.

Paint and Exterior Colors Guidelines

6.7.2. Determine the building’s style and period and consult with the HPC or reference sources for the most appropriate paint colors. Use paint colors that are appropriate for the style and period of the subject property and that accentuate the building’s architectural features.



<u>OWNER</u>	<u>MAIL_HOUS</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>IL_ST</u>	<u>MAIL_Z1</u>	<u>MAIL_Z15</u>
BEAUFORT RESORTS LLC	3301	BENSON DRIVE #103	RALEIGH	NC		27609
CHADWICK,BRADFORD Q ETAL	4003	HALCYON DRIVE	HUNTERSVILLE	NC		28078
CHOATE,DAVID M ETUX HEATHER L	109	GREY BARN ROAD	JACKSONVILLE	NC	3835	28540
GALLANTS LANDING OWNERS ASSOC	14204	WYNDFIELD CIRCLE	RALEIGH	NC		27615
OSTROW,GENE J ETUX T. WOODY	217	LANCASTER DRIVE	CHAPEL HILL	NC		27517
PUSATERI,THOMAS ETUX PAM ROSS	2503	WAKE DRIVE	RALEIGH	NC	1339	27608
SELLARS,ASHLEY H ETVIR JULIAN	107	GALLANTS LANE	BEAUFORT	NC		28516
YOST,MARK S	2026	SAINT ANDREWS ROAD	GREENBORO	NC		27408



HPC Application
Certificate of Appropriateness Application
Proposed New Railing

Applicant	Filter Design Studio PLLC
Contractor	Dewitt Carolinas

Table of Contents

1. Certificate of Appropriateness Application
2. Project Description
3. Character Defining Features
4. Project Specifications
5. Guidelines
6. Adjacent Property Owners Information
7. Site Photographs
8. Proposed Materials

Project Description:

The goal of this project is to propose an aesthetically pleasing and historically appropriate alteration to the previously approved COA for the project located at **101 Ann Street, Beaufort, NC, 28516**. We are requesting an alteration as it relates to the porch railing material in the previously approved COA. The previously approved railing material consisted of painted wood. Instead, we are proposing a galvanized steel railing that will be finished with a white powder coat. The new railing will match the finish of the previously approved wooden railing.

The proposed project acknowledges and complies with all guidelines set forth by the Beaufort Historical Committee and local ordinance. The proposed project will reflect the characteristic scale, mass, rhythm, proportions, and building traditions of its immediate surroundings, as well as streetscape.

The scope of work of the proposed project includes:

1. Galvanized Steel Porch Railing – White Powder Coat Finish to Match Previously Approved Wooden Railing Finish

Project Specifications:

Railings will aesthetically match the specifications of the railings shown on the approved drawing set. The material will be steel instead of wood.

Guidelines

Materials

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.

Materials will be used in traditional ways. New materials will appear as if they were applied in a traditional manner to convey the same visual appearance as historically used and applied building materials. The steel railing is designed to match the wood railing.

Details

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

The proposed project will use a steel galvanized railing with a white powder coat finish to match the previously approved wooden railing (painted white). The railing will complement the architectural details of contributing structures on the block and/or side of the street.

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 beaded-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.

Proposed railing will consist of galvanized steel with a white powder coating. The proposed railing will be finished to match the finish of the previously approved wooden railing.

Adjacent Property Owners

PARCEL NUMBER: 730617016657000
OWNER: GALLANTS LANDING OWNERS ASSOC
PHYSICAL ADDRESS: 0 GALLANTS LN
BEAUFORT
MAILING ADDRESS: 14204 WYNDFIELD CIRCLE
RALEIGH NC 27615
LEGAL DESCRIPTION: COM AREA GALLANTS LANDING
DEED REF: 944-76
PLAT REFERENCE: 30-53
NEIGHBORHOOD: 590055

PARCEL NUMBER: 730617012422000
OWNER: PUSATERI, THOMAS ETUX PAM ROSS
PHYSICAL ADDRESS: 102 ANN ST
BEAUFORT
MAILING ADDRESS: 2503 WAKE DRIVE
RALEIGH NC 1339 27608
LEGAL DESCRIPTION: L2 MICHAEL & CORLISS BRADLEY
DEED REF: 1694-003
PLAT REFERENCE: 30-502
NEIGHBORHOOD: 590005

PARCEL NUMBER: 730617013335000
OWNER: OSTROW, GENE J ETUX T. WOODY
PHYSICAL ADDRESS: 106 ANN ST
BEAUFORT
MAILING ADDRESS: 217 LANCASTER DRIVE
CHAPEL HILL NC 27517
LEGAL DESCRIPTION: L1 MICHAEL & CORLISS BRADLEY
DEED REF: 1696-421
PLAT REFERENCE: 30-502
NEIGHBORHOOD: 590001
PARCEL NUMBER: 730617202033000

PARCEL NUMBER: 730617015464000
OWNER: CHADWICK, BRADFORD Q ETAL
PHYSICAL ADDRESS: 119 ANN ST
BEAUFORT
MAILING ADDRESS: 4003 HALCYON DRIVE
HUNTERSVILLE NC 28078
LEGAL DESCRIPTION: PART L41/L42/L121 - ANN ST OLD TOWN
BEAUFORT
DEED REF: 1587-117
PLAT REFERENCE: 33-507
NEIGHBORHOOD: 590001



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 Tuesday, April 7, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 26-13 105 Front Street - New Construction

BRIEF SUMMARY:
The applicant wishes to construct a new home at 105 Front Street.

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
30 Minutes

SUBMITTED BY:
Kyle Garner

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: March 30, 2026
Case No. Case # 26-13 105 Front Street - New Construction

Request: New Single-Family Residential Home.

Applicant: Filter Design Studio
 707 Bridges Street
 Morehead City, NC

Property Information:

Owners: William & Margaret Ann Wooten
Location: 105 Front Street
PIN#: 730617117012000

Project Information:

This is the second phase in the project for the Duncan House since the fire. Primarily this phase is to recreate the former historic structure and bring it up to Federal Flood Standards. This is now applicable since the structure was damaged more than 50% from the fire back in December.

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.

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.

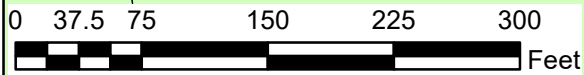
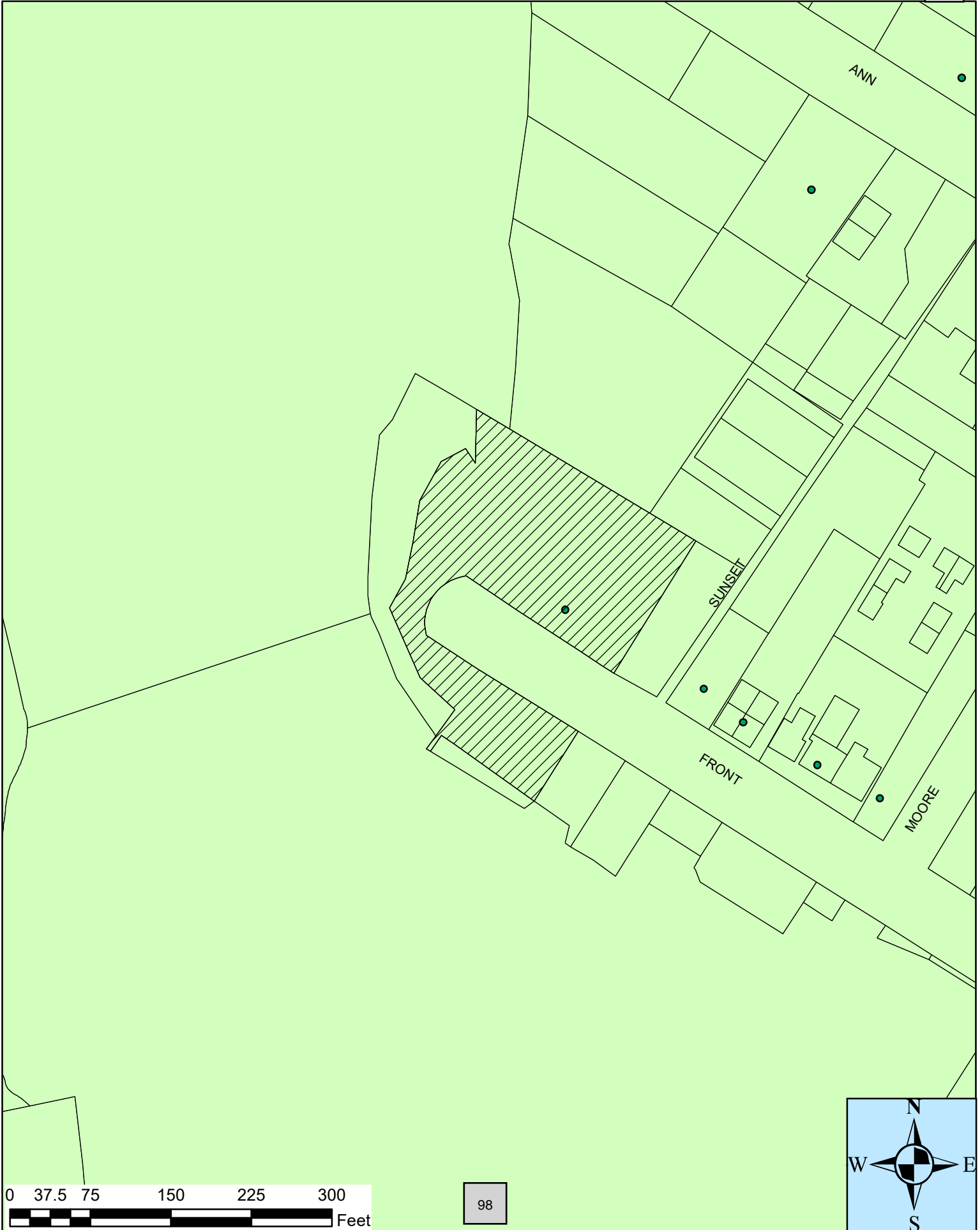
8.1.8. New construction and additions should be sited in locations that will not require the removal of mature plantings, if possible.

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.

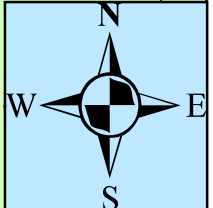
8.1.13. New tool sheds, swimming pools and other modern yard features should be located in areas not seen from public view.

Case # 26-13 105 Front Street - New Construction

4.



98



OWNER

WOOTEN WILLIAM B
LITTLEWOOD GEORGE F ETUX PAGE
FLOW VICTOR IVAN JR

FullMailin

282 MCNAIR RD TARBORO, NC 27886
113 FRONT STREET BEAUFORT, NC 28516
114 ANN STREET BEAUFORT, NC 28516

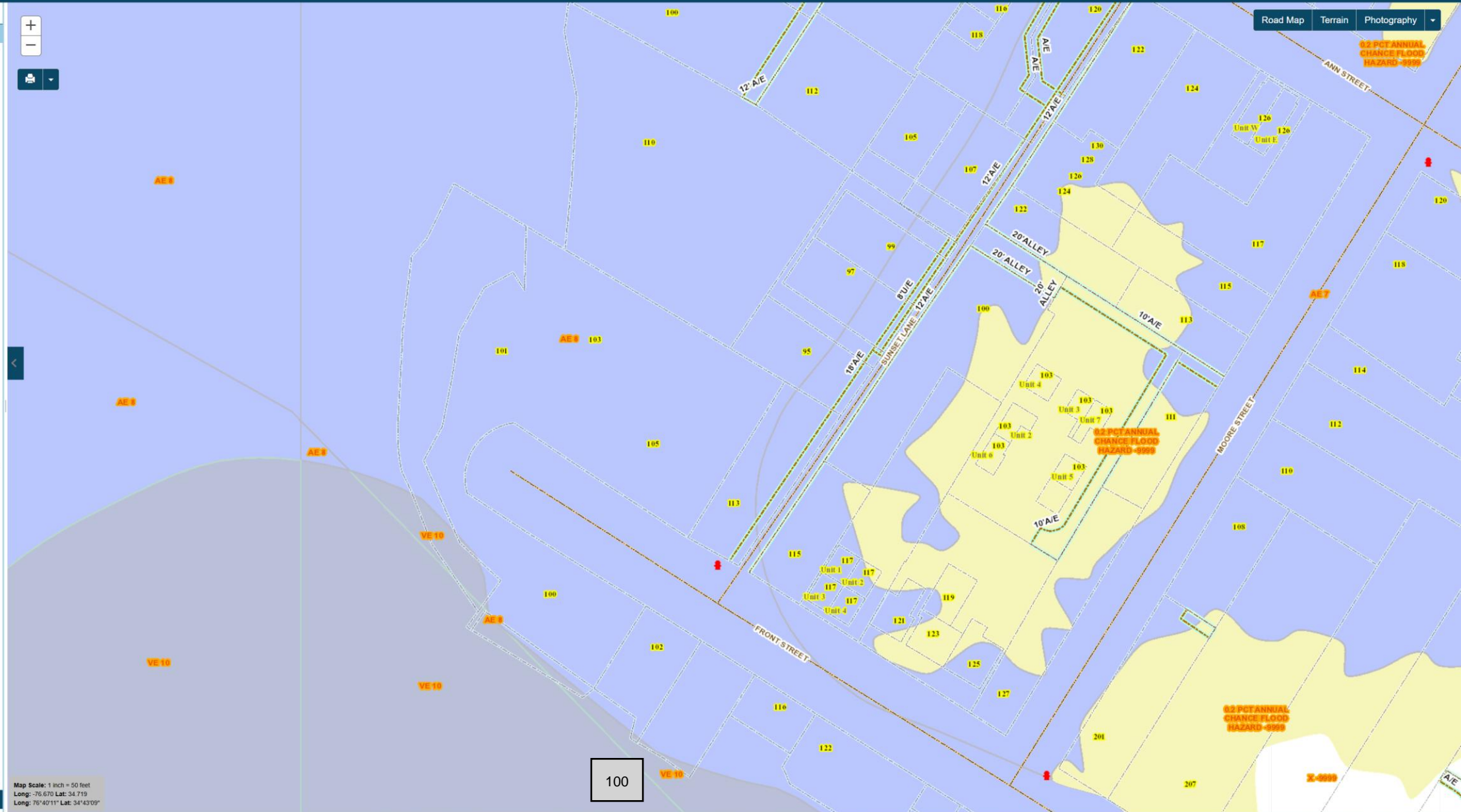
- Census 2020 Tract Data
- Census 2020 County Data
- Noise Contours - Bogue Field
- Accident Potential Zones - Bogue Field
- Elections**
- Polling Locations
- Commissioner Districts
- Board of Education Districts
- Voting Precincts
- Parks & Recreation**
- Hiking/Biking Trails
- Boat Access Points
- Beach Access Points
- Parks
- Marinas
- Miscellaneous**
- Solid Waste Centers
- Post Offices
- Libraries
- Town Halls
- County Offices
- Building Footprints
- Cemeteries
- USPS Zipcodes
- Environmental**
- FIRM Panels
- Effective Flood Riverine Flood Cross Sections
- Effective LIMWA
- Effective LIMWA Area
- Effective Flood Zones
- Preliminary LIMWA
- Preliminary LIMWA Area
- Preliminary Flood Zones
- FWS National Wetland Inventory
- PUV Estimates
- USDA Land Resource Areas
- Soils
- Contours/Bathy (ft)



Map Scale: 1 inch = 50 feet
Long: -76.670 Lat: 34.719
Long: 76.40111 Lat: 34.43019

