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, November 03, 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

1. HPC Draft Minutes October 6 2026

Items of Consent

1. 2027 Historic Preservation Commission Meeting Schedule
2. Case #26-28 217 Turner Street - Demo Rear of House, Add New Rear Addition, and Convert shed to ADU COA Order
3. Case #26-30 618 Ann Street - Side Porch Entrance COA Order
4. Case #26-31 315 Ann Street - Remove Pecan Tree COA Order
5. Case #26-32 302 Courthouse - Doors COA Order
6. Case #26-33 113 Broad Street - Remove and Replace Vinyl Siding COA Order
7. Case #26-34 201 Broad Street Replacement and New Window Opening COA Order
8. Case #26-35 611 Front Street – Install Two and Three Rail Fences along the Town Docks COA Order

Quasi-Judicial Proceeding

New Business

1. Case #26-36 - 119 Queen St - Remove and Replace Shrubs and Mulch
2. Case #26-37 - 417 Ann St - Remove and Replace Landscaping
3. Case #26-38 - 201 Front St - Replace Existing Cedar Siding and Expand Rear Porch
4. Case #26-39 - 105 Front St - Install Beaufort Style Fence
5. Case #26-40 - Guideline Amendment fo ndwich Boards

Commission / Board Comments

Staff Comments

1. Minor Works October 2026

Adjourn

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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, October 6th 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the October 6th, 2026 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Joyce McCune, Chair; Bradley Hedrick, Vice-Chair; Kris Davis, Tina Proctor, Tyler Tennant

Members Absent: Bradley Cummins, Jessica Sabiston

A quorum was declared with five members present.

Staff Present:

Mr. Charlie Rocci, Senior Planner
Mr. Brad Fockler, Code Enforcement Officer
Ms. Jill Quattlebaum, Town Attorney
Ms. Laurel Anderson, Board Secretary

Agenda Approval

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Minutes Approval

1. HPC Draft Minutes 090126

Vice-Chair Hedrick made the motion to approve the Minutes as presented and Member Tennant made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Items of Consent

1. Case #26-24 – 105 Front Street COA Order
2. Case #26-26 – 326 Front Street COA Order
3. Case #26-27 – 217 Broad Street COA Order
4. Case #26-29 – 201 Broad Street COA Order

Member Davis made the motion to approve the Items of Consent as presented and Member Proctor made the second. Chair McCune took a vote that was unanimously approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Administration of Oaths

Chair McCune gave the Quasi-Judicial Statement as follows: This hearing is a quasi-judicial evidentiary hearing. That means it is like a court hearing. State law sets specific procedures and rules concerning how this board must make its decision. The board must base its decision upon competent, relevant and substantial evidence in the record. It is a decision constrained by the standards in the ordinance and based on the facts presented. All applications for Certificates of Appropriateness must be consistent with the Design Guidelines for the Beaufort Historic District & Landmarks; however, regardless of compliance with these Design Guidelines, the HPC will not approve a COA that is not congruous with the special nature of the Beaufort Historic District as a whole. If you will be speaking as a witness, please focus on the facts and standards, not personal preference or opinion. Participation is limited. This meeting is open to the public. Everyone is welcome to watch. Parties with standing have rights to participate fully. These parties may present evidence, call witnesses and make legal arguments. Parties with standing are limited to the applicant, the local government and individuals who can show they will suffer special damages. Parties are limited to those individuals with standing as set forth in North Carolina general statutes 160D-406 and 160D-1402. Other witnesses may present competent, material, and substantial evidence that is not repetitive as allowed 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. Parties with standing and witnesses must swear or affirm their testimony.

Secretary Anderson then administered the Oath to Charlie Rocci.

Old Business

1. Case #26-28 – 217 Turner Street – Demo rear of house, add new rear addition, and convert shed to ADU.

Chair McCune introduced Case #26-28 and asked if there were any commissioners who needed to recuse themselves. Hearing none, Mr. Rocci provided an overview, noting the application had been tabled at the September meeting and the applicants had resubmitted revised plans in response to the Commission's prior comments. He also requested all application materials and testimony be included in the record. There were no questions for Mr. Rocci.

Secretary Anderson then administered the Oath to George Aiken, homeowner.

Mr. Aiken addressed several items previously flagged by the Commission. He clarified that the original house, the 1927 addition, and the 1970s addition had been color-coded in the resubmission for clarity. Key materials decisions included: one-by-eight wood lap siding with a six-and-a-quarter-inch reveal to match existing; Hardie Plank fascia and soffit, citing their superior rot resistance; wood trim around windows for adequate depth; a DSA mahogany door (in lieu of

the previously proposed Therma-Tru fiberglass door); Bevelo light fixtures on the rear porch; and Andersen Series 100 windows with full divided lights on both the addition and the Accessory Dwelling Unit (ADU).

There were no parties with standing and no witnesses who wished to speak.

The Commission discussed the Andersen Series 100 windows at some length. Commissioners noted that for a new addition, the use of a composite-exterior window is an accepted practice, and that the Series 100 is materially equivalent to the A-Series on the exterior face. Mr. Aiken confirmed the salvaged Therma-Tru door from the addition would be repurposed as the front door of the ADU.

