



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

**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM Monday, February 09, 2026**  
**Train Depot, 614 Broad Street**

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**Call to Order/Pledge of Allegiance**

**Roll Call**

**Agenda Approval**

**Items of Consent**

- [1.](#) Meeting Minutes: January 12, 2026
- [2.](#) FY 27 Budget Calendar

**Public Comment**

**New Business**

- |  |            |
|--|------------|
| <a href="#">1.</a> Case #26-01 Preliminary: Final Plat - 110 Davis Bay Drive   | K. Garner  |
| <a href="#">2.</a> Case #26-02 Subdivision: Preliminary & Final Plat-153 Kelly Drive   | M. Eitner  |
| <a href="#">3.</a> Capital Project BA #3- USDA Stormwater and Streets Improvements<br>FY26 BA #4; Paving Portion of the USDA Project | C. Wood    |
| <a href="#">4.</a> Volunteer Board Appointments  | E. Lewis   |
| <a href="#">5.</a> 2026 Parking Season   | M. Zapp    |
| <a href="#">6.</a> "Rock the Docks" Concert Series 2026  | J. Welborn |

**Manager Report**

**Mayor/Commissioner Comments**

**Closed Session**

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

**Adjourn**



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**Board of Commissioners  
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6:00 PM – Monday, February 9, 2026  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

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**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Meeting Minutes: January 12, 2026

**REQUESTED ACTION:**

Review and approve the attached draft minutes from the January 12, 2026, Board of Commissioners Regular Meeting. The minutes were prepared by Deputy Town Clerk, Jennifer Welborn.

**SUBMITTED BY:**

Elizabeth Lewis, Assistant Town Manager/Town Clerk



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**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM Monday, January 12, 2026**  
**Train Depot, 614 Broad Street**

**DRAFT**

**Call to Order/Pledge of Allegiance**

Mayor Harker called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll:

PRESENT :

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

ABSENT: None

**Agenda Approval**

Commissioner Gillikin made a motion to approve the agenda with an amendment to remove New Business item "3. George Aswad's Request for a New Commercial Slip" from the agenda.

The motion carried unanimously with a (5-0) vote.

**Items of Consent**

1. Meeting Minutes: December 8, 2025
2. Personnel Policy Amendments: Section 8. Vacation Leave: Manner of Taking and Section 14. Transfer of Sick Leave from Previous Employer
3. FY 2026 Budget Amendment #3
4. USDA Capital Project Utilities Improvements Budget Amendment #3
5. Resolution: Adopting Water and Sewer System Revenue Bond Anticipation Note

Commissioner Gillikin made a motion to approve the Items of Consent.

The motion carried unanimously with a (5-0) vote.

Mayor Harker welcomed everyone back including newly elected Commissioner Matthews.

**Presentations**

1. Draft FY 2025 Audit: Martin Starnes and Associates

Tonya Coffee of Martin Starnes and Associates, and auditor for the Town of Beaufort's fiscal year 2025, presented audit results and key financial information for FY 2025. She presented the draft audit and reported an anticipated unmodified opinion, noting delays related to federal audit guidance for USDA loan programs and implementation of a new accounting standard for sick leave liabilities, but stating that the extended filing date of February 12, 2026 would still be met. The presentation reviewed general fund revenues and expenditures, fund balance trends, and Local Government Commission benchmarks, indicating the Town remains in a strong financial position. She discussed the Town's utility fund, highlighted increased debt obligations, and included a recommendation that the Town conduct a utility rate study to assess long term sustainability. No Board action was required.

2. 2025 Parking Season: Pivot Parking

Representatives from Pivot Parking, Tina Reid, Austin Willis, and Jared Glass, reviewed the Town's 2025 parking season, including operational changes, including an earlier season start, updated payment technology, ambassador style enforcement, increased golf cart parking, and staffing updates. Revenue performance, transaction data, visitor origins, permit sales, citation trends, and operating expenses were reviewed. The presenters attributed lower than budgeted revenue largely to weather conditions and shorter parking durations. Topics identified for future discussion included signage improvements, rate structure, parking program dates, enforcement technology, and potential residential permit options. No Board action was required.

**Public Hearing**

1. Case 25-14: Request to Rezone 19.67 acres between HWY 101 and Ronnie Road, from R8MH, R-20 & R-8 to TCA

Commissioner Cooper motioned to open the public hearing at 6:49 PM.

The motion carried unanimously with a (5-0) vote.

Planning Director, Kyle Garner, reviewed details about Case 25-14, including public notices, staff comments, and Planning Board recommendations.

Commissioner LoPiccolo inquired about sound buffers along the Highway 70 corridor. Garner stated that this issue was very relevant, but limited discussion.

Public Comments:

Norman Geltz: 253 HWY 101, Beaufort, NC

Mr. Geltz, an adjacent property owner, discussed concerns regarding emergency vehicle access to and from the Town of Beaufort, needs for increased roadway signage around the school zones, and the need for transportation impact analysis for multiple major interactions throughout Beaufort, and to include evaluating the need for a truck route through Beaufort. He also questioned if the burden of the transportation impact analysis should lie solely with the developer or with the Town as well. Mr. Geltz also discussed stormwater flow and drainage issues in the old crop fields of this property and debris buildup and removal.

William Yale: 201 Ronnie Rd, Beaufort, NC

Mr. Yale discussed concerns regarding traffic conditions along Highway 101 and the future roundabout, noting that increased development would significantly add to traffic volume. He stated that the area requires extensive study and questioned the feasibility of future traffic logistics, especially with an an increase from 76 units to a 105 units. Mr. Yale also expressed concern that the additional traffic could increase the risk of future accidents in the area.

Ralph Mason: 209 Ronnie Rd, Beaufort, NC

Mr. Mason discussed concerns related to noise impacts in the area, including tractor trailer traffic, loud music from vehicles, and the use of J-brakes. He also raised broader traffic concerns and stated that while he is not opposed to development, he supports development that is logical and thoughtfully planned. Mr. Mason also addressed stormwater runoff issues, referencing past flooding incidents and flood insurance. He discussed the importance of preserving wooded areas as sound buffers and suggested the potential use of a constructed sound barrier or wall. He also echoed concerns about the stormwater holding pond and the safety of children in the neighborhood in light of increased traffic and development activity.

Roy Ronald Barber, Jr.: 211 Ronnie Rd, Beaufort, NC

Mr. Barber stated that he felt West Beaufort Road and Ronnie Road residents are disadvantaged when new development occurs, sighting past events, especially around the time of the airport development. He discussed mobile homes and affordable housing, describing this area as a "hidden paradise." He desired to see buffering between the new townhomes and mobile homes, and mentioned the perception of neighboring properties on property values.

Kevin Johnston: Chief Operating Officers for TAFT Family Ventures

Mr. Johnston mentioned another local TAFT project, Compass Landing in Newport. He gave some background on TAFT Family Ventures, stating that it is an 80+ year old real estate company focused primarily on market rate and affordable multi-housing communities in North Carolina, South Carolina, Virginia, and Maryland, managing nearly 5,300 affordable and market rate multifamily units over the years, in addition to commercial properties and student housing.

Mr. Johnston said that he appreciated the opportunity and guidance and that this project was still in its early planning stages. He restated concerns heard earlier during public comment and said TAFT plans to address each of these items as their civil engineering and architectural designs develop over the coming months, if approved. Johnston also mentioned that this development would set aside 10% of the units for workforce housing to support the local workforce such as medical, fire rescue, service, industry, teachers, local government, and military personnel, and the overarching goal to attract and retain full-time year round residents to the Town of Beaufort. He also mentioned maintaining existing trees on the property as a buffer and thanked everyone for their time.

Commissioner Cooper motioned to close the public hearing.

The motion carried unanimously with a (5-0) vote.

Town Attorney A.W. Grady reminded the Board that the vote was a "yes" or "no" to the rezoning of this property with no other stipulations at this time. There was general discussion about the traffic impact study, Beaufort's desire for sidewalks and affordable housing, stormwater, and other issues surrounding the rezoning of this property.

Commissioner Cooper motioned to approve Case 25-14: Request to Rezone 19.67 acres between HWY 101 and Ronnie Road, from R8MH, R-20 & R-8 to TCA.

The motion carried unanimously with a (5-0) vote.

## Public Comment

George Aswad: 108 J R S Ranch Road, Newport, NC

Mr. Aswad, a commercial operator at Beaufort Town Docks, spoke about the new contracts for commercial operators at the Town Docks and expressed concern with specific contract language, particularly the provision allowing eviction within 60 days without cause. He stated that this language creates uncertainty for commercial operators and could negatively impact business stability. Mr. Aswad urged the Board to reconsider or clarify the terms of the contracts to provide greater fairness and security for those operating businesses at the Town docks.

Shannon Dillard: 410 Front Street, Beaufort, NC

Ms. Dillard, local business owner of Windtide, commented on the Town's paid parking program, it's potential impact on local businesses, and expressed the opinion that the paid parking season should end

in mid-September. She stated that extending paid parking beyond that timeframe is unnecessary and suggested that an earlier end date would be more appropriate for the community and visitors.

1.

## Old Business

### 1. Godette Hotel: 400 Pollock Street

Town Attorney, A.W. Grady, provided an update on the Godette Hotel, located at 400 Pollock Street. Grady reviewed the history of this property, timeline of the rehabilitation process, and stated that no improvements have been made to the property since 2021. He stated that in December 2025, the property owner requested the Town sign an encroachment agreement since a rehabilitation schedule had been provided.

Commissioner Cooper discussed the lack of movement on the property over the past three years and the need for further actions. He stated that the property owner has had a sufficient amount of time to begin rehabilitation efforts.

Grady explained that the Town essentially has three options: 1. Do nothing 2. Continue negotiations towards meaningful progress prior to encroachment agreement signing, or 3. Pursue demolition of the building as a public nuisance, similar to the process that had been started in 2021. Grady suggested that the Town pursue the third option.

Commissioner Cooper mentioned the opinions of some community members he had been in contact with and the deterioration of the building into a public eye sore, stated that he would hate to see it torn down, but mentioned that this may be the Town's only option.

Commissioner Spiegler inquired about possibly attempting to help Preserve North Carolina (PNC) facilitate the resell of the property in a timely manner. Commissioner Cooper stated that he was aware of multiple past offers on the property, but the owner has not been willing to sell at those price points.

Commissioner LoPiccolo stated that the owner, Sandy Smith, is not a Beaufort resident and has little or no ties to the Beaufort community. The Board has invited her to attend their meetings multiple times, but hasn't. LoPiccolo inquired about potential uses of the property and mentioned that there was a subdivision and sale of part of the property.

Grady confirmed and explained that in November 2025, the vacant patch on the property was transferred from Smith's LLC to another LLC. This is documented at the Carteret County Register of Deeds. Commissioner LoPiccolo called into question the acceptability of the timeline of rehabilitation given by Ms. Smith, which contained limited information and no specifics.

Commissioner Matthews inquired about the demolition process and establishing the property as a "nuisance." Grady explained that the Town could pursue a demolition through the Town's Planning and Inspections department, the route which was pursued in 2021, although this would be a lengthier process and one which the owner could appeal to Carteret County's Superior Court. He stated that the second option would be to appeal this issue to Carteret County Superior Court as a nuisance abatement issue, especially if the case is likely to end up in the Superior Court anyway.

Commissioner Spiegler asked who would own the property after demolition. Grady discussed details regarding ownership and costs of the demolition process.

Commissioner Gillikin expressed that the Board has been a fierce advocate for the preservation of this property, aiming to address misinformation on social media. She expressed sadness and sentimental feelings for the state of the property and mentioned that it is a fire hazard to adjacent property owners. She stated that the building's demolition is the last resort. Gillikin reiterated Ms. Smith's lack of ties to the community and perceived lack of motivation to rehabilitate the property, mentioning other options that Ms. Smith could

have taken. Gillikin stated that, unfortunately, the Board needs to take action on this property now.

Commissioner Cooper echoed feelings of sadness for the state of the property and that the building is a hazard which needs to be addressed. He asked about the process of noticing the property owner of demolition. Attorney Grady, explained the noticing process and that the last communications he received from Ms. Smith’s attorney was in September 2025.

Commissioner LoPiccolo stated that he would love to see the property rehabilitated and that the Board wasn’t targeting the current owner, but in fact, had given her ample opportunity regarding the property. He sighted the unsafe overhang and that the building is condemned, meaning that the Fire Department cannot enter the building during a fire, creating a hazard. LoPiccolo stated that the Board needs to address buildings like this in the community.

Commissioner Cooper asked about the last communications with Preserve PNC. Grady said he had communicated with them earlier that day and will relay communications from the meeting to them.

Mayor Harker stated that PNC had tried to help with the rehabilitation process and that during this process, the property owner had the willingness and support of the Commissioners, the Town, and it’s community. Attorney Grady stated that this rehabilitation efforts at this property began long before 2021.

Mayor Harker expressed her frustration with the situation, stating that she believed it to be “by design” and that it puts the Town in a difficult position. She expressed concern over public perception if the Town purses the demolition of the building and explained that the family who previously owned the property entrusted PNC to choose a new owner who would successfully rehab the property, but those efforts failed, which she described as highly unsatisfactory. Harker stated that it is shameful that this piece of history may soon be gone.