50 ft

Road Map Terrain Photography



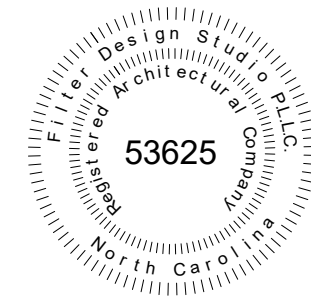
100



Architect Seal



Firm Seal



Architecture

Company: Filter Design Studio, P.L.L.C.
 Architect: Ryan Edwards
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: ryan@filterdesignstudio.com

Landscape Architecture

Company: Filter Design Studio, P.L.L.C.
 Landscape Architect: Thomas "Jay" Horton
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: jay@filterdesignstudio.com

Existing Duncan House
 105 Front Street
 Beaufort, North Carolina

Beaufort, North Carolina

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No.	Description	Date

Exterior Renders

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 Sheet Issue Date: 2026-03-09
 Print Date: 3/17/2026 11:48:40 AM

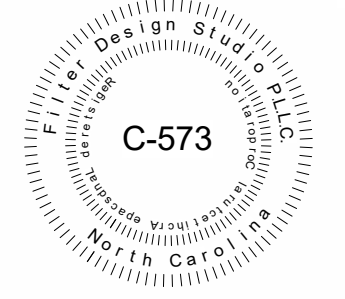
R201

Scale

Landscape Architect Seal



Firm Seal



Architecture

Company: Filter Design Studio, P.L.L.C.
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Duncan House

105 Front Street

Beaufort, North Carolina

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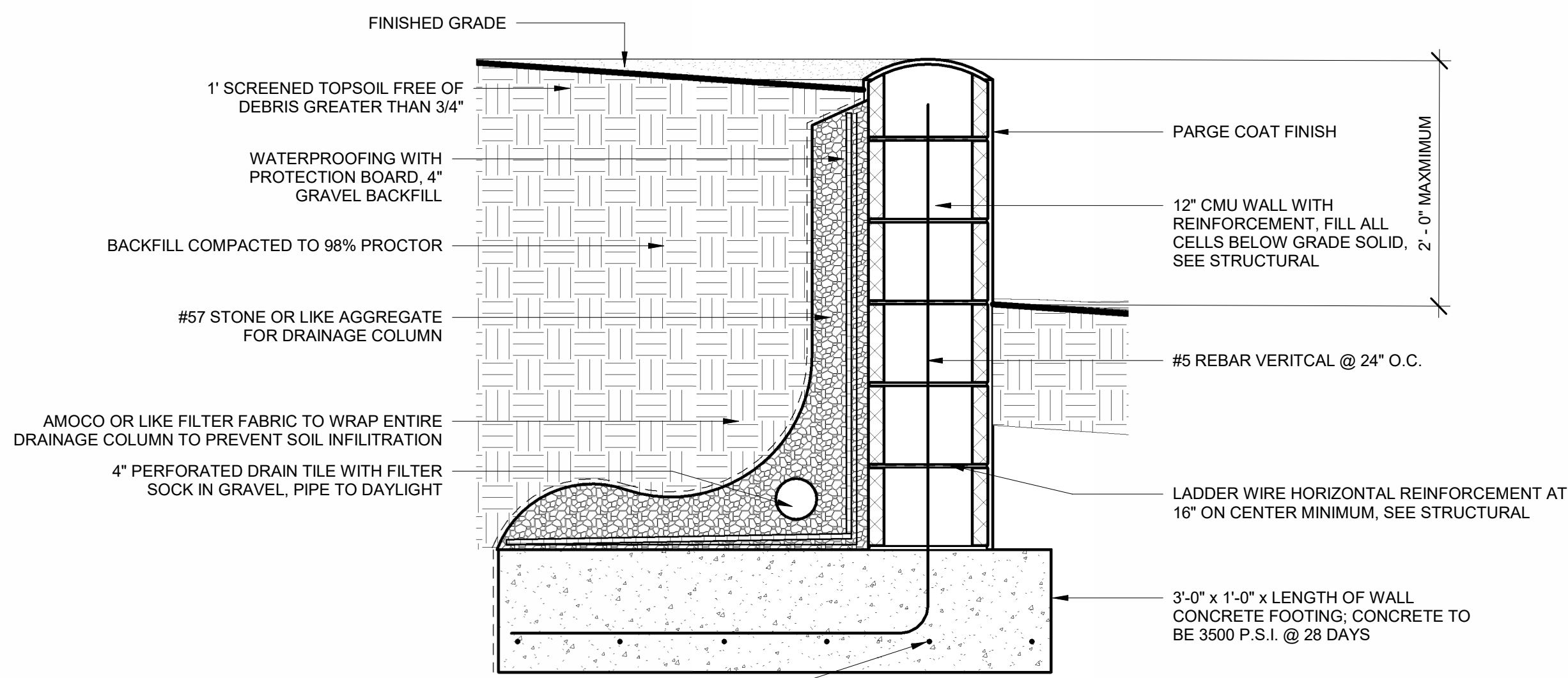
No.	Description	Date

Site Plan

Project number: 26-004
 Date: 2026-03-09

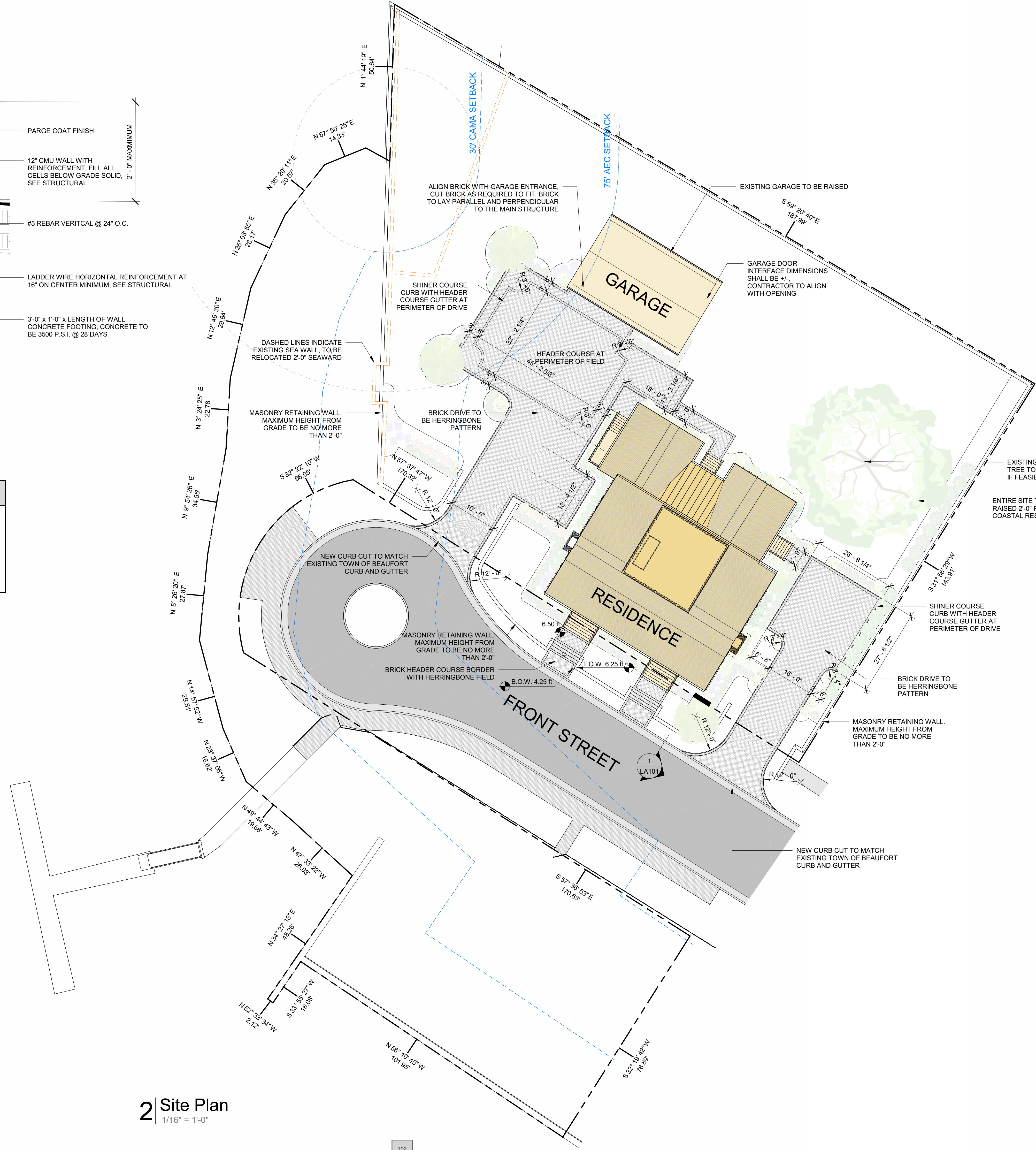
LA101

Scale: As indicated



1 Site Wall Detail
1" = 1'-0"

FLOOD ZONE	
FLOOD ZONE AE	8'-0"
BASE FLOOD ELEVATION:	8'-0"
LIMWA AREA:	YES
COUNTY:	CARTERET
POLITICAL AREA:	TOWN OF BEAUFORT
CID:	375346
PANEL:	7306
MAP NUMBER:	3720730600K
PANEL EFFECTIVE DATE:	3/28/2024

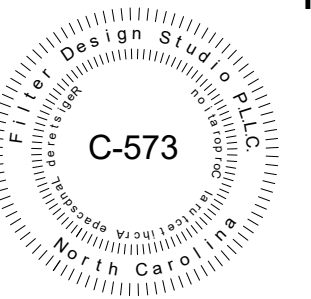


2 Site Plan
1/16" = 1'-0"

Landscape Architect Seal



Firm Seal

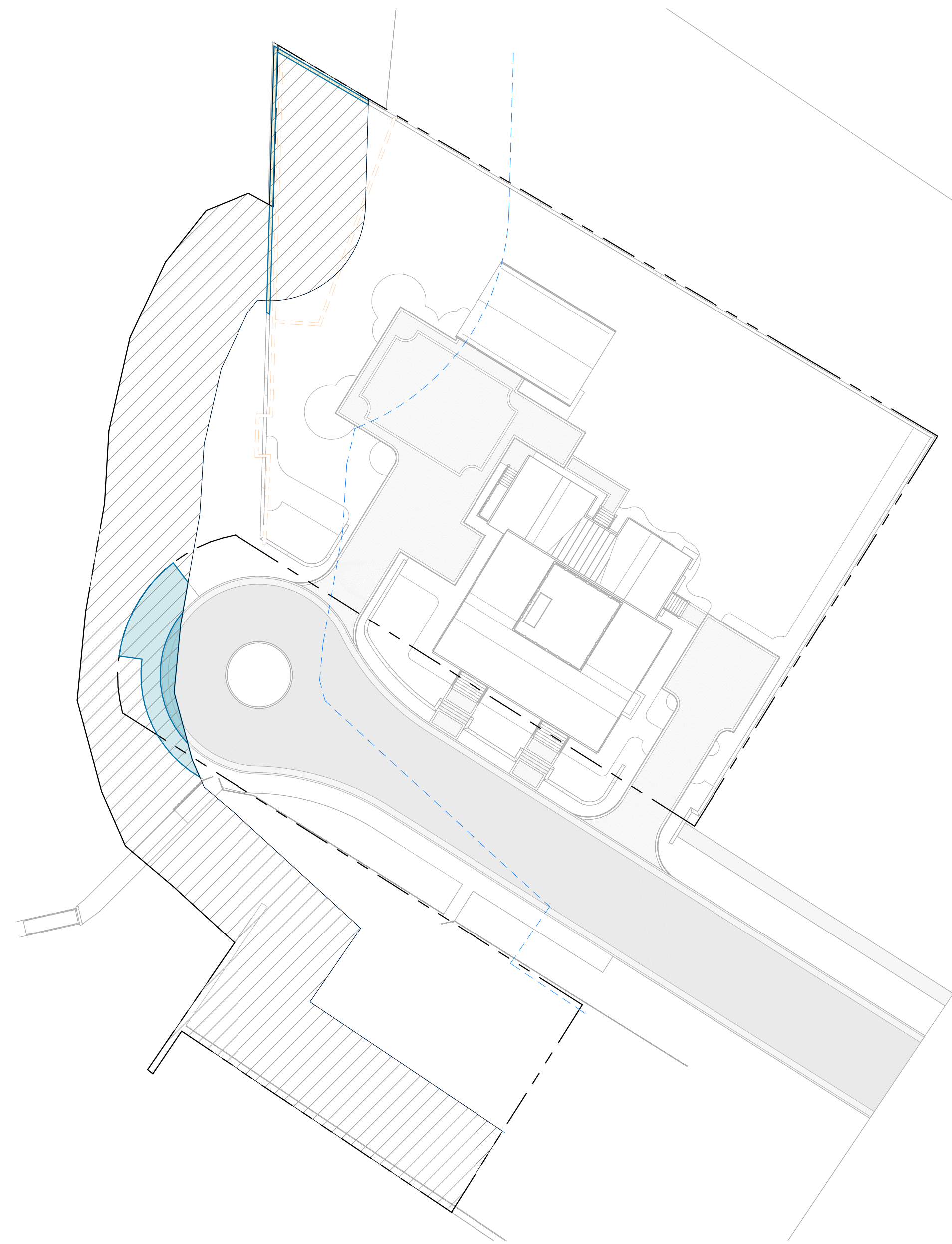


Architecture

Company: Filter Design Studio, P.L.L.C.
Architect: Ryan Edwards
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Raleigh, North Carolina 27601
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Landscape: Thomas "Jay" Horton
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Raleigh, North Carolina 27601
Phone: 252-622-4119
Email: jay@filterdesignstudio.com