Regarding the standing seam metal roof, Mr. Aiken confirmed his intent to adhere fully to the Beaufort Design Guidelines for the historic district, including no prominent agricultural ridge vents. The Commission expressed general satisfaction with this commitment, noting that the language in the submittal placed the compliance responsibility on Mr. Aiken, and that he appeared well-informed on the requirements. The Commission also noted approvingly the step-back differentiation between the original house and the new addition, visible on the Broad Street elevation, and the new design for the roofline on the back porch.

Chair McCune asked for a motion for a Finding of Fact for Case #26-28. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-28, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Additions to Historic Buildings Guidelines 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.5, 7.8.6, 7.8.7, 7.8.8, 7.8.9; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3, 8.4.4, 8.4.5; Roof Guidelines 6.1.3, 6.1.7.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-28.

Chair McCune made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-28 be issued for the proposed work.

Vice-Chair Hedrick made the second and Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune thanked Mr. Aiken and explained that the COA would be issued at the November 3rd, 2026 meeting.

New Business

1. Case #26-30 618 Ann Street – Side Porch Entrance Enclosure and Flat Roof Modification

Chair McCune introduced Case #26-30 and asked if there were any members who needed to recuse themselves. Hearing none, Mr. Rocci presented the case, describing the subject property as the Guthrie House, circa 1910.

Secretary Anderson then administered the Oath to John Engelhard, applicant and building contractor for the homeowner.

Mr. Engelhard clarified that a COA had previously been approved for the porch enclosure, and the current application addresses a change in scope at the homeowner's request. The original plan called for the porch to extend fully to the corner of the house with a shingled pitched roof and a decorative faux handrail. The revised plan shortens the porch extension from ten feet to six feet, and the uncovered portion between the addition and the end of the porch will now be covered with a flat roof section, with the handrail element relocated to that flat roof section.

The Commission raised a concern about the fluted columns depicted in an AI-generated rendering. Mr. Engelhard clarified that the rendering was an approximation and that all columns and porch details would match the existing front porch of the house, consistent with what was approved in the original COA. The Commission found this satisfactory and commended the applicant for returning to seek approval for the modification.

There were no parties with standing or witnesses who wished to testify or comment.

The applicant was advised that the COA would be issued following adoption of the minutes and findings of fact at the November 3rd meeting.

Chair McCune asked for a motion for a Finding of Fact for Case #26-30. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-30, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Porches and Entrances Guidelines 6.5.1, 6.5.4, 6.5.7, Decks on Historic Buildings Guidelines 7.9.1, 7.9.2, 7.9.3, 7.9.4, 7.9.5; Additions to Historic Buildings Guidelines 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.5, 7.8.6, 7.8.7.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune made a motion to approve the Certificate of Appropriateness for Case #26-30 based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-30 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune thanked Mr. Engelhard and explained that the COA would be issued at the November 3rd, 2026 meeting.

The case was then closed.

2. Case #26-31 315 Ann Street – Remove Pecan Tree and Plaque Application

Chair McCune introduced Case #26-31 and asked if there were any members who needed to recuse themselves. Hearing none, Mr. Rocci presented the request to remove a pecan tree adjacent to the driveway, combined with a historic plaque application. The property is described as a two-story Queen Anne Colonial Revival house, circa 1910. Mr. Rocci noted a correction to the agenda packet: citations 8.1.3 and 8.1.4 were correctly numbered but carried incorrect text referencing underground utilities (8.1.7), which was not applicable. He also noted the plaque guidelines (4.1 - 4.3) had been inadvertently omitted from the staff report. There were no questions for Mr. Rocci.

Member Davis recused himself due to a prior professional relationship with the applicant; the Commission voted to approve the recusal.

Vice-Chair Hedrick made a motion to recuse Member Davis.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Tina Proctor, Tyler Tennant

Secretary Anderson then administered the Oath to applicant and property owner David Durham.

Mr. Durham submitted a written report from certified arborist James R. Maddox as part of the record. Mr. Durham described the pecan tree as a 27.4-inch diameter specimen located approximately 15 feet from the house foundation and directly adjacent to the recently installed driveway. He noted the arborist's assessment documented structural deficiencies and that a large branch had fallen in the weeks since the application was submitted. Mr. Durham stated he did not intend to plant a replacement tree, explaining that any tree placed in the same location would present the same long-term risk to the structure.

The Commission discussed the applicable tree guidelines, concluding that 8.1.1 and 8.1.2 were relevant, while the street tree and utility guidelines (8.1.3, 8.1.4) were not applicable to this private tree. The Commission agreed that preserving the historic structure took precedence over retaining the tree given the documented evidence.

Regarding the historic plaque, Mr. Durham explained the property would be designated the "Chadwick House," a name suggested and previously approved by staff. He noted that the neighboring property to the west carries the name "H.S. Chadwick House," and that his designation - without a first name - had not been previously used in the district. Mr. Durham acknowledged that a plaque had been installed prior to formal Commission approval and offered his apologies, explaining the administrative history of the application.

There were no parties with standing or witnesses who wished to testify or comment.

Chair McCune asked for a motion for a Finding of Fact for Case #26-31. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-31, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Landscaping Guidelines 8.1.1, 8.1.2; Historic Plaque Guidelines 4.1, 4.2, 4.3.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Jessica Sabiston

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-31.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-31 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Tina Proctor, Tyler Tennant

Vice-Chair Hedrick made a motion to reinstate Member Davis.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Tina Proctor, Tyler Tennant

Chair McCune thanked Mr. Durham and explained that the COA would be issued at the November 3rd, 2026 meeting.