Commissioner Cooper reiterated that Ms. Smith is not leaving the Board with a lot of options at this point.

Commissioner Gillikin suggested a combination of options 2 and 3 with a “short timer” on option 2. There was discussion about what the details of this option and timelines would be.

Commissioner LoPiccolo expressed his lack of optimism on any action resulting from a delayed filing.

Attorney Grady stated concerns over a potential sale of property, mentioning any new owner’s rehabilitation process timeline. He recommended pursuing nuisance abatement to see more immediate action.

Commissioner Matthews, thanked Grady for his advice and insight.

Commissioner Gillikin inquired about which option would cause a higher burden on Beaufort taxpayers. Grady answered demolition. He also stated that the “best case scenario” would be if the property was sold to a buyer who was motivated to rehabilitate the building.

Commissioner Matthews inquired about costs incurred during a nuisance abatement filing and stated that he would prefer to file immediately.

Commissioner Matthews made a motion to file in Carteret County Superior Court for the abatement of the nuisance that exists at the that property, 400 Pollock Street.

The motion carried in a 4-1 vote, with Commissioner Gillikin opposed.

**New Business**

- 1. Sewer Allocation Reservation Request: 2621 HWY 70 & 100 Tiffany Way

Town Engineer, Sam Bell, presented a request for sewer allocation at 2621 HWY 70 & 100 Tiffany Way. He reviewed the priority level 4 ap[7]tion, it’s associated fees and requirements, and gave

an overview of the site area, which is outside of town limits, but adjacent to the Town's force main. The application for two, three bedroom houses, would have a fairly low impact on the Town's system, however, the Town should limit the number of penetrations into its force main, especially for smaller properties. Bell stated that he knows of only two other small properties connected to the Town's force main.

Commissioner Matthews inquired about other possible options for the property owner. Bell stated that most homes in that area are on septic systems, but a preliminary review of this site determined it to be unsatisfactory for septic. Bell listed other possible options.

Commissioner LoPiccolo questioned how none of the 3.5 acre land was determined suitable for a septic permit, and reiterated that those findings were only preliminary.

There was general discussion about the property owner's potential options. Bell stated that the applicant was in attendance at the meeting.

Commissioner Cooper and Commissioner Spiegler recalled other requests for sewer allocations that the Board denied in 2025.

Commissioner Matthews discussed future increases to the Town's sewer and waste water capacity.

Commissioner Gillikin thanked Bell for his presentation and information presented to the commissioners. She stated her preference to apply the Town's policy consistently and mentioned future Town plans and overarching goals.

Commissioner LoPiccolo discussed the potential taxpayer burden, options for annexation, and all of the Town's services. He stated that approving this request "doesn't make sense for the Town." Bell stated that the property owner chose to forego annexation due to other water options available at the property.

Commissioner Gillikin made a motion to deny the Sewer Allocation Reservation Request at 2621 HWY 70 & 100 Tiffany Way.

The motion carried unanimously with a (5-0) vote.

## 2. Approval to Fund a Temporary Position in Public Utilities

Human Resource Director, Barbara Cooper, presented the need to fund a temporary position within the Public Utilities Department in the amount of \$30,000 and through June 30, 2026, to support increasing operational demands. She explained that the department is experiencing workload pressures related to ongoing USDA projects, regulatory requirements, and day to day system operations, and that existing staff capacity is insufficient to meet these demands in a timely and efficient manner. Ms. Cooper stated that the temporary position would provide short term relief, help maintain service levels, and support continuity of operations while longer term staffing and workload needs are evaluated.

Commissioner Cooper inquired about the likelihood of this position turning into a full-time position.

Ms. Cooper explained that the Town had a cost savings of \$100,000 on a project and that there was funds available for the temporary position, and possibly a future full-time position.

Commissioner Gillikin expressed her support of anything to advance the USDA roadway projects.

Commissioner Spiegler agreed.

Commissioner LoPiccolo inquired about the establishment of performance metrics for the position, especially to help if the position transitions into a full-time role.

Commissioner Cooper expressed concerns over potentially adding a new full-time position. Town Manager, Matt Zapp, briefly reviewed the staffing history in the Public Utilities department, stating that Public Utilities Manager, Donovan Willis, requested two new full-time positions, one for the Water Department and one for the Sewer Department, during last year's budget planning, both of which were not funded. Zapp reiterated that the existing team is overburdened, especially with the excess workload of current projects. He stated that requests for additional full-time positions in the Public Utilities department may appear during this year's budget discussions in order to successfully maintain the Town's infrastructure.

Commissioner Cooper made a motion to approve the funding of a temporary position in Public Utilities.

The motion carried unanimously with a (5-0) vote.

~~3. George Aswad's Request for a New Commercial Slip~~

This item was unanimously removed from the Agenda during the Agenda Approval.

**Manager Report**

1. 2025 Overview by Departments

Town Manager, Matt Zapp, presented a high level overview of the Town's 2025 statistics and accomplishments by department, which included activity from January 1 through December 31, 2025. Departments included Police, Fire, Public Works, Engineering, Community Engagement and Parks & Recreation, Planning/Zoning, Public Information, Human Resources, Utilities (Water, Sewer, and Waste Water Treatment Plant), and Finance.

**Mayor/Commissioner Comments**

Commissioner LoPiccolo thanked Town staff for all of the progress on current projects, including the Beaufort Town Docks.

Commissioner Cooper wished everyone a Happy New Year.

Commissioner Gillikin had no comments at this time.

Commissioner Spiegler thanked everyone for their participation, welcomed Commissioner Matthews, and said she was looking forward to the annual Board Retreat later that month.

Commissioner Matthews thanked the citizens of Beaufort for electing him, stating that Beaufort is a very special place and mentioning the helpful community support he experienced during his wife's recent surgery.

Mayor Harker thanked the citizens who have participated in the Town's commissions and advisory boards over the years for their dedication and involvement. She mentioned an increased focus on community engagement and Town communications, to include a new video series entitled "Porch Talks with Mayor Sharon Harker," coordinated by Public Information Officer, Rachel Johnson coordination. The first episode features F3 Marina guests, Lori Meehan and Hunter Spitzer. Mayor Harker discussed the importance of speaking from a place of abundance, instead of from a place of "lack," and that Beaufort has abundance. She also thanked Town Manager Matt Zapp for his prompt hard work, and gave a fond farewell to Fire Chief Tony Ray on his upcoming retirement. She reminded everyone that the Board Retreat will be held on Thursday, January 28 and Friday, January 29, 2026 from 8:00 AM to 5:00 PM at the Belfort Hotel and that the Board's January 26, 2026, work session will be cancelled.

Commissioner Cooper acknowledged and thanked former Commissioner Oliver who was present in the audience.

**Closed Session**

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

Commissioner Cooper made a motion to enter into a closed session pursuant to NCGS 143-318.11(a)(3).

The motion carried unanimously with a (5-0) vote.

The Mayor, Commissioners, Town Attorney, Town Manager, and Assistant Town Manager/Town Clerk, entered into a closed session from 9:45 to 10:40 PM pursuant to NCGS §143-318.11(a)(3).<sup>1.</sup>

(Closed Session minutes are Sealed & Confidential under NCGS §143-318.10(e) until further notice.)

### **Adjourn**

Commissioner Gillikin made a motion to adjourn the meeting at 10:40 PM.

The motion carried unanimously with a (5-0) vote.

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Sharon E. Harker, Mayor

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Jennifer L. Welborn, Deputy Town Clerk



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**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM – Monday, February 9, 2026**  
**Train Depot, 614 Broad Street**  
**Beaufort, NC 28516**

**AGENDA** Items of Consent  
**CATEGORY:**  
**SUBJECT:** FY 27 Budget Calendar

**BRIEF SUMMARY:**

Review and approve the attached scheduled dates for presentations, workshops, public hearing, and approval of the FY 2027 Budget.

**REQUESTED ACTION:**

Approve the FY 27 Budget Calendar.

**SUBMITTED BY:**

Christi Wood – Finance Director

# FY 2027 Budget Adoption Calendar

May 11, 2026 (Monday) - Budget presented at Town Board Meeting  
6 PM, Train Depot

May 14, 2026 (Thursday) - Budget Work Session  
4 PM, Train Depot

May 20, 2026 (Wednesday) – Budget Work Session  
6 PM, Train Depot

May 27, 2026 (Wednesday) - Budget Work Session (if needed)  
4 PM, Train Depot

June 8, 2026 (Monday) – Public Hearing and Adoption of the FY26 Budget at the Town Board Meeting  
6 PM, Train Depot



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Regular Meeting  
6:00 PM Monday, February 9, 2026  
614 Broad Street- Train Depot**

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**AGENDA** New Business

**CATEGORY:**

**SUBJECT:** Case #26-01 Preliminary: Final Plat - 110 Davis Bay Drive

**BRIEF SUMMARY:**

This site is in the Extra Territorial Jurisdiction (ETJ), is zoned R-20, and has approval from County Environmental Health for a Septic Tank on the proposed lot. Because of its location no infrastructure improvements are needed.

Additionally, the Town’s Planning Board at their January 20<sup>th</sup> meeting unanimously recommended approval of the Preliminary and Final Plat for 110 Davis Bay Drive.

**REQUESTED ACTION:**

Consider approval/denial of the Preliminary/Final Plat for 110 Davis Bay Drive

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

# STAFF REPORT

**To:** Honorable Mayor & Board of Commissioners  
**From:** Kyle Garner, AICP  
**Date:** January 23, 2026  
**Project** 110 Davis Bay Drive – Preliminary/Final Plat

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**THE QUESTION:** Subdivide a 10.01 Acre Tract into 2 Lots

**BACKGROUND:** This site is in the Extra Territorial Jurisdiction (ETJ), is zoned R-20, and has approval from County Environmental Health for a Septic Tank on the proposed lot. Because of its location no infrastructure improvements are needed.

Additionally, the Town’s Technical Review Committee has reviewed these plans for consistency with Town design specifications.

Location:	110 Davis Bay Drive 731506490875000
Owners:	Dr. Ray Vailecillo
Requested Action:	Subdivide a 10.01 Acre Tract into 2 Lots
Existing Zoning	R-20 – Residential
Size:	10.01 acres
Existing Land Use:	One Single-Family Home
Core Land Use Plan:	Rural/Working Lands

**SPECIAL INFORMATION:**

**Public Utilities:**  
 Septic & Well through County Environmental Health

At their January 20<sup>th</sup> meeting the Planning Board unanimously recommended the Preliminary and Final Plat for 110 Davis Bay Drive

**OPTIONS:**

1. Approval of the Preliminary/Final Plat for 110 Davis Bay Drive
2. Table the request
3. Deny the request.

# Vicinity Map - Case # 26-01 Preliminary-Final Plat - 110 Davis Bay Drive



# Future Land Use Map and Character Areas

The following pages provide an overview of Future Land Use Character Areas. While typical and potential uses are described, these lists are not exhaustive or prohibitive. For instance, some uses may be appropriate in many (or all) future land use character areas. These might include uses such as government maintenance buildings and small utility substations (electric, natural gas, sewer lift stations, water towers, etc.). However, some uses should be carefully considered so that they do not unintentionally create a demand for development in inappropriate areas. For instance, institutional uses such as churches, primary and secondary schools, or clinics might be appropriate in most residential areas, but if located in rural areas would invite inappropriate additional development. The size of operations is also a consideration. For example, a small church might be appropriate in a rural context, but a mega church may not. It is up to the governing boards at the time of the application to decide what will most accurately promote the goals established in this plan.

Please note that are areas with a blue and yellow hash pattern. This indicates areas where both the Employment Center character or Suburban Residential character would be deemed appropriate, so long as the type of development meets the needs of the City of Beaufort.