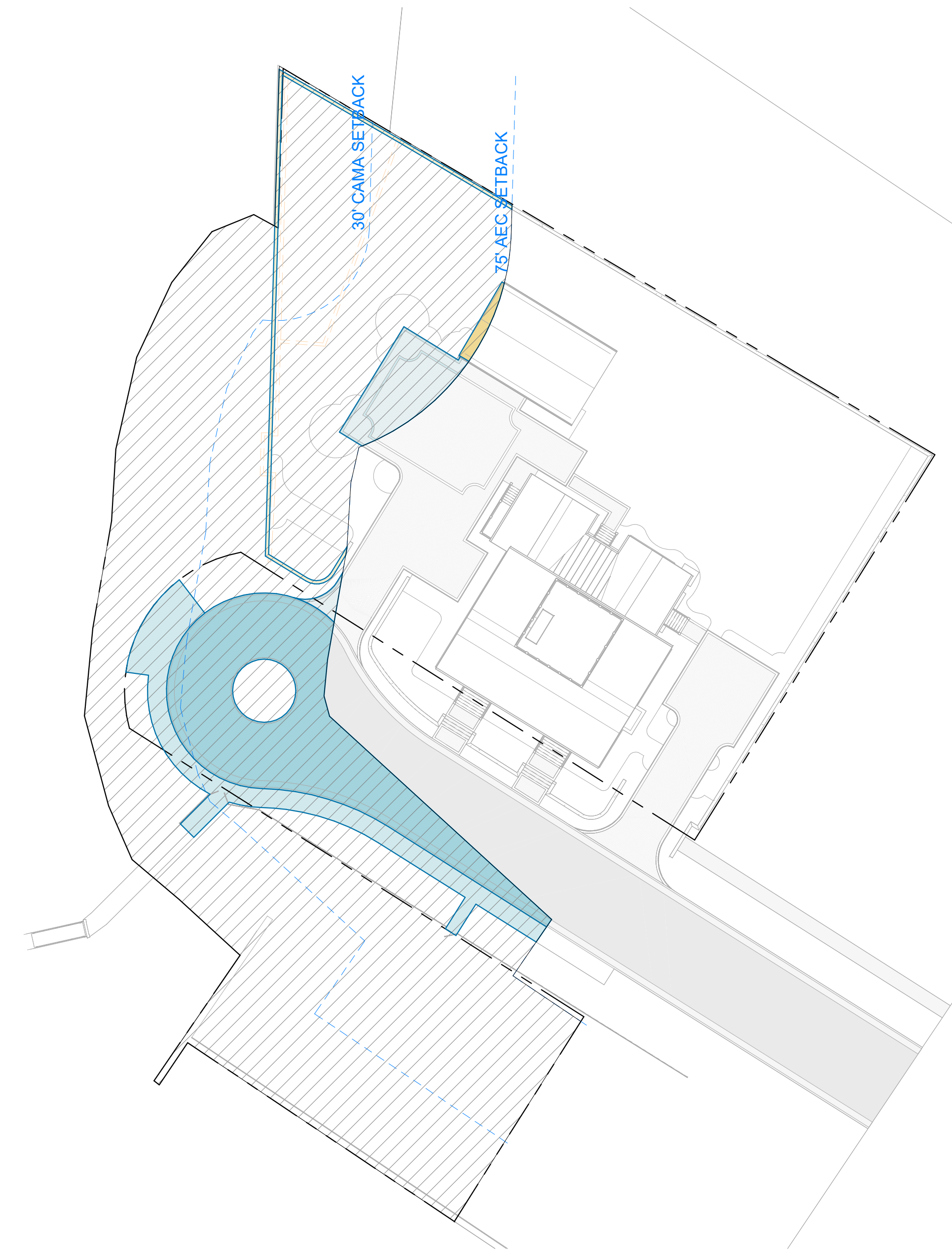


2 Impervious Area in CAMA Setback
1" = 30'-0"

Impervious Area Legend

- Roofs
- Site Walls
- Drives/Walks
- Road

PROPOSED IMPERVIOUS AREA	
105 FRONT STREET, BEAUFORT NORTH CAROLINA	
PARCEL ID #	730617001940000
PROPOSED CONDITIONS SITE DATA	
TOTAL AREA IN LOT	43,830.33 SQFT
LOT AREA FOR CALCULATIONS BASED SURVEY DATED 09-21-2022 BY JAMES I. PHILLIPS LAND SURVEYING	
IMPERVIOUS IN AEC	
LOT AREA IN AEC	29,705.04 SQFT
Impervious Area in AEC	
Name	Area
Drives/Walks	2233 SF
Road	3393 SF
Roofs	83 SF
Site Walls	285 SF
	5994 SF
IMPERVIOUS AREA IN AEC	5,994 SQFT
TOTAL % COVERAGE IN AEC	20.18%
IMPERVIOUS IN CAMA	
LOT AREA IN 30' CAMA	13,141.97 SQFT
Impervious Area in CAMA	
Name	Area
Drives/Walks	587 SF
Road	144 SF
Site Walls	122 SF
	854 SF
IMPERVIOUS AREA IN 30' CAMA	854 SQFT
TOTAL % COVERAGE IN 30' CAMA	6.50%



1 Impervious Area in AEC Setback
1" = 30'-0"

Duncan House
105 Front Street
Beaufort, North Carolina

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No.	Description	Date

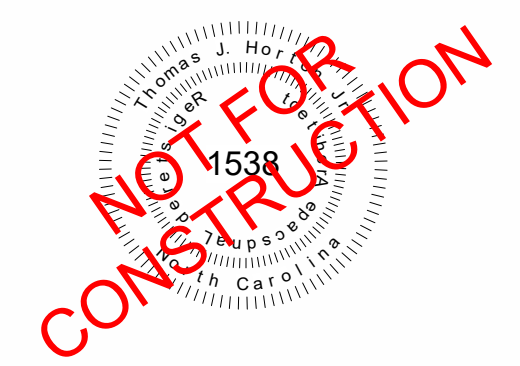
Site Calculations

Project number: 26-004
Date: 2026-03-09

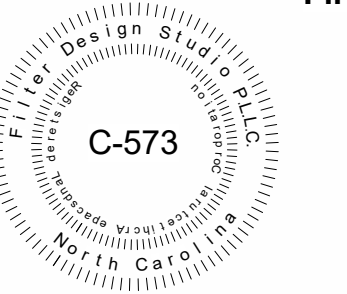
LA102

Scale: As indicated

Landscape Architect Seal



Firm Seal



Architecture

Company: Filter Design Studio, P.L.L.C.
 Architect: Ryan Edwards
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: ryan@filterdesignstudio.com

Landscape Architecture

Company: Filter Design Studio, P.L.L.C.
 Landscape Architect: Thomas "Jay" Horton
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: jay@filterdesignstudio.com



2 Perspective View

Duncan House
105 Front Street
Beaufort, North Carolina

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1 Site Elevation - Front Street
1/8" = 1'-0"

No.	Description	Date

Site Elevations

Project number: 26-004
 Date: 2026-03-09

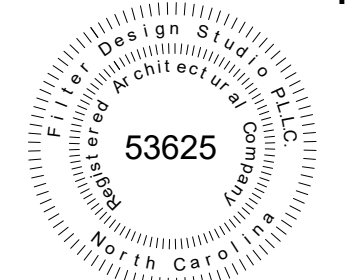
LA201

Scale: 1/8" = 1'-0"

Architect Seal



Firm Seal



Architecture

Company: Filter Design Studio, P.L.L.C.
 Architect: Ryan Edwards
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: ryan@filterdesignstudio.com

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 Landscape Architect: Thomas "Jay" Horton
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 Email: jay@filterdesignstudio.com

Existing Duncan House
 105 Front Street
 Beaufort, North Carolina

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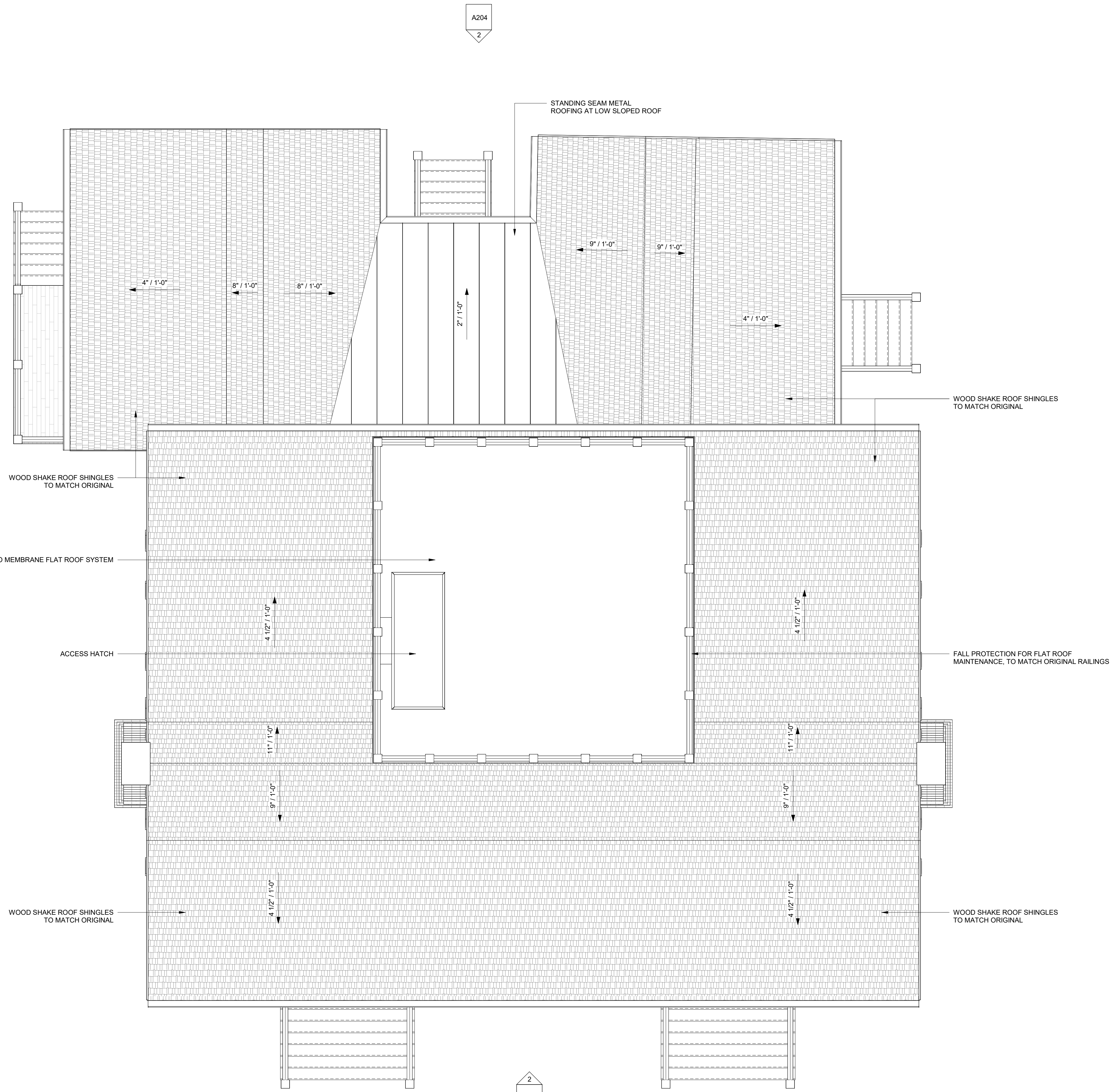
No.	Description	Date

Architectural Roof Plan

Project number 26-004
 Sheet Issue Date 2026-03-09
 Print Date 3/17/2026 11:48:18 AM

A105

Scale 1/4" = 1'-0"



A203 2

A202 2

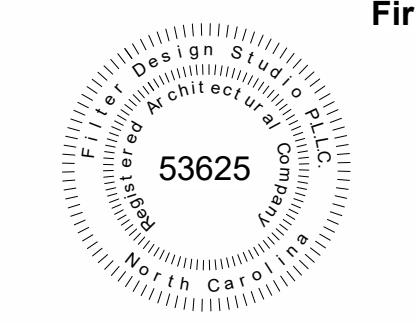
A204 2

A201 2

Architect Seal



Firm Seal



Architecture

Company: Filter Design Studio, P.L.L.C.
 Architect: Ryan Edwards
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: ryan@filterdesignstudio.com

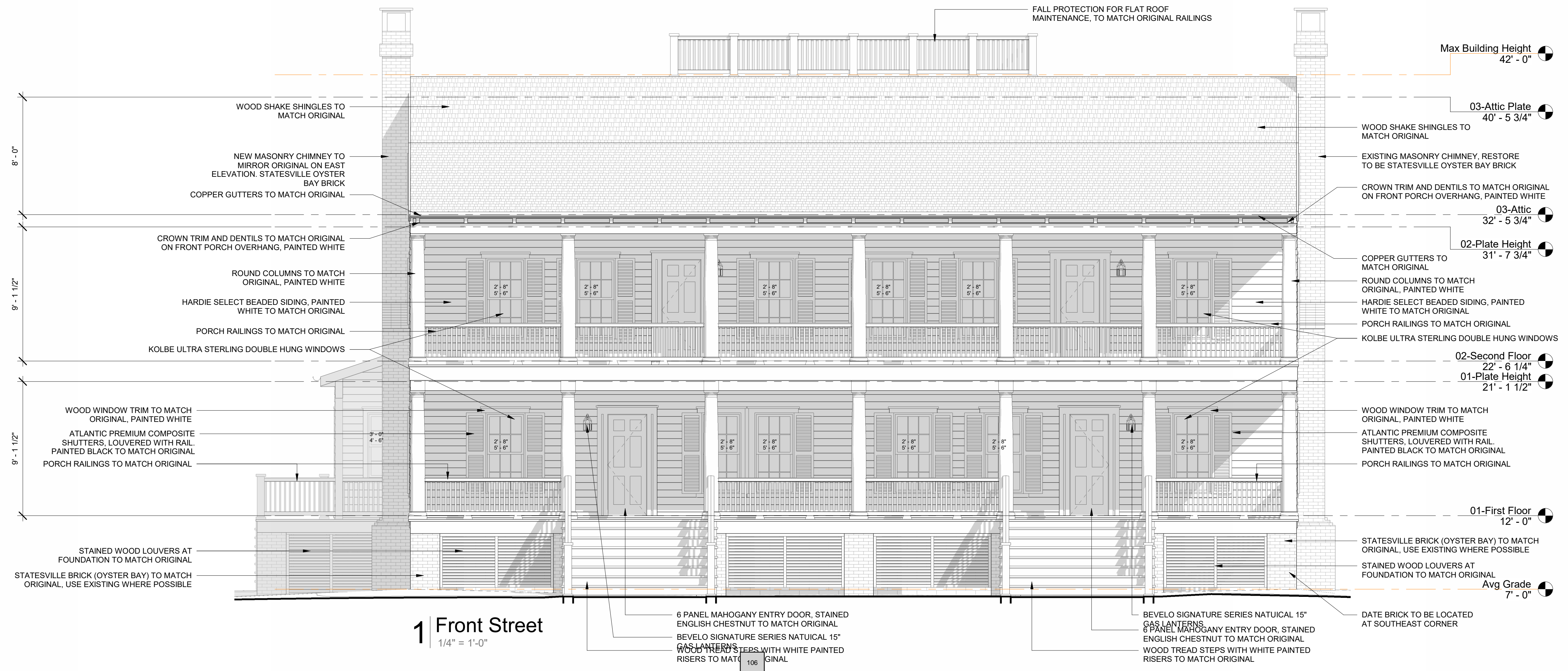
Landscape Architecture

Company: Filter Design Studio, P.L.L.C.
 Landscape Architect: Thomas "Jay" Horton
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
 Phone: 252-622-4119
 Email: jay@filterdesignstudio.com

- Max Building Height 42' - 0"
- 03-Attic Plate 40' - 5 3/4"
- 03-Attic 32' - 5 3/4"
- 02-Plate Height 31' - 7 3/4"
- 02-Second Floor 22' - 6 1/4"
- 01-Plate Height 21' - 1 1/2"
- 01-First Floor 12' - 0"
- Avg Grade 7' - 0"



2 Rendered Elevation - Front Street
1/4" = 1'-0"



1 Front Street
1/4" = 1'-0"

Existing Duncan House
105 Front Street
Beaufort, North Carolina

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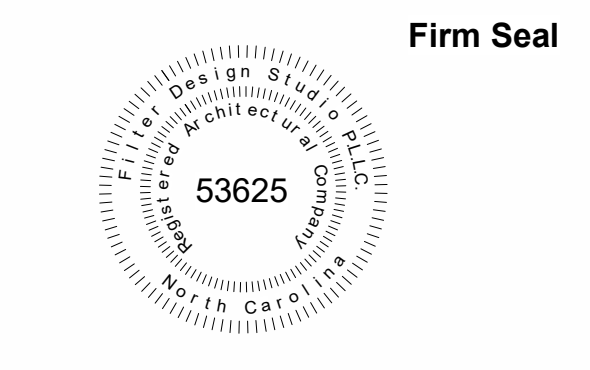
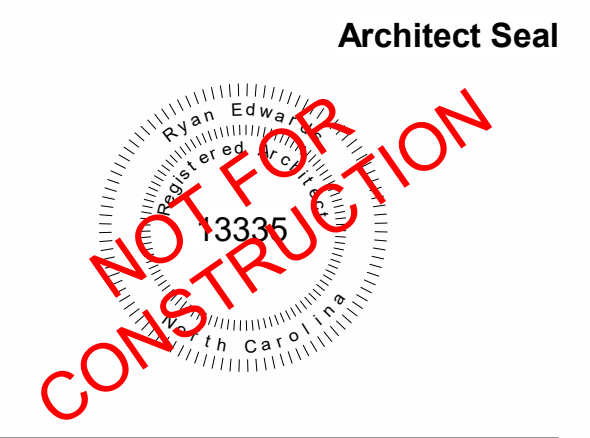
No.	Description	Date