The case was then closed.

3. Case #26-32 302 Courthouse Square – Historic Door Replacement and Modification

Chair McCune introduced Case #26-32 and asked if there were any members who needed to recuse themselves. Hearing none, Mr. Rocci noted the application was submitted by Ledford Contracting Group, Inc. on behalf of Carteret County Government. The proposal involves replacing three sets of historic exterior doors at the courthouse. Two sets are like-for-like replacements, while the third requires COA approval as it modifies an entrance from a double door to a single door configuration to achieve Americans with Disabilities Act (ADA) compliance. No changes to the masonry or other exterior features are proposed.

Vice-Chair Hedrick asked if the updated doors could be reversible and Mr. Rocci directed the question to the applicants.

Secretary Anderson then administered the Oath to applicants Ray Farnum, project coordinator with Carteret County Government, and Steven Ledford, owner of Ledford Contracting Group, Inc.

The Commission confirmed that the modification is reversible, as the masonry opening would not be permanently altered. Mr. Farnham clarified that all three sets of doors are employee-access only, and that the existing primary ADA entrance on the Broad Street side would remain in place. The door modification is part of a broader ADA transition plan, addressing a currently non-compliant 29-inch clear opening by installing a fixed 15.5-inch panel alongside a wider active door leaf.

There were no parties with standing or witnesses who wished to testify or comment.

Chair McCune asked for a motion for a Finding of Fact for Case #26-32. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-32, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Window and Door Guidelines 6.4.1, 6.4.3, 6.4.5, 6.4.10.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-32 be issued for the proposed work.

Vice-Chair Hedrick made the second and Chair McCune took a vote that was approved.

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune thanked the applicants and explained that the COA would be issued at the November 3rd, 2026 meeting.

The case was then closed.

4. Case #26-33 113 Broad Street – Remove Vinyl Siding from House, ADU & Shed, Replace with Wood Siding

Chair McCune introduced Case #26-32 and asked if there were any members who needed to recuse themselves. Hearing none, Mr. Rocci described the property as a single-story Queen Anne house originally built by Charles Owens in 1905. The application, submitted by owners Thomas and Carol Beaird, proposes to remove vinyl siding from the main house and repaint the original wood siding a blue color, and to replace siding on the rear ADU and shed with Hardie Plank, those structures being non-contributing and not visible from the public right-of-way.

Secretary Anderson then administered the Oath to Carol Beaird, applicant and homeowner.

Mrs. Beaird explained that the vinyl siding was present when the property was purchased six years ago. Exploratory removal has confirmed that three sides of the main house retain original 1905-era wood siding in good condition beneath the vinyl. The rear of the house was a later addition and may require full re-siding in wood. The Commission expressed support for the project. Chair McCune noted personal experience undertaking a similar project and encouraged Ms. Beard, adding that the house would be a strong candidate for a historic plaque once the work is complete.

There were no parties with standing or witnesses who wished to testify or comment.

Town Attorney Quattlebaum noted a correction to the agenda packet's paint guidelines citation: the correct range is 6.7.1 through 6.7.5, not 6.7.2 through 6.7.6 as printed.

Chair McCune asked for a motion for a Finding of Fact for Case #26-33. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-33, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Wood Siding, Trim, and Ornament Guidelines 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.2.7, 6.2.8, 6.2.9, 6.2.10, 6.2.11, 6.2.12; Paint and Exterior Color Guidelines 6.7.1, 6.7.2, 6.7.3, 6.7.4, 6.7.5.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-33 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune thanked the applicants and notified them that the COA would be issued at the November 3rd, 2026 meeting.

The case was then closed.

5. Case #26-34 – 201 Broad Street – Replace Aluminum Doors with Mahogany, Install Two Small Windows

Chair McCune opened Case #26-34 and asked if any members needed to recuse themselves. Hearing none, Mr. Rocci introduced the application, noting that the existing structure does not match the description in the Ruth Little survey and that this context was addressed at the prior meeting.

Secretary Anderson then administered the Oath to Jay Tervo and Barbara McKenzie Tervo, applicants and homeowners.

The applicants described the proposed installation of two small Andersen 400 Series windows with grilles-between-the-glass in bathrooms on the north elevation, which is visible from the public right-of-way as a corner lot. The windows would match those already installed in the house. The Commission discussed the consistency consideration, noting that while grilles-between-the-glass do not strictly conform to historic district preferences, matching the existing windows throughout the house provided greater visual continuity than introducing a dissimilar product. The Commission agreed this approach was the appropriate course for what is a known non-historic infill structure. The applicants also noted that existing exterior light fixtures on the second-floor porch were in poor condition and would be replaced.

There were no parties with standing or witnesses who wished to testify or comment.

Chair McCune asked for a motion for a Finding of Fact for Case #26-34. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-34, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Materials 7.3.2, 7.3.3; Details 7.4.1; Form and Rhythm 7.6.1, 7.6.3; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3, 8.4.4, 8.4.5.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-34 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune thanked the applicants and explained that the COA would be issued at the November 3rd, 2026 meeting.