-  **Conservation, Open Space, Parks, Environmental, and Recreation**
-  **Rural / Working Lands**
-  **Suburban Residential**
-  **Traditional Neighborhood Residential**
-  **Compact/Multi-Family Neighborhood**
-  **Cedar Street Mixed Use Area**
-  **Village Commercial**
-  **Commercial Center**
-  **Downtown Commercial**
-  **Waterfront Commercial**
-  **Employment Center, Utility, & Infrastructure**
-  **Employment Center OR Suburban Residential**
-  **Non-Intensification Zone**

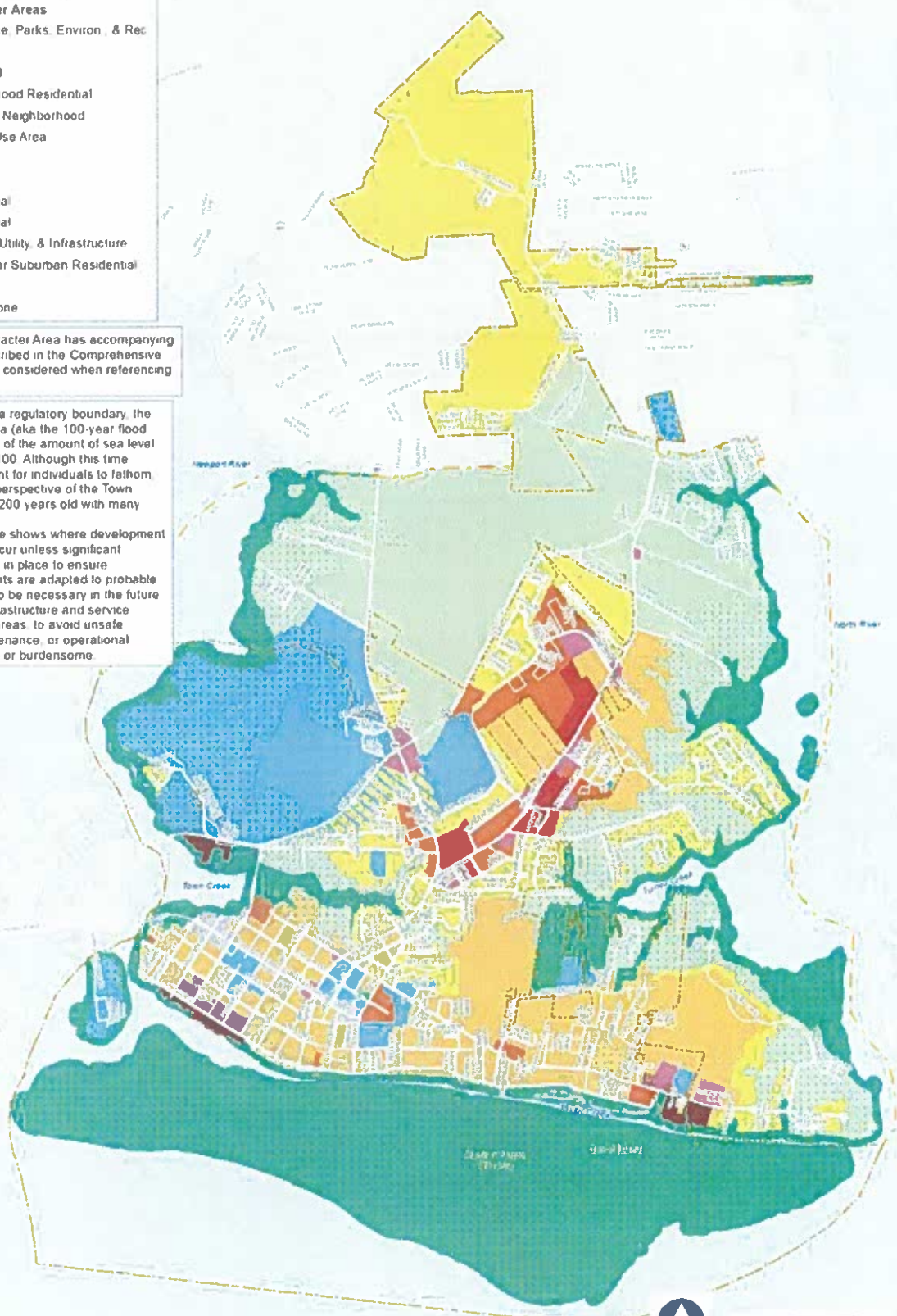
# Future Land Use Map

- Beaufort Corporate Limits
- Extra Territorial Jurisdiction (ETJ)
- Future Land Use Character Areas**
  - Conserv. Open Space, Parks, Environ. & Rec.
  - Rural/Working Lands
  - Suburban Residential
  - Traditional Neighborhood Residential
  - Compact/Multi-family Neighborhood
  - Cedar Street Mixed Use Area
  - Village Commercial
  - Commercial Center
  - Downtown Commercial
  - Waterfront Commercial
  - Employment Center, Utility & Infrastructure
  - Employment Center or Suburban Residential
  - Right of Way
  - Non-intensification Zone

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

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

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



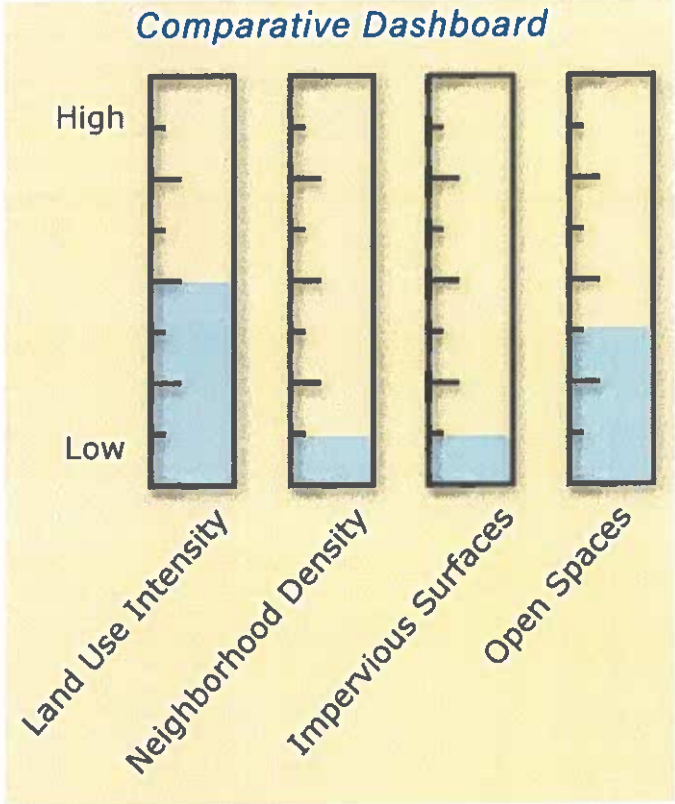
## Rural/Working Lands

### General Description:

Traditional Rural/Working lands (agriculture, silviculture, ranching and livestock, old farm fields, and homestead farms) predominate this character area. It also includes areas that are vacant or used for hunting or other non-residential, non-urban uses. These areas are generally not served by sewer service, although some suburban areas may be already. Due to typically poor septic infiltration potential for local soils, they are undesirable for residential or other types of development. If homes are present, they are often on very large lots or have been carved out of a larger tract of farmland. On-site septic treatment is one limiting factor to residential density, although the Town may also choose to restrict it further in the interest of maintaining rural character and/or maximizing use of public services (water, police, fire, emergency services, etc.).

This character area may also overlap with the Non-Intensification Zone in more urban or suburban contexts within Town. This indicates that although these areas may already have or be entitled for development, development denser than what is currently vested should be avoided and any public infrastructure in these areas should be minimized as it will be susceptible to coastal and climate hazards.

This character area encompasses the majority of the land between Hwy 101 and the new Hwy 70. It may be possible to serve this area effectively with sewer and it is generally some of the higher ground within the Town’s jurisdiction. If sewer



### EXAMPLE USES

#### Typical Uses:

Primarily silviculture, ranching and livestock, old farm fields, and other agricultural uses and supportive structures. Occasionally homestead farms or isolated large-lot single family detached residential. Schools, hospitals, and other

residential attractors should be discouraged and instead focused towards the Town, where services exist.

#### If Context Appropriate:

- » Small footprint institutional uses (churches, government buildings, etc.)

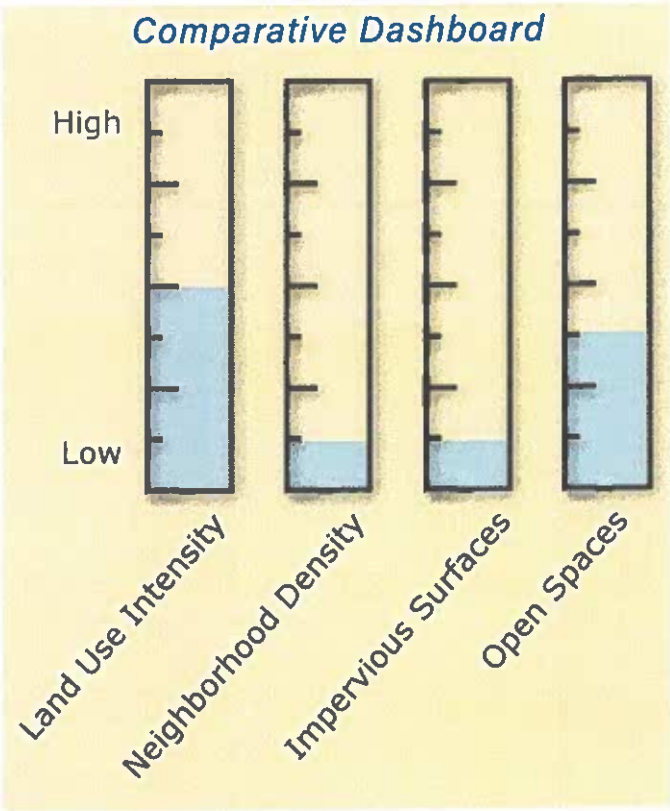
# Rural/Working Lands

## General Description:

Traditional Rural/Working lands (agriculture, silviculture, ranching and livestock, old farm fields, and homestead farms) predominate this character area. It also includes areas that are vacant or used for hunting or other non-residential, non-urban uses. These areas are generally not served by sewer service, although some suburban areas may be already. Due to typically poor septic infiltration potential for local soils, they are undesirable for residential or other types of development. If homes are present, they are often on very large lots or have been carved out of a larger tract of farmland. On-site septic treatment is one limiting factor to residential density, although the Town may also choose to restrict it further in the interest of maintaining rural character and/or maximizing use of public services (water, police, fire, emergency services, etc.).

This character area may also overlap with the Non-Intensification Zone in more urban or suburban contexts within Town. This indicates that although these areas may already have or be entitled for development, development denser than what is currently vested should be avoided and any public infrastructure in these areas should be minimized as it will be susceptible to coastal and climate hazards.

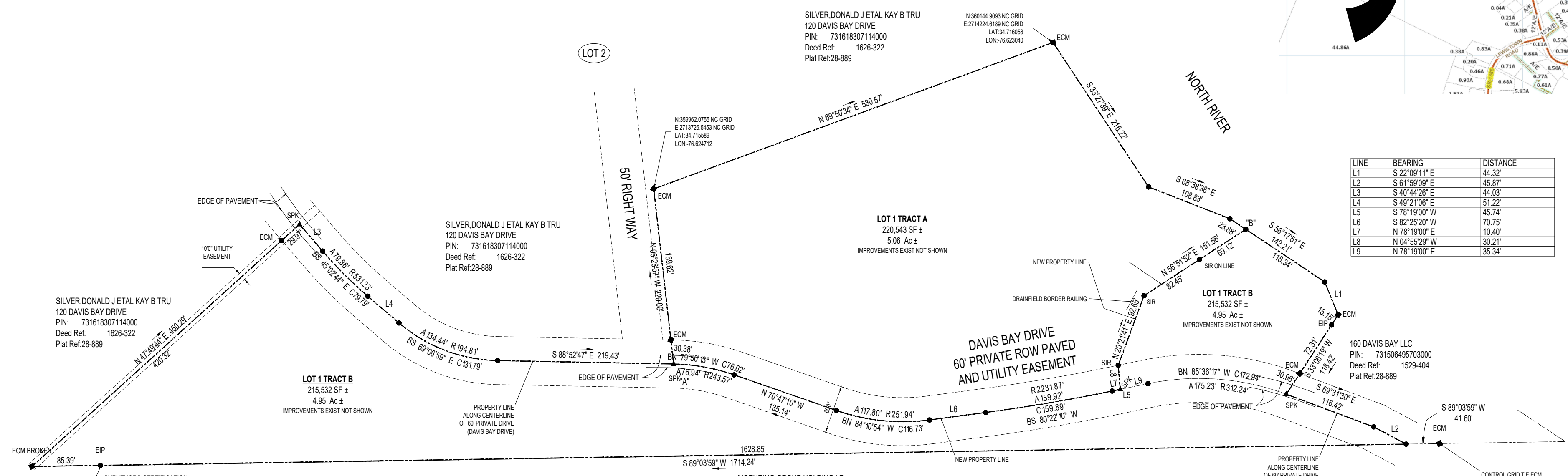
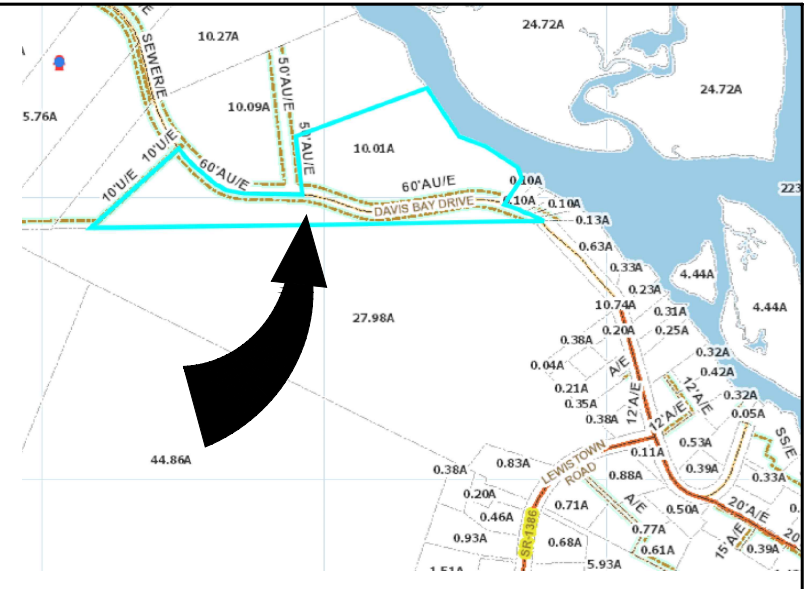
This character area encompasses the majority of the land between Hwy 101 and the new Hwy 70. It may be possible to serve this area effectively with sewer and it is generally some of the higher ground within the Town’s jurisdiction. If sewer



**EXAMPLE USES**

*Typical Uses:*  
 Primarily silviculture, ranching and livestock, old farm fields, and other agricultural uses and supportive structures. Occasionally homestead farms or isolated large-lot single family detached residential. Schools, hospitals, and other residential attractors should be discouraged and instead focused towards the Town, where services exist.