Exterior Elevations

Project number 26-004
 Sheet Issue Date 2026-03-09
 Print Date 3/17/2026 11:48:23 AM

A201

Scale 1/4" = 1'-0"



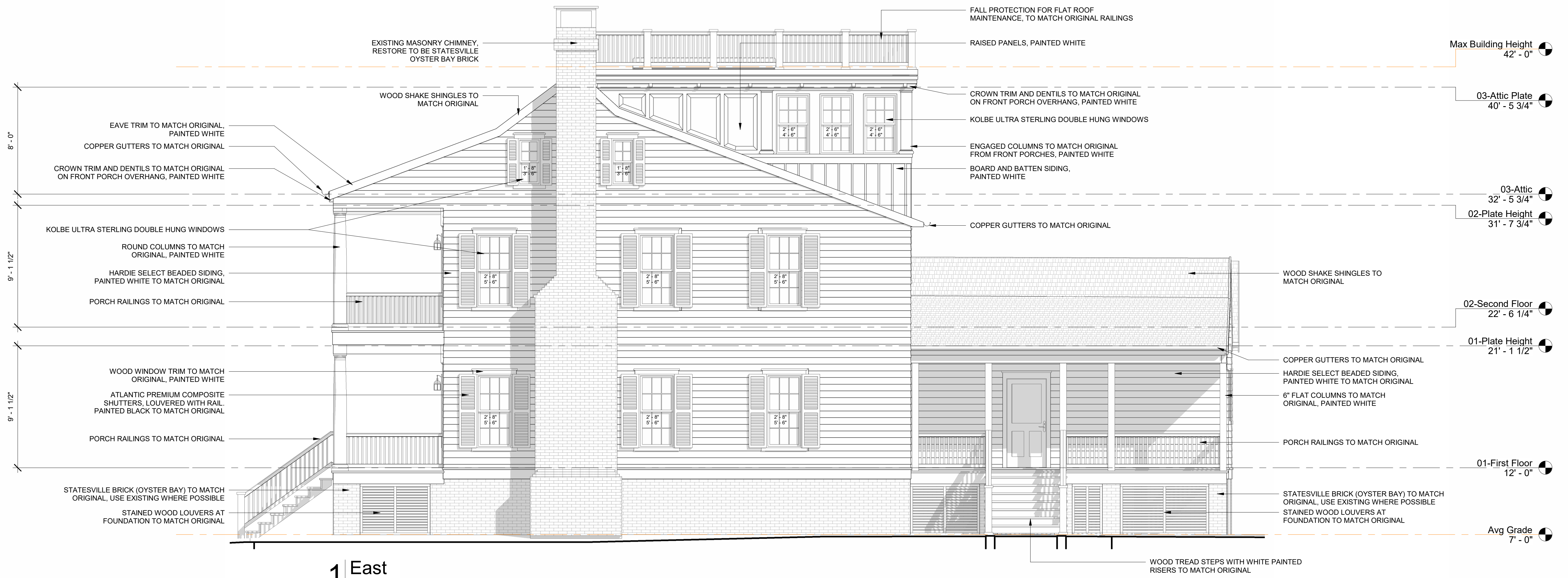
Architecture
 Company: Filter Design Studio, P.L.L.C.
 Architect: Ryan Edwards
 Address: 555 Fayetteville Street Suite 300
 Raleigh, North Carolina 27601
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 Email: ryan@filterdesignstudio.com

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 Landscape Architect: Thomas "Jay" Horton
 Address: 555 Fayetteville Street Suite 300
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 Phone: 252-622-4119
 Email: jay@filterdesignstudio.com



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- 03-Attic Plate 40' - 5 3/4"
- 03-Attic 32' - 5 3/4"
- 02-Plate Height 31' - 7 3/4"
- 02-Second Floor 22' - 6 1/4"
- 01-Plate Height 21' - 1 1/2"
- 01-First Floor 12' - 0"
- Avg Grade 7' - 0"

2 Rendered Elevation - East
 1/4" = 1'-0"



1 East
 1/4" = 1'-0"

Existing Duncan House
 105 Front Street
 Beaufort, North Carolina

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No.	Description	Date

Exterior Elevations

Project number 26-004
 Sheet Issue Date 2026-03-09
 Print Date 3/17/2026 11:48:27 AM

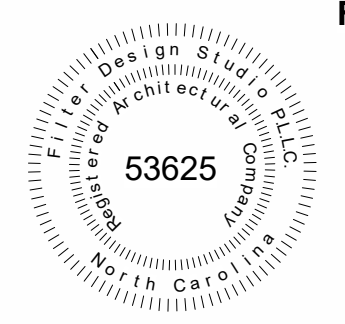
A202

Scale 1/4" = 1'-0"

Architect Seal



Firm Seal



Architecture

Company: Filter Design Studio, P.L.L.C.
Architect: Ryan Edwards
Address: 555 Fayetteville Street Suite 300
Raleigh, North Carolina 27601
Phone: 252-622-4119
Email: ryan@filterdesignstudio.com

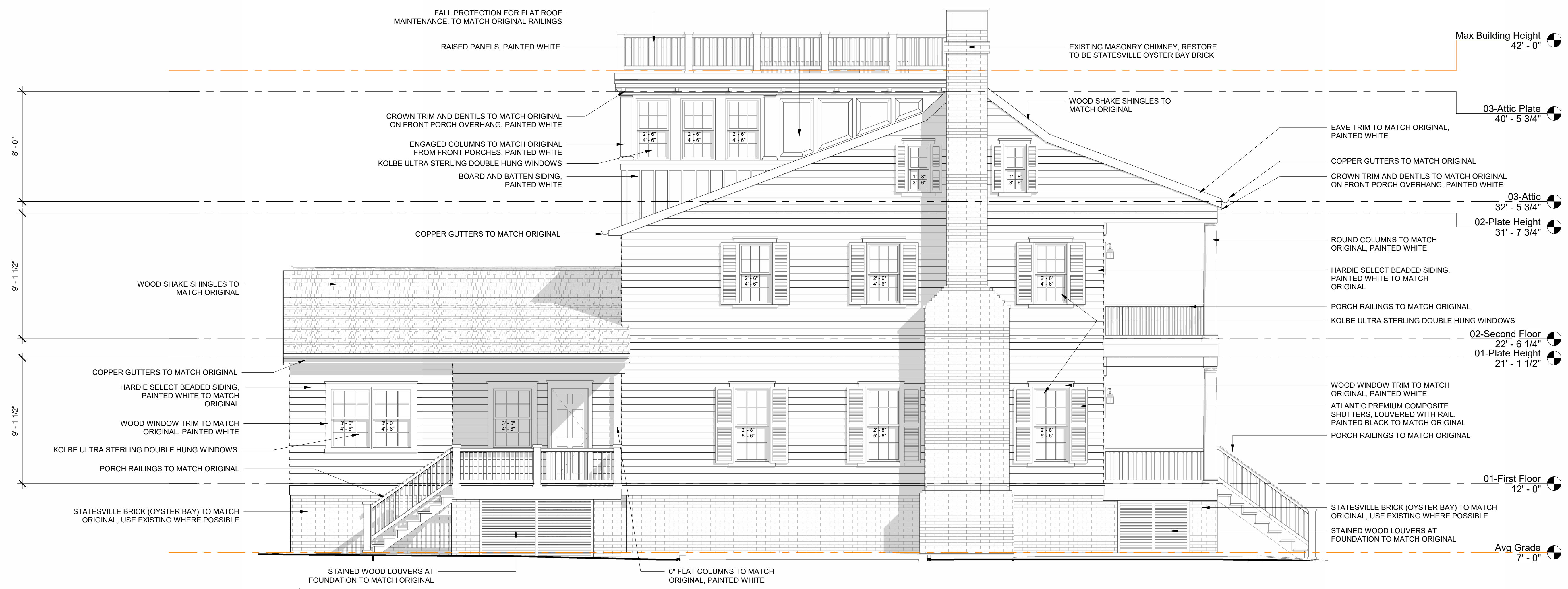
Landscape Architecture

Company: Filter Design Studio, P.L.L.C.
Landscape Architect: Thomas "Jay" Horton
Address: 555 Fayetteville Street Suite 300
Raleigh, North Carolina 27601
Phone: 252-622-4119
Email: jay@filterdesignstudio.com



2 Rendered Elevation - West
1/4" = 1'-0"

- Max Building Height 42' - 0"
- 03-Attic Plate 40' - 5 3/4"
- 03-Attic 32' - 5 3/4"
- 02-Plate Height 31' - 7 3/4"
- 02-Second Floor 22' - 6 1/4"
- 01-Plate Height 21' - 1 1/2"
- 01-First Floor 12' - 0"
- Avg Grade 7' - 0"



1 West
1/4" = 1'-0"

Existing Duncan House
105 Front Street
Beaufort, North Carolina

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No.	Description	Date

Exterior Elevations

Project number 26-004
Sheet Issue Date 2026-03-09
Print Date 3/17/2026 12:17:33 PM

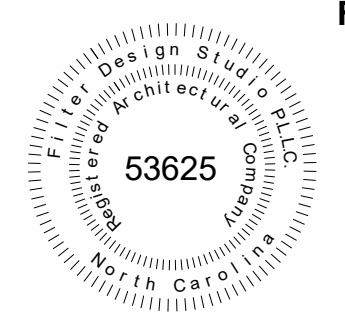
A203

Scale 1/4" = 1'-0"

Architect Seal



Firm Seal



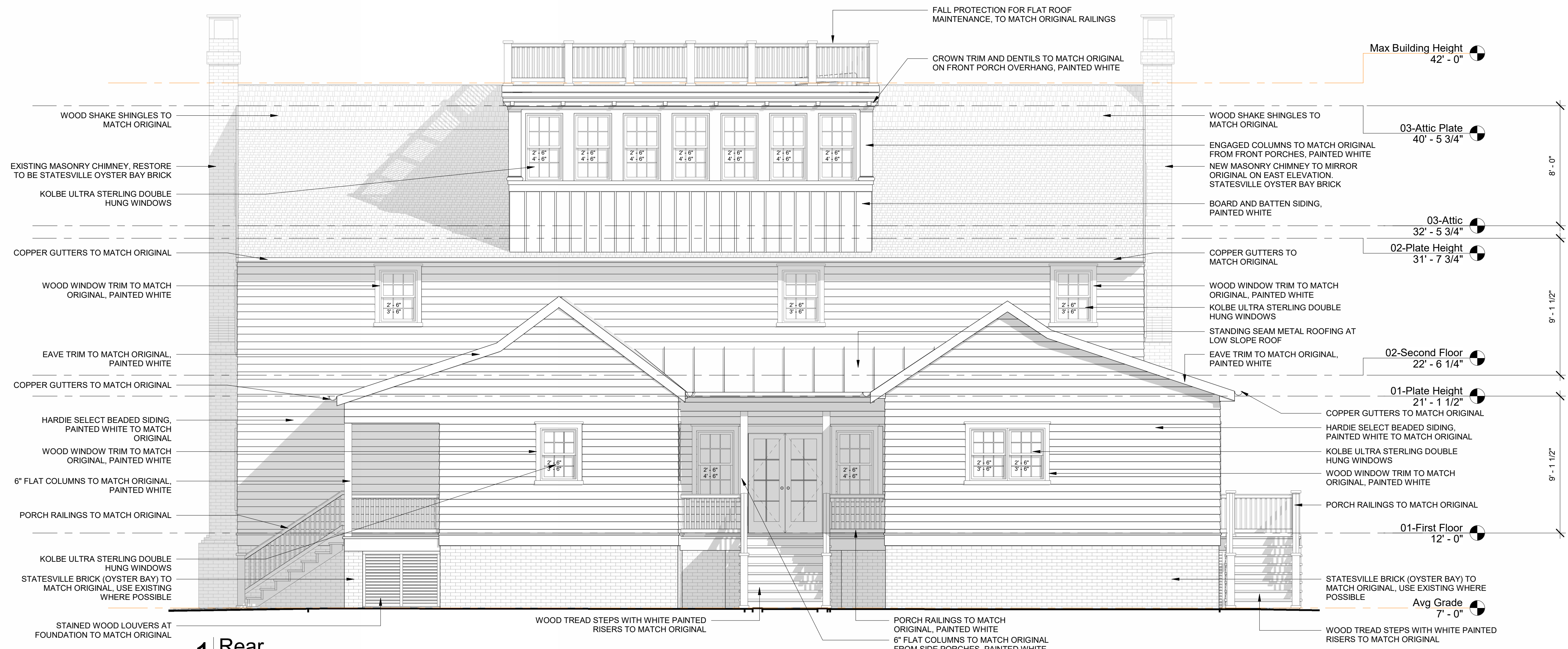
Architecture
Company: Filter Design Studio, P.L.L.C.
Architect: Ryan Edwards
Address: 555 Fayetteville Street Suite 300
Raleigh, North Carolina 27601
Phone: 252-622-4119
Email: ryan@filterdesignstudio.com

Landscape Architecture
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Architect: Thomas "Jay" Horton
Address: 555 Fayetteville Street Suite 300
Raleigh, North Carolina 27601
Phone: 252-622-4119
Email: jay@filterdesignstudio.com



2 Rendered Elevation - Rear

1/4" = 1'-0"



1 Rear

1/4" = 1'-0"

Existing Duncan House
105 Front Street
Beaufort, North Carolina

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No.	Description	Date

Exterior Elevations

Project number: 26-004
Sheet Issue Date: 2026-03-09
Print Date: 3/17/2026 11:48:36 AM

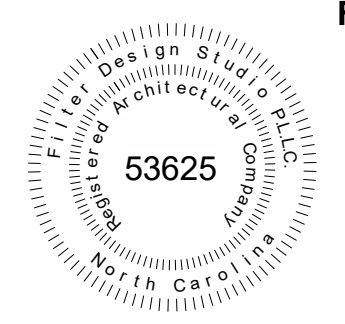
A204

Scale: 1/4" = 1'-0"

Architect Seal



Firm Seal



Architecture

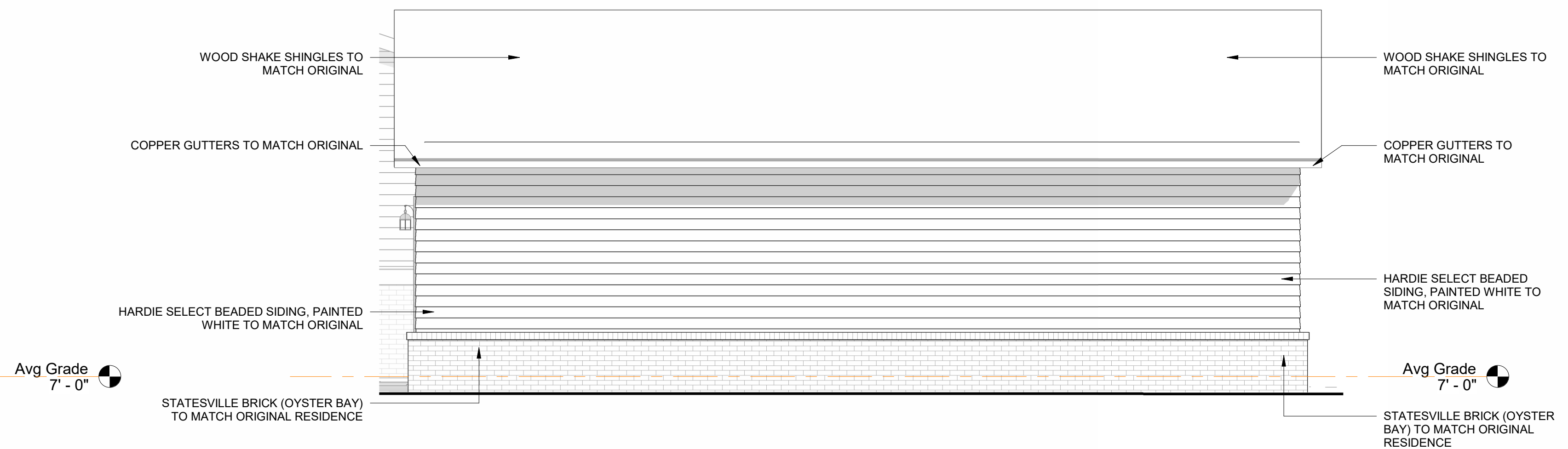
Company: Filter Design Studio, P.L.L.C.
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 Email: jay@filterdesignstudio.com