6. Case #26-35 – 611 Front Street – Install Two and Three Rail Fence on Town Docks

Chair McCune opened Case #26-35 and asked if any members needed to recuse themselves. Hearing none, Mr. Rocci introduced the application, noting the Carteret County Board of Commissioners had approved the project plan at their September 14th meeting. The application, brought by town staff, proposes to install a two-rail fence extending from Perry Barlow's kiosk toward the Crystal Coast Lady Dock, and a three-rail fence along the length of the Crystal Coast Lady Dock on both sides. The design is utilitarian in nature and consistent with the previously approved fence near the kiosk.

The Commission discussed the distinction between the two-rail and three-rail configurations. Mr. Rocci explained that the three-rail design was selected for the Crystal Coast Lady Dock area due to the presence of deep water, providing an additional safety element by reducing the gap between rails so that a child could not pass through as easily. The two-rail fence sections were confirmed to be ADA-compliant and to meet applicable building code requirements. It was noted that two individuals had fallen into the water at the docks during the summer, underscoring the life-safety rationale. The Commission also noted that the fencing would be left to weather naturally, consistent with the existing dock fencing.

There were no parties with standing or witnesses who wished to testify or comment.

Chair McCune asked for a motion for a Finding of Fact for Case #26-35. Member Davis made the following motion: Having reviewed the record and having considered all evidence submitted including evidence submitted this evening with this witnesses' s testimony and oral testimony for Case #26-35, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Accessibility and Life Safety Guidelines 6.8.1; Docks, Piers, and Boardwalks Guidelines 8.7.1, 8.7.2.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-35 be issued for the proposed work.

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune thanked Mr. Rocci and explained that the COA would be issued at the November 3rd, 2026 meeting.

The case was then closed.

Commission / Board Comments

Chair McCune advised the Commission that she and Ms. Anderson have been meeting to review and reconcile subcommittee notes in preparation for a full update to the design standards. She noted that a key area requiring careful Commission attention is the use of substitute materials - specifically, when such materials are appropriate for repairs and replacement on historic structures versus new additions. She referenced a recently introduced wood-fiber composite siding product (described as a tempered or vulcanized wood material) that has received favorable reviews from preservation communities in Savannah and Charleston and has been approved for some applications by the National Historic Preservation Office. The Commission agreed this topic warrants a broader discussion before the updated standards are adopted.

Chair McCune also raised a concern about the proliferation of plastic sandwich board signs on and near the town docks, noting they are not permitted in the historic district. Mr. Rocci responded that a comprehensive notification to all businesses in the district is being planned so that all parties are informed simultaneously of the applicable signage guidelines. Chair McCune requested that ferry operators in particular be advised before additional non-compliant signs are purchased.

Member Davis thanked town staff and applicants for submitting thorough and well-prepared applications, which contributed to an efficient meeting.

Staff Comments

1. Minor Works August - September 2026

Mr. Rocci announced that, going forward, the agenda packet will include a listing of previously approved minor works and like-for-like approvals from the prior month, in the interest of transparency and to keep the Commission informed of activity in the historic district.

Mr. Rocci also reported that at the September Board of Commissioners meeting, a new policy was adopted standardizing the end dates of all HPC board appointments to May 31st of the applicable year. Previously, terms expired on the anniversary of each member's individual appointment date. Under the new policy, any terms previously set to expire at other points in the year will now expire on May 31st, resulting in slightly extended terms for most current members. Mr. Rocci confirmed that affected members will be notified in April preceding their term's end so that reappointment or advertisement can be handled in a timely manner.

Adjourn

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

Voting yea: Chair McCune, Vice-Chair Hedrick, Kris Davis, Tina Proctor, Tyler Tennant

Chair McCune declared the October 6th, 2026 meeting adjourned at 7:30 p.m.

_____

Chair, Joyce McCune

_____

Board Secretary, Laurel Anderson

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Historic Preservation Commission Meeting
6:00 PM Tuesday, November 3, 2026 – 614 Broad Street- Train Depot

AGENDA CATEGORY: Items of Consent

SUBJECT: 2027 Board of Adjustment Schedule

BRIEF SUMMARY:

Laurel Anderson has provided the draft schedule for the Historic Preservation Commission for calendar year 2027. Please review and provide feedback on any conflicts ahead of the November 3rd meeting.

REQUESTED ACTION:

Please review and vote to approve the 2027 Historic Preservation Commission meeting schedule

EXPECTED LENGTH OF PRESENTATION:

5 minutes

SUBMITTED BY: Charlie Rocci, Senior Planner

Proposed
BHPC Meeting Dates
2027
(First Tuesday of the Month)

Submission Deadline	Meeting Date
12.15.2026	1.5.2027
1.12.2027	2.2.2027
2.9.2027	3.2.2027
3.16.2027	4.6.2027
4.13.2027	5.4.2027
5.11.2027	6.1.2027
6.15.2027	7.6.2027
7.13.2027	8.3.2027
8.17.2027	9.7.2027
9.14.2027	10.5.2027
10.12.2027	11.2.2027
11.16.2027	12.7.2027

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November 3, 2026

George and Debbie Aiken
600 Broad Street
Oriental, NC 28571-9776

RE: Case # 26-28– 217 Turner Street – Demolish Rear of House, Add New Rear Addition, and Convert Shed to Accessory Dwelling Unit

Dear Mr. and Mrs. Aiken:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

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

TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. ("HPC"), having held an evidentiary hearing on September 1, 2026 and October 6, 2026 to consider a Certificate of Appropriateness ("COA") application submitted by George and Debbie Aiken for **CASE # 26- 28 DEMOLISH REAR OF HOUSE, ADD NEW REAR ADDITION, AND CONVERT SHED TO ACCESSORY DWELLING UNIT** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on September 1, 2026, and October 6, 2026 we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

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 over power 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.

