



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, June 01, 2021 - Meeting will be held via Zoom due to the COVID-19 Pandemic Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

1. Minutes Approval from the May 4, 2021 Meeting

Administration of Oaths

1. 1) Documents used for Consideration and Deliberation (page 13 in packet)
2) Quasi-Judicial Statement
3) Swearing in of Staff

New Business

1. Case 21-22 510 Front Street – Signage
2. Case 21-24 113 Front Street – Exterior Renovations & Exterior Stairs

Public Comment

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, May 04, 2021 – Held Virtually via Zoom Due to the COVID-19 Pandemic
Minutes

Call to Order

Vice Chair McCune called the May 4, 2021 Beaufort Historic Commission meeting to order at 6:00pm.

Roll Call

Present for the meeting were Laura Sicklin, Joyce McCune, Bradley Cummins, John Stephens and John Flowers. Secretary Winn declared a quorum.

Not present for the meeting were Robert Terwilliger and Janet Woodward. Mr. Terwilliger had informed staff that he would not be available for this meeting. Secretary Winn stated that Ms. Woodward had resigned from the Commission.

Also present for the meeting were Kyle Garner, Jeremy Ganey, Denice Winn, Jill Quattlebaum, Commissioner Ann Carter, Commissioner Marianna Hollinshed and Commissioner John Hagle.

Agenda Approval

Board Member Cummins made the motion to approve the agenda as it was presented. Board Member Stephens made the second. A roll call vote was conducted and the vote was unanimous to approve the agenda as it was presented.

Minutes Approval

Board Member Stephens made the motion to approve the April 6, 2021 minutes as they were presented. Board Member Flowers made the second. A roll call vote was conducted and the vote was unanimous to approve the April 6, 2021 minutes as they were presented.

Administration of Oaths

Vice Chair McCune stated the next item on the Agenda is the Administration of Oaths. She said there are several items used for deliberation and consideration. She said the documents are listed on page 13 of the Agenda Packet.

Vice Chair McCune read the following statement: This is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. The board must base its decision upon competent, relevant and substantial evidence in the record. A quasi-judicial decision is not a popularity contest. It is a decision constrained by the standards

in the ordinance and based on the facts presented. All applications for Certificates of Appropriateness must be consistent with the Design Guidelines for the Beaufort Historic District & Landmarks; however, regardless of compliance with those 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, no person preference or opinion. Participation is limited. The 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 Winn administered the oath to staff, Kyle Garner and Jeremy Ganey, for their testimony.

New Business

1. Case # 21-17 500 Ann Street - Landscaping

Vice Chair McCune opened case 21-17, 500 Ann Street, Landscaping. Secretary Winn administered the Affirmation to Bob Garrison.

Mr. Garner gave an overview of the matter and what the applicant was requesting and the type of planting they were requesting. Mr. Garrison had nothing to add.

There were no questions or comments from the Board.

Board Member Stephens made the following finding of fact; having reviewed the record and having considered all evidence submitted and oral testimony for Case #21-17, I move that the commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Landscaping Guidelines 8.1.1, 8.1.2, 8.1.5, 8.1.6, 8.1.7 and 8.1.10. Board Member Cummins made the second. A roll call vote was conducted with the members who were present and it was unanimous to approve the Findings of Fact.

Vice Chair McCune made the following motion for the Certificate of Appropriateness; 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 #21-17 be issued for the proposed work. Board Member Stephens made the second. A roll call vote was conducted with the members who were present and it was unanimous to issue the Certificate of Appropriateness.

Vice Chair McCune told Mr. Garrison that his project had been approved and that he should be receiving a letter from the Town within 14 days. Mr. Garrison asked if they could start the work or if they had to wait for the letter. Mr. Garner stated that they could begin the work.

Vice Chair McCune closed discussion on case 20-17.

2. Case # 21-18 417 & 500 Ann Street - Landscaping

Vice Chair McCune opened case #21-18, Landscaping for 417 Craven Street and 500 Ann Street. She stated that Mr. Garrison had already been sworn but she wanted to know if there was anyone else who would be testifying in this case. Ms. Linda Hevner requested to be affirmed and Secretary Winn administered the affirmation.

Mr. Garner gave an overview of the landscaping project on the Eure Building side and the Church side. He called out each of the types of plants that would be used in each of the gardens and stated that the Church garden was Exhibit 1 in the handout and the Eure Building garden was Exhibit 2 in the handout.

Ms. Hevner gave a brief overview of the plants being used and the reason for wanting each of the gardens in the places that they were requesting to put them.

Vice Chair McCune polled each of the members to see if they had any questions or comments. Board Member Stephens asked Mr. Garner if they needed to address signage. Mr. Garner stated they could if they wanted to but the sign was so tiny, 18"x18". Board Member Sicklin stated she was glad to see a pollinator garden going in that will be educational. All the members agreed.

Vice Chair McCune asked for a motion for finding of fact, Board Member Stephens made the following motion; having reviewed the record and having considered all evidence submitted and oral testimony for Case #21-18, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Landscaping Guidelines 8.1.1, 8.1.2, 8.1.5, 8.1.6, 8.1.7 and 8.1.10. He stated that also approved is the signage as displayed in the application along with the information box. Board Member Flowers made the second. A roll call vote was conducted with the members who were present and it was unanimous to approve the Findings of Fact.

Board Member Stephens made the following motion for a Certificate of Appropriateness; 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 #21-18 be issued for the proposed work. Board Member Cummins made the second. A roll call vote was conducted with the members who were present and it was unanimous to issue the Certificate of Appropriateness for the project.

Vice Chair McCune told the applicant that their COA had been approved and that they will be receiving a letter from the Town within 14 days and she closed discussion on case 20-18.

3. Case 21-20, 300 Front Street Unit A – Signage

Vice Chair McCune opened discussion on case 21-20, 300 Front Street, Signage. Secretary Winn administered the Affirmation to Robin Held.

Mr. Garner gave an overview of the request from the Spouter for new signage. Mr. Garner stated that it is now called Spouters and not Spouters Inn. Mr. Garner showed a picture of the proposed sign and gave the dismissions. He stated that there was a previous sign that was approved for there. Mr. Garner stated the coloring and lettering on the new proposed sign was much easier to read than the previous sign and that the new sign would be attached to an existing pole. Mr. Garner stated the applicant provided the proposed material and pictures. Ms. Held stated she would answer questions.

Vice Chair McCune polled each member of the Board to see if they had any questions. Board Member Stephens had a question for the applicant concerning the distance of the bottom of the sign to the side walk. Ms. Held stated she didn't measure it but it is the exact dimensions of the Beaufort Olive Oil Company sign. There were no other questions but all the members were excited for the Spouters to reopen.

Vice Chair McCune asked for a motion for the findings of fact. Board Member Stephens made the following motion; having reviewed the record and having considered all evidence submitted and oral testimony for Case #21-20, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Signage Guidelines, 8.6.1, 8.6.2, 8.6.3 and 8.6.5. Board Member Flowers made the second. A roll call vote was conducted with the members who were present and it was unanimous to approve the Findings of Fact.

Board Member Stephens made the following motion for a Certificate of Appropriateness; 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 #21-20 be issued for the proposed work. Board Member Flowers made the second. A roll call vote was conducted with the members who were present and it was unanimous to issue the Certificate of Appropriateness for the project.

Vice Chair McCune told Ms. Held that her COA had been approved and that she would be receiving the letter from the Town within 14 days. Ms. Held asked if they could go ahead and hang the sign before receiving the paperwork and Mr. Garner stated yes.

Vice Chair McCune closed discussion on Case 21-20.

4. Case 21-21, 120 Moore Street – Off Street Parking

Vice Chair McCune opened case 21-21, 120 Moore Street, Off Street Parking and a Brick Pathway. Secretary Winn administered the Affirmation to Adeline Talbot.

Mr. Garner gave an overview of the request from the Talbot's. He said the Talbot's are requesting a brick parking pad on the Ann Street side of their property and a brick pathway. Ms. Talbot stated that the area that they are requesting the parking pad was the original parking area when she bought the property. She stated she didn't remember the type of surface that was there. Mr. Garner stated it was dirt.

Vice Chair McCune polled the members of the Board to see if they had any question or concerns. There were no questions or concerns from the Board and all thought it would add to the property.

Board Member Stephens gave the following motion for the findings of fact; having reviewed the record and having considered all evidence submitted and oral testimony for Case #21-21, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks; Landscaping Guidelines 8.1.11; Off-street Parking Guidelines 8.5.1, 8.5.3, 8.5.4, and 8.5.7. Board Member Flowers made the second. A roll call vote was conducted with the members who were present and it was unanimous to approve the Findings of Fact.

Board Member Stephens made the following motion for the Certificate of Appropriateness; 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 #21-21 be issued for the proposed work. Board Member Flowers made the second. A roll call vote was conducted with the members who were present and it was unanimous to issue the Certificate of Appropriateness for the project.

Vice Chair McCune told the applicant that their COA had been approved and that they would be receiving their letter from the Town within 14 days.

Public Comment

There were no comments from the public.

Commission / Board Comments

Board Member Flowers stated that he would be happy to read more and do more but he wasn't sure what to read or say. Board Member Stephens told him to ask the attorney to email him the guide for Sample Motions. Secretary Winn stated that she was sent it out as they had requested it, so all members should be receiving that email with the attachment. Board Member Flowers also stated for fun that he had nothing to do with his house being in the new Standards.

Staff Comments

Vice Chair McCune opened Staff comments. Mr. Garner started off with the changes to the new Design "Standards" and not Guidelines as referenced in 160D. He stated that Secretary Winn will be polling the

members as to whether June 7th or June 8th would be a better date to have a special review meeting for the Standards. He referenced not reviewing any of the information regarding the Resiliency part because the State of North Carolina is completely re-writing that. Mr. Garner stated that June 7th or 8th would be a special meeting to review and get comments. Mr. Garner stated that Mr. Thomason stated that Mr. Flowers house was one of the best examples of in-field development that he has seen and the kind of example that needs to be shown. Mr. Garner stated that the other reason he was looking at the second week of June was to give a new member, if appointed, time to look over everything. Mr. Garner stated that Vice Chair McCune contacted him about sending out the training opportunities and he stated that he would be emailing that information out the next morning.