4 Rendered Elevation - Garage Rear
 1/4" = 1'-0"



3 Garage - Rear
 1/4" = 1'-0"



2 Rendered Elevation - Garage
 1/4" = 1'-0"



1 Garage - Front Street
 1/4" = 1'-0"

Existing Duncan House
 105 Front Street
 Beaufort, North Carolina

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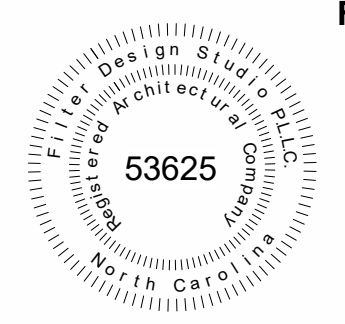
No.	Description	Date

Exterior Elevations - Garage	
Project number	26-004
Sheet Issue Date	2026-03-09
Print Date	3/17/2026 11:48:38 AM
A205	
Scale	1/4" = 1'-0"

Architect Seal



Firm Seal

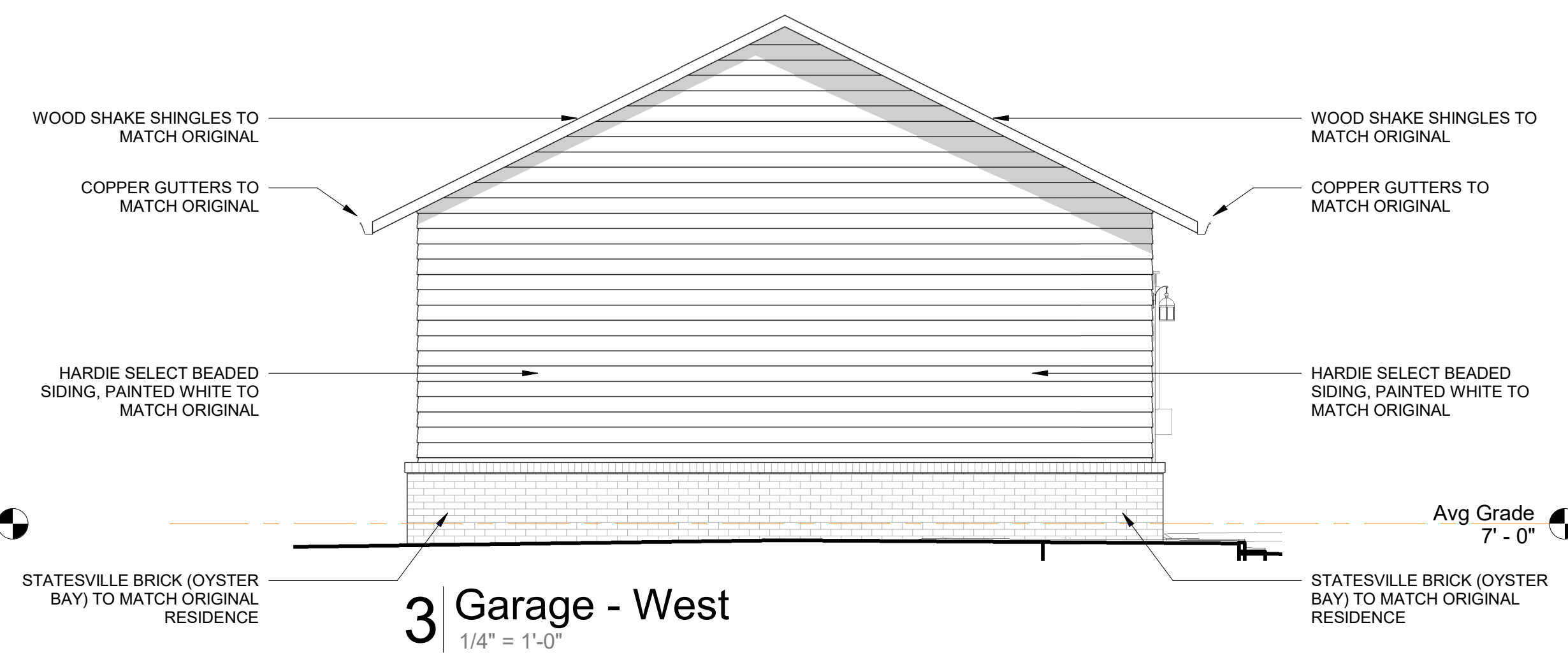


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Phone: 252-622-4119
Email: jay@filterdesignstudio.com



4 Rendered Elevation - Garage West
1/4" = 1'-0"



3 Garage - West
1/4" = 1'-0"



2 Rendered Elevation - Garage East
1/4" = 1'-0"



1 Garage - East
1/4" = 1'-0"

Existing Duncan House
105 Front Street
Beaufort, North Carolina

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No.	Description	Date

Exterior Elevations - Garage

Project number: 26-004
 Sheet Issue Date: 2026-03-09
 Print Date: 3/17/2026 11:48:39 AM

A206

Scale: 1/4" = 1'-0"



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 Tuesday, April 7, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 26-14 114 Ann Street - West Side Entrance,
Replace Windows & Tree Replacement

BRIEF SUMMARY:
The applicant wishes to replace all the windows, widen the west entrance area and remove and replace an existing live oak.

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
15 Minutes

SUBMITTED BY:
Kyle Garner

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: March 27, 2026
Case No. Case # 26-14 114 Ann Street - West Side Entrance, Replace Windows & Tree Replacement

Request: The applicant wishes to replace all the windows, widen the west entrance area and remove and replace an existing live oak adjacent to Ann Street.

Applicant: Maggie Chalk, MK Chalk Architecture, PA.
 105 Banks Street
 Morehead City, NC

Property Information:

Owners: Vic Flow, Jr.
Location: 114 Ann Street
PIN#: 730617013296000

Project Information:

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 114 Ann Street, circa 1845. **Buckman House.** Greek Revival side gable house, 3 bays wide, on a raised basement laid in common brick bond. Molded flush eaves with returns, 1 interior brick chimney, and 6/6 sash. Original pedimented stoop has paneled box posts and plain railing

During the request for approval for the removal of the Live Oak the property owner went and removed the tree (violation of the Guidelines) and staff discussed the issue with Ms. Chalk the applicant.

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.

Window and Door Guidelines

6.4.2. Repair existing historic windows and doors where possible, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. Reproduction glass is desirable but not required.

6.4.3. Use replacement windows and doors that match the existing historic elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

6.4.7. New windows must match original in overall size and opening area and should have three dimensional muntins with either true divided lights (TDL) or three dimensional grilles on both the interior and exterior sides (SDL). Snap-in grilles or grilles between glass are not appropriate for windows visible from public view.

6.4.10. New window and door openings shall not alter the historic character of the building or cause damage to historic materials or other significant architectural features. They must be detailed and sized to be compatible with the existing structure.

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.

8.1.3. Preserve and maintain mature street trees. When removal or replacement is necessary, replace with long lived tree species with large canopies that will provide a similar canopy and form as a street tree. Replacement tree species should be appropriate for the district. Suggested species include: oak, sycamore, pecan, maple, ginkgo (male only), Chinese elm, cedar (j u n i p e r) , hickory, Yaupon holly or American holly.

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.

Porches and Entrances Guidelines

6.5.1. Retain and preserve historic porches, entrances and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements.

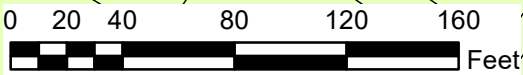
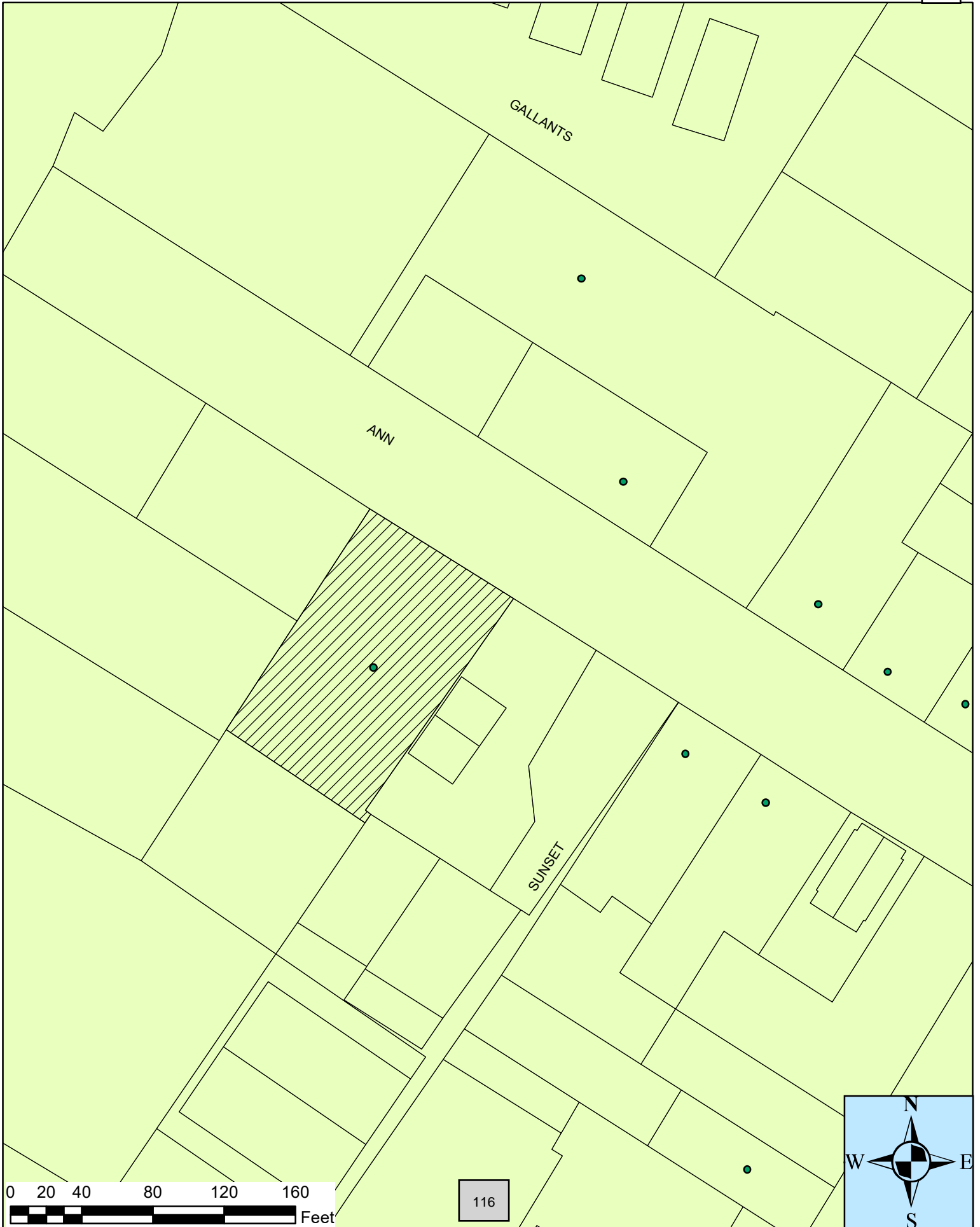
6.5.2. Repair, rather than replace, historic porch and entrance elements, wherever feasible. Use repair techniques which preserve historic material, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, color, and texture.

6.5.3. Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.

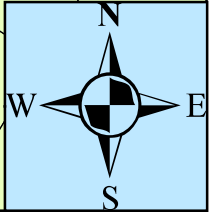
6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

Accessibility and Life Safety Guidelines

6.8.1 Locate fire exits, stairs, landings, and ramps so that they are compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such elements should be painted to tie in with the structure.



116



OWNER

ARCURI GUY
ASKEY BARBARA LEE TRUSTEE
FLOW VICTOR I JR
FROHBOSE FREDERICK A ETUX KELL
KEESLER WILLIAM PRESNELL
OSTROW GENE J ETUX T. WOODY
YOST MARK S
ZIGLAR WILLIAM R ETUX MEGAN

FullMailin

400 ROSLYN RD WINSTON SALEM, NC 27104
182 TRANKILO STREET APT 604 BARRIGADA, GU 96913
18 GRAYLYN PLACE CT WINSTON SALEM, NC 27106
1608 PINECREST ROAD ROCKY MOUNT, NC 27803
28 BRIAR ST NORWALK, CT 06854
105 PATTON PL CHAPEL HILL, NC 27517
2026 SAINT ANDREWS ROAD GREENBORO, NC 27408
117 ANN STREET BEAUFORT, NC 28516

CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC
DISTRICT

PROJECT INFORMATION

This property at 114 Ann Street is identified as the Buckman house, c.1845. Ruth Little’s survey of historic Beaufort architecture describes it as a “Greek Revival Side gable house, 3 bays wide, on a raised basement laid in common bond brick.”

Karen Safrit and Jean Kell’s 1977 pictorial book, Historic Beaufort, North Carolina, states that it is “built in the style of the South Carolina rice plantation houses with the basement above ground.”

At some time (unknown) during the life of the house, the raised basement was finished as a habitable space, and remains so. Other additions of unknown dates have also been made to the rear and west side of the house.

This Application requests a COA for :

1. Relocation of the west side basement entrance, to a position closer to the back yard (see side elevation drawing). Fill the gap left by the first door position with brick and brick the remainder of the basement wall.
West basement brick wall will match existing East basement brick wall.
2. Lift proposed for back of house will change to an accessible stair (see rear elevation drawing).
3. Re-frame the front entry stair to make it an accessible stair by addition of a mi-landing, and 6” risers on the stair. Existing entry stair is too steep to be accessible. Existing railing pattern to remain, adjusted to new stair (see front elevation drawing).
4. Replace all windows in house with same size Andersen Storm Watch impact resistant double-hung units, color to be white. Window pane pattern to remain 6 over six as on original house windows.
Drawing is attached.
5. Replace the existing live oak at the corner of the approved brick wall with a new 6” diameter x 12’-16’ tall live oak tree. The roots of the existing live oak will be damaged by installation of the wall, and it will likely die. The new tree will be planted at the inside corner of the new wall to restore and maintain the Ann Street tree canopy.
6. Place 6” of fill in the center of the back yard to level out an existing depression. The tree service the owner uses has instructed him the fill placement must be outside the drip line of the tree canopies. Thus the fill will not cover the tree roots, and will not cause the trees to die.

REQUIRED ATTACHMENTS FOR A COA

DESIGN GUIDELINES THAT APPLY TO THIS COA APPLIATION ARE:

REHABILITATION and LANDSCAPING

CHAPTER 6. WOOD SIDING, TRIM, AND ORNAMENT GUIDELINES

The basic architectural elements of this house are to remain unchanged, with only necessary repairs to preserve the original historic character, and the removal of a dilapidated modern carport wing.

6.2.1. Existing wood window shutters, trim, ornamentation, and other decorative elements will be cleaned, caulked, and painted same color as existing. Existing Clapboard wood Siding will be replaced with matching-profile Cedar clapboard siding, installed with the same original reveal, and painted matching white. Cedar is more rot-resistant, and was an original historic material for home construction in Beaufort, NC.