7.8.5. Vinyl, aluminum, or pressed wood are not appropriate on additions to historic buildings. Other substitute siding may be allowed. (SEE SIDING GUIDELINES)

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

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

7.8.8. Foundations should be similar to or compatible with the existing foundations in material, color, detailing, and height. SEE FOUNDATIONS GUIDELINES.

7.8.9. Consider in your plan older additions or other alterations to existing buildings that have acquired significance over time when planning and building a new addition.

Exterior Lighting Guidelines

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

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

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

8.4.4. Use ground-mounted spots or ornamental light fixtures to illuminate signs instead of internal lighting. Screen spots and accent lighting from view.

8.4.5. All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties.

Roof Guidelines

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

6.1.7 Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # # 26- 28 DEMOLISH REAR OF HOUSE, ADD NEW REAR ADDITION, AND CONVERT SHED TO ACCESSORY DWELLING UNIT.**

This the 3rd day of November, 2026.

_____

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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

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

November 3, 2026

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

RE: Case # 26-30 – 618 Ann Street – Install a Side Porch Enclosure with a Flat Roof

Dear Sirs:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

CC: Ms. Judy Currin
Enclosed: COA Certificate

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

TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. ("HPC"), having held an evidentiary hearing on October 6, 2026 to consider a Certificate of Appropriateness ("COA") application submitted by Owens Construction Inc. for **CASE # 26-30 – INSTALL A SIDE PORCH ENCLOSURE WITH A FLAT ROOF** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on October 6, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Porches and Entrances Guidelines

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

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

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

Decks on Historic Buildings Guidelines

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

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

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

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

7.9.5 Decks may not be constructed on the roof of any historic structure in the historic district.

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 over power 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.

7.8.5 Vinyl, Aluminum, or pressed wood are not appropriate on additions to historic buildings. Other substitute siding may be allowed. (SEES SIDING GUIDELINES).

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

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 26-30 – 618 ANN STREET – INSTALL A SIDE PORCH ENTRANCE ENCLOSURE WITH A FLAT ROOF.**

This the 3rd day of November, 2026.

_____

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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

Town of Beaufort
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252-728-2141 • 252-728-3982 fax
www.beaufortnc.org

November 3, 2026

David Durham
315 Ann Street
Beaufort, NC 28516

RE: Case # 26-31 – 315 Ann Street – Remove Pecan Tree and Historic Plaque

Dear Mr. Durham:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

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

TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. ("HPC"), having held an evidentiary hearing on October 6, 2026 to consider a Certificate of Appropriateness ("COA") application submitted by David Durham for **CASE # 26-31 – REMOVE PECAN TREE AND HISTORIC PLAQUE** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on April 7, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Plaque Guidelines

4-1 If the request to obtain a plaque is granted, the applicant will receive written permission from the Beaufort Historic Preservation Commission. This permission will state the earliest name and date as determined by the Beaufort Historic Preservation Commission. No other information may be placed on the plaque.

4-2 The applicant will be responsible for all expenses of obtaining the plaque and its maintenance. Once a plaque is received by the applicant, it is the responsibility of the owner not to make changes that would alter the architectural integrity of the structure.

4-3 The plaque should be to the exact specifications of the Historic Preservation Commission. If future changes not appropriate to the original documentation which govern the issued plaque occur, the Commission has the right to request the removal of the plaque.

Landscaping Guidelines

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

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 26-31 – REMOVE PECAN TREE AND HISTORIC PLAQUE.**

This the 3rd day of November, 2026.

_____
Joyce McCune, Chair

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

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November 3, 2026

Ledford Contracting Group, Inc.
1858 Highway 11-55
Kinston, NC 28504

RE: Case # 26-32 – 302 Courthouse Square – Historic Door Replacement and Modification

To whom it may concern:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

CC: Carteret County Government
Enclosed: COA Certificate

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

TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. ("HPC"), having held an evidentiary hearing on October 6, 2026 to consider a Certificate of Appropriateness ("COA") application submitted by Ledford Contracting Group, Inc. for **CASE # 26-32 – HISTORIC DOOR REPLACEMENT AND MODIFICATION** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on April 7, 2026, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Window and Door Guidelines

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

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

6.4.5 Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Wood, or appropriately painted metal storm windows and doors should be used.

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.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 26-32 – HISTORIC DOOR REPLACEMENT AND MODIFICATION.**

This the 3rd day of November, 2026.

_____
Joyce McCune, Chair
Beaufort Historic Preservation Commission

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

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www.beaufortnc.org

November 3, 2026

Thomas and Carol Beaird
113 Broad Street
Beaufort, NC 28512

RE: Case # 26-33– 113 Broad Street – Remove Vinyl Siding from House, ADU & Shed; Replace with Wood Siding and Hardie on the Rear Accessory Structure and Shed

Dear Mr. Mrs. Beaird:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

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

TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. ("HPC"), having held an evidentiary hearing on October 6, 2026 to consider a Certificate of Appropriateness ("COA") application submitted by Thomas and Carol Beaird for **CASE # 26-33 – REMOVE VINYL SIDING FROM HOUSE, ADU & SHED; REPLACE WITH WOOD SIDING AND HARDIE ON THE REAR ACCESSORY STRUCTURE AND SHED** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on October 6, 2026 we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Wood Siding, Trim, and Ornament Guidelines

6.2.1. Preserve and maintain existing original wood siding, trim, ornamentation, and other wood decorative elements.

6.2.2. Preserve and repair existing wood elements wherever possible. Use preservation techniques which encourage repair (such as epoxies, splicing, and patching where applicable) rather than wholesale replacement.