Mr. Garner stated that a Certificate of Appropriateness had recently been issued for the elevation of a house at 102 Front Street. He stated staff was asking the Board if they see anyone trespassing on that property to tell them not to trespass. He stated that it is on video of people going underneath the structure at night and the owner has filed a police report.

Vice Chair McCune said that the videos from the State are very informative and very interesting. Mr. Garner said that participating in them also helps with receiving grants.

Adjourn

Board Member Stephens made the motion to adjourn the meeting. Board Member Sicklin made the second. A roll call vote was conducted with the members who were present and it was a unanimous vote to adjourn the May 4, 2021 meeting.

Joyce McCune, Vice Chair

Denice Winn, Board Secretary

- The Beaufort National Register Historic District Comprehensive Survey (A Resurvey of the 1970 Survey) compiled by Ruth Little, 1997
- Beaufort An Album Of Memories by Jack Dudley
- The Design Guidelines for The Beaufort Historic District & Landmarks (1994, Revised 2008)
- The Town Of Beaufort Land Development Ordinance (Adopted 2013)
- The 2018 North Carolina Existing Building Code Chapter 12, Historic Buildings
- The Town Of Beaufort Comprehensive Plan Update, prepared by the East Carolina Council Of Governments (Adopted 2012)



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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, June 1, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case 21-22 510 Front Street – Signage

BRIEF SUMMARY:

Install new signage totaling 56.50 sq. ft. (28.25 sq. ft. each side of building frontage)

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: May 10, 2021
Case No.: 21-22

Request: Replace existing signs with two new signs, Black Sheep.

Applicant: Jeff Adams/Black Sheep
 510 Front Street
 Beaufort, North Carolina 28516

Property Information:

Owner: Jeff Adams/Beaufort House, LLC
Location: 510-3 Front Street
PIN: 730505198647003

Project Information:

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 510 Front Street, C, circa 1970, **Commercial Buildings**. 2-story, side gable commercial building of traditional reproduction design, with exterior end chimney and engaged 2-story porch pacing Beaufort waterfront.

The Applicant is requesting to replace the existing signs with two (2) new signs (Beaudega at 16 square feet and a Black Sheep at 12.25 square feet for a total of 28.25 square feet along Front Street or 56.50 square feet if both sides of building). All of the proposed and existing signage on the property along the street is significantly under the 197.34 square feet of signage allowed on the building.

Material: See project information included in application to include dimensions.

Color: See project information included in application.

Attachments:

- Vicinity Map
- List of Adjacent Property Owners
- COA Materials from Applicant.

Guidelines:

Signage Guidelines (pg. 119):

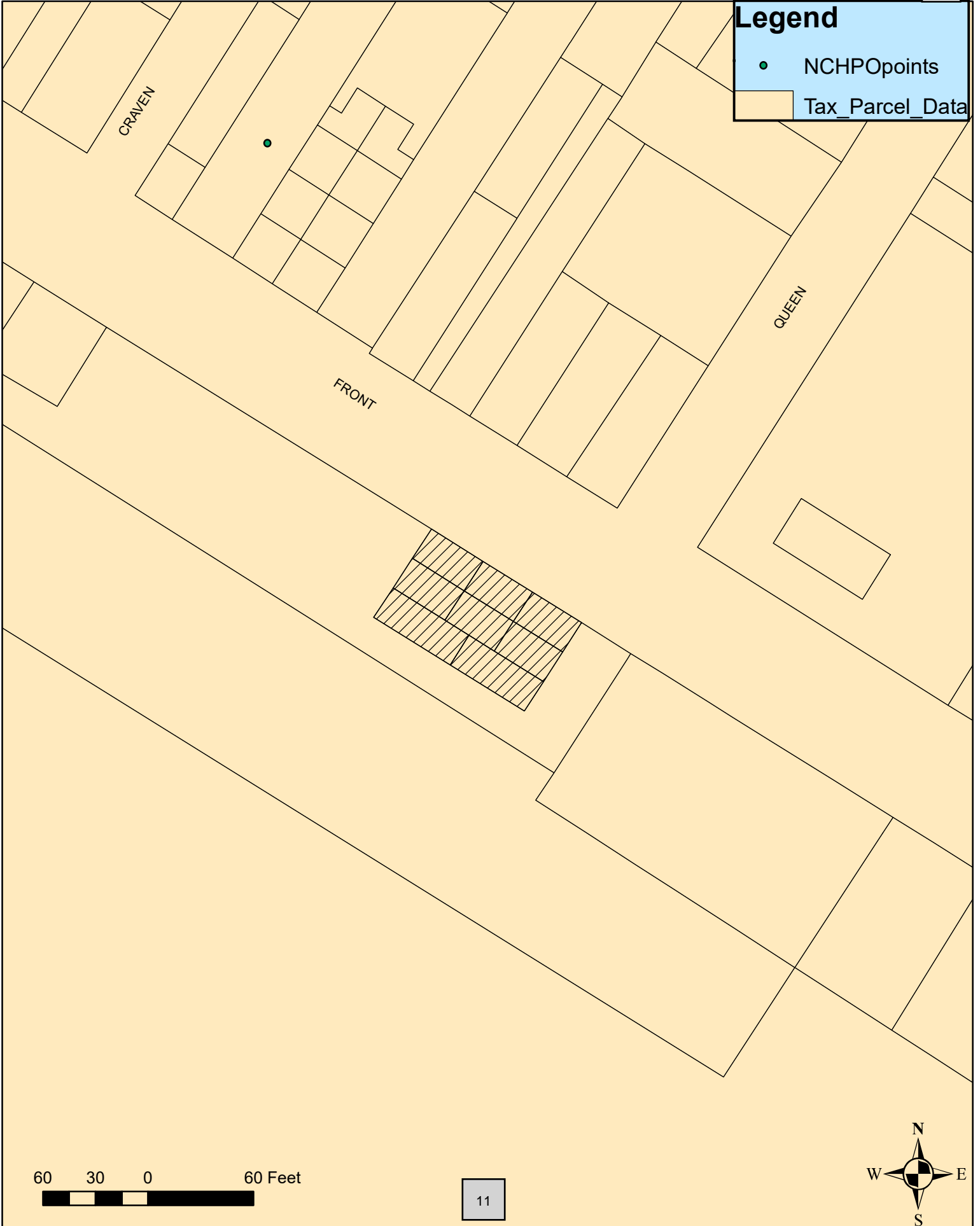
- 8.6.1. Use traditional materials found in the district, such as wood and metal for new signage. Substitute materials that have the appearance of wood are allowed. Plastic signs, flashing signs, or portable mobile signs, except those listed in item 9, are not allowed in the historic district. Interior neon signs larger than 10” by 18” that are located within five (5) feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside are not allowed. INTERNAL GLASS MOUNTED SIGNS ARE NOT SUBJECT TO BHPC REVIEW.
- 8.6.2. Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Beaufort Zoning Ordinance may be inappropriate in the context of the building or site under review.
- 8.6.3. Signs on commercial buildings are preferred to be located in a signboard frieze located above the display windows. In this location the sign serves as a boundary between the upper and lower façade.
- 8.6.5. Use simple, clear graphics and lettering styles in sign design.

BHPC Case 21-22 - Signage - 510 Front Street

1.

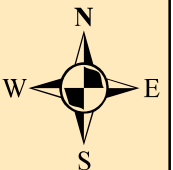
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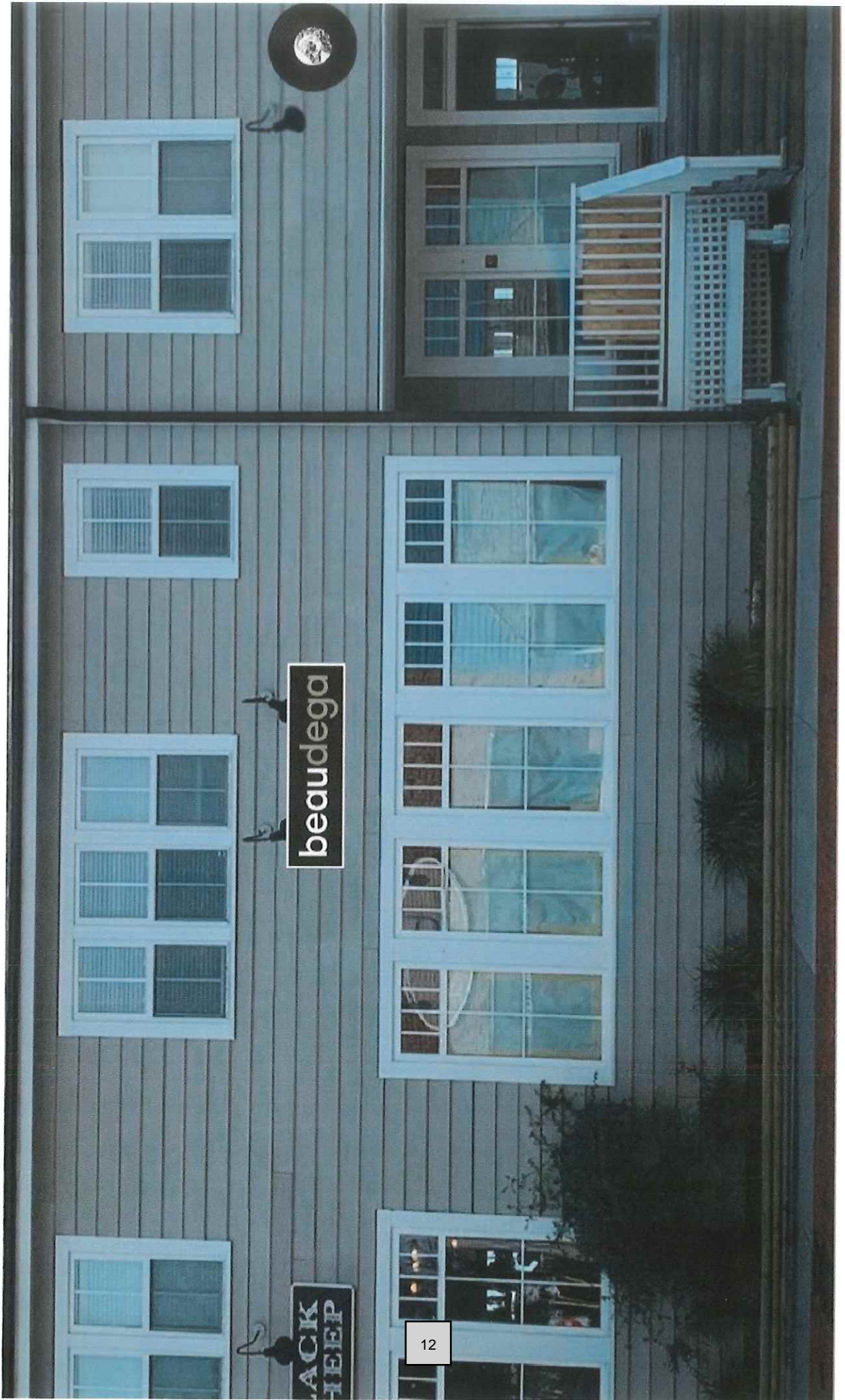
- NCHPOpoints
- Tax_Parcel_Data