6.2.2. & 6.2.3. Historic wood elements will be preserved and repaired, and only replaced if too deteriorated to repair. Wood element replacement will only take place per the Guidelines.

6.2.4. Only the damaged portion of an historic wall will be replaced, not the whole wall.

6.2.5. Only hand-sanding and low-pressure washing will be used to prepare exterior surfaces for painting.

6.2.6. Paint stripping will not be conducted on this project unless historically documented. None is anticipated at this time.

6.2.7. Clapboard will be replaced with identical width and profile to match existing.

6.2.8. There are no plans to compromise the architectural integrity of this structure by concealing or removing existing features or decorative details.

6.2.9. No imitation or pressed wood, vinyl, or aluminum siding will be used on this project.

6.2.10. See 6.2.1 regarding Cedar Siding to be installed.

6.2.11. Not applicable.

6.2.12. Features such as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion moldings, corner boards, or other character-defining architectural items will be removed.

6.2.13. Salvaged materials from other buildings and stock trim will not be used. Existing trim from another part of the building will not be used unless historically documented.

BRICKWORK AND MASONRY GUIDELINES

6.3.1 through 6.3.9 Historic brick and masonry elements exist on the foundation of this house. Repairs and cleaning as required will follow these guidelines. Where new brick is installed to fill a former door opening, brick replacement units will match the original units as closely as possible. The existing brick foundation is painted white; new work will be painted to match.

WINDOW AND DOOR GUIDELINES

6.4.3, 6.4.7 -The proposed window replacements will match the existing historic elements as closely as possible. The Andersen double-hung sash will be the same size as currently exist on the house, and will have three dimensional grills on both interior and exterior.

6.4.9 Historic Shutters will be repaired and preserved. Currently, the only remaining shutters are on the front of the house.

6.4.10 The new door opening added to the west wall of the house does not cause damage to historic materials – it is in a recent 20th century addition on the rear of the main block. The door to be installed there is detailed and sized to be compatible with the existing structure.

PORCHES AND ENTRANCES GUIDELINES

6.5.12 Modification of the front entry stair to improve access does not damage or obscure the building’s architectural features or diminish its historic character. The existing railing profile remains the same, as does the historic porch and its details. The stair is not attached to the house, and is thus a reversible adaptation.

ACCESSIBILITY AND LIFE SAFETY GUIDELINES

6.8.1., 6.8.2., 6.8.3 – An accessible stair will be added to the rear of the building. It is not attached to the historic structure. See drawing A204.

The steep front steps will be rebuilt as an accessible stair with a 6” rise and a mid-landing. These stairs are not attached to the historic house. The same rail style will be rebuilt as currently exists, with adjustments to match the rebuilt stair. See drawing A203.

LANDSCAPING GUIDELINES

8.1.3 “When or replacement is necessary, replace with a long-lived tree species with a large canopy and form as a street tree.” The new replacement tree will be a 6” diameter live oak, 12’-16’ in height. It will be placed 10’ inside the new brick wall, and with a 30’ canopy at full growth, will provide the shaded streetscape characteristic of Ann Street, Beaufort, NC.

Rear Yard Depression in center will be filled with 6” of dirt to help level out, and remain outside of the tree drip lines to preserve the existing shade trees.



1 FRONT ELEVATION - ANN ST.
A203 SCALE: 1/4" = 1'-0"

PROGRESS SET

THESE DRAWINGS AND SPECIFICATIONS REPRESENT AN INSTRUMENT OF SERVICE AND AS SUCH SHALL REMAIN IN OWNERSHIP WITH THE ARCHITECT. USE OR REPRODUCTION BY ANY MEANS, IN WHOLE OR IN PART, WITHOUT THE ARCHITECT'S CONSENT, IS PROHIBITED.

New Exterior Elevation
A203

DATE: 02/18/2026
CHECK BY: MKC
DRAWN BY: CCB
SCALE: AS SHOWN
PROJECT PHASE: SD

OWNERS INITIALS
& DATE OF APPROVAL

APPROVED BY OWNER

DATE

ADDRESS: 114 Ann Street,
Beaufort, NC 28516

Floor, Residence
Project Number: 26601

Revisions:



SEAL:

Consultants:

MKChalk
Architecture P.A.
105 Banks Street, Morehead City
North Carolina 28557
252-726-5387 252-726-3099
Fax: 252-726-1250 info@mkchalk.com





PROGRESS SET

New Exterior Elevation
A204

DATE: 02/18/2026
 CHECK BY: MKC
 DRAWN BY: CCB
 SCALE: AS SHOWN
 PROJECT PHASE: SD

OWNERS INITIALS
 & DATE OF APPROVAL

APPROVED BY OWNER _____
 DATE _____

ADDRESS: 114 Ann Street
 Beaufort, NC 28516

Flw Residence
 Project Number: 26001

Revisions:
 MAR 17 2026



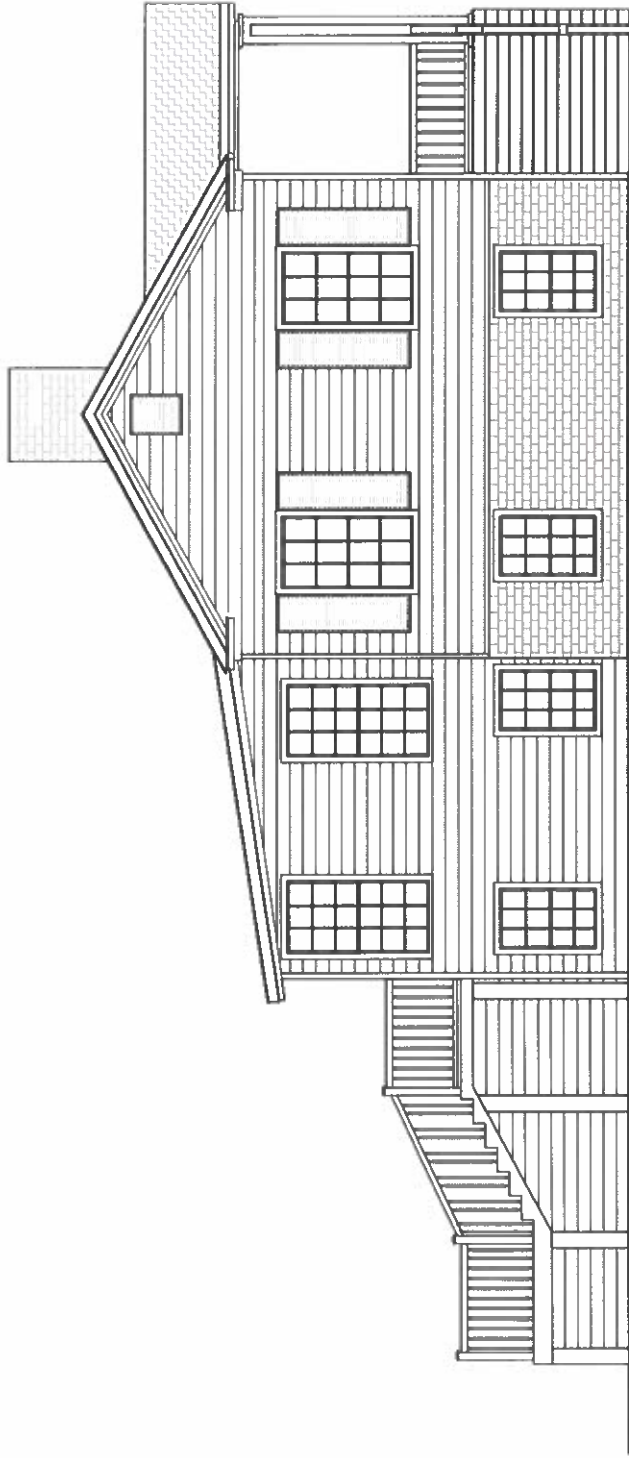
Consultants:

MKChalk
 Architecture P.A.
 105 Banks Street Morehead City
 North Carolina 28557
 252-726-5387 252-726-3099
 Fax 252-726-1250 info@mkchalk.com



SEAS ELEVATION
 SCALE: 1/4"=1'-0"

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1 EAST ELEVATION - SIDE YARD
A205 SCALE: 1/8"=1'-0"

PROGRESS SET

New Exterior Elevation

A205

5

THESE DRAWINGS AND SPECIFICATIONS REPRESENT AN INSTRUMENT OF SERVICE AND AS SUCH SHALL REMAIN IN OWNSHIP WITH THE ARCHITECT. USE OR REPRODUCTION BY ANY MEANS, IN WHOLE OR IN PART, WITHOUT THE ARCHITECT'S CONSENT, IS PROHIBITED.

DATE: 02/18/2026
CHECK BY: MKC
DRAWN BY: CCB
SCALE: AS SHOWN
PROJECT PHASE: SD

OWNERS INITIALS
& DATE OF APPROVAL

APPROVED BY OWNER
DATE

114 Ann Street,
Beaufort, NC 28516
Flow Residence
Project Number: 26001

Revisions:
MAR 17 2026

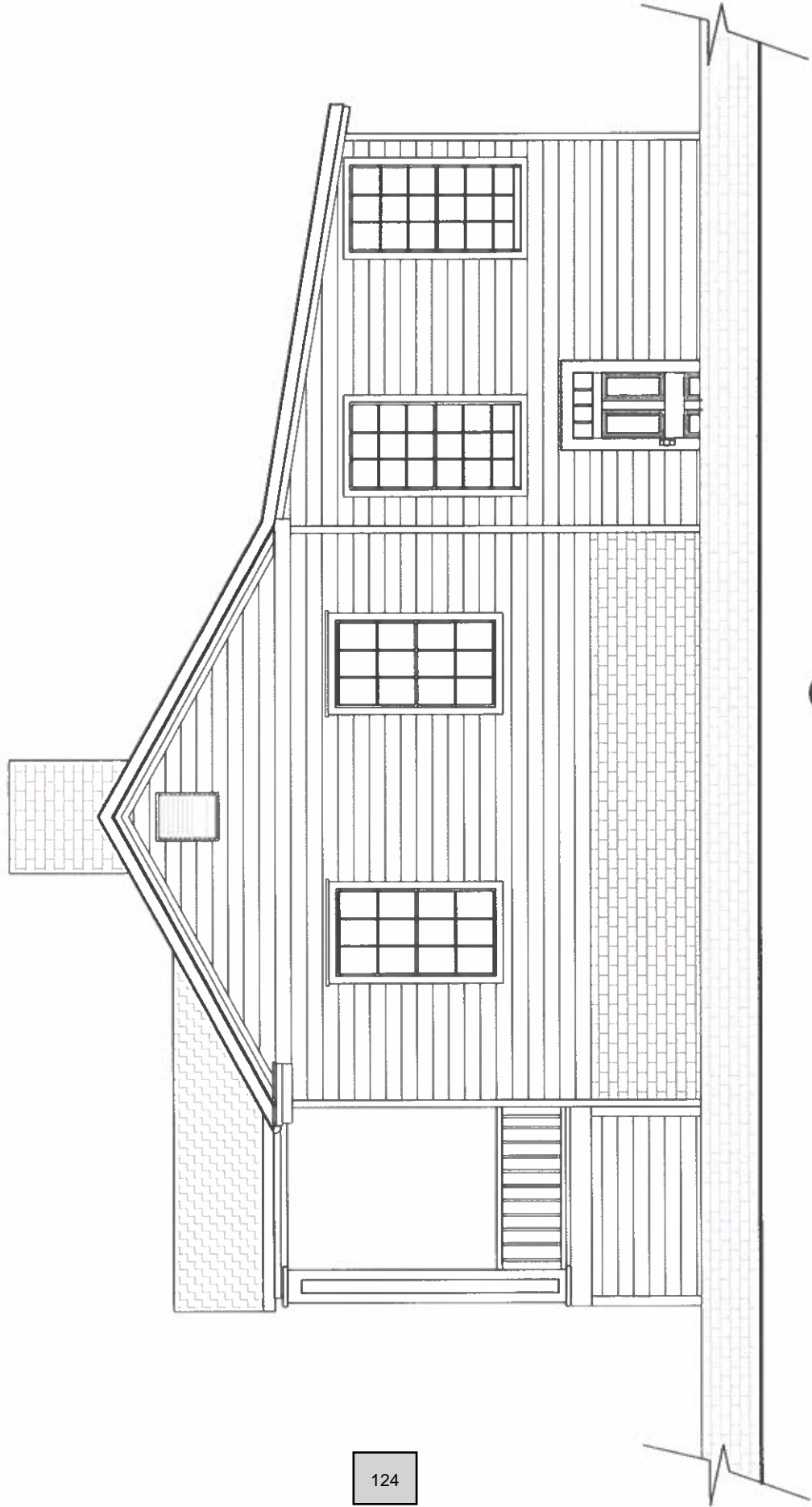


SEAL:

Consultants:



MKChalk
Architecture P.A.
105 Banks Street, Morehead City
North Carolina 28557 252-726-3099
252-726-5387 252-726-1250 info@burmechalk.com





PROGRESS SET

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 <p>MKChalk Architecture P.A. 105 Banks Street, Morehead City Newport, Carolina 28576-3099 252-746-2538 / 252-746-3099 Fax: 252-746-1250 info@mkchalk.com</p>	<p>Consultants:</p>	<p>SEAL:</p> 	<p>Revisions: MAR 17 2026</p>	<p>ADDRESS: 114 Ann Street Beaufort, NC 28516 Flow Residence Project Number: 26001</p>	<p>OWNERS INITIALS & DATE OF APPROVAL</p> <p>APPROVED BY OWNER _____ DATE _____</p>	<p>DATE: 02/18/2026 CHECK BY: MKC DRAWN BY: CCB SCALE: AS SHOWN PROJECT PHASE: SD</p>	<p>New Exterior Elevation</p>	<p>A206</p>
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WEST ELEVATION - PRIVATE DRIVE
SCALE: 3/16"=1'-0"

Description of Building Materials.

1. Replacement Windows to be Andersen A Series impact-resistant, double-hung sash, color white. Existing window sizes to remain the same, with matching 6 over 6 panes. See attached drawing.
2. New stairs to be framed with pressure-treated wood for rot resistance. Color to be painted white after wood has cured.

[Home](#) ▶ [Windows & Doors](#) ▶ [Windows](#) ▶ [Double-hung & single-hung windows](#) ▶ A-Series Double-Hung V

A-SERIES DOUBLE-HUNG WINDOW



INTERIOR

EXTERIOR



ANN ST.