6.2.3. Replace historic wood elements only where the original is too deteriorated to repair. If replacement is necessary, use new replacement wood that matches the original as closely as possible in all properties: shape, profile, texture, and detailing. The deteriorated or damaged condition should be documented. Replacement of these features in kind and according to the guidelines does not normally require a COA.

6.2.4. If a portion of a historic wall is deteriorated beyond repair, replace only the damaged portion. In other words, a damaged portion of a wall does not provide an excuse for wholesale replacement.

6.2.5. Prepare surfaces for painting using the gentlest means possible. Low-pressure power-washing should be used only after a test panel of washing has been performed by the contractor and reviewed by the owner for excessive damage. Sandblasting and high-pressure water blasting are not appropriate treatments.

6.2.6. Avoid stripping paint with the object of staining it or leaving it unfinished for a supposedly "natural" appearance when such an appearance cannot be historically documented.

6.2.7. Avoid replacing clapboard siding with shingle siding (or visa versa) or replacing clapboard siding with siding of a different width or profile, particularly if the later siding has gained historic significance in its own right.

6.2.8. It is not appropriate to compromise the architectural integrity of a building by introducing or

removing siding, trim or other decorative features, or by concealing or removing decorative details such as cornices, corner boards or brackets.

6.2.9. The use of imitation or pressed wood, vinyl, or aluminum siding is not permitted.

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.

6.2.12. Avoid removing or replacing such features as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion molding, corner boards, and other character-defining architectural trim, particularly from the principal façade.

Paint and Exterior Colors Guidelines

6.7.1. Repainting a building in the same color, including minor touch-up painting, and the cleaning of existing painted surfaces do not require a COA, nor does re-lettering a painted sign in the same color.

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.

6.7.3. Masonry surfaces that have been previously unpainted, such as brick, stucco, or stone should not be painted if those surfaces are in good condition and if the painting is proposed for the purpose of color change only. The painting of certain masonry surfaces may be appropriate if the surfaces have been patched or marred by damage over time, and if the visual integrity of the surface has been compromised. Paint colors should reflect the base material where possible.

6.7.4. Old paint should not be removed by sandblasting or other abrasive or destructive methods. The removal of all paint layers down to the bare wood in preparation for repainting is not recommended.

6.7.5. A natural wood stained surface that was historically painted is not appropriate.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the portions of the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 26- 33 - REMOVE VINYL SIDING FROM HOUSE, ADU & SHED; REPLACE WITH WOOD SIDING AND HARDIE ON THE REAR ACCESSORY STRUCTURE AND SHED.**

This the 3rd day of November, 2026.

_____

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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

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www.beaufortnc.org

November 3, 2026

Jay Tervo and Barbara McKenzie-Tervo
103A Seaview Street
Beaufort, NC 28516- 48615

RE: Case # 26-34– 201 Broad Street –Replace Aluminum Doors with Mahogany, Install Two Small Lights, and Replace Four Mounted Lights

Dear Mr. Tervo and Ms. McKenzie-Tervo:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

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

TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. ("HPC"), having held an evidentiary hearing on October 6, 2026 to consider a Certificate of Appropriateness ("COA") application submitted by Jay Tervo and Barbara McKenzie-Tervo for **CASE # 26-34 – REPLACE ALUMINUM DOORS WITH MAHOGANY, INSTALL TWO SMALL WINDOWS, AND REPLACE FOUR MOUNTED LIGHTS** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on October 6, 2026 we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Materials

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

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

Details

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

Form and Rhythm

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

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

Exterior Lighting Guidelines

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

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

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

8.4.4. Use ground-mounted spots or ornamental light fixtures to illuminate signs instead of internal lighting. Screen spots and accent lighting from view.

8.4.5. All lighting should be directed toward the property for which it was intended and should not spill over onto adjacent properties.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 26- 34 - REPLACE ALUMINUM DOORS WITH MAHOGANY, INSTALL TWO SMALL WINDOWS, AND REPLACE FOUR MOUNTED LIGHTS.**

This the 3rd day of November, 2026.

_____

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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

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

November 3, 2026

Charlie Rocci
701 Front Street
Beaufort, NC 28512

RE: Case # 26-35 – 611 Front Street – Install Two and Three Rail Fences along the Town Docks

Dear Mr. Rocci:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

CC: Town of Beaufort
Enclosed: COA Certificate

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

TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. ("HPC"), having held an evidentiary hearing on October 6, 2026 to consider a Certificate of Appropriateness ("COA") application submitted by Charlie Rocci for **CASE # 26-35 – INSTALL TWO AND THREE RAIL FENCES ALONG THE TOWN DOCKS** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on October 6, 2026 we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Accessibility and Life Safety Guidelines

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

Docks, Piers, and Boardwalks Guidelines

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

8.7.2. Built in features such as pavilions, gazebos, screened rooms or other types of roofed structures such as boat sheds are not appropriate.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 26- 35 - INSTALL TWO AND THREE RAIL FENCES ALONG THE TOWN DOCKS.**

This the 3rd day of November, 2026.