*If Context Appropriate:*  
 » Small footprint institutional uses (churches, government buildings, etc.)



LINE	BEARING	DISTANCE
L1	S 22°09'11" E	44.32'
L2	S 61°59'09" E	45.87'
L3	S 40°44'26" E	44.03'
L4	S 49°21'06" E	51.22'
L5	S 78°19'00" W	45.74'
L6	S 82°25'20" W	70.75'
L7	N 78°19'00" E	10.40'
L8	N 04°55'29" W	30.21'
L9	N 78°19'00" E	35.34'

**SURVEYORS CERTIFICATION**

I, JAMES I. PHILLIPS III, PROFESSIONAL LAND SURVEYOR CERTIFY THAT THIS MAP WAS MADE BY ME FROM AN ACTUAL SURVEY PERFORMED BY ME FROM REFERENCES AS SHOWN HEREON THAT BOUNDARIES NOT SURVEYED ARE NOTED AND PLOTTED FROM REFERENCES AS SHOWN HEREON. THAT PORTIONS OF THIS SURVEY WAS PERFORMED WITH GPS EQUIPMENT (TOPCON HIPER LITE + LOCAL BASE STATION AND TOPCON HIPER V-ROVER) MADE UNDER MY SUPERVISION AND THE FOLLOWING INFORMATION AND SPECIFICATIONS WERE USED TO PERFORM THE SURVEY: CLASS A, POSITIONAL ACCURACY: 95%, TYPE OF GPS FIELD PROCEDURE: NGS RTK NETWORK AND/OR LEAST SQUARES ADJUSTMENTS WITHIN SPECTRA PRECISION SURVEY PRO SOFTWARE, DATES OF SURVEY: 4/5/2024 & 9/25/2025, DATUM/EPOCH: NAD 1983(2011) EPOCH(2010) NAVD 1988, PUBLISHED/FIXED-CONTROL USE: NC CORS, GEOID MODEL:12A(CONUS), SCALE FACTOR: 0.99991623, AND UNITS: US SURVEY FEET.

I FURTHER CERTIFY THAT OTHER PORTIONS OF THIS SURVEY WERE PERFORMED WITH CONVENTIONAL SURVEY METHODS AND THAT THE RATIO OF PRECISION AS CALCULATED BY THE COORDINATE METHOD IS 1:10,000 (CLASS A), THAT THIS PLAT WAS PREPARED IN ACCORDANCE WITH G.S. 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, REGISTRATION NUMBER, AND SEA THIS 25TH DAY OF SEPTEMBER, A.D. 2025.

**XX A. THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF THE COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES PARCEL OF LAND:**

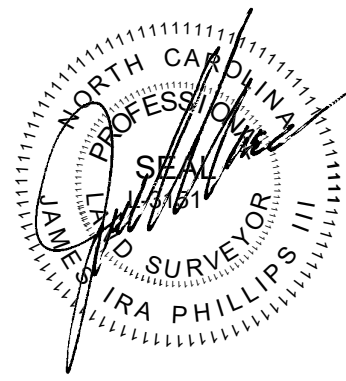
B. THAT THE SURVEY IS LOCATED IN SUCH PORTION OF A COUNTY OR MUNICIPALITY THAT IS UNREGULATED AS TO AN ORDINANCE THAT REGULATES PARCELS OF LAND;

C. THAT THE SURVEY IS OF AN EXISTING PARCEL OR PARCELS OF LAND;

D. THAT THE SURVEY IS OF ANOTHER CATEGORY, SUCH AS THE RECOMBINATION OF EXISTING PARCELS, A COURT-ORDERED SURVEY, OR OTHER EXCEPTION TO THE DEFINITION OF SUBDIVISION;

E. THAT THE INFORMATION AVAILABLE TO THE SURVEYOR IS SUCH THAT THE SURVEYOR IS UNABLE TO MAKE A DETERMINATION TO THE BEST OF HIS OR HER PROFESSIONAL ABILITY AS TO PROVISIONS CONTAINED IN (A) THROUGH (D) ABOVE.

JAMES I. PHILLIPS III RLS NO. L-3151  
SURVEYORS CERTIFICATION



STATE OF NORTH CAROLINA

THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

REVIEW OFFICER OF CARTERET COUNTY CERTIFY THAT THIS MAP OR PLAT TO WHICH

REVIEW OFFICER

DATE:

REGISTER OF DEEDS

Filed for registration at \_\_\_\_\_ M on \_\_\_\_\_ day of \_\_\_\_\_, and record in Book \_\_\_\_\_, page \_\_\_\_\_, Office of the register of deeds, CARTERET County, North Carolina.

KAREN HARDESTY Register of Deeds

Assistant Deputy

MOEHRING GROUP HOLDING LP  
PIN: 731506396291000  
Deed Ref: 1196-219  
Plat Ref: 30-929

**CERTIFICATE OF APPROVAL FOR RECORDING**

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

TOWN CLERK \_\_\_\_\_ DATE \_\_\_\_\_

**CERTIFICATE OF APPROVAL BY THE PLANNING BOARD**

THE BEAUFORT PLANNING BOARD HEREBY APPROVES THE FINAL PLAT FOR THE REINALDOA VALLECILLO JR DDS, PA SUBDIVISION.

CHAIRMAN OF THE PLANNING BOARD \_\_\_\_\_ DATE \_\_\_\_\_

**NOTES**

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

POINTS "A" TO "B" ARE NEW PROPERTY LINES.

PORTIONS OF THIS PROPERTY ARE CURRENTLY LOCATED IN THE AE 6.0' FLOOD ZONE.

**ENVIRONMENTAL HEALTH SEPTIC TANK SUITABILITY CERTIFICATE**

THE FOLLOWING STATEMENT SHALL BE PLACED ON ALL SUBDIVISION PLATS THAT INCLUDE BUILDING LOTS THAT DO NOT HAVE PUBLIC SEWER SERVICE AVAILABLE TO THEM:

LOT BY LOT EVALUATIONS HAVE BEEN MADE OF THIS SUBDIVISION FOR THE PURPOSE OF DETERMINING THE SUITABILITY OF THE SOIL FOR SEPTIC TANK WASTEWATER SYSTEMS TO SERVE THE FOLLOWING PROPOSED USE: \_\_\_\_\_ THE EVALUATIONS WERE BASED UPON THE MAP OF THIS SUBDIVISION DATED \_\_\_\_\_ AND PREPARED BY THE EVALUATIONS WERE MADE ACCORDING TO THE LAWS AND RULES FOR SEWAGE TREATMENT AND DISPOSAL SYSTEMS, SECTION 1900 OF THE NORTH CAROLINA ADMINISTRATIVE CODE. THE FOLLOWING ARE THE RESULTS OF THE EVALUATIONS:

ENVIRONMENTAL HEALTH OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

- LEGEND
- EP-EXISTING IRON PIPE
- ER-EXISTING IRON ROD
- EQ-EXISTING CONCRETE MONUMENT
- EA-EXISTING AXLE
- EN-EXISTING NAIL
- EP-EXISTING PK NAIL
- POINT NOTHING EXISTING OR SET
- NGS-NORTH CAROLINA GEODETIC SURVEY
- NGS-NATIONAL GEODETIC SURVEY
- R/W MONARCHDOT MONUMENT
- SIR-SET IRON PIPE
- SIR-SET IRON PIPE
- SCM-SET CONCRETE MONUMENT
- EAS-SET AXLE
- SN-SET NAIL
- SPK-SET PK NAIL
- OP-OVERHEAD POWER
- NOT HELD-NOT CONSIDERED PART OF SURVEY
- NHIL-NORMAL HIGH WATER LINE
- AEC-AREA OF ENVIRONMENTAL CONCERN
- NAV-NORTH AMERICAN VERTICAL DATUM
- NAD-NORTH AMERICAN HORIZONTAL DATUM
- PP-POWER POLE
- UT-UNDERGROUND TELEPHONE
- UW-UNDERGROUND WATER
- CL-GRILL HOLE
- RRS RAIL ROAD SPIKE



LOT SPLIT FOR  
**REINALDO VALLECILLO JR DDS, PA**  
110 DAVIS BAY DRIVE  
LOT 1 DAVIS BAY  
TOWN OF BEAUFORT, BEAUFORT TOWNSHIP  
CARTERET COUNTY, N.C.  
SCALE 1"=100'

PRESENT OWNER REINALDO VALLECILLO JR DDS, PA  
DEED REF: BOOK PAGE 772-559  
MAP REF: BOOK PAGE 28-889  
TAX PIN: 731506490875000  
SHEET: 1 OF 1  
JOB # 24-026  
DATE OF FIELD SURVEY: 4-5-2024  
DATE OF MAPPING: 4-6-2024

REVISIONS  
9/25/2025 LOT DIVISION

SURVEY BY: JIP DRAWN BY: JIP CHECKED BY: JIP

JAMES I. PHILLIPS LAND SURVEYING  
PO BOX 2103, 379 Arrington Rd., Beaufort, N.C. 28516  
252-728-5848 phone jphillipsurvey@gmail.com

# Vicinity Map - Case # 26-01 Preliminary-Final Plat - 110 Davis Bay Drive





North Carolina Onsite Wastewater Contractor Inspector Certification Board  
Authorized Onsite Wastewater Evaluator Permit Option for Non-Engineered Systems  
Notice of Intent (NOI) to Construct

New  Expansion  Repair  Relocation  Relocation of Repair Area

Owner or Legal Representative Information:  
Name: Ray Vallecillo  
Mailing address: 110 Davis Bay Drive City: Beaufort State: NC Zip: 28516  
Phone: 252-728-0111 Email: rvalleds@gmail.com

Authorized Onsite Wastewater Evaluator Information:  
Name: John C Roberts Certification #: 10022E  
Mailing address: 1302 Roberts Road City: Newport State: NC Zip: 28570  
Phone: 252-725-1320 Email: john.roberts@groundtruthsoil.com

Site Location Information:  
Site address: Proposed Lot; East side of 110 Davis Bay Drive  
Tax parcel identification number or subdivision lot, block number of property: \_\_\_\_\_  
Portion of 731506490875000 County: Carteret

System Information:  
Wastewater System Type: 11lc PPBPS drainline  
Daily Design Flow: 240  
Saprolite System:  Yes  No Subsurface Operator Required:  Yes  No  
Water Supply Type:  Private Well  Public Water Supply  Spring  Other: \_\_\_\_\_

Facility Type:  
 Residential 2 # Bedrooms 4 Maximum # of Occupants \_\_\_\_\_  
 Business Type of Business and Basis for Flow: \_\_\_\_\_  
 Public Assembly Type of Public Assembly and Basis for Flow: \_\_\_\_\_

Required Attachments:  
 Plat or Site Plan  
 Evaluation of Soil and Site Features by Licensed Soil Scientist

Attest: On this the 30 day of October, 2025 by signature below I hereby attest that the information required to be included with this NOI to Construct is accurate and complete to the best of my knowledge. Furthermore, I hereby attest that I have adhered to the laws and rules governing onsite wastewater systems in the state of North Carolina.  
This NOI shall expire on 30 day of October, 2028  
Signature of Authorized Onsite Wastewater Evaluator: John C Roberts  
Signature of Owner or Legal Representative: Ray Vallecillo

Disclosure: The owner may apply for a building permit for the project upon submitting a complete NOI to Construct and the fee required (if any) to the local health department. An onsite wastewater system authorized by an authorized onsite wastewater evaluator shall be transferable to a new owner with the consent of the authorized onsite wastewater evaluator.