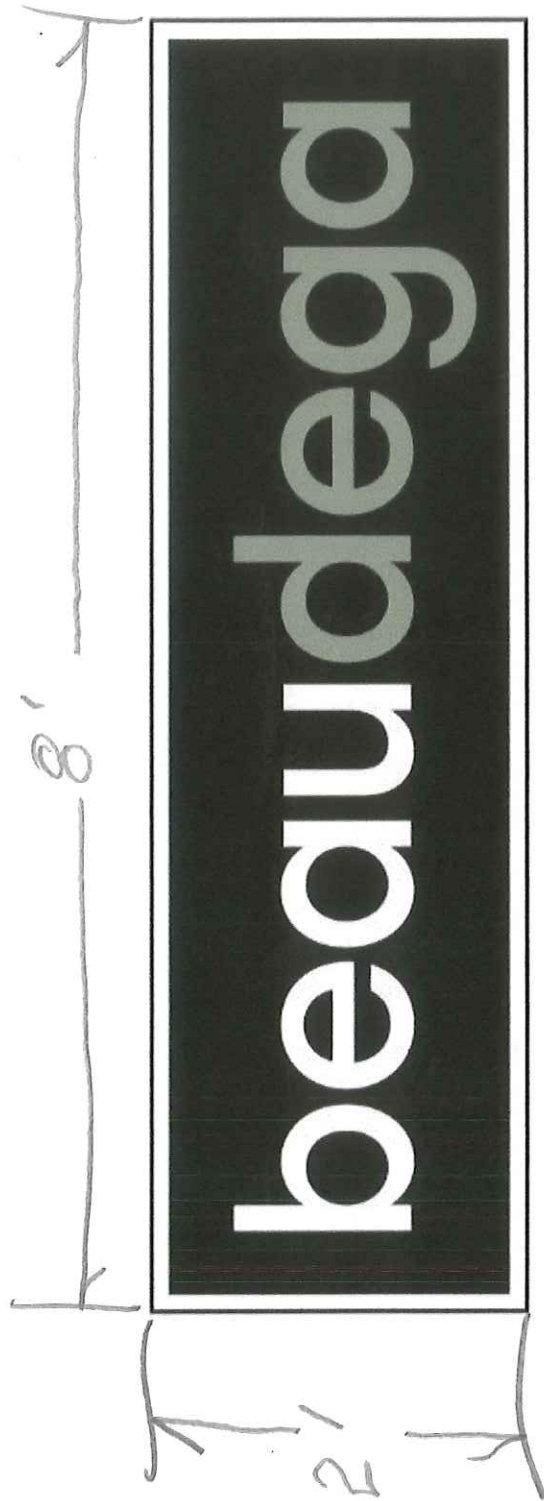


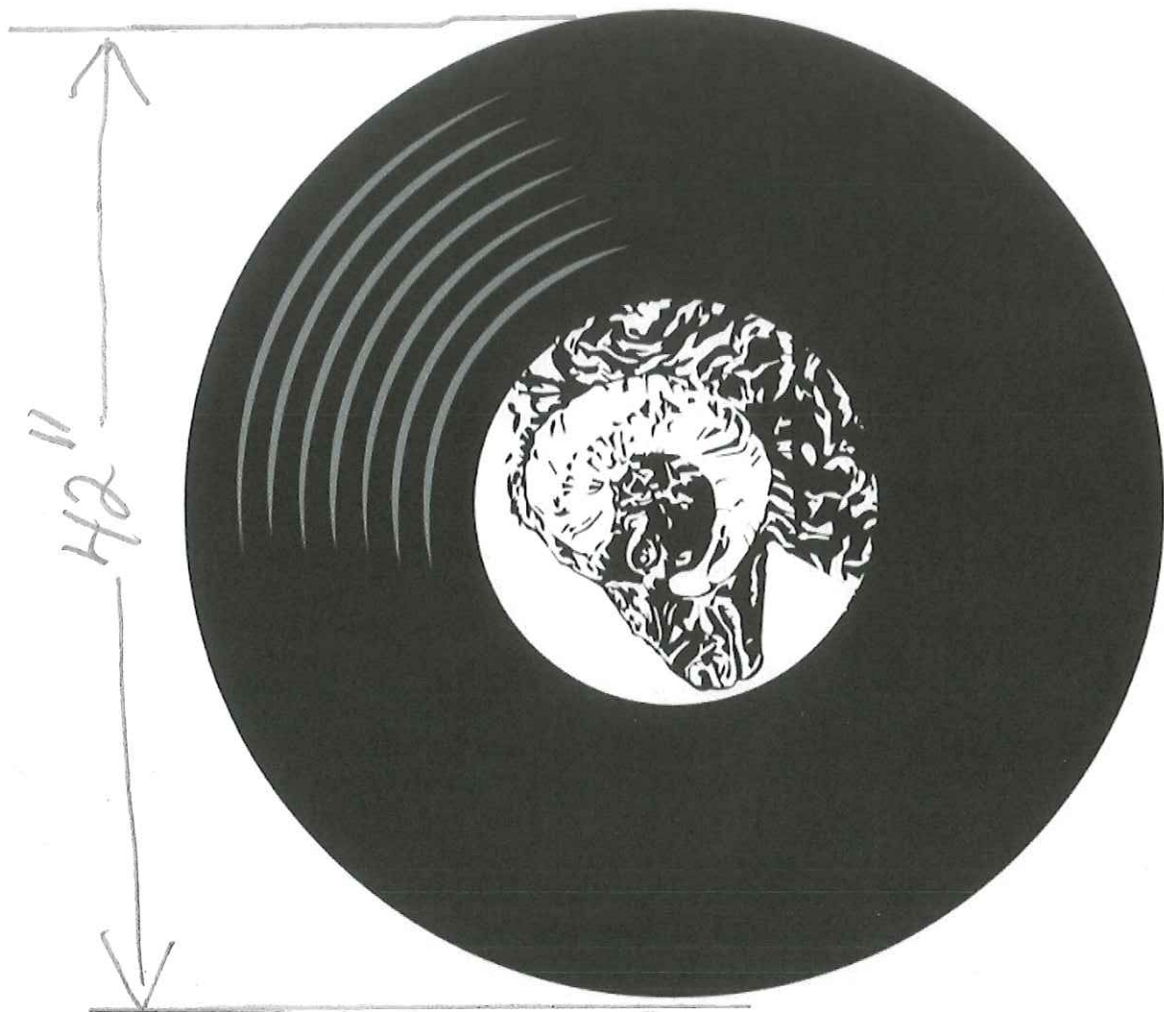
60 30 0 60 Feet

11









<u>OWNER</u>	<u>MAIL HOUSE</u>	<u>MAIL ST</u>	<u>MAIL CITY</u>	<u>IL ST</u>	<u>MAIL ZI</u>	<u>MAIL ADD2</u>
ADAMS,JEFFREY SMITH	510	FRONT STREET UNIT 21	BEAUFORT	NC	28516	
BEAUFORT HOUSE LLC	510	FRONT STREET #21	BEAUFORT	NC	28516	
BLUE TREASURE LLC			CARY	NC	27519	PO BOX 3557
COYNER,BARBARA BLACKWELL TRU	3101	DURALEIGH RD APT 328	RALEIGH	NC	4194 27612	
DUNCUN HOUSE LLC	115	MOORE STREET	BEAUFORT	NC	28516	
HARDY,CAROLYN DAY	157	PINE CONE DRIVE	OXFORD	NC	27565	
LIPSCOMB,KENNETH A ETUX GEORGE	8113	WINDSOR RIDGE DRIVE	RALEIGH	NC	27615	
PLAZA MEXICO BAR & GRILL INC	5167	HIGHWAY 70 WEST #60	MOREHEAD CITY	NC	28557	
POWERS,CATHERINE NEWCOMB	510	FRONT STREET	BEAUFORT	NC	28516	UNIT 32
SMITH,ANNE HILL ETAL GORDON	1205	FRONT STREET	BEAUFORT	NC	28516	
SOUTHERN FROCK LLC	360	STEEP POINT ROAD	BEAUFORT	NC	28516	

CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



Instructions:

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

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: JEFF ADAMS

Applicant Address: 510 FRONT ST UNIT 21 BEAUFORT

Business Phone: 919-602-2226 Email/Cell: JEFF ADAMS - BEAUFORT NC ^{CELL} ^{GMAR} ^{CON}

Property Owner Name: BEAUFORT HOUSE LLC

Address of Property: 510 FRONT ST

Phone Number: 919-602-2226 Email/Cell: SAME

PROJECT INFORMATION

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

SIGNAGE (SEE ATTACH) - MATERIAL: CYPRESS WOOD
BEAUDEGA

Estimated Cost of Project: \$ 800

Year House Built: N/A

[Signature]
Applicant Signature

4.14.21
Date

[Signature]
Property Owner Signature (if different than above)

4.14.21
Date

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

OFFICE USE ONLY

Received by: _____
Date: _____

Reviewed for Completeness: _____
Date Deemed Completed and Accepted: _____

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



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APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: JEFF ADAMS

Applicant Address: 510 FRONT ST UNIT 21 BEAUFORT

Business Phone: 919-602-2226 Email/Cell: JEFFADAMS.BEAUFORT@GMAIL.COM

Property Owner Name: BEAUFORT HOUSE LLC

Address of Property: 510 FRONT ST

Phone Number: 919-602-2226 Email/Cell: SAME

PROJECT INFORMATION

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

SIGNAGE (SEE ATTACH) - MATERIAL: CYPRESS WOOD
BLACKSHEEP ANNEX

Estimated Cost of Project: \$ 800

Year House Built: N/A

[Signature]
Applicant Signature

4.14.21
Date

[Signature]
Property Owner Signature (if different than above)

4.14.21
Date

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

OFFICE USE ONLY

Received by: _____
Date: _____

Reviewed for Completeness: _____
Date Deemed Completed and Accepted: _____



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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, June 1, 2021 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case 21-24 113 Front Street – Exterior Renovations & Exterior Stairs

BRIEF SUMMARY:

Create a cantilevered area of 8” on the west side of the structure and install exterior stairs on the rear of the garage off Sunset Lane.