_____
Joyce McCune, Chair
Beaufort Historic Preservation Commission

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

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

Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, November 3, 2026 – 614 Broad Street – Train Depot

AGENDA CATEGORY: New Business

SUBJECT: Case # 26 - 36 119 Queen St – Remove and Replace Shrubs and Mulch

BRIEF SUMMARY:

The applicant wishes to replace two nonmatching holly trees with two 6’ yaupon holly trees, replace red mulch with designer brown mulch, and repair drip irrigation.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Charlie Rocci

BUDGET AMENDMENT REQUIRED:

N/A

BHPC STAFF REPORT

To: BHPC Members

From: Charles Rocci

Date: November 3, 2026

Case No. Case # 26-36 119 Queen Street – Remove and Replace Shrubs and Mulch

---

Request: The applicant wishes to replace two nonmatching holly trees with two 6' yaupon holly trees, replace red mulch with designer brown mulch, and repair drip irrigation.

Applicant:
Robert Webb/Lawn Master Inc.
1825 20th Street
Morehead City NC 28557

Property Information:

Owners: Beaufort Restaurant Holdings
Location: 119 Queen Street
PIN#: 730617200087000

Project Information: Dill House. 2-Story, side gable house, 5 bays wide. Plain siding, front cross gable, molded eaves with returns, replacement interior end chimney, 6/6 replacement sash, and entrance with 2-pane transom. Hipped porch with Doric columns. It was apparently enlarged to its current size about 1900. This has been remodeled as a restaurant.(BHA file)

119 Queen St. C
c. 1827
c. 1900

Proposed work:
See Attached Application & Narrative

Material:
See Attached Description and Photos

Landscaping Guidelines

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

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

8.1.3. Preserve and maintain mature street trees. When removal or replacement is necessary,

replace with long lived tree species with large canopies that will provide a similar canopy and form as a street tree. Replacement tree species should be appropriate for the district. Suggested species include: oak, sycamore, pecan, maple, ginkgo (male only), Chinese elm, cedar (juniper), hickory, Yaupon holly or American holly.

8.1.4. Plant smaller trees species in the planting strips adjacent to public streets only if utility lines or other overhead obstructions exist. Use species such as crape myrtle, cedar, dogwood, redbud, Carolina cherry laurel and sweet bay magnolia.

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

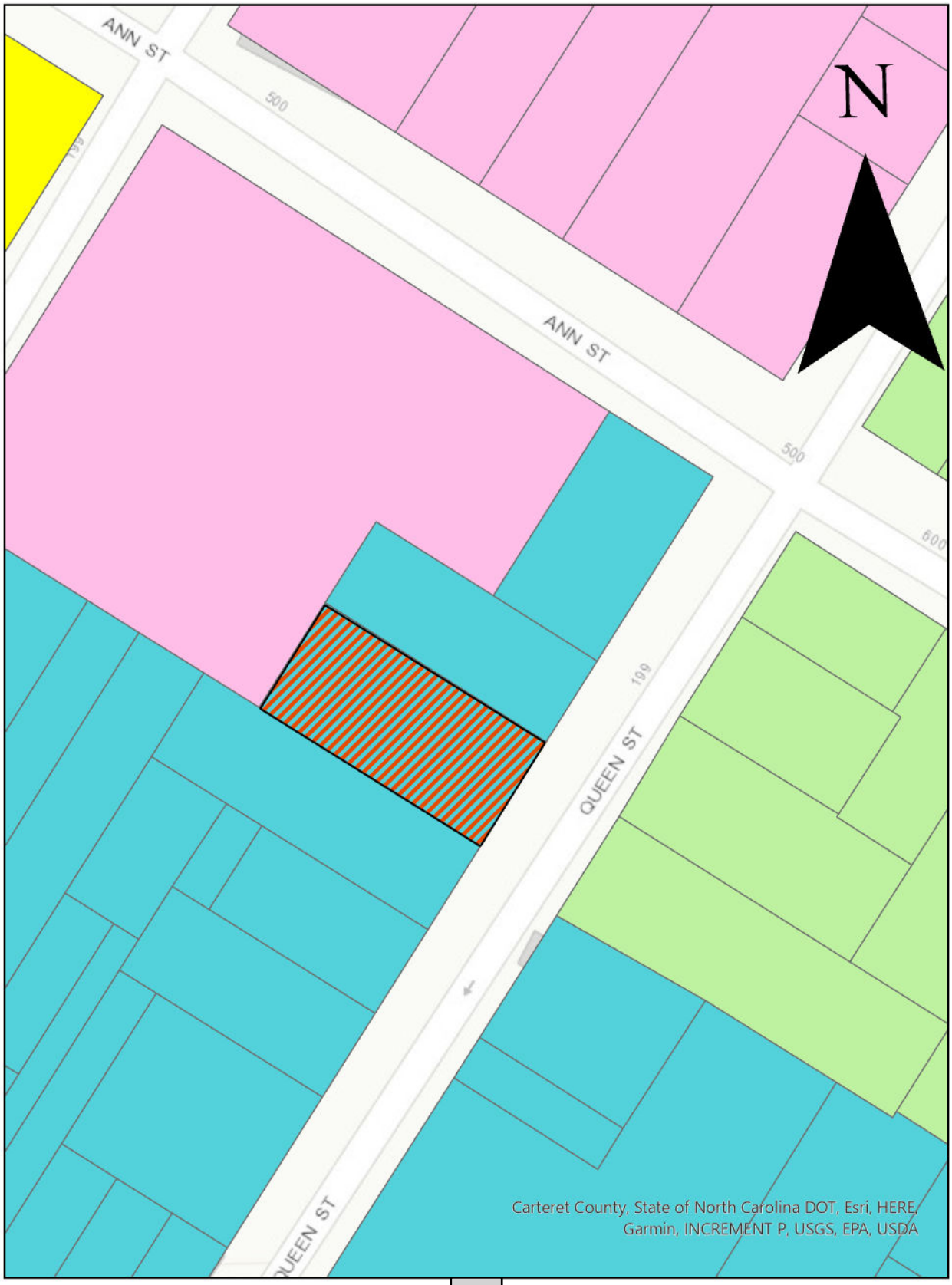
8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.9. Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