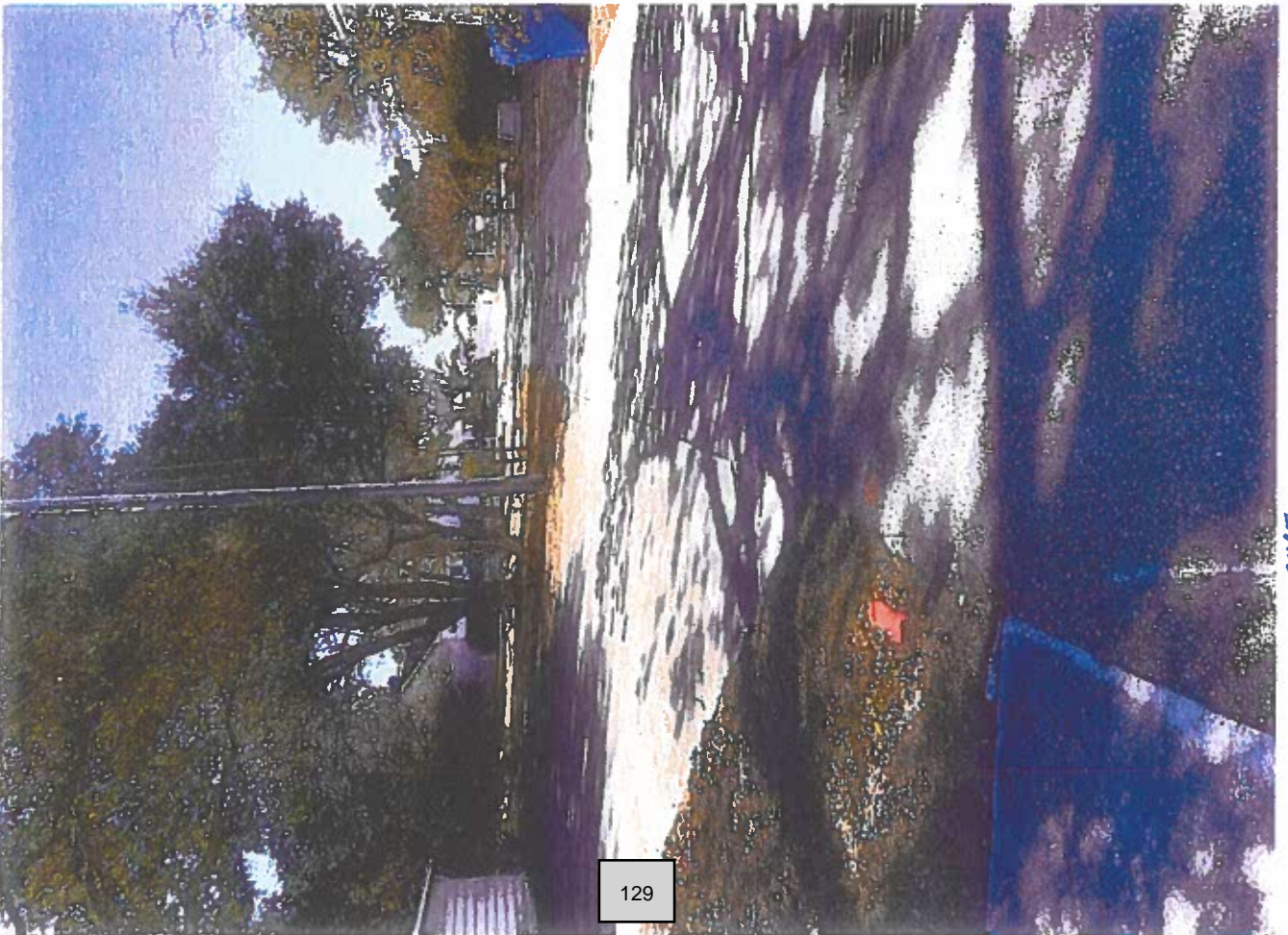
ANN ST.



AWN ST.



TRINITE DRIVE



Adjacent Property Owners of Victor I. Flow, Jr.
114 Ann Street, Beaufort, NC
Parcel No.: 730617013296000

97 Sunset Lane, Beaufort, NC
Parcel No.: 730617013060000
Flow, Victor Ivan Jr.
18 Graylyn Place Court
Winston Salem, NC 27106

99 Sunset Lane, Beaufort, NC
Parcel No.: 730617013074000
Flow, Victor Ivan Jr.
18 Graylyn Place Court
Winston Salem, NC 27106

Common Area
Parcel No.: 730617013077000
Sunset Lane Townhouses
18 Graylyn Place Court
Winston Salem, NC 27106

Vic Flow

105 Sunset Lane, Beaufort, NC
Parcel No.: 730617014104000
Askey, Barbara Lee Trustee
182 Trankilo Street #604
Barrigada, Guam 96913

120 Ann Street, Beaufort, NC
Parcel No.: 730617014296000
Bollinger, Clay Belin
4600 Hickory Nut Ridge Road
Granite Falls, NC 28630

Rick Monaco & David Bradley

120 Ann Street, Beaufort, NC
Parcel No.: 730617015220000
Revels, Ray V. Jr.
120 Ann Street
Beaufort, NC 28516

106 Ann Street, Beaufort, NC

Parcel No.: 730617013335000
Ostrow, Gene J & T. Woody
105 Patton Place
Chapel Hill, NC 27517

115 Ann Street, Beaufort, NC

Parcel No.: 730617014444000
Yost, Mark S.
2026 St. Andrews Rd.
Greensboro, NC 27408

117 Ann Street, Beaufort, NC

Parcel No.: 730617015329000
Ziglar, William R. & Megan
117 Ann Street
Beaufort, NC 28516

119 Ann Street, Beaufort, NC

Parcel No.: 730617015464000
Chadwick, Bradford Q.
M. Bruce Chadwick Trust
4003 Halcyon Drive
Huntersville, NC 28078

122 Ann Street, Beaufort, NC

Parcel No.: 730617015167000
Flow, Eric B. & Megan T.
8570 Brook Meadow Court
Lewisville, NC 27023

124 Ann Street, Beaufort, NC

Parcel No.: 730617016116000
Hardesty, Jerry Jr. & Shelia
124 Ann Street
Beaufort, NC 28516

126 Ann Street, Beaufort, NC

Parcel No.: 730617016150000
Mary Christina Baker & Caleb Richard Cunningham
Carroll Lvg Trust
125 Craven Street
Beaufort, NC 28516

124-130 Sunset Lane, Beaufort, NC

Parcel No.: 730617015110000
John & Joseph LLC
325 Front Street
Beaufort, NC 28516

122 Sunset Lane, Beaufort, NC

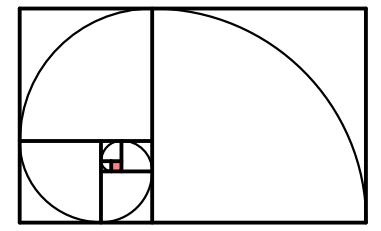
Parcel No.: 730617015033000
Moore, Michael A & Moore, William M. Jerry Wordsworth
113 Moore Street
Beaufort, NC 28516

Alley way

Parcel No.: 730617014083000
Candlewood Investments LLC Jerry Wordsworth
c/o Douglas K. Martin
PO Box K
Rocky Mount, NC 27804

100 Sunset Lane, Beaufort, NC

Parcel No.: 730617014925000
Sunset Lane Properties LLC Jerry Wordsworth
PO Box K
Rocky Mount, NC 27804



MKChalk
Architecture P.A.

105 Banks Street Morehead City
North Carolina 28557
252 726-5387 252-726-3099
fax 252 726-1250 info@burnchalk.com

Consultants:

SEAL:



Revisions:

17 MARCH 2026

FLOW RESIDENCE
114 Ann Street
Beaufort NC, 28516
Project Number: 26001

OWNERS INITIALS
& DATE OF APPROVAL

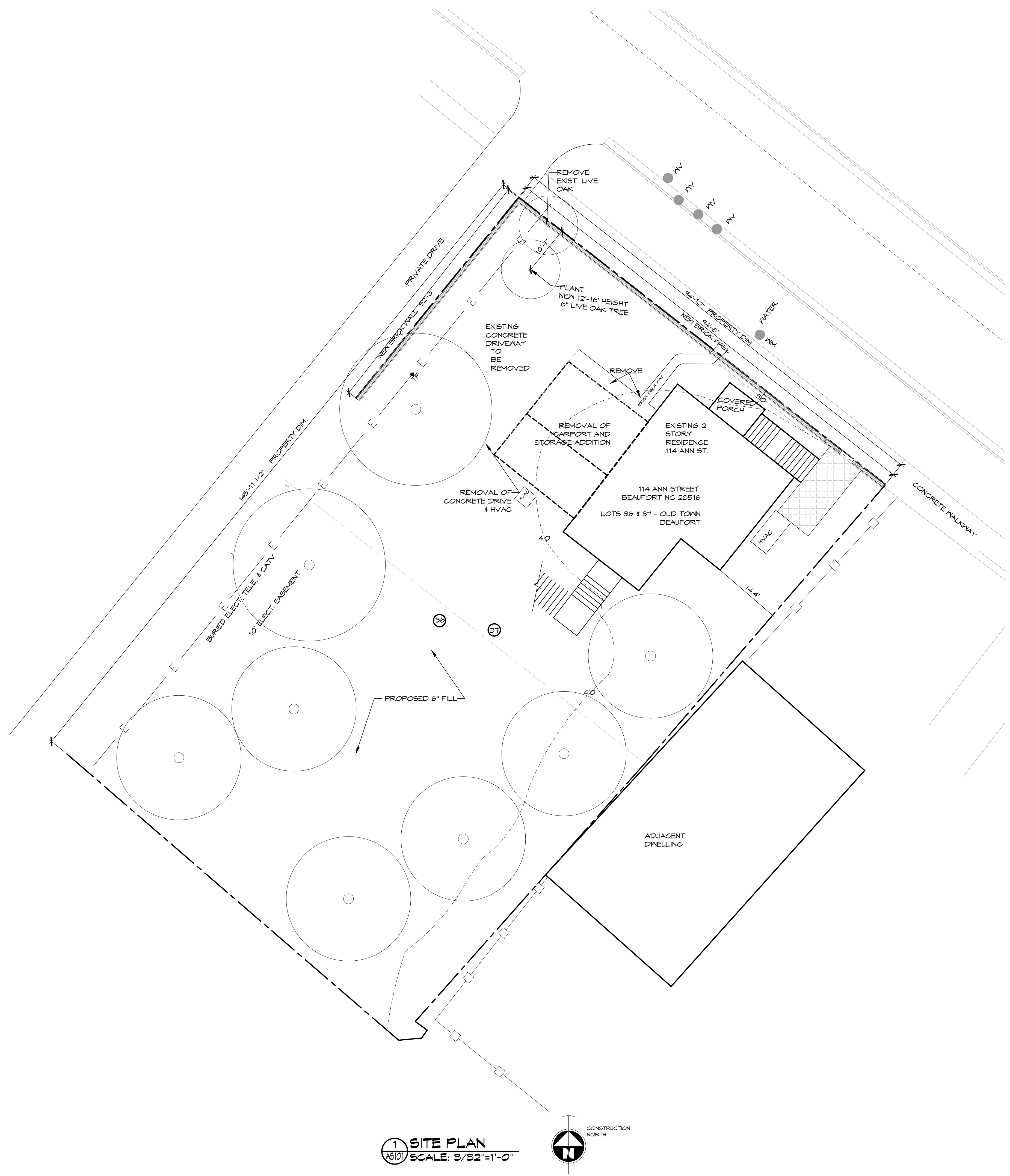
APPROVED BY OWNER DATE

APPROVED BY OWNER DATE

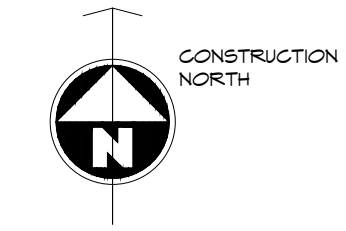
DATE: 02/10/2026
CHECK BY: MKC
DRAWN BY: CCB
SCALE: AS SHOWN
PROJECT PHASE: SD

SITE PLAN

AS101



1 SITE PLAN
AS101 SCALE: 3/32"=1'-0"



THESE DRAWINGS AND SPECIFICATIONS REPRESENT AN INSTRUMENT OF SERVICE AND AS SUCH SHALL REMAIN IN OWNERSHIP WITH THE ARCHITECT. USE OR REPRODUCTION BY ANY MEANS, IN WHOLE OR IN PART, WITHOUT THE ARCHITECT'S CONSENT, IS PROHIBITED.

PROGRESS SET

W:\acaddwg\26001 Flow 114 Ann Street\Drawings\002 - 26001 - AS101 - Site Plan 2025 MKC.dwg, AS101_3/17/2026 12:07:27 PM, DWG To PDF.pc3, 1:1



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 Tuesday, April 7, 2026 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business

SUBJECT: Case # 26-15 600-610 Front St- Fencing

BRIEF SUMMARY:

The Town wishes to install 150 feet of new wooden fencing on the south side (600-610) of Front Street.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP
Date: March 27, 2026
Case No. Case # 26-15 600-610 Front St- Fencing

Request: Replace 150 feet of Fencing between 600 & 610 Front Street

Applicant: Town of Beaufort
 701 Front Street
 Beaufort NC, 28516

Property Information:

Owners: Town of Beaufort
 Location: 600-610 Front Street
 PIN#: 730505199576000

Project Information:

- 150 feet of new railing along Front Street, directly along the commercial dock area.
- All wood construction
- 42” tall (from the base of the sidewalk)
- Natural wood finish with treated lumber
- A two-rail system with a flat board running perpendicular to the upper rail (not angled). (Photo Example included in packet as to selected fencing)

As part of the request the Board of Commissioners has requested the HPC to determine the type of post top for the 6X6 post (see attached photos of different tops)

Proposed work:

See Attached Application & Narrative

Material:

See Attached Description and Photos

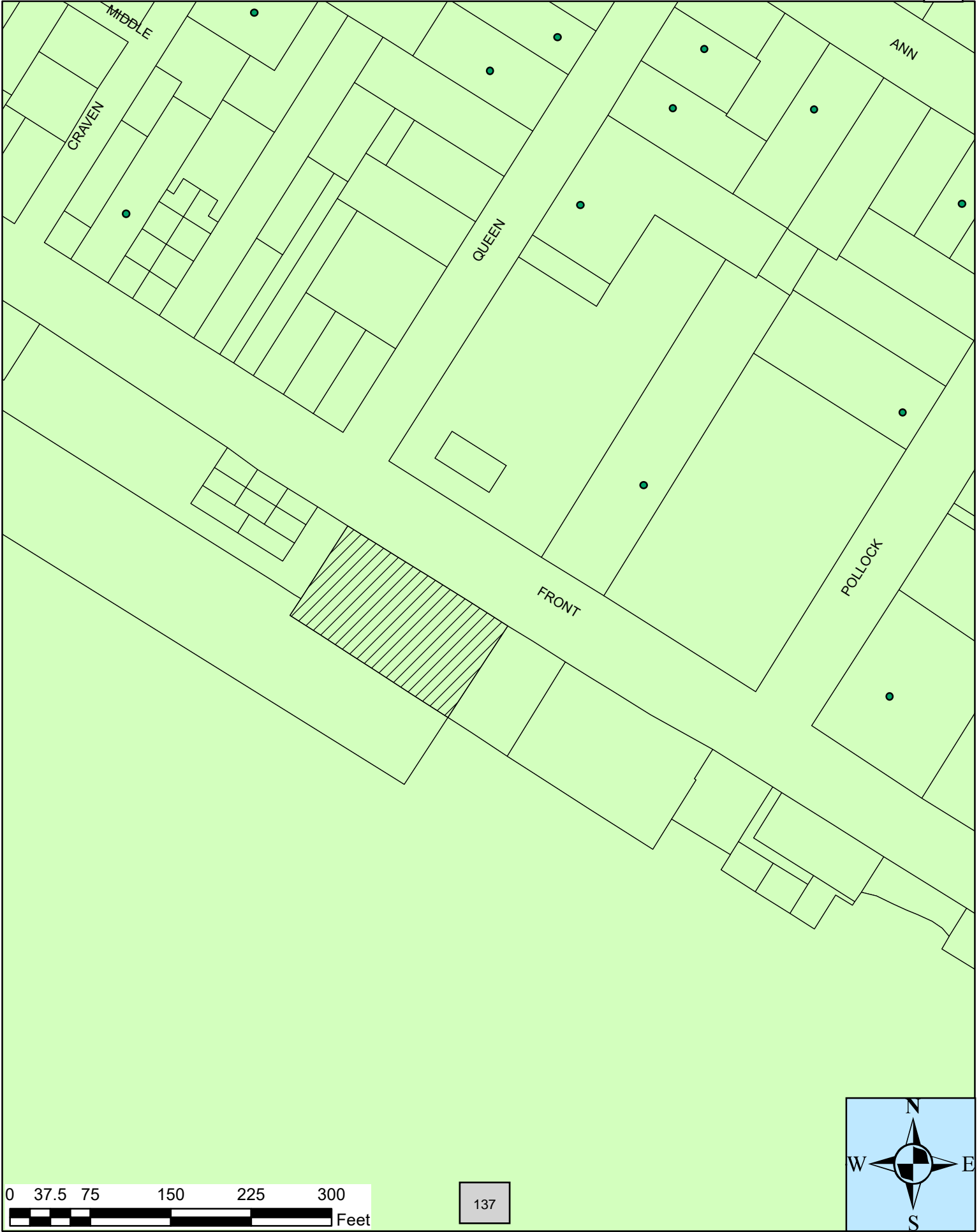
Fences and Walls Guidelines

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.