Local Health Department Receipt Acknowledgement:  
Signature of Local Health Department Representative: \_\_\_\_\_ Date: 11-25-2025

**Tax Parcel Information:**

**Current PIN: 731506490875000**

**Owner/s:**

**REINALDOA VALLECILLO JR DDS PA**

**Site Address: 110 DAVIS BAY DR BEAUFORT NC 28516**

**Mailing Address: 110 DAVIS BAY DR  
BEAUFORT, NC 28516**

**Legal Description:**

**L1 DAVIS BAY**

**Prior PIN:**

**City Limits: Beaufort ETL**

**Rescue District: 46 Beaufort Rescue**

**Fire District: 42 Beaufort Fire**

**Township: BEAUFORT**

**Tax Market Neighborhood:**

**Beaufort Lenoxville**

**Use: RESIDUAL ACRES**

**Land Value: \$878,435**

**Bldg Htd Sq Ft: 3535**

**Bldg Value: \$794,921**

**Base Area Sq Ft: 8,119**

**Other Value: \$145,945**

**Year Built: 1999**

**Total Value: \$1,819,301**

**Legal Acres: 10.02**

**Sale Price: \$0**

**Mapped Acres: 10.013**

**Deed Date:**

**Bedrooms: 3**

**Plat Ref: 98 / 889**

**Bathrooms: 3**

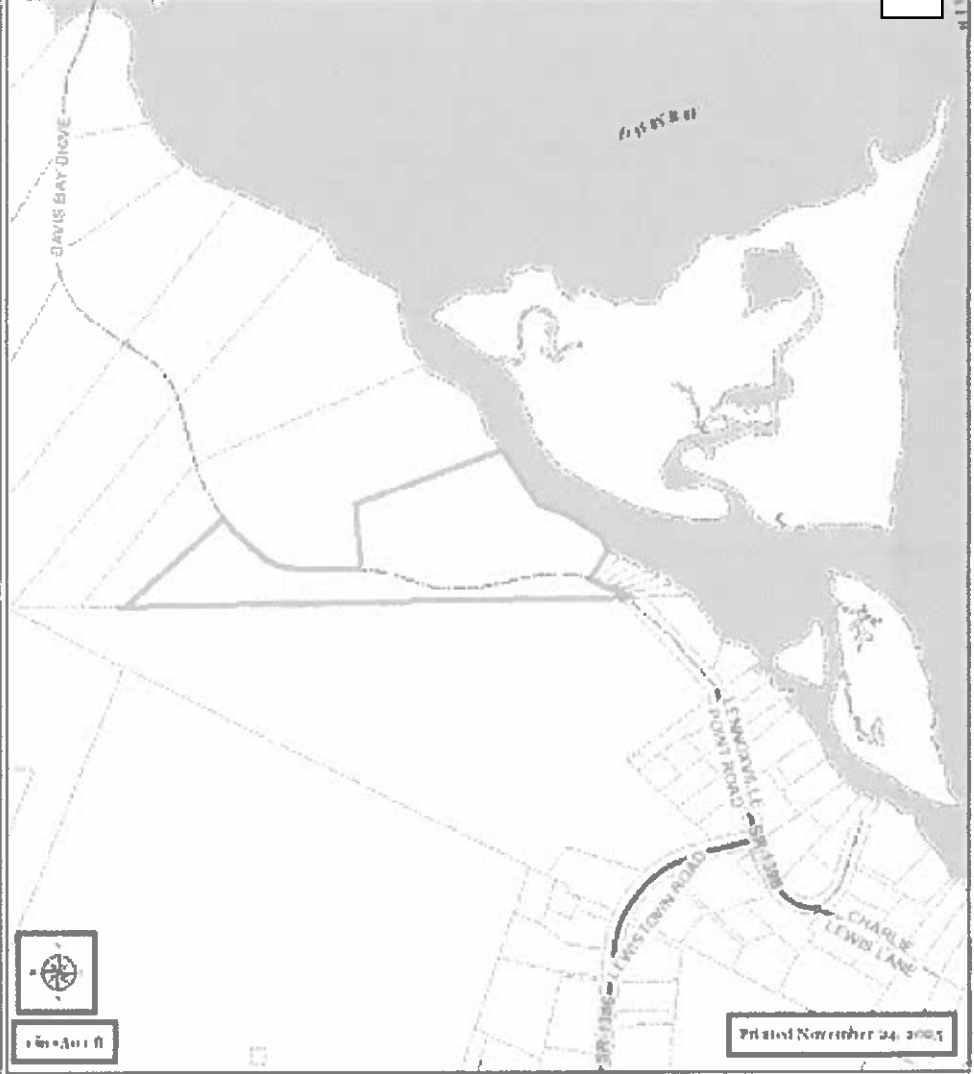
**Deed Ref: 772 / 599**

**AICUZ Zone:**

**Noise Level:**



1 in = 400 ft



Printed November 24, 2005

The information displayed by this website is prepared for the inventory of real property found within this jurisdiction and is compiled from recorded deeds, plats, and other public records and data. Users of this information are hereby notified that the aforementioned public primary information sources should be consulted for verification of the information contained on this site. Carteret County assumes no legal responsibility for the information contained on this site. Carteret County does not guarantee that the data and map services will be available to users without interruption or error. Furthermore, Carteret County may modify or remove map services and access methods at will.



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, February 9, 2026**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case #26-02 Subdivision: Preliminary & Final Plat-  
153 Kelly Drive

**BRIEF SUMMARY:**

The Board of Commissioners is requested to consider approval or denial of a proposed preliminary and final plat for the subdivision of property located at 153 Kelly Drive, within the Town’s extraterritorial jurisdiction. The subject property includes 150 and 153 Kelly Drive and encompasses a total of 7.32 acres.

The Planning Board met on January 20th and unanimously recommended approval of the plat as proposed.

Please find the below supporting items in the meeting packet:

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

**REQUESTED ACTION:**

Approve the proposed preliminary & final plat subdivision of 153 Kelly Drive.

**SUBMITTED BY:**

Michelle Eitner, Town Planner



# STAFF REPORT



**To:** Board of Commissioners  
**From:** Michelle Eitner, Town Planner  
**Date:** February 9, 2026  
**Case No.** 26-02 Subdivision – 153 Kelly Drive Preliminary & Final Plat

**THE REQUEST:** Approve or deny the proposed preliminary & final plat subdivision of 153 Kelly Dr.

**INFORMATION:**

**Location:** 150/153 Kelly Drive (ETJ)  
**Property Owners:** Pamela Smith Kelly Guthrie/ Chris & Cindy Atchley  
**Applicant:** Tidewater Associates Inc  
**Zoning District:** R-20 Residential Single-Family District  
**Size:** 7.32 total acres, subdivided: 4.97a Tract A (153 Kelly) and 2.35a Tract B (150 Kelly)  
**Existing Land Use:** Tract A = Single-Family, Tract 2 = vacant (with accessory structure)  
**Proposed Land Use:** Single-Family  
**Utilities:** Existing private well at Tract A/Existing Carolina Water Service meter at Tract B  
Existing septic system at Tract A/Proposed engineered septic system for Tract B

**OPTIONS:**

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

**ATTACHMENTS:**

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

**STAFF COMMENTS:**

This preliminary/final plat request came before the Planning Board on July 15, 2024 ([7.15.24 meeting packet and minutes linked here](#)) and was recommended for approval. The Board of Commissioners received this recommendation on August 12, 2024 and unanimously approved the subdivision as presented ([8.12.24 meeting packet and minutes linked here](#)).

Pursuant to Beaufort Subdivision Ordinance Article VII Section 4 Subsection 4.17 (now incorporated verbatim in LDO as Section 34.G.4.13) required “*Recording of the final plat.* The subdivider shall file the approved final plat with the Register of Deeds of Carteret County for recording within 60 days after the date of the Board of Commissioners’ approval; otherwise, such approval shall be null and void.”

The plat was not recorded within 60 days of the Board of Commissioners’ approval, so the subdivision approval was no longer valid. A deed was filed on May 2, 2025 that established the subdivision illegally.

Pursuant to LDO Section 34.C., “No subdivision within the Town’s planning and development regulation jurisdiction shall be filed or recorded until it shall have been submitted to and approved by the Town Board as herein provided, and until this approval shall have been entered on the face of the plat in writing by the Mayor and the Town Clerk. No person shall commence or proceed with development or with a subdivision of land without first securing approval under this section from the Town.”

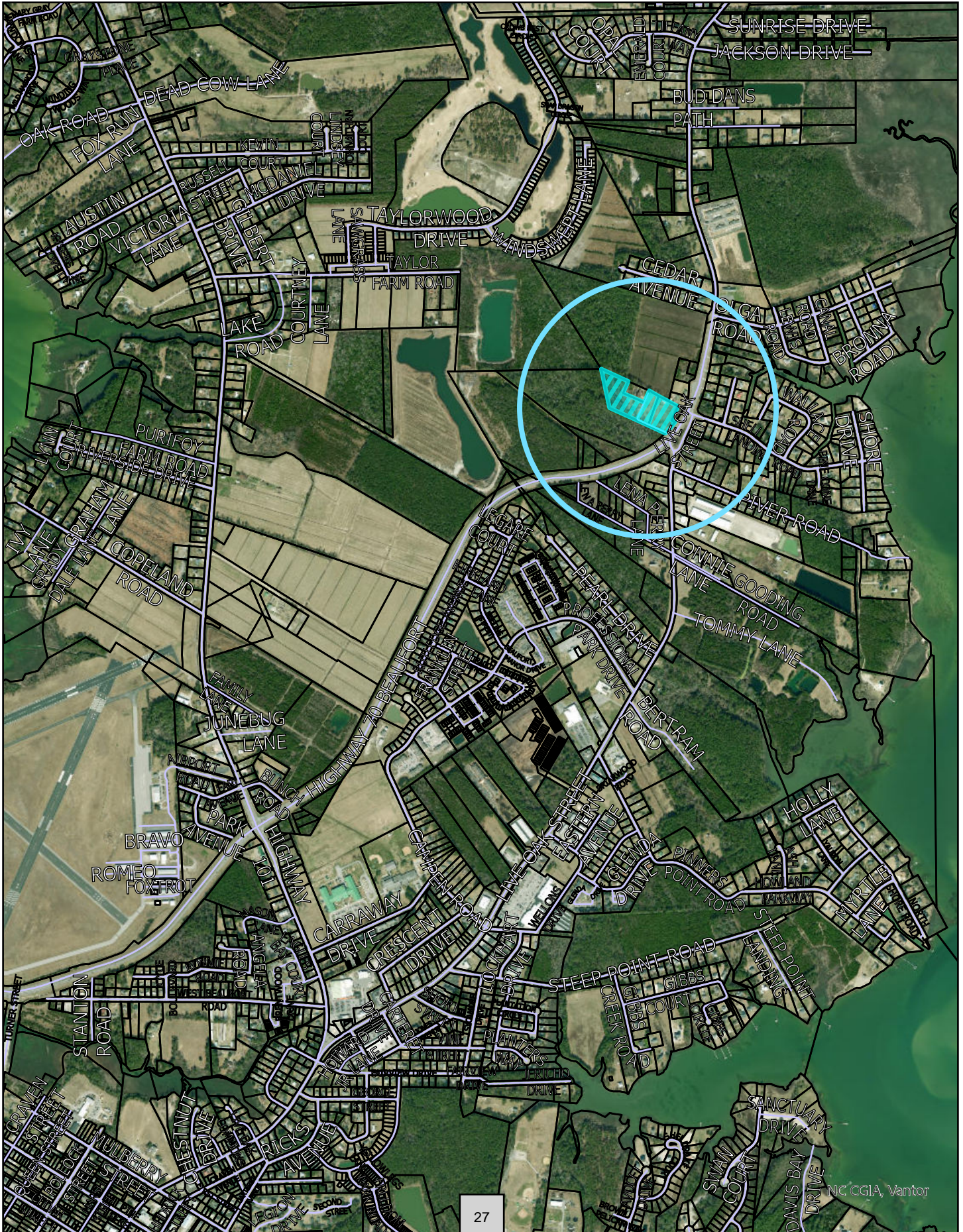
The Town became aware on November 17, 2025 that the seller/owner violated the Town’s subdivision ordinance when the deed was recorded. Town Attorney Arey Grady advised staff and property owners that the best path forward would be for the property owners to re-apply for subdivision review.

This request has not changed from what was approved in August 2024. Applicable ordinances have not changed in the meantime. The Town’s Fire Marshal has reviewed and carried forward the fire code requirements of the 2024 approval, shown in Note #9 on the proposed plat.