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: May 14, 2021
Case No. 21-24

Request: Exterior Renovations & Exterior Stairs
Applicant George & Page Littlewood
 113 Front Street
 Beaufort, NC 28516

Property Information:

Owners: George & Page Littlewood
 Location: 113 Front Street
 Parcel Id #: 730617002865000

Project Information:

In the District Survey, updated by Ruth Little, the house at 119 Front is described as **HOUSE** c. 1995. 2 ½ story, traditional Beaufort-style reproduction has 2-story engaged porch with boxed posts and plain railing. 3 sets of French doors with transoms across the front of the house at both levels, 9/9 and 6/6 sash. Although designed to look like a single family house, this is actually a duplex.

In April the Commission approved changes regarding siding, windows and several other items. The proposed exterior stairs were discussed and recommended that the owners submit another COA.

Proposed Work:

- Create a cantilevered area of 8” on the west side of the structure and install exterior stairs on the rear of the garage off Sunset Lane. (See Attached request and description with the application)

Material:

- See Detailed Description submitted by applicant with their application.

Color:

- See Detailed Description submitted by applicant with their application.

Attachments:

- Vicinity map
- Adjacent property owners information
- COA application materials from Applicant (including attached exhibit)

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.

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

7.8.10. For additions on Beaufort’s waterfront that will impact historic vistas, the design should be consistent with policy statements in Chapter 5.

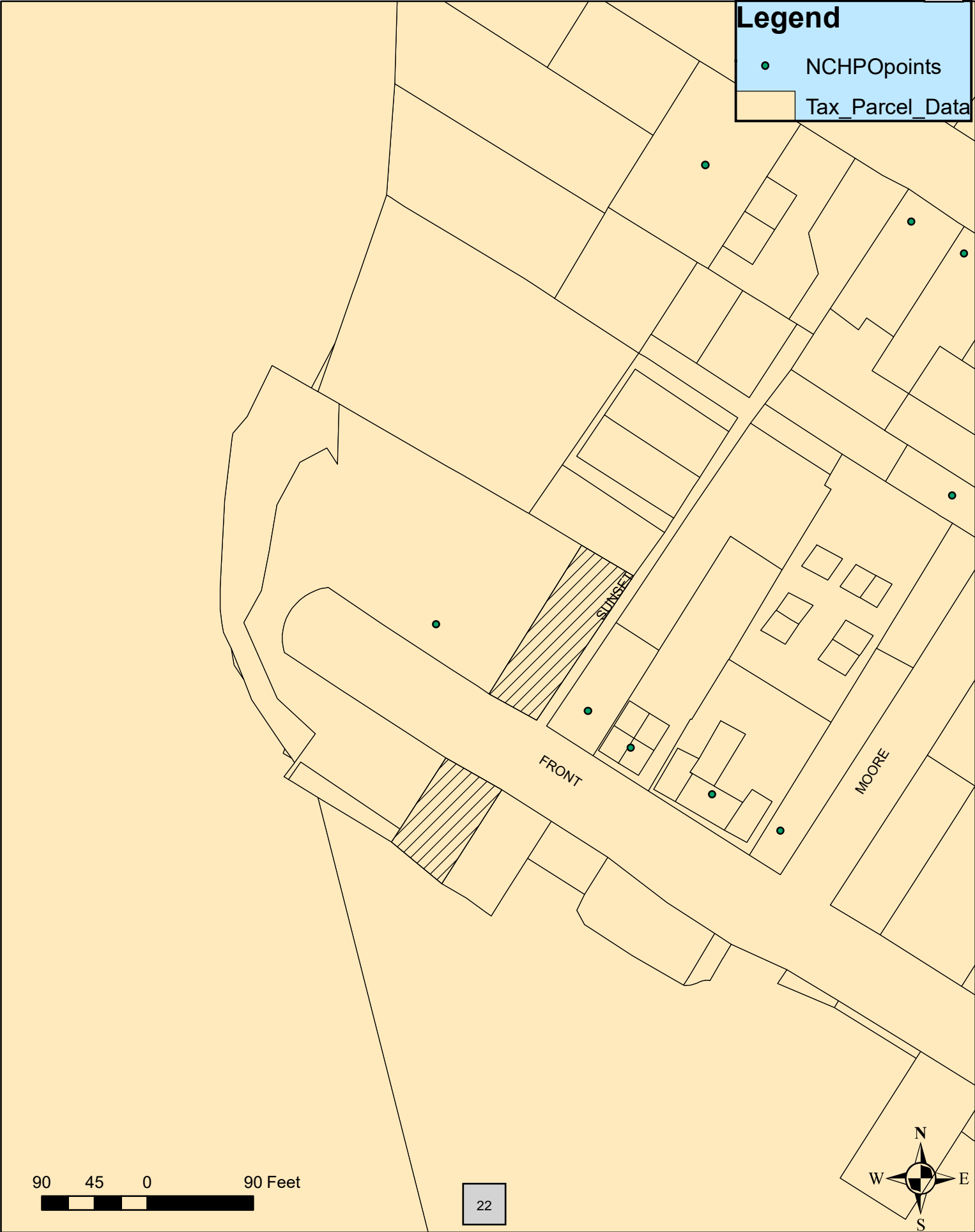
Accessibility and Life Safety Guidelines

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.

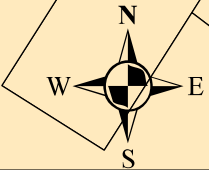
6.8.2. Introduce new or alternate means of access to the historic building, in ways that do not compromise the appearance of an historic entrance or front porch.

Legend

- NCHPOpoints
- Tax_Parcel_Data



90 45 0 90 Feet



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APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: GEORGE + PAGE LITTLEWOOD

Applicant Address: 113 FRONT ST, BEAUFORT NC

Business Phone: Geo: 919. 599. 0767 Email/Cell: georgef.littlewood@gmail.com
Page: 919. 308. 5753 pagelittlewood@mac.com

Property Owner Name: same

Address of Property: same

Phone Number: same Email/Cell: same

PROJECT INFORMATION

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

please SEE Attached

Estimated Cost of Project: \$ 15000 APPROX Year House Built: 1996

[Signature] Applicant Signature Date: 5/11/21

[Signature] Property Owner Signature (if different than above) Date: 5/11/21

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

OFFICE USE ONLY

Received by: _____

Reviewed for Completeness: _____

Date: _____

Date Deemed Completed and Accepted: _____

(A) Attachments to Original Application in 2/21 are included as attachments here for reference.

2.

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. Items required for ALL projects:

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

2. Items required as applicable to project:

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

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

- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable. **NO CHANGE FROM ORIGINAL APPLICATION**

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 j.ganey@beaufortnc.org.

To: Town of Beaufort
 From: George & Page Littlewood; Rodney Ward, Ward Design Group
 Re: Certificate of Appropriateness Application for renovations to 113 Front Street
 Date: May 11, 2021 submission for presentation at June 2021 Meeting

George and Page Littlewood are the new owners of 113 Front Street, a private residence built in 1996. Our project to renovate the residence to overcome lack of maintenance over the years was approved in March, 2021. See attached. We would like to respectfully remind the Commission that 113 Front Street is not a historic home. We are however committed to maintaining the same character in this home as those in surrounding historic homes. We come to you with two modifications to our original request. Both items will reflect the same paint colors already approved in our March, 2021 certificate:

1. We would like to add a "bump out"/cantilever on the west side of the residence on the first floor to accommodate a family heirloom. Please see elevation attached. Again, 113 Front Street was built in 1996.
2. We would like to add a staircase from the upstairs bonus room over the garage down to the backyard. Please see elevation attached. This stair case would be on the back, north facing side of the residence not visible from Front Street.