Accessibility and Life Safety Guidelines

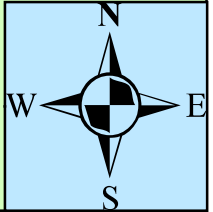
6.8.1 Locate fire exits, stairs, landings, and ramps so that they are compatible with the character of the building or site. For example, wheelchair ramps may replicate a railing detail on a building or be of a simple design that allows it to blend discreetly with its surroundings. Such elements should be painted to tie in with the structure.

Case # 26-15 600-610 Front St- Fencing



0 37.5 75 150 225 300 Feet

137



OWNER

Address

BEAUFORT HOUSE LLC	510 FRONT ST APT 21 BEAUFORT, NC 28516
BLUE TREASURE LLC	PO BOX 3557 CARY, NC 27519
INLET INN BEAUFORT LLC	601 FRONT ST BEAUFORT, NC 28516
MORRIS ROBERT OWEN	510 FRONT ST #23 BEAUFORT, NC 28516
POWERS CATHERINE NEWCOMB	510 FRONT STREET UNIT 32 BEAUFORT, NC 28516

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



Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **\$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. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Town of Beaufort (Kyle Garner, Planning Dir)

Applicant Address: 701 Front Street

Business Phone: 252-728-2142 Email/Cell: N/A

Property Owner Name: Town of Beaufort

Address of Property: 600-610 Front Street

Phone Number: N/A Email/Cell: N/A

PROJECT INFORMATION

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

Estimated Cost of Project: \$ 7,500

Year House Built: N/A

Kyle Garner
Applicant Signature

Date

N/A
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: _____

139

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 of all Design Guidelines that apply to the application and a description of how proposed changes are consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks*, which can be found at <https://www.beaufortnc.org/bc-hpc/page/design-guidelines-beaufort-historic-district-landmarks>
- A list of 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.

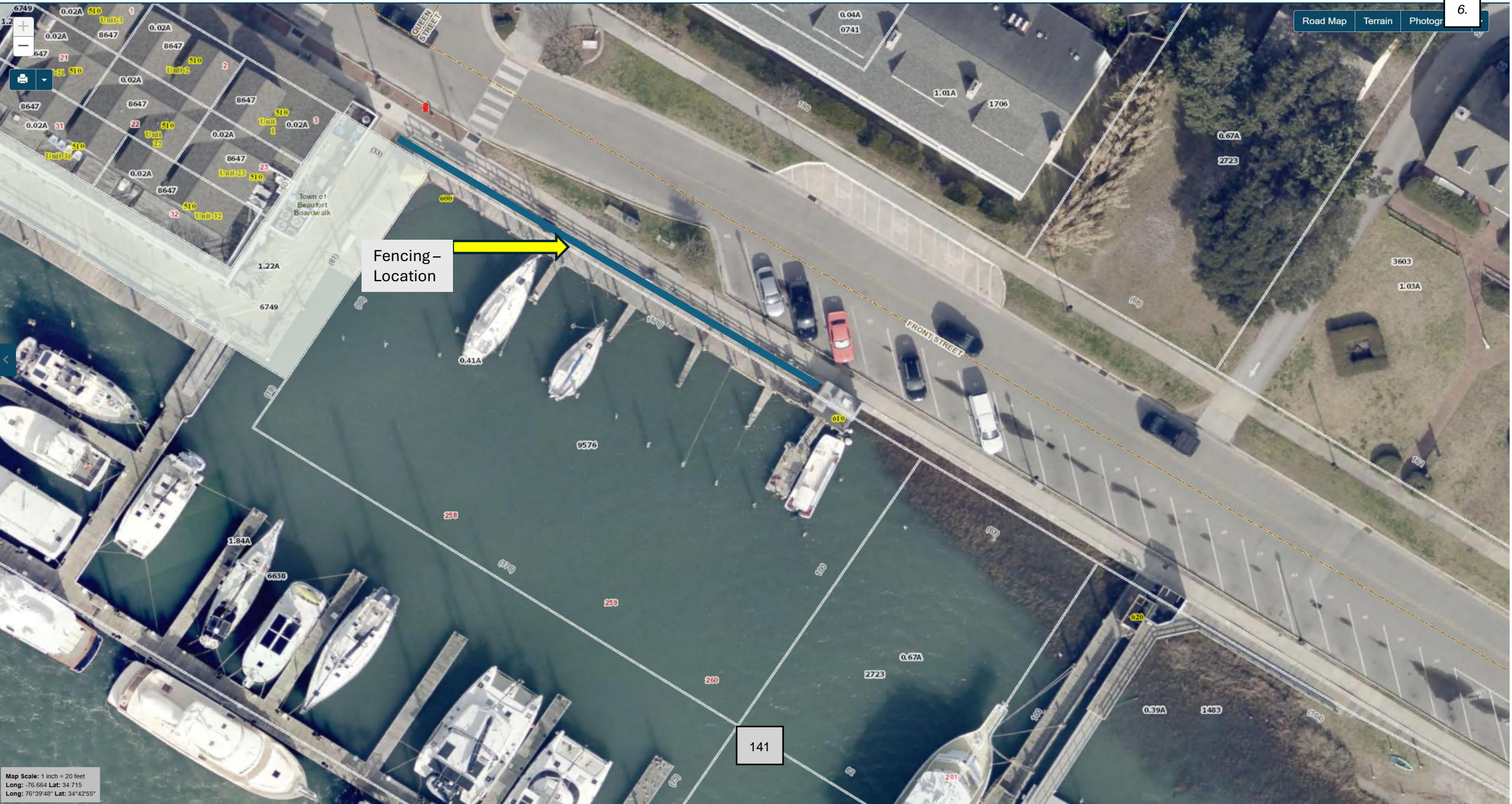
4. At least one set of materials, in color, that are to be evaluated by the Commission should be submitted with the application. An electronic or digital file of the work should also be submitted. Please contact Town Staff to see what electronic or digital file can be submitted.

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.

Site Plan 600-610 Front Street - Fencing



Fencing - Location

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Site Plan 600-610 Front Street – Fencing Sample

6.



Site Plan 600-610 Front Street – Top Sample

6.



Site Plan 600-610 Front Street – Top Sample

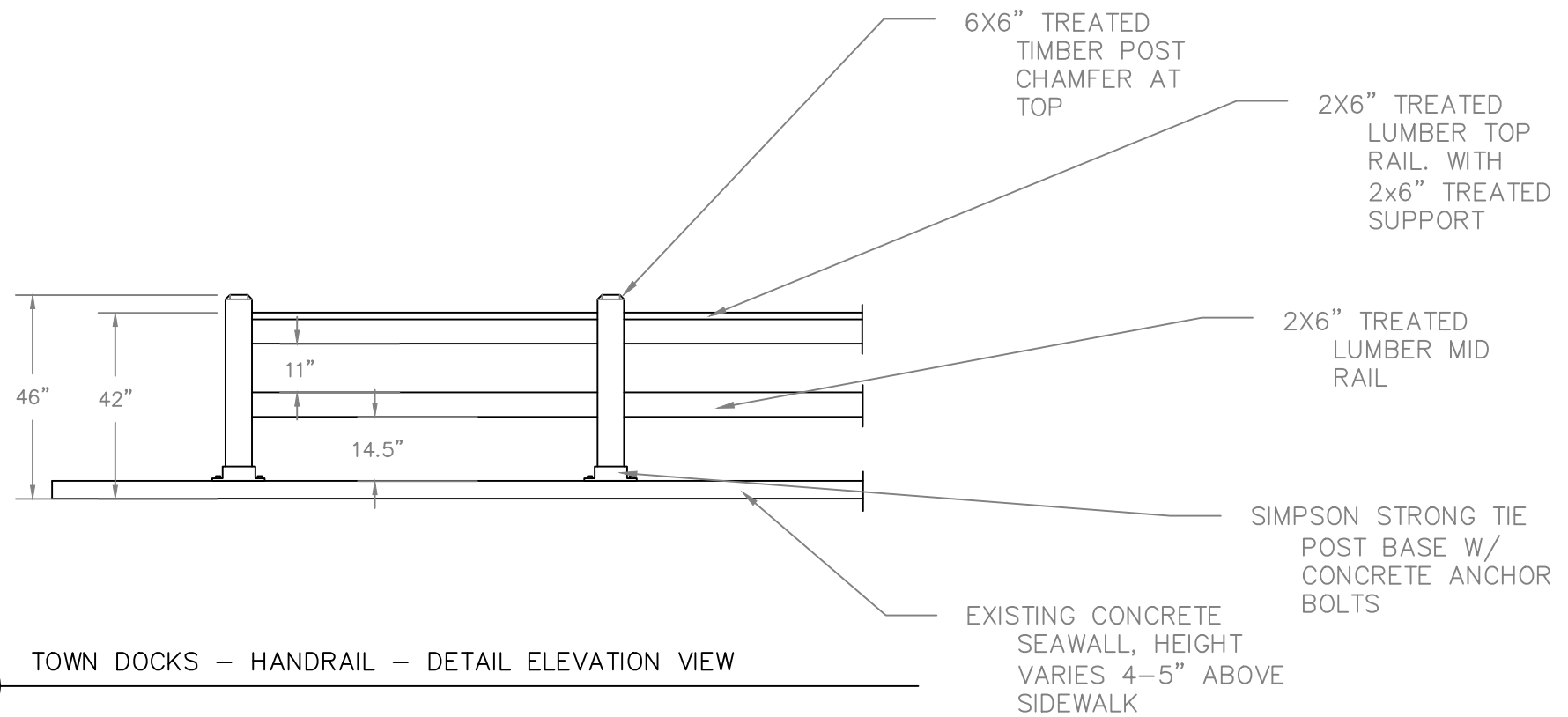
6.



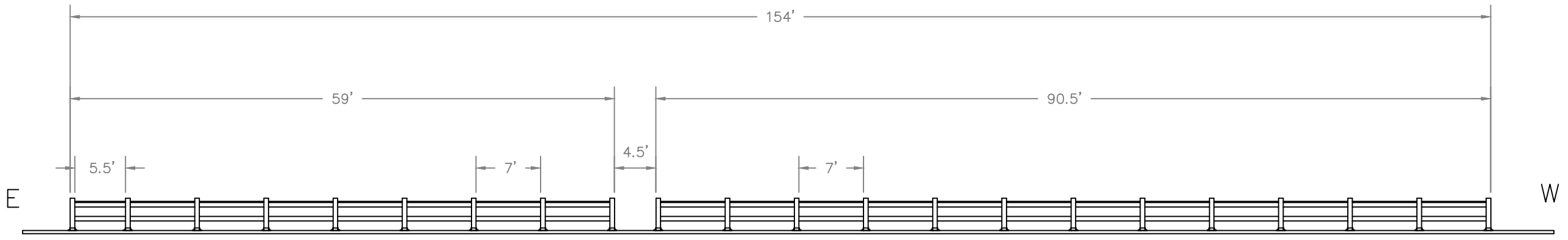
Metal - Top

Town Docks – Handrail

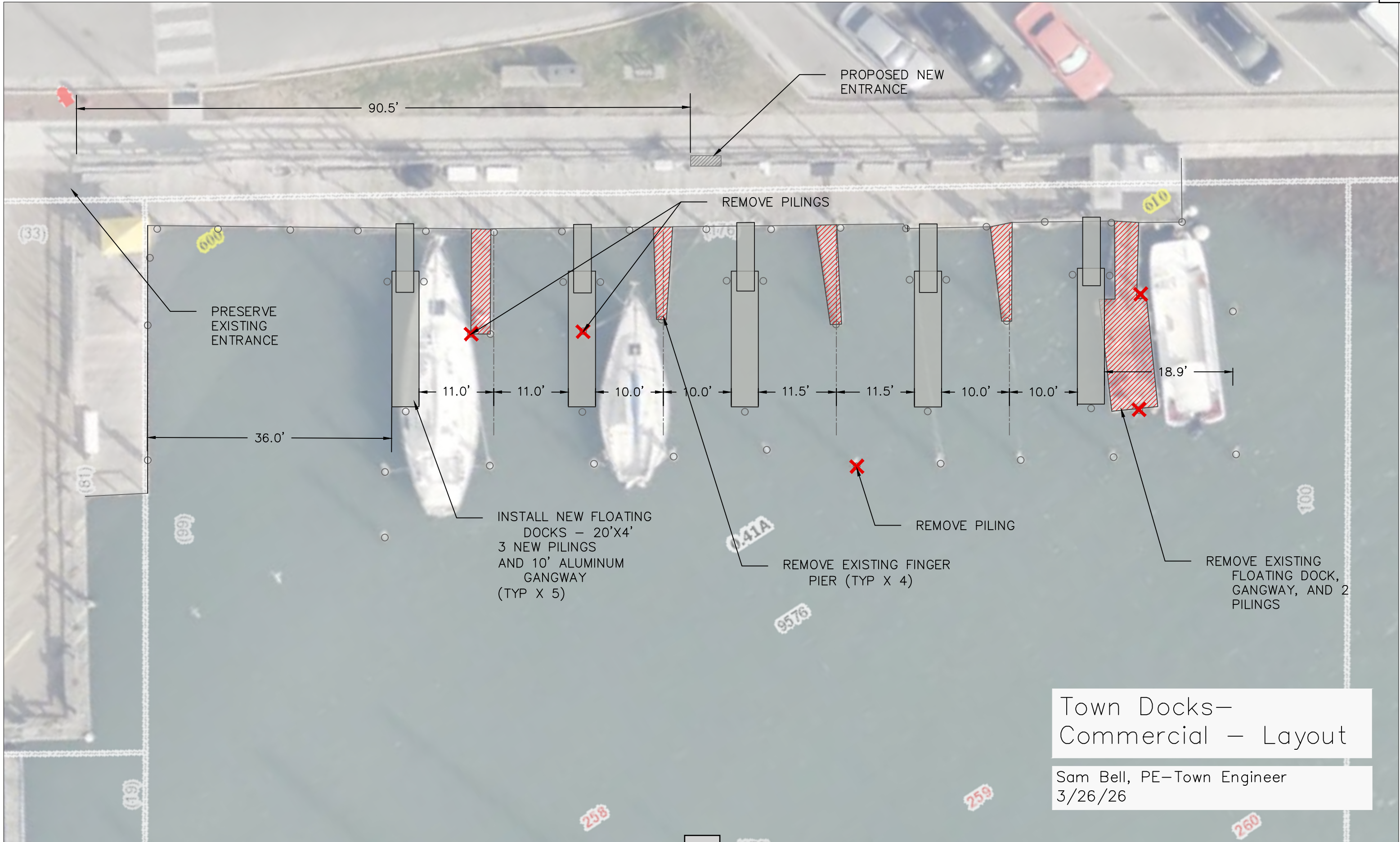
Sam Bell, PE – Town Engineer
3/26/26



1 TOWN DOCKS – HANDRAIL – DETAIL ELEVATION VIEW



2 TOWN DOCKS – HANDRAIL – OVERALL LAYOUT



Town Docks—
Commercial – Layout

Sam Bell, PE—Town Engineer
3/26/26