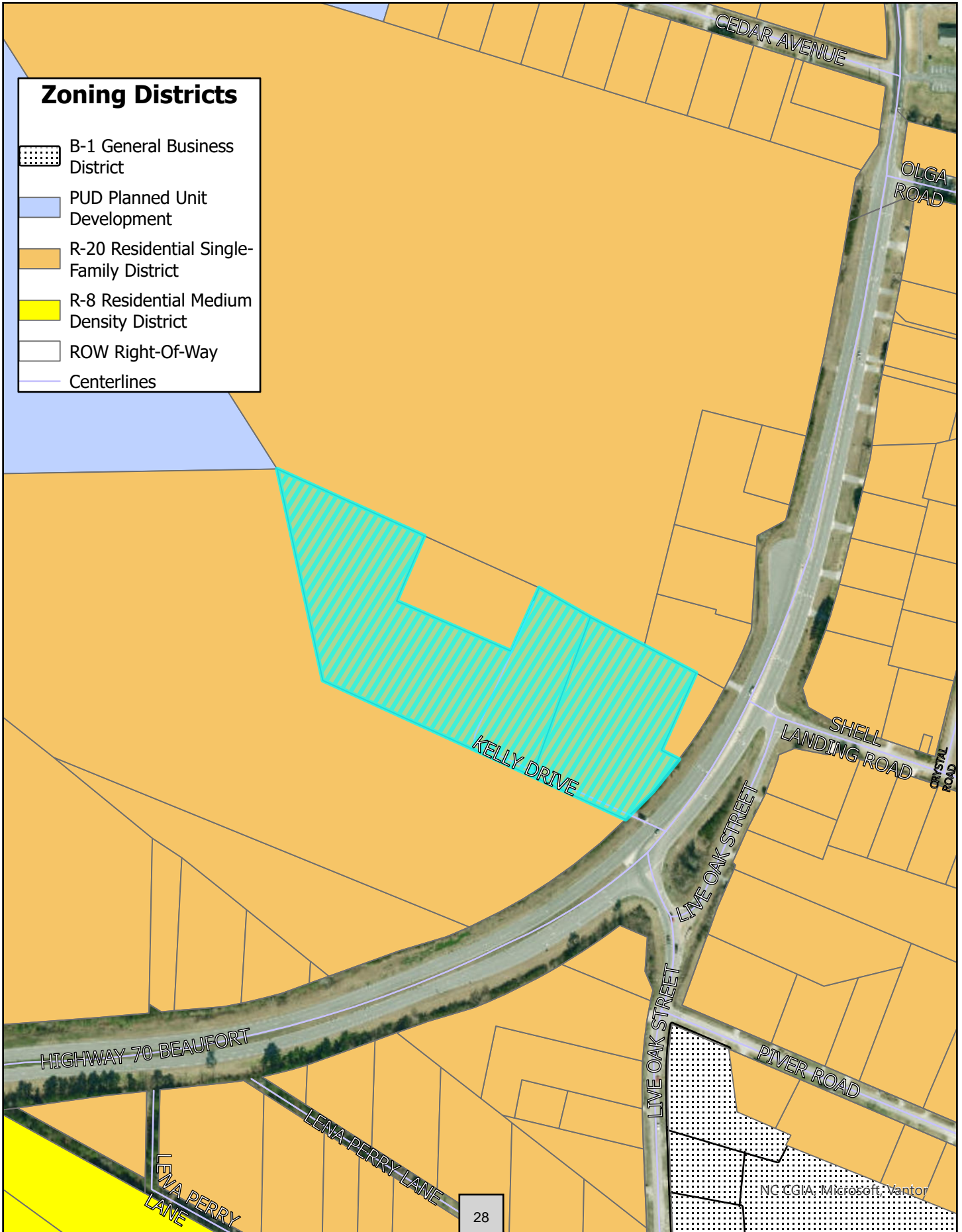
Staff recommends that the proposed preliminary and final plat subdivision still meets requirements of the Land Development Ordinance.

The Planning Board met on January 20<sup>th</sup> and unanimously recommended approval of the plat as proposed.

# Case 26-02 150/153 Kelly Dr Prelim/Final Subdivision Vicinity Map



# Case 26-02 150/153 Kelly Dr Prelim/Final Subdivision Zoning Map





**APPLICATION FOR A PRELIMINARY SUBDIVISION PLAT**

**Instructions:**

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

**APPLICANT INFORMATION**

Applicant Name: TIDEWATER ASSOCIATES INC

Applicant Address: 1069A CEDAR POINT BLVD, CEDAR POINT, NC 28584

Phone Number: (252) 393-6101 Email: JEDMONDSON@TIDEWATERENC.COM

Property Owner Name: CHRIS ATCHELY

Address of Property Owner: 150 KELLY DR

Phone Number: (252) 450-5386 Email: EVERYTHINGINTERIOR2016@GMAIL.COM

**PROPERTY INFORMATION**

Property Address: 153 KELLY DR

15-Digit PIN #: 731703009982000 Lot/Block #: \_\_\_\_\_

Size of Property (in square feet or acres): 7.32 **Current Zoning:** \_\_\_\_\_

Applicant Signature: [Signature] Date of Signature: 12-29-25

Property Owner Signature (if different than above): [Signature] Date of Signature: 12-29-25

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

Please refer to the Town's **Subdivision Ordinance**, and all other pertinent sections of the Ordinance for the information required to accompany this application. We require one digital/electronic copy and one paper copy of any plans submitted for the preliminary plat  
The Town's website address is [www.beaufortnc.org](http://www.beaufortnc.org).

OFFICE USE ONLY

Revised 8/2020

Date: 12/29/25  
Received by: Michelle Eutner

Reviewed for Completeness By: \_\_\_\_\_  
Date Deemed Complete and Accepted: \_\_\_\_\_

26-350



### APPLICATION FOR A FINAL SUBDIVISION PLAT

#### Instructions:

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

#### APPLICANT INFORMATION

Applicant Name: TIDEWATER ASSOCIATES INC  
Applicant Address: 1069A CEDAR POINT BLVD, CEDAR POINT, NC 28584  
Phone Number: 252-393-6101 Email: JEDMONDSON@TIDEWATERENC.COM  
Property Owner Name: CHRIS ATCHLEY  
Address of Property Owner: 150 KELLY DR  
Phone Number: 252-450-5386 Email: EVERYTHINGINTERIOR2016@TIDEWATERENC.COM

#### PROPERTY INFORMATION

Property Address: 153 KELLY DRIVE  
15-Digit PIN: 731703009982000 Lot/Block Number: \_\_\_\_\_  
Size of Property (in square feet or acres): 7.32 Current Zoning: \_\_\_\_\_  
12-29-25  
Applicant Signature \_\_\_\_\_ Date of Applicant's Signature \_\_\_\_\_  
Cindy Atchley 12-29-25  
Property Owner Signature (if different than applicant) \_\_\_\_\_ Date of Owner's Signature \_\_\_\_\_

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

Please refer to the Town's **Subdivision Ordinance**, and all other pertinent sections in the Ordinance for the information required to accompany this application. We require an electronic/digital copy on one printed copy of any plans submitted for the final plat.  
The Town's website address is [www.beaufortnc.org](http://www.beaufortnc.org).

**OFFICE USE ONLY** Revised 08/2020  
Date: 12/29/25 Reviewed for Completeness By: \_\_\_\_\_  
Received by: Michelle Estner Date Deemed Complete and Accepted: \_\_\_\_\_

- Legend:**  
 C/L - Centerline  
 CP - Computed Point  
 D.B. - Deed Book  
 EA - Existing Aisle  
 EIP - Existing Iron Pipe  
 EIR - Existing Iron Rod  
 Ex. - Existing  
 M.B. - Map Book  
 ohpl - Overhead Power Line  
 Pg. - Page  
 PP - Power Pole  
 R/W - Right-of-way  
 SIR - Set Iron Rod  
 SMN - Set Mag Nail

I hereby certify that I am the owner of the property shown and described hereon, which is located in the subdivision jurisdiction of the Town of Beaufort and that I hereby adopt this plan of subdivision with my free consent, established minimum building setback lines, and dedicate all streets, alleys, walks, parks, and other sites and easements to public or private use as noted. Furthermore, I hereby dedicate all sanitary sewer, storm sewer and Water lines to the Town of Beaufort.

Date \_\_\_\_\_ Owner(s) \_\_\_\_\_

Certificate of approval of the design and installation of streets, utilities, and other required improvements. I hereby certify that all streets, utilities and other required improvements have been installed in an acceptable manner and according to the Town of Beaufort specifications and standards in the TRACT ON U.S. HIGHWAY 70, AND AT #153 KELLY DRIVE Subdivision or that guarantees of the installation of the required improvements in an amount and manner satisfactory to the Town of Beaufort have been received, and that the filing fee for this plat, in the amount of \$ \_\_\_\_\_ has been paid.

Date \_\_\_\_\_ Town Manager \_\_\_\_\_

**Certificate of Approval for Recording**

I hereby certify that the subdivision plat shown hereon has been found to comply with the Subdivision Regulations for Beaufort, North Carolina, and that this plat has been approved by the Board of Commissioners for recording in the office of the Register of Deeds of Carteret County.

Date \_\_\_\_\_ Town Clerk, Beaufort \_\_\_\_\_

**Certification of Approval by the Planning Board**

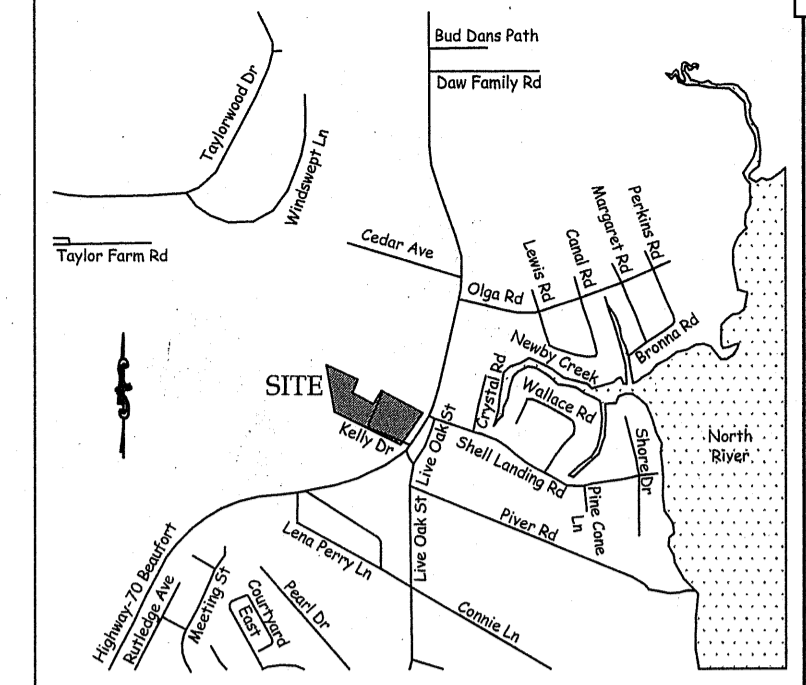
The Beaufort Planning Board hereby approves the final plat for the TRACT ON U.S. HIGHWAY 70, AND AT #153 KELLY DRIVE subdivision.

Date \_\_\_\_\_ Chairman, Beaufort Planning Board \_\_\_\_\_

I, Edwin N. Foley, Professional Land Surveyor L-2884, certify to one of the following as indicated:

- a. That the survey creates a subdivision of land within the area of a county or municipality that has an ordinance that regulates parcels of land.
- b. That the survey is located in a portion of a county or municipality that is unregulated as to an ordinance that regulates parcels of land.
- c. Any one of the following:
  1. That the survey is of an existing parcel or parcels of land or one or more existing easements and does not create a new street or change an existing street. For the purposes of this subsection, an "existing parcel" or "existing easement" is an area of land described in a single, legal description or legally recorded subdivision that has been or may be legally conveyed to a new owner by deed in its existing configuration.
  2. That the survey is of an existing feature, such as a building or other structure, or natural feature, such as a watercourse.
  3. That the survey is a control survey. For the purposes of this subsection, a "control survey" is a survey that provides horizontal or vertical position data for support or control of other surveys or for mapping. A control survey, by itself, cannot be used to define or convey rights or ownership.
  4. That the survey is of a proposed easement for a public utility as defined in G.S. 62-3.
- d. That the survey is of another category, such as the recombination of existing parcels, a court-ordered survey, or other exemption or exception to the definition of subdivision.
- e. That the information available to the surveyor is such that the surveyor is unable to make a determination to the best of the surveyor's professional ability as to provisions contained in (a) through (d) above.

Edwin N. Foley, P.L.S., L-2884



Vicinity Sketch  
1" = 2,000'

I, Edwin N. Foley, certify that this map was drawn under my supervision from an actual survey (Deed and Plat references as shown hereon), made under my supervision, completed on 12/01/2022, that the ratio of precision or positional accuracy is 0.1", that the boundaries not surveyed are shown as broken lines drawn from sources noted, that this map was prepared in accordance with G.S. 47-30 as amended, this map was prepared for recording purposes.

Witness my original signature, license number and seal this \_\_\_\_\_ day of \_\_\_\_\_ AD 2023.