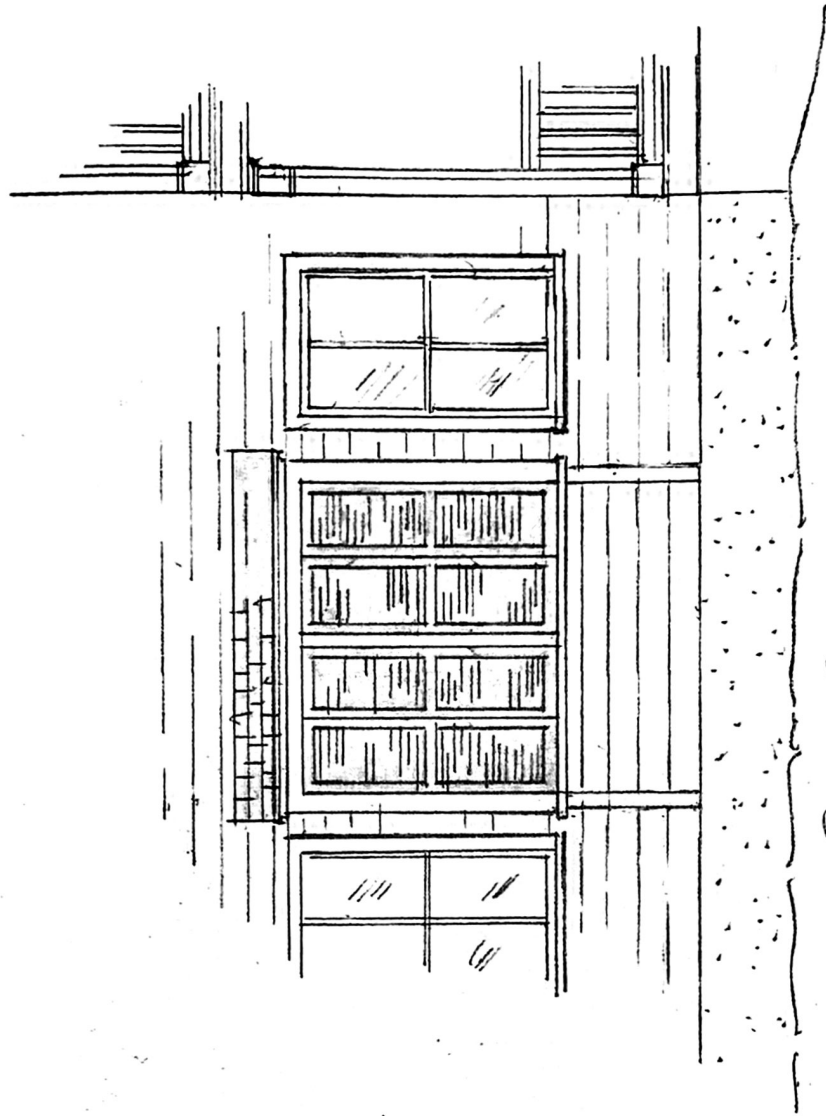
Please see the attachments from the Certificate of Appropriateness Application. Application dated February, 2021 for answers to all other questions. There have been no modifications other than the ones mentioned above. The Certificate of Appropriateness granted in March is also attached for reference.

Thank you for your time in reviewing this application. We look forward to discussing this with you at the June 2021 meeting.

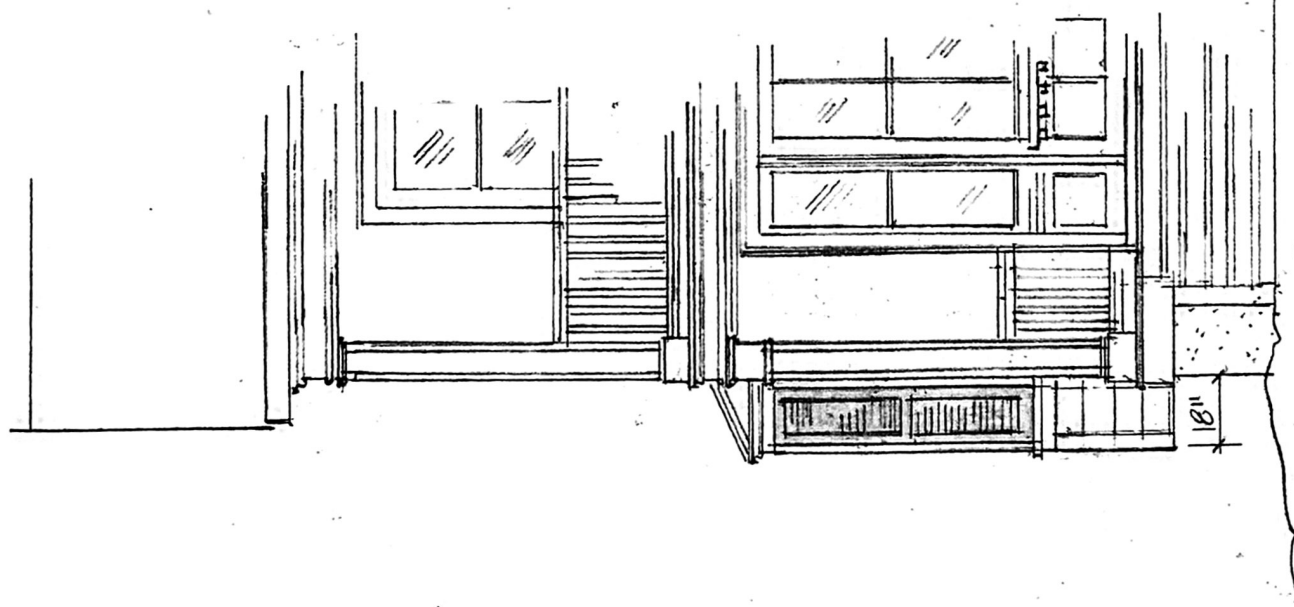
With kind regards,



George and Page Littlewood

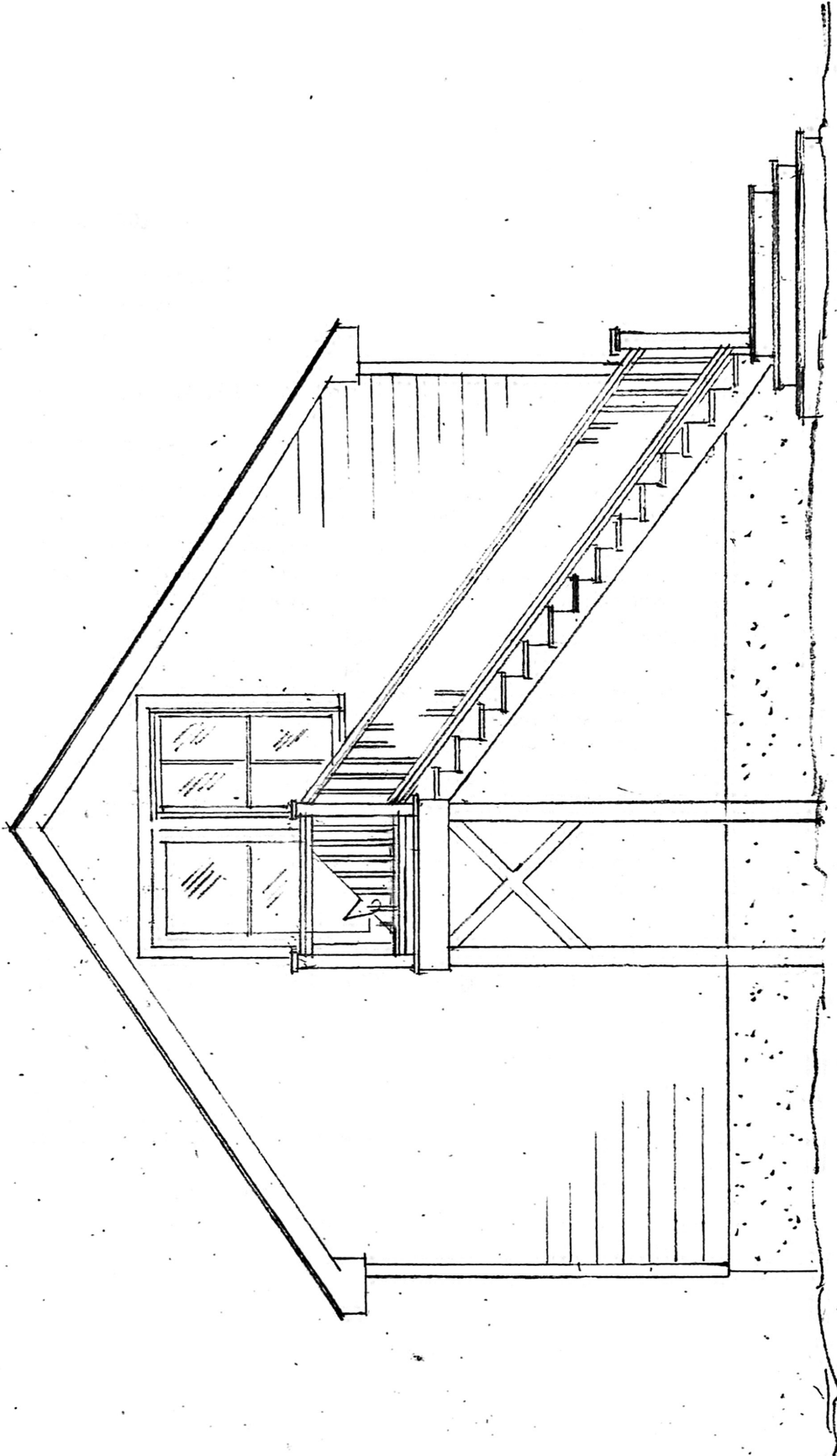


Box Bay
LEFT ELEVATION 1/4" = 1 FT.



Box Bay
FRONT ELEVATION 1/4" = 1 FT.

#1 Bump Out / Cantilever



REAR STAIR TO PORCH R.M. ABOVE

1/4" = 1 Ft.

2 Back Steps



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

March 3, 2021

George & Page Littlewood
113 Front Street
Beaufort, NC 28516

RE: Case # 21-09 113 Front Street Exterior Renovations

Dear Mr. & Mrs. Littlewood:

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 to begin six (6) months from the date of issuance 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 can 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,

Kyle Garner, Planning Director
Historic Preservation Commission

Enclosed: COA Certificate
CC: Property Owner (if not applicant)

Mayor Everette S. (Ret) Newton
Commissioner John Hagle • Commissioner Sharon Harker • Commissioner Marianna Hollinshed
Commissioner Ann Carter • Commissioner Charles McDonald
Town Manager John Day



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Beaufort Historic Preservation Commission (HPC) for the Town of Beaufort, N.C., having held a virtual hearing on **March 2, 2021** to consider a Certificate of Appropriateness (COA) application submitted by **GEORGE & PAGE LITTLEWOOD** for **CASE # 21-09 113 FRONT STREET EXTERIOR RENOVATIONS** and having heard all of the evidence, testimony, and arguments presented during the public hearing on this item and having the material(s) submitted to the HPC from the applicant as well as samples present at the meeting, makes the following CONCLUSION:

Based upon the testimony, evidence and record before the HPC on March 2, 2021, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

6.2.10. The HPC may allow the replacement of existing substitute siding with new substitute siding (such as cement fiber siding) if the proposed replacement will be more in keeping with the original appearance of the structure. Substitute siding with a simulated wood grain will not be permitted.