Edwin N. Foley, P.L.S., L-2884

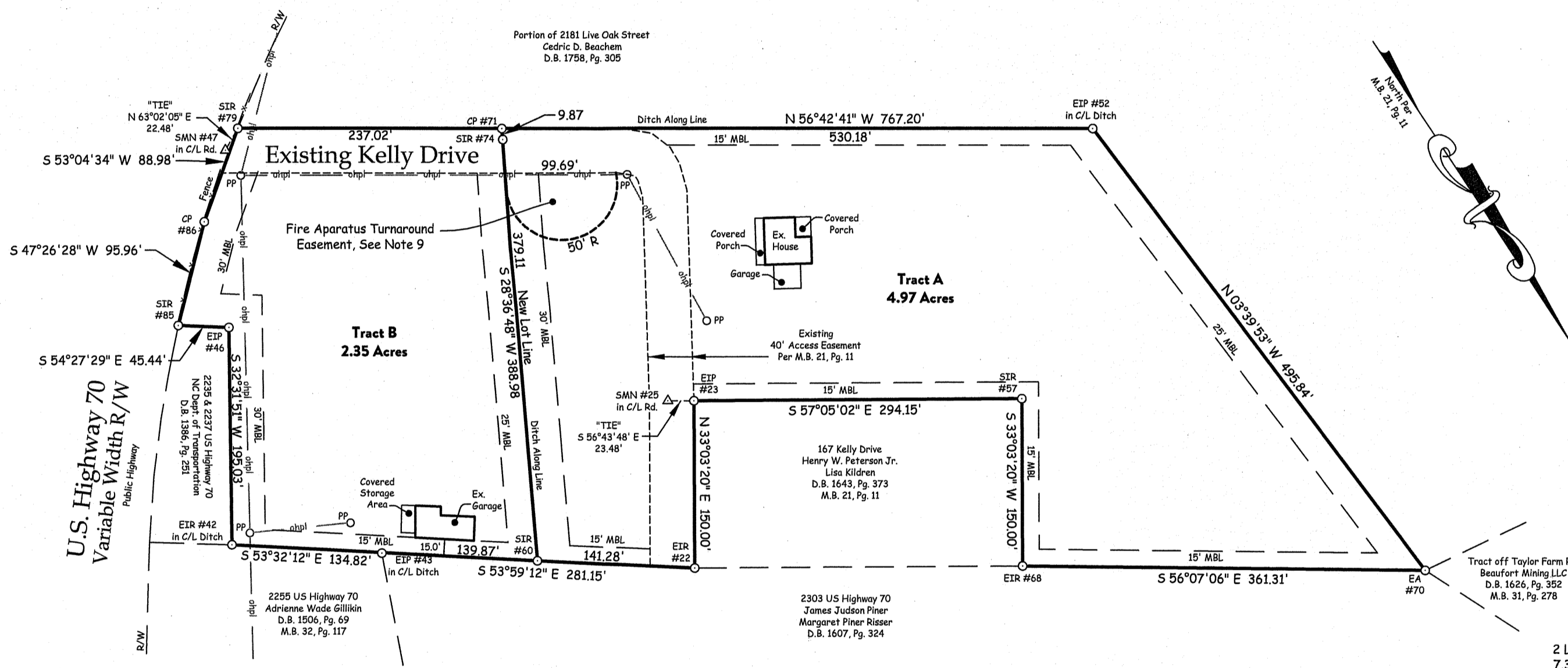
NORTH CAROLINA.....CARTERET COUNTY

I, \_\_\_\_\_ Review Officer of CARTERET County, certify that the map or plat to which this certification is affixed meets all statutory requirements for recording.

Date \_\_\_\_\_ Review Officer \_\_\_\_\_

Filed for registration and recorded in Map Book \_\_\_\_\_, Page \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 2023, at \_\_\_\_\_ o'clock \_\_\_\_\_ M.

Register of Deeds  
By \_\_\_\_\_



2 Lots  
7.32 Acres  
Deed Ref:  
D.B. 470, Pg. 265  
M.B. 21, Pg. 11  
Pin #: 731703007898000  
Zone: R-20 ETJ

**Final Plat**

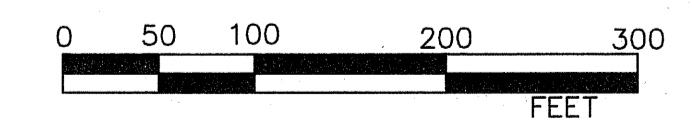
**SUBDIVISION OF 153 KELLY DRIVE**

Town of Beaufort, Carteret County, North Carolina

**Owner:**  
**Pamela Ann Smith Kelly**  
153 Kelly Drive  
Beaufort, NC 28516  
252-241-4989

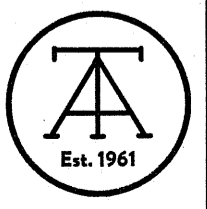
**DATE: 06/17/2024**

**SCALE: 1" = 100"**



**TIDEWATER ASSOCIATES, INC.**

Engineers - Surveyors - Planners  
Cedar Point, North Carolina  
604E Cedar Point Blvd.  
Phone: (252) 393-6101 - www.TidewaterENC.com  
N.C. Firm License Number: F-0108



COGO: 22581.erd  
Project: 22581  
Filename: 22581Division.dwg  
Drawn By: SRH

**NOTES:**

1. Subject Property will be in Flood Zone "X" Per FIRM CPN 375346 7317 J (Town of Beaufort) Effective: 07/16/2003
2. No record search done by or furnished to surveyor in regards to zoning, setbacks, easements or restrictions.
3. All distances are horizontal ground, U.S. survey feet.
4. Area calculated by coordinates.
5. Adjoining property Information per Carteret County Tax Records.
6. No NCDOT R/W monuments found; Hwy 70 R/W line set at 1' behind control access fences.
7. The existing residence at Tract "A" has an individual septic system and private well. Tract "B" has septic system engineered option permit CDP#225234 issued 6/5/24, and existing water meter through Carolina Water Service of North Carolina (CWSNC).
8. Existing structures per Carteret County GIS aerial photography.
9. The 100' diameter access easement is reserved for a future fire apparatus road cul-de-sac turnaround. The portion of Kelly Drive across Tract "B" shall be upgraded to fire apparatus road standards at time of building permit, and shall be a minimum of 20' wide with minimum unobstructed vertical clearance of 13.5', and be rated to support of 75,000 lbs.

Setbacks - Front: 30'  
Side: 15'  
Rear: 25'



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM – Monday, February 9, 2026  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Capital Project BA #3- USDA Stormwater and Streets Improvements & FY26 BA #4

**BRIEF SUMMARY:**

As discussed during the Board of Commissioners Retreat, January 29-30, 2026, the Board desires to appropriate \$2.6M of General Fund- Fund Balance to provide edge-to-edge paving of the streets in Beaufort impacted by the USDA projects.

The total project is estimated to cost \$4.68M

USDA Project Funds: \$2.08M  
Beaufort match needed: \$2.60M

Also, during the retreat, the Board agreed to allow Rivers to move forward with obtaining bids for the paving project. The Board will consider using the proceeds from the sale of town property to potentially replenish the use of this one-time Fund Balance appropriation.

Rivers and Associates have provided the change order for the additional work that they will provide for the paving project.

**REQUESTED ACTION:**

Approve Budget Amendment #3 for USDA Stormwater Projects  
Approve FY 2026 Budget Amendment #4

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:** Yes



**TOWN OF BEAUFORT  
CAPITAL PROJECT BUDGET AMENDMENT #3  
USSI – STORMWATER AND STREETS IMPROVEMENTS**

WHEREAS, the Town of Beaufort adopted a Capital Project Budget Ordinance for the USSI- Stormwater and Street Improvements on April 12, 2021, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the revenues and expenditures for capital projects may be necessary for the fiscal management purposes and to implement the decisions of the Board of Commissioners;

BE IT THEREFOR ORDAINED that the Board of Commissioners of the Town of Beaufort amend the Capital Project USSI- Stormwater and Streets as follows:

- Receive a transfer from the General Fund for the Town match portion of the Paving Project for \$2.6M.

**SECTION I: REVENUE**

TRANSFER IN FROM GENERAL FUND.....	\$ 2,600,000
<b>TOTAL REVENUE INCREASE.....</b>	<b>\$ 2,600,000</b>

**SECTION II: EXPENDITURES**

STORMWATER .....	\$ 2,600,000
<b>TOTAL EXPENDITURE INCREASE.....</b>	<b>\$ 2,600,000</b>

**SECTION III: DISTRIBUTION**

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds for carrying out this project.

Adopted this 9<sup>th</sup> day of February 2026.

ATTEST:

\_\_\_\_\_  
Elizabeth Lewis  
Town Clerk

\_\_\_\_\_  
Sharon E. Harker  
Mayor



**TOWN OF BEAUFORT  
FY 2026 BUDGET AMENDMENT #4**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2026 Budget through Ordinance on June 9, 2025, and

WHEREAS, the Board of Commissioners recognizes that periodic modifications to the estimated revenues and expenditures for the fiscal year may be necessary for fiscal management purposes and to implement decisions of the Board of Commissioners;

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2026 Budget as follows:

**SECTION I: GENERAL FUND**

This amendment requests the appropriation of General Fund- Fund Balance to be transferred to the USDA Stormwater Project Fund for the Town’s portion of the paving project.

**A. REVENUE**

<b><u>INCREASE</u></b>	
APPROPRIATED FUND BALANCE .....	\$ 2,600,000
<b>TOTAL INCREASE</b> .....	<b>\$ 2,600,000</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>INCREASE</u></b>	
TRANSFER TO CAPITAL PROJECT .....	\$ 2,600,000
<b>TOTAL INCREASE</b> .....	<b>\$ 2,600,000</b>

**SECTION VI: DISTRIBUTION**

Copies of this ordinance shall be furnished to the Town Manager and Finance Officer to be kept on file for their direction in the disbursement of funds.

Adopted this 9th day of February, 2026.

ATTEST:

\_\_\_\_\_  
Elizabeth Lewis  
Town Clerk

\_\_\_\_\_  
Sharon E. Harker  
Mayor

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated March 22, 2021.

**AMENDMENT TO OWNER-ENGINEER AGREEMENT**  
**Amendment No. 3**

The Effective Date of this Amendment is: January 19, 2026.

**Background Data**

Effective Date of Owner-Engineer Agreement: March 22, 2021

Owner: **Town of Beaufort, NC**

Engineer: **Rivers & Associates, Inc.**

Project: **Stormwater Drainage System Improvements Project**

**Nature of Amendment:**

- Additional Services to be performed by Engineer
- Modifications to services of Engineer
- Modifications of payment to Engineer
- Modifications to time(s) for rendering services
- Modifications to other terms and conditions of the Agreement

**Description of Modifications:**

**Amendment No. 3 is for additional Engineering Design, Bidding, and Construction Phase (Construction Administration and Resident Project Representative) services associated with development of Construction Plans and Specifications for a Town Street Resurfacing Project. Engineering Design services shall be provided as described in Article A1.02 and A1.03 of the original agreement, and will be provided on a lump sum basis in the amount of \$90,000 in accordance with the provisions of Article C2.01 of the Agreement. Bidding Phase services will be provided as described in Article A1.04 of the original agreement, and will be provided on a lump sum basis in the amount of \$12,000 in accordance with the provisions of Article C2.01 of the Agreement. Construction Administration and Resident Project Representative services shall be provided as described in Article A1.05 of the original Agreement. Additional Construction Administration services will be provided on a lump sum basis in the amount of \$30,000 in accordance with the provisions of Article C2.01 of the Agreement. Resident Project Representative services will be provided on an hourly plus reimbursables basis in the estimated amount of \$90,000 in accordance with the provisions of Article C2.04 of the Agreement. Attached is updated Appendix 2 to Exhibit C reflecting current Reimbursable Expenses and Standard Hourly Rates Schedules and Exhibit J – Special Provisions (Amendment 3). The total amount**

of Engineering Amendment No. 1 is \$222,000 based on an additional 365-day construction contract schedule.

Incorporated herein for Amendment No. 1 is the following engineering services requirements to comply with Build America Buy America (BABA), reference RUS Bulletin 1780-26 (2024.05.10):

**1. General BABA Definitions:**

**1.1 Build America, Buy America Act (BABAA) – Requirements mandated by Title IX of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117-58, §§ 70901- 70953-58 mandating domestic preference that all iron and steel, manufactured products, and construction materials are produced in the United States, in accordance with 2 CFR part 184.**

**1.2 Construction Materials – Those articles, materials, or supplies — other than an item of primarily iron or steel; a manufactured product; cement and cementitious materials; aggregates such as stone, sand, or gravel; or aggregate binding agents or additives— that are or consist primarily of: non-ferrous metals, plastic and polymer-based products, glass, lumber or drywall.**

**1.3 Contractor’s Certification – A certification submitted by Contractor that, to the best of the Contractor’s knowledge and belief, all Work complies with Domestic Preference requirements.**

**1.4 De Minimis – Materials and products that represent a small portion of an infrastructure project, specifically no more than 5% of the project costs up to a maximum of \$1,000,000. Also, no individual item on the De Minimis list can exceed 1% of the total project cost.**

**1.5 Domestic Preference – The Build America, Buy America Act (BABAA) requirements under Title IX of the Infrastructure Investment and Jobs Act (IIJA), Pub. L. 117-58, §§ 70901-70953.**

**1.6 Engineer’s Certification – Documentation submitted by the Engineer that Drawings, Specifications, and Bidding Documents comply with Domestic Preference requirements.**

**1.7 Manufactured Product – Items assembled out of components, or otherwise made or processed from raw materials into finished products. Manufactured products must be manufactured (assembled) in the United States, and the cost of components that were mined, produced, or manufactured in the United States must be greater than 55 percent of the total cost of all components of the product.**

**1.8 Manufacturer’s Certification – Documentation provided by the Manufacturer stating that Domestic Preference requirements have been satisfied for all provided items.**

**Manufacturers’ Certifications must include (at a minimum): specific list of products (using common names) associated with the certificate, location of the final manufacturing, signature of the manufacturer’s representative, and a reference to the Domestic Preference statute. If items are purchased via a Supplier, distributor, vendor, etc. from the Manufacturer directly, then the Supplier, distributor, vendor, etc. will be responsible for obtaining and providing these certifications to the parties purchasing the products.**