6.2.11. The use of fiber cement siding may be approved for new structures, non-historic structures and additions to historic structures not visible from public streets or waterways.

6.3.9. Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for best durability.

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.

6.4.9. Preserve and repair original or historic shutters. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had blinds. All shutters shall be installed so that they will fit the window frame opening if closed and shall be of correct proportions for each window. Blinds shall be provided with operable hardware, consisting of hinges, pintles and holdbacks located in the appropriate positions. Shutters may be operable or fixed. Shutters made of synthetic or substitute materials that duplicate the look, appearance and patina of wood may be allowed. They should not be nailed or screwed onto the building surface.

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.

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.

6.5.3. 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.

6.5.10. It is not appropriate to add new porches, entrances, or balconies to primary elevations or other areas of a building that are seen from the public view if none existed historically.

6.6.6. Wood grilles or lattice are appropriate for infill if compatible with the period or style of the structure. Stock lightweight lattice is not appropriate in areas in the public view.

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.

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.

THEFORE, IT IS ORDERED based on the application submitted, the testimony given during the public 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 # 21-09 113 FRONT STREET EXTERIOR RENOVATIONS**

This the 3rd day of March 2021


Kyle Garner, Planning Director

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.

(A)

Attachments to Original
Application in 2/21

2.

To: Town of Beaufort
From: George & Page Littlewood; Rodney Ward, Ward Design Group
Re: Certificate of Appropriateness Application for renovations to 113 Front Street
Date: February 9th, 2021 submission for presentation at March 2021 Meeting

George and Page Littlewood are the new owners of 113 Front Street, a private residence built in 1996. Unfortunately, due to a lack of maintenance over many years, the home needs significant exterior repairs. All the windows and doors will need to be replaced due to water damage and wood rot. The same is true of the exterior siding. While the placement of most of the window/doors will be in the same place as they are now, there are a few changes we would like to make. These are found in the attached elevations/drawings. In summary –

- We would like to change the **front door entrance** from the middle to the left, or western side (when facing the house). Please see the attached front elevation drawing. We would note that there are several houses within the historic district, particularly along Front Street (including our immediate next-door neighbor to the east), with entrances that are on either the left or right side of the front of the house, so this requested change keeps the appearance of the house consistent with existing homes in the historic district.
- We would like to move the **front steps** from the middle of the house to the left (western) side and change from the existing wooden steps to brick (Savannah, product number 3103, Triangle Brick, Adams Brick)-Sample provided to Town of Beaufort. Again, there are many homes along Front Street with brick steps, so we feel that this requested change is consistent with homes in the historic district.
- **The front door** will be clear select Alderwood with a clear stain and custom manufactured by Dallas Millwork as drawn on the front elevation. A wood sample has been provided to the town of Beaufort.
- **The front shutters**, Cobble Stone Mill louvred, heavy duty/large slats, in cedar to be painted. Shutter hardware-stainless steel (pre-painted in black finish). Please see below for shutter paint color.
- The **porch French doors** will be Marvin Signature Coastal.
- **Front Porch:** Flooring 5/4 x 4 T & G PT (pressure treated) flooring to be painted as indicated in 9 below. Front Facing Wall 1 x6, 1 x8, 1 x10 shiplap material running vertically. Ceiling 1 x6 bead board to be painted as indicated in 9 below. Columns and railing to match existing.
- All **windows** to be replaced with Marvin Signature Coastal Ultimate Double Hung G2 SDL-mullions are on both sides of window as in true divided light. Please refer to front and left side elevations for placement and light pattern.
- We would like to replace the **exterior siding** with “Hardie Board, Artisan Series.” While we understand that this is an unusual request from the Town’s website, we are hoping for approval since the house is not “historic” given its construction in 1996. Additionally, it is our understanding that there are several homes in the historic district already with Hardie Board siding to include 122, Front St., 216 Front St., 326 Front St. (“Moonraker roof structures), 400 Front St. (Summerset Plaza which we understand was just installed within the past few weeks), 213 Live Oak St. Given the increased durability of the product versus wood, we feel this will reduce maintenance expenses. The increased durability will keep the appearance of the structure in keeping with the historic district for

a significantly longer period than wood. The Hardie Artisan siding will be 8” lap, 7” exposure.

- **Paint Colors:** We would like to change the existing paint color of the siding and trim to Sherwin Williams “Super Paint Satin Extra White.” The shutters will be “Beaufort Green,” Benjamin Moore Black Forest Green PM112. The porch floors will be Benjamin Moore Shaker Gray 1594, n122 latex floor and patio. Porch ceilings Benjamin Moore Tear Drop blue 2060-70. Paint samples for each of these have been provided to the Town of Beaufort.
- The exposed portion of the **chimney** will be finished in stucco.
- The **garage doors** will remain the same size in metal. The design is reflected in the attached picture. They will be painted the same as the house siding, Sherwin Williams Super Paint Satin Extra White.
- We would like to replace the existing diagonal **lattice** that “covers” the crawl space with horizontal and vertical square lattice. The new lattice will be in wood (as is the existing) painted the same as siding.

**From Page two of the Certificate of Appropriateness Application:
Section 1:**

Our neighbors are:

- Billy Wooten, 105 Front St., Beaufort, NC 28516
- Candlewood Investments, LLC, 115 Front St., Beaufort, NC 28516
- Victor I. Flow, Jr., 95 Sunset Lane, Beaufort, NC 28516
- Victor I. Flow, Jr., 97 Sunset Lane, Beaufort, NC 28516
- Victor I. Flow, Jr., 110 Ann St., Beaufort, NC 28516

Please see attached pictures of the existing structure. This is the only building which will be impacted by the requests in this application.

Please see the attached survey of 113 Front Street. Other than the request to move the front steps noted above, there will be no changes to the dimensions or “footprint” of the home.

The above addresses the building materials to be used. No landscaping changes are being requested other than the removal of the existing bushes on the front of the house where the new steps will be on the front left.

Section 2:

Demolition will be the existing siding and windows/doors.

No trees will be removed.

No landscaping changes are currently planned or requested other than noted above.

Paint Colors: See 9. Samples have been provided.

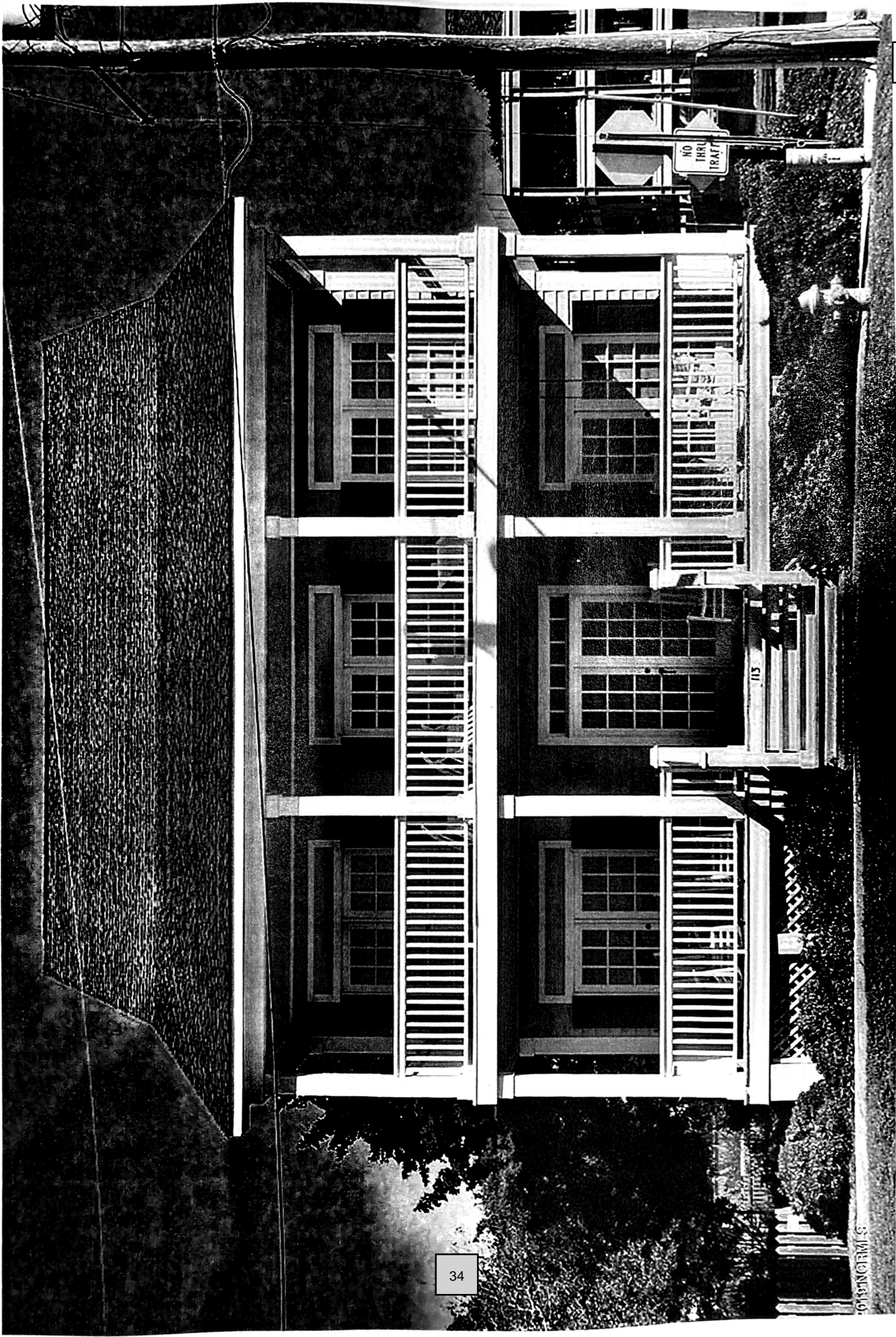
Building material is included in the above description.

There will not be any reconstruction of historic structures. As noted earlier, this home was originally built in 1996.