**1.9 Minor Components - Components within an iron and/or steel product otherwise compliant with the Domestic Preference requirements. This waiver, typically used by Manufacturers, allows use of non-domestically produced miscellaneous Minor Components comprising up to five percent of the total material cost of an otherwise domestically produced iron and steel product. However, unless a separate waiver for a product has been approved; all other iron and steel components in said product must still meet the Domestic Preference requirements. This waiver does not exempt the whole product from the Domestic Preference requirements only Minor Components within said product and the iron or steel components of the product must be produced domestically.**

**1.10 Primarily Iron or Steel - A product is made of greater than 50 percent iron or Steel on a materials cost basis.**

**2. Engineer Responsibilities:**

- 2.1 In all phases of Engineer’s services, Engineer is responsible for Domestic Preference compliance documentation for the project. This includes but is not limited to:**
  - a. Obtaining manufacturers’ certifications for items specified by Engineer as sole source.**
  - b. Verifying and certifying that all items subject to Domestic Preference specified in the contract are available domestically or are covered by a waiver.**
  - c. Reviewing change order proposals, shop drawings, payment applications, proposed substitutes and “or-equals,” and any other submittals to ensure Manufacturer Certifications are submitted for all items subject to Domestic Preference requirements.**
  - d. Ensuring that all Manufacturers’ Certifications provided by the contractor comply with Domestic Preference requirements.**
  - e. Maintaining all Domestic Preference documentation throughout the project and providing Contractor’s and Manufacturers’ Certifications to Owner upon final completion of the Work. Provide a copy of the Contractor’s Certification to Agency.**
  - f. Certifying, upon final completion of the Work, that the project complies with Domestic Preference requirements (signing EJCDC C-626 Notice of Acceptability of Work will suffice for this certification).**
- 2.2 By signing payment application and recommending payment, Engineer is certifying to the best of their knowledge that all items submitted for payment comply with Domestic Preference requirements.**
- 2.3 Provide the Owner and Agency with a written certification that the project complies with Domestic Preference requirements, to the best of Engineer’s knowledge.**
- 2.4 Resident Project Representative (RPR):**
  - a. Observe and report on compliance with Domestic Preference requirements including but not limited to: Verifying that items delivered to the site are accompanied by Domestic Preference documentation, as applicable, and photographing stored and installed items to document compliance.**
  - b. Report to Engineer whenever RPR believes that any part of the Work is defective under the terms and standards set forth in the Construction Contract Documents, and provide recommendation as to whether such Work should be corrected, removed and replaced or accepted as provided in the Construction Contract Documents. Installation of items that do not comply with Domestic Preference requirements is considered defective Work.**

**Waiver Information:**

- **For information about Public Interest, Nonavailability, and Unreasonable Cost Waivers visit the following website:**  
<https://www.usda.gov/ocfo/federal-financial-assistance-policy/USDBuyAmericaWaiver>

**Agreement Summary:**

Original agreement amount:	\$ <u>527,000.00</u>
Net change for prior amendments:	\$ <u>29,600.00</u>
This amendment amount:	\$ <u>222,000.00</u>
Adjusted Agreement amount:	\$ <u>778,600.00</u>

**Change in time for services (days or date, as applicable): 365 days**

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect.

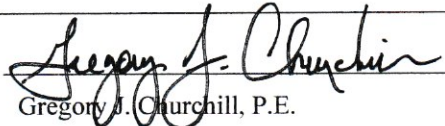
OWNER: Town of Beaufort, NC

ENGINEER: Rivers & Associates, Inc.

By: \_\_\_\_\_  
Print name: Matt Zapp

Title: Town Manager

Date Signed: \_\_\_\_\_

By:   
Print name: Gregory J. Churchill, P.E.

Title: President

Date Signed: 2-3-26

This is **EXHIBIT J**, consisting of 1 page, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated March 22, 2021.

**Special Provisions**

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The Agreement is amended to include the following provisions and/or agreements of the parties:

**PROJECT DESCRIPTION**

In order to ensure Town streets are properly restored that were disturbed by Sunland Builders during the installation of the Stormwater Drainage System Improvements Project, additional Engineering Design Services will be required for surveying, design and preparation of construction plans and specifications. Design phase services will be performed in accordance with Exhibit A Article A1.03 of the Engineering Services Agreement. Basic Service will be provided on a lump sum basis in the amount of \$90,000.00 in accordance with Exhibit C Article C2.01. The period of service to accomplish the Phase 1 Re-design service is estimated to be 4 months.

Basic services associated with subsequent bidding and construction phases include (1) Bidding and/or Negotiating, (2) Construction Administration, and (3) Resident Project Representative (RPR) Services. Bidding Phase Services will be performed on a lump sum basis in the amount \$12,000.00 in accordance with Exhibit C Article C2.01. The estimated period of service for bidding or negotiating is 2 months following advertisement of the project for bid. Construction Administration and RPR services will also be required. Construction Administration and RPR services will be performed in accordance with Exhibit A Article A1.05 of the Agreement. Construction Administration service will be provided on a lump sum basis in the amount of \$30,000.00 in accordance with Exhibit C Article C2.01. RPR service will be performed on an hourly plus reimbursables basis estimated at \$90,000.00 in accordance with Exhibit C – Compensation Packet RPR-2. The period of service for provision of construction administration and RPR service is estimated to be 3 months.

Remaining funds associated with the USDA Stormwater Drainage System Improvements will be utilized during construction for asphalt resurfacing/full depth restoration of the following three (3) eligible areas:

1. Broad Street: 225 linear feet east of Pollock Street to Live Oak Street
2. Mulberry Street: Craven Street to 175 linear feet east of Queen Street
3. Belle Air Street: Front Street to Ann Street

In an effort to maximize return on investment, the Town of Beaufort will contribute approximately \$2,602,896.00 in addition to the remaining USDA Stormwater Drainage System Improvements funds to resurface additional Town streets. Of this, the estimated portion for construction is \$2,380,896.00 with the technical services portion estimated at \$222,000.00.

This is **Appendix 2 to EXHIBIT C**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated March 22, 2021.

**Standard Hourly Rates Schedule**

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A. *Standard Hourly Rates:*

1. Standard Hourly Rates are set forth in this Appendix 2 to this Exhibit C and include salaries and wages paid to personnel in each billing class plus the cost of customary and statutory benefits, general and administrative overhead, non-project operating costs, and operating margin or profit.
2. The Standard Hourly Rates apply only as specified in Article C2.

B. *Schedule:*

Hourly rates for services performed on or after the date of the Agreement are:

<b><u>EMPLOYEE CLASSIFICATION:</u></b>	<b><u>HOURLY RATES:</u></b>
Principal	\$215.00
Sr. Project Manager II	\$210.00
Sr. Project Manager I	\$195.00
Project Manager III	\$185.00
Project Manager II	\$175.00
Project Manager I	\$160.00
Sr. Project Engineer	\$195.00
Project Engineer IV	\$165.00
Project Engineer III	\$155.00
Project Engineer II	\$140.00
Project Engineer I	\$125.00
Design Engineer II	\$115.00
Design Engineer I	\$105.00
Landscape Architect/ Project Manager II	\$170.00
Landscape Architect/ Project Manager I	\$150.00
Senior Landscape Architect	\$160.00
Landscape Architect	\$120.00
Landscape Designer III	\$125.00
Landscape Designer II	\$110.00
Landscape Designer I	\$100.00
Project Planner I	\$110.00
Planner II	\$100.00
Planner I	\$90.00
Designer IV	\$145.00
Designer III	\$125.00
Designer II	\$110.00
Designer I	\$95.00
CAD Technician III	\$90.00

CAD Technician II	\$85.00
CAD Technician I	\$80.00
Project Surveyor IV	\$160.00
Project Surveyor III	\$140.00
Project Surveyor II	\$120.00
Project Surveyor I	\$105.00
Party Chief V	\$125.00
Party Chief IV	\$105.00
Party Chief III	\$95.00
Party Chief II	\$80.00
Party Chief I	\$70.00
Surveyor Technician III	\$80.00
Surveyor Technician II	\$70.00
Surveyor Technician I	\$60.00
1-Man Robotic II	\$160.00
1-Man Robotic I	\$115.00
Resident Project Representative IV	\$120.00
Resident Project Representative III	\$105.00
Resident Project Representative II	\$90.00
Resident Project Representative I	\$75.00
Administrative Assistant III	\$90.00
Administrative Assistant II	\$85.00
Administrative Assistant I	\$75.00
Engineering Tech I	\$90.00
Field Tech	\$75.00
Intern Tech	\$50.00



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, February 9, 2026**

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**AGENDA CATEGORY:** New Business

**SUBJECT:** Volunteer Board Appointments

**REQUESTED ACTION:**

Using the attached list of volunteer applicants, the Board is asked to appoint:

- (Two) in-town members on the Historic Preservation Commission; 3-year terms
- (Three) in-town members on the Planning Board; 3-year terms

**SUBMITTED BY:**

Elizabeth Lewis, Assistant Town Manager/Town Clerk

<b>Applicant</b>	<b>Volunteer Board/Commission/Committee</b>	<b>Re-Appointment or New</b>
Bradley Hedrick	Historic Preservation Commission	Re-Appointment
David Wilhelm	Historic Preservation Commission	New
Will Barnett	Planning Board	New
Victor Fasolino	Planning Board	Re-Appointment
Ally Kristan	Planning Board	New
Randal Mann	Planning Board	New
George Stanziale	Planning Board	Re-Appointment
Cameron White	Planning Board	New
David Wilhelm	Planning Board	New



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, February 9, 2026**

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**AGENDA CATEGORY:** New Business

**SUBJECT:** 2026 Parking Season

**REQUESTED ACTION:**

Following the 2026 Board of Commissioners Retreat, staff is requesting formal approval to implement the following changes to the 2026 Parking Season. These proposed adjustments are intended to create consistency in the parking program, improve user experience, and balance resident access with visitor and shopper needs.

**Specifically, staff is requesting approval to:**

- Establish a uniform paid parking season from May 1 through October 1.
- Provide each Beaufort Town residential household with a three-hour free parking pass to support resident access while maintaining parking availability for visitors and shoppers.
- Implement a flat rate of \$3 per hour across all parking spaces and lots.
- Update parking signage to ensure a more user-friendly and easily understood system.

**SUBMITTED BY:**

Elizabeth Lewis, Assistant Town Manager/Town Clerk



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, February 9, 2026  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**AGENDA CATEGORY:** New Business

**SUBJECT:** “Rock the Docks” Concert Series 2026

**SUMMARY:**

The Town of Beaufort requests approval to host the “Rock the Docks” summer concert series in 2026. This event series was previously hosted by the Beaufort Business Association. The concerts are proposed to take place on Thursday evenings from May 21 through August 6, 2026, for a total of 12 events, with live music scheduled from 5:00 to 8:00 PM at John Newton Park, adjacent to and in partnership with the Dock House Restaurant.

The concert series will feature a variety of local musical acts across multiple genres, providing entertainment appropriate for all ages. The events are intended to be family-friendly and pet-friendly, offering a welcoming and inclusive community atmosphere.

Several concerts are anticipated to draw larger crowds due to alignment with major community weekends and events. These include May 21, in conjunction with Memorial Day weekend; June 11, during the Big Rock Tournament, with a potential partnership with F3 Marina; and July 2, in celebration of Independence Day weekend and the nation’s 250th anniversary. Larger musical acts will be scheduled on these key dates as the sponsorship budget allows.

Attendees will be encouraged to purchase takeout meals from local restaurants to enjoy during the concerts or to patronize local businesses before or after the events. This approach is intended to support and promote Beaufort’s local business community.

The Town will not sell or serve alcoholic beverages at these events. However, staff is requesting approval of an alcohol waiver for John Newton Park to allow attendees to consume alcoholic beverages purchased from local businesses, including the Dock House Restaurant.

At this time, no road or parking lot closures are requested. However, if attendance increases over the course of the 2026 season, staff may return to the Board of Commissioners to request closure of the Western Parking Lot to allow for additional crowd space and golf cart parking.

The Town has secured a \$5,000 sponsorship from the Dock House Restaurant, which covers the minimum anticipated costs of hosting the concert series. If additional or increased sponsorships are obtained, staff may be able to book larger or higher-profile musical acts. Attendance is estimated at approximately 150 people per event, with higher attendance anticipated on the dates noted above. Musicians will utilize existing electrical infrastructure available in John Newton Park.

The Community Engagement Director, along with administrative staff and representatives from the Police Department, Fire Department, and Public Works Department, has reviewed the operational details of the proposed events. All departments report no concerns, noting that past Rock the Docks events have experienced minimal issues.

To promote public safety, the Beaufort Police Department will provide event security as needed. Appropriate signage related to alcoholic beverage consumption and parking will be installed within the park.

**REQUESTED ACTION:**

Approve or deny the special event as presented, including:

- Approval of an alcohol waiver for John Newton Park during event hours.

Approval of this item will allow town staff to proceed with planning and hosting the 2026 Rock the Docks summer concert series.

**SUBMITTED BY:** Jennifer Welborn, Community Engagement Director

**BUDGET AMENDMENT REQUIRED:** No