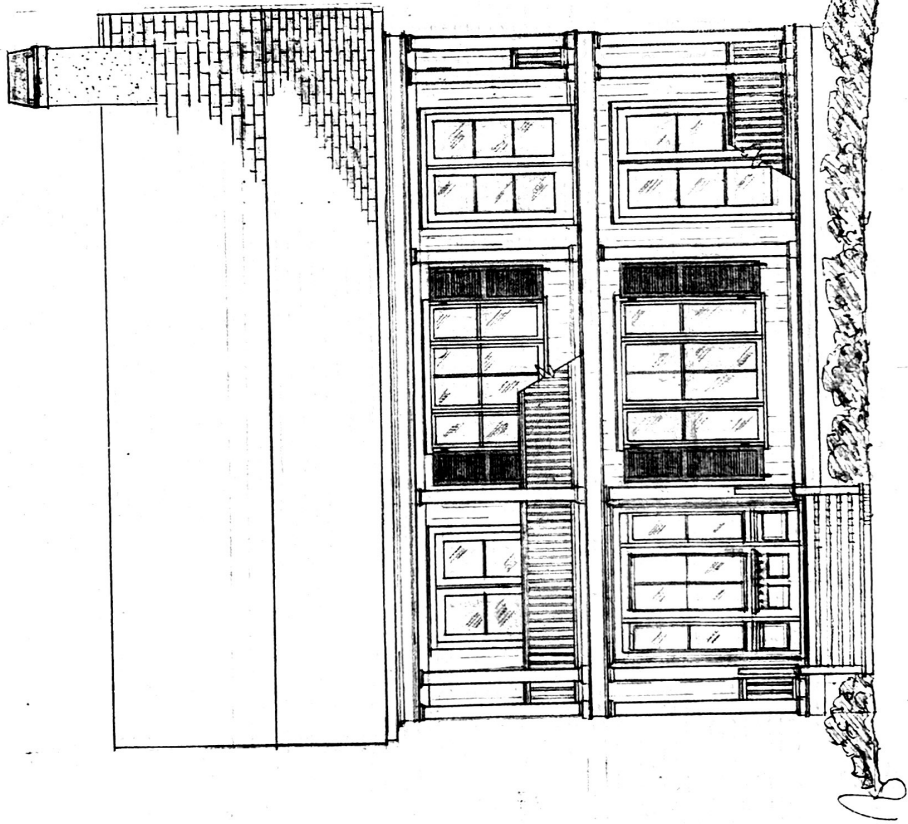
Section 3:

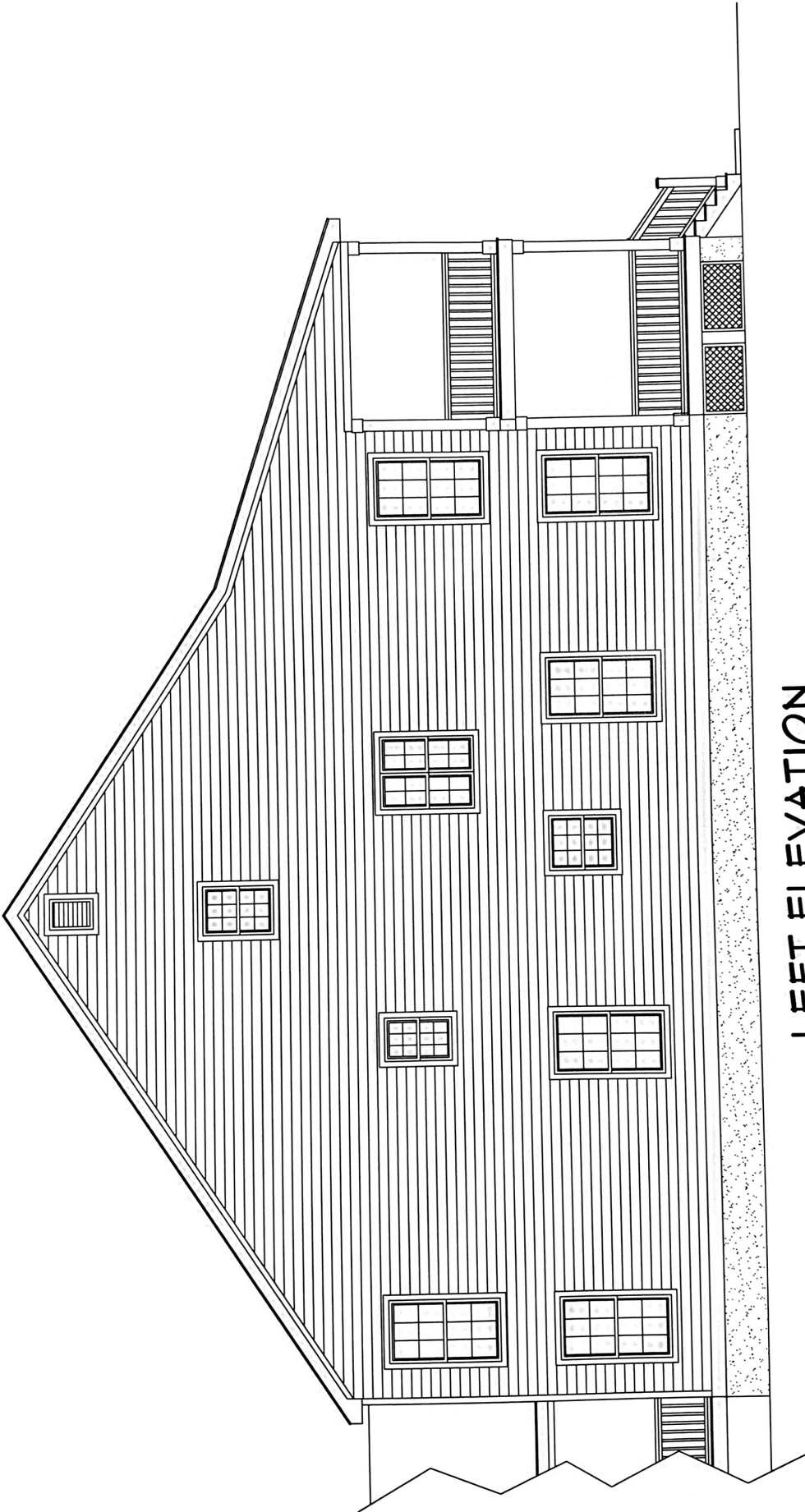
Not applicable to this project

Thank you for your time in reviewing this application. We look forward to discussing this with you at the March 2021 meeting.

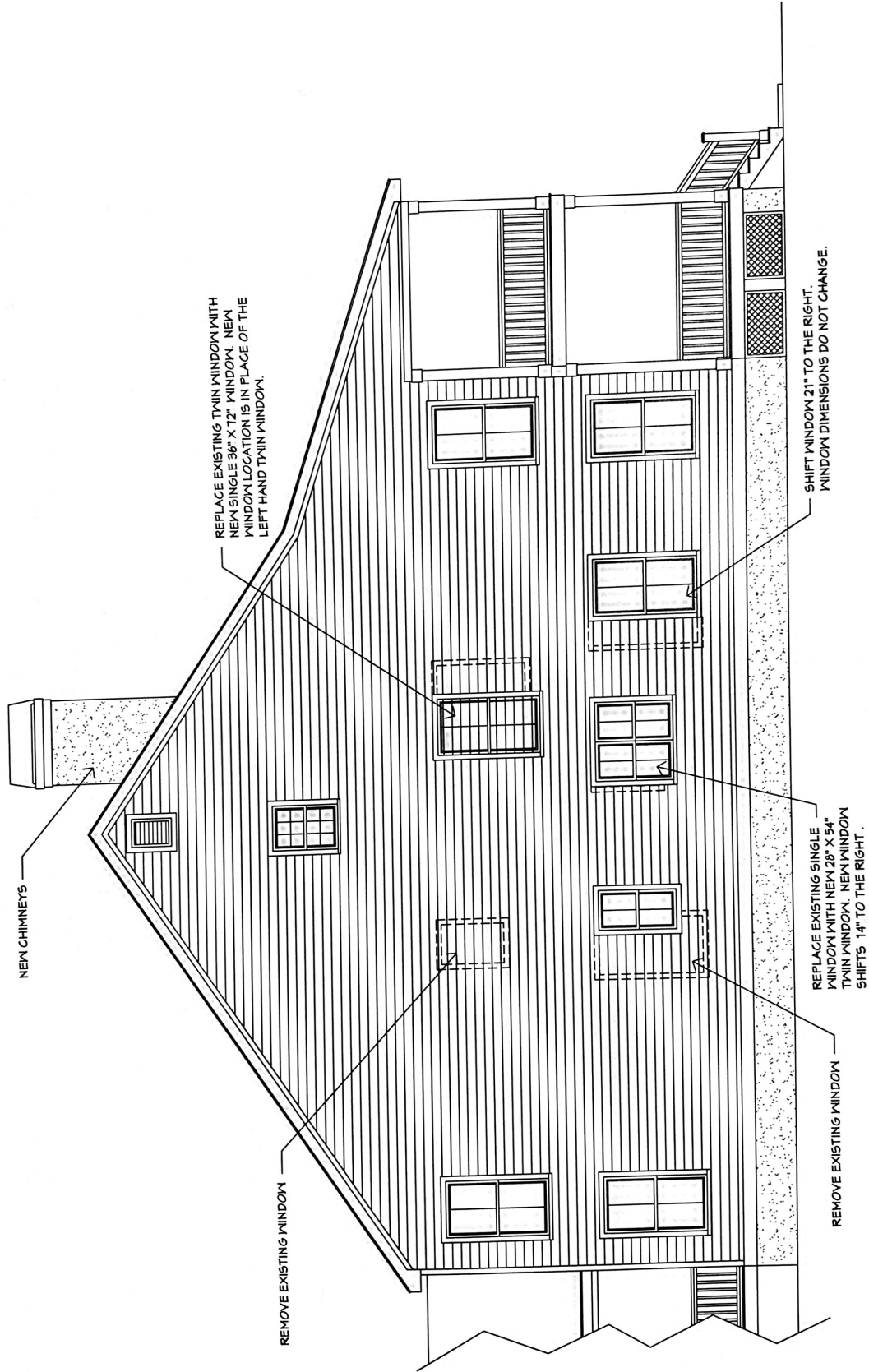


PHOTOGRAPH BY

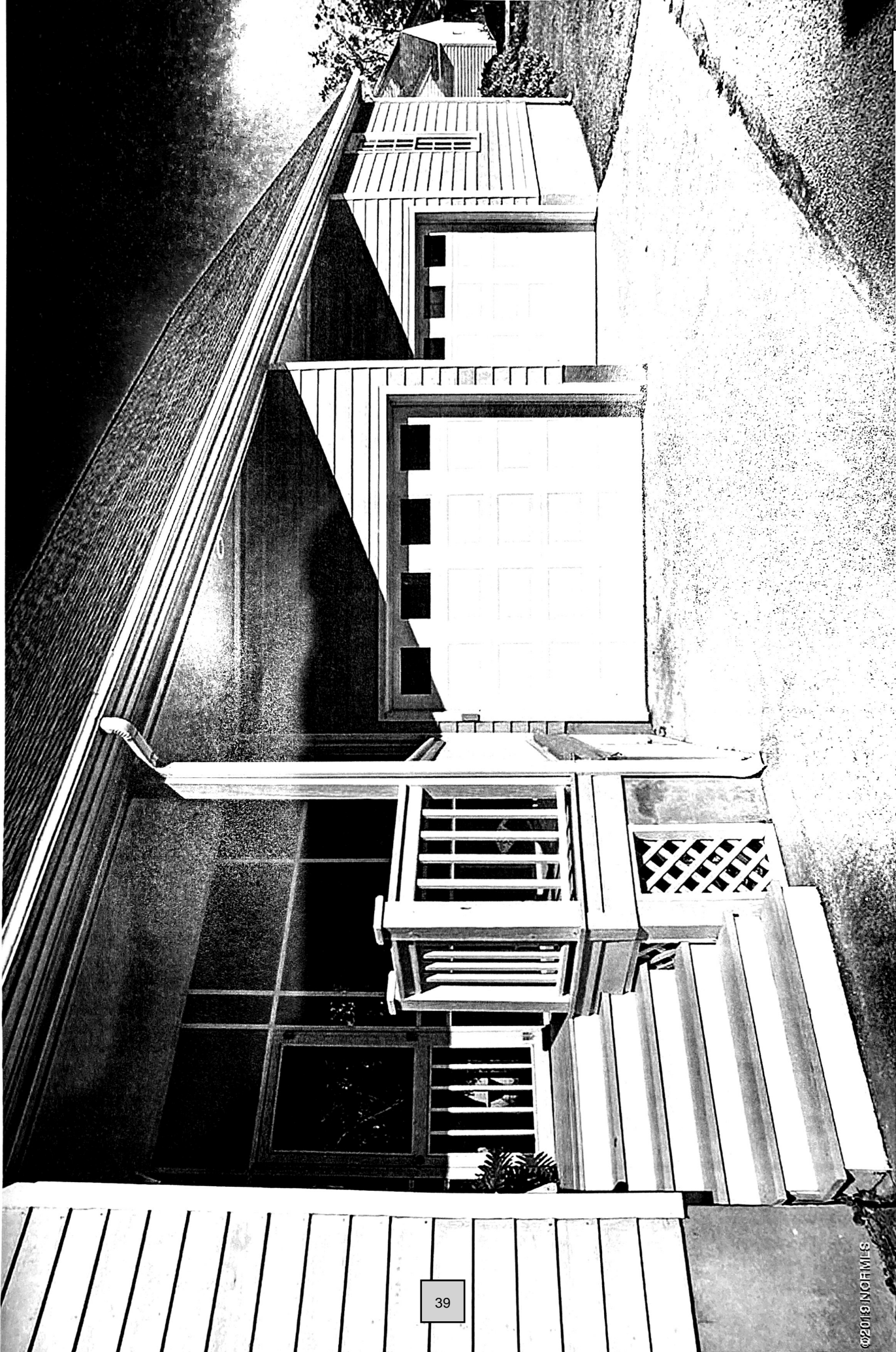




LEFT ELEVATION
EXISTING



LEFT ELEVATION
PROPOSED



<u>OWNER</u>	<u>MAIL_F</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>MAIL_ADD1</u>	<u>MAIL_ADD2</u>
CANDLEWOOD INVESTMENTS LLC			ROCKY MOUNT	NC 27804	PO BOX K
FLOW,VICTOR IVAN JR	18	GRAYLYN PLACE CT	WINSTON SALEM	NC 27106	
LITTLEWOOD,GEORGE F ETUX PAGE	113	FRONT STREET	BEAUFORT	NC 28516	
SUNSET LANE PROPERTIES LLC			ROCKY MOUNT	NC 27802	PO BOX K
WOOTEN,WILLIAM B ETUX MARGARET	282	MCNAIR RD	TARBORO	NC 27886	

SECTION 6 Height and Area Exceptions and Supplements

The following requirements or regulations qualify or supplement, as the case may be, the zone regulations or requirements appearing elsewhere in this Ordinance.

A) *Allowed Projections into Required Yards.*

Certain architectural features, fences, walls, and hedges may project into required yards as follows as long as the corner lot visibility provisions as specified in subsection D of this section shall be observed;

- 1) Cornices, eaves, and sills – not more than two feet (2') into any required yard;
- 2) **Balconies, bay windows, and chimneys – not more than three feet (3') into any required yard;**
- 3) Planted buffer strips, hedges, fences, or walls, not exceeding four feet (4') in height, shall be exempt from the front yard and front building setback line requirements of this Ordinance;
- 4) Planted buffer strips, hedges, fences, or walls, not exceeding six feet (6') in height, erected in side and rear yards shall be exempt from the yard and building setback requirements of this Ordinance; and,
- 5) Open or enclosed fire escapes, outside stairways, balconies, and other necessary unenclosed projections, protruding into a minimum yard not more than thirty-two inches (32") may be permitted where such projections are so placed as not to obstruct the light and ventilation.
- 6) Paved driveways and walkways at grade as long as all impervious surface limits are met.
- 7) Trees, shrubs, and vegetation.
- 8) Every part of a required yard shall be open from its lowest point to the sky unobstructed except as permitted in sections A- 1 through A-7 of this subsection.
- 9) When adjacent lots of record are under single control by a lease agreement or a combination of ownership and lease agreement, temporary structures such as manufactured homes, manufactured offices, utility buildings, accessory buildings, etc., may extend across any common lot line(s) of the adjacent lots of record under such lease agreement. The location of such structures shall not conflict with any off-street parking requirements, on-site traffic circulation, or other applicable regulatory codes. Upon the expiration of the lease agreement, such structure must be removed to conform to the standard side or rear yard setbacks of the district within sixty days of expiration of the lease agreement.

B) *Vacant Lot Exceptions.*

If a vacant lot is adjacent to an existing lot containing an existing dwelling on the lot, and such dwelling is situated less than the required front building setback line, the required minimum front building setback line for the vacant lot shall be a line projected along the front wall of the main building to the adjacent lot and across the vacant lot. In cases where existing dwellings are situated on both sides of the vacant lot and each exists less than the

required minimum front building setback line, the required minimum front building setback line for the vacant lot shall not be less than the average of the two front building setbacks of the existing dwellings.

C) *Board Action.*

In the case of a housing project consisting of a group of two or more buildings to be constructed on a plot of ground of at least two acres and not subdivided into the customary streets and lots, and where the existing or contemplated street and layout makes it impractical to apply the requirements of this Ordinance to the individual buildings in such housing project(s), the application of such requirements for such housing project(s) may be adjusted by the Board of Adjustment (BOA) in a manner which will be in harmony with the characteristics of the neighborhood, will substantially insure the same kind of occupancy, when the density of land use will be no higher than allowed by this Ordinance , and a standard of open space will be at least as high as required by this Ordinance in the district in which such proposed project is to be located. In no case shall the BOA authorize a use, a building height, or a building area prohibited in the district where the housing project is to be located, provided; however, the BOA shall not exercise the authority permitted by this subsection unless or until the Board of Commissioners (BOC) has approved such housing project(s) after receiving a recommendation from the planning board.

D) *Height Restrictions.*

- 1) Height restrictions will be determined by the specific zoning district whether inside the Town corporate limits or within the ETJ area.
- 2) Fixtures and architectural features which are not capable of occupation, such as chimneys, cupolas, domes, elevator shafts, heating and air conditioning equipment, solar collectors, and similar equipment, fixtures and devices and antennae, and which extend no more than ten feet (10') above the highest point on the structure, shall be allowed if the base of such architectural feature or fixture has a square footage which is ten percent (10%) or less than the square footage of the highest habitable floor on the structure.
- 3) Any nonconforming residential structure in a specific zoning district which exceeds the height limitation for its specific zoning district and is damaged or destroyed by fire, flood, wind, or act of God, may be rebuilt to the dimension of such building or structure as it existed prior to the damage or destruction and according to the North Carolina State Building Codes.
- 4) Any building or structure in existence on the effective date of this Ordinance may be raised the minimum amount necessary to bring the structure into compliance with the prescriptive minimum flood elevation as determined by the National Flood Insurance program regulations, notwithstanding raising such building or structure will increase its overall height above the building height limitations established herein.

E) *Exemptions.*

In addition to those fixtures and architectural features allowed to extend above the maximum height limits provide in subsection D-2 of this section, the following are also exempted from the building height limit established in this Ordinance:

- 1) School gymnasiums,
- 2) The Carteret County Courthouse,
- 3) Public utility poles and towers (except towers may be subject to other limits or procedures in this Ordinance),
- 4) Municipal and public water towers,
- 5) Permitted communication towers,
- 6) Bell towers, steeples, and spires on structures used for religious purposes, elevator shafts, chimneys, and similar structural appendages not intended for occupancy or storage;
- 7) Flagpoles.

F) **Canopies.**

A canopy in a conforming nonresidential land use which is totally or partially supported by a structural pillar (upright support), such as but not limited to a canopy over gasoline pumps, may extend to the street right-of-way line or property line of a nonresidential use or nonresidential zone, provided such pillar is located at least ten feet (10') from a property line and the canopy is open on all four sides. Any side of a canopy may be enclosed provided the enclosed side meets the required building setback lines established herein.