Case #26-36
119 Queen Street
Certificate of Appropriateness



Case #26-36
119 Queen Street
Certificate of Appropriateness



CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT

Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Robert Webb / Lawnmaster Inc.

Applicant Address: 1875 N. 20th Street Morehead City, NC. 28557

Business Phone: _____ Email/Cell: 919-422-5640

Property Owner Name: Beaufort Restaurant Holdings

Address of Property: 119 Queen Street Beaufort NC. 28516

Phone Number: 336-240-8191 Email/Cell: _____

PROJECT INFORMATION

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

remove red mulch
remove (2) non-matching Holly trees pruned too high
Install (2) yupon Holly Trees 6' to 7'
Daddy Pete Amendments
repair drip irrigation

Designer Brown mulch

Estimated Cost of Project: $ 3,300 Year House Built: _____

Applicant Signature — Date: 10-28-26

Property Owner Signature (if different than above) — Date: 9-29-26

An application fee of $250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____ Reviewed for Completeness: _____

Date: _____ Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. **Items required for ALL projects:**

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

   ☐ A list of all adjacent property owners (with mailing addresses).

   ☒ Photographs of the streetscape, the site, and existing buildings to be impacted.
   See current and condition

   ☐ A site plan showing dimensions of both existing and proposed conditions.

   ☐ A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

2. **Items required as applicable to project:**

   ☒ A description of any planned demolition.

   ☒ An indication of all trees to be replaced and/or removed.

   ☒ A landscaping plan indicating major planting materials.

   ☐ Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.

   ☐ All types of building material samples.

   ☐ If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

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

   ☐ A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.

   ☐ A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

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

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

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

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

Blue Moon Restaurant

120 Queen Street Beaufort NC

Newsome Herber H. Jr.

118 Queen Street

Pecan Hospitality Inc.

Dubuisson, Charles David

Dubuison, Alison Blunt

Dubuison, Allison Blount

Right side 121 Queen Street

Purvis, William, B

Purvis, Jenny M.

Purvis, JM

Left Side Beaufort Grocery

Smith, Lene Williams Carter

Smith, John F

Williams, Roger Darrell II

Smith, Lene Williams

Reduction only





current condition

Trees proposed to be removed



current condition

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

Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, November 3, 2026 – 614 Broad Street – Train Depot

AGENDA CATEGORY: New Business

SUBJECT: Case # 26 - 37 417 Ann St – Remove and Replace Landscaping

BRIEF SUMMARY:

The applicant wishes to remove several existing trees and landscaping features and replace them with yaupon hollys, rosemary, and japanese maple tree.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Charlie Rocci

BUDGET AMENDMENT REQUIRED:

N/A

BHPC STAFF REPORT

To: BHPC Members

From: Charles Rocci

Date: November 3, 2026

Case No. Case # 26-37 417 Ann Street – Remove and Replace Landscaping

---

Request: The applicant wishes to remove several existing trees and landscaping features and replace them with yaupon hollys, rosemary, and japanese maple tree.

Applicant: Robert Webb/Lawn Master Inc.
1825 20th Street
Morehead City NC 28557

Property Information:

Owners: Ann Street Methodist Church
Location: 417 Ann Street
PIN#: 730617109540000

Project Information:

417 Ann St.
C
c. 1854
c. 1897

Ann Street Methodist Church. One of the most picturesque frame churches in North Carolina, the building features Gothic Revival design with Queen Anne details. The front gable nave is flanked on both sides by asymmetrical square entrance towers with tall Gothic steeples. Doors with Gothic transoms and Gothic stained-glass windows. Walls are ornamented with a patterned shingle wainscot, plain siding, and patterned shingled gables and towers.

Proposed work:
See Attached Application & Narrative

Material:
See Attached Description and Photos

Landscaping Guidelines

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

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

8.1.3. Preserve and maintain mature street trees. When removal or replacement is necessary,

replace with long lived tree species with large canopies that will provide a similar canopy and form as a street tree. Replacement tree species should be appropriate for the district. Suggested species include: oak, sycamore, pecan, maple, ginkgo (male only), Chinese elm, cedar (juniper), hickory, Yaupon holly or American holly.

8.1.4. Plant smaller trees species in the planting strips adjacent to public streets only if utility lines or other overhead obstructions exist. Use species such as crape myrtle, cedar, dogwood, redbud, Carolina cherry laurel and sweet bay magnolia.

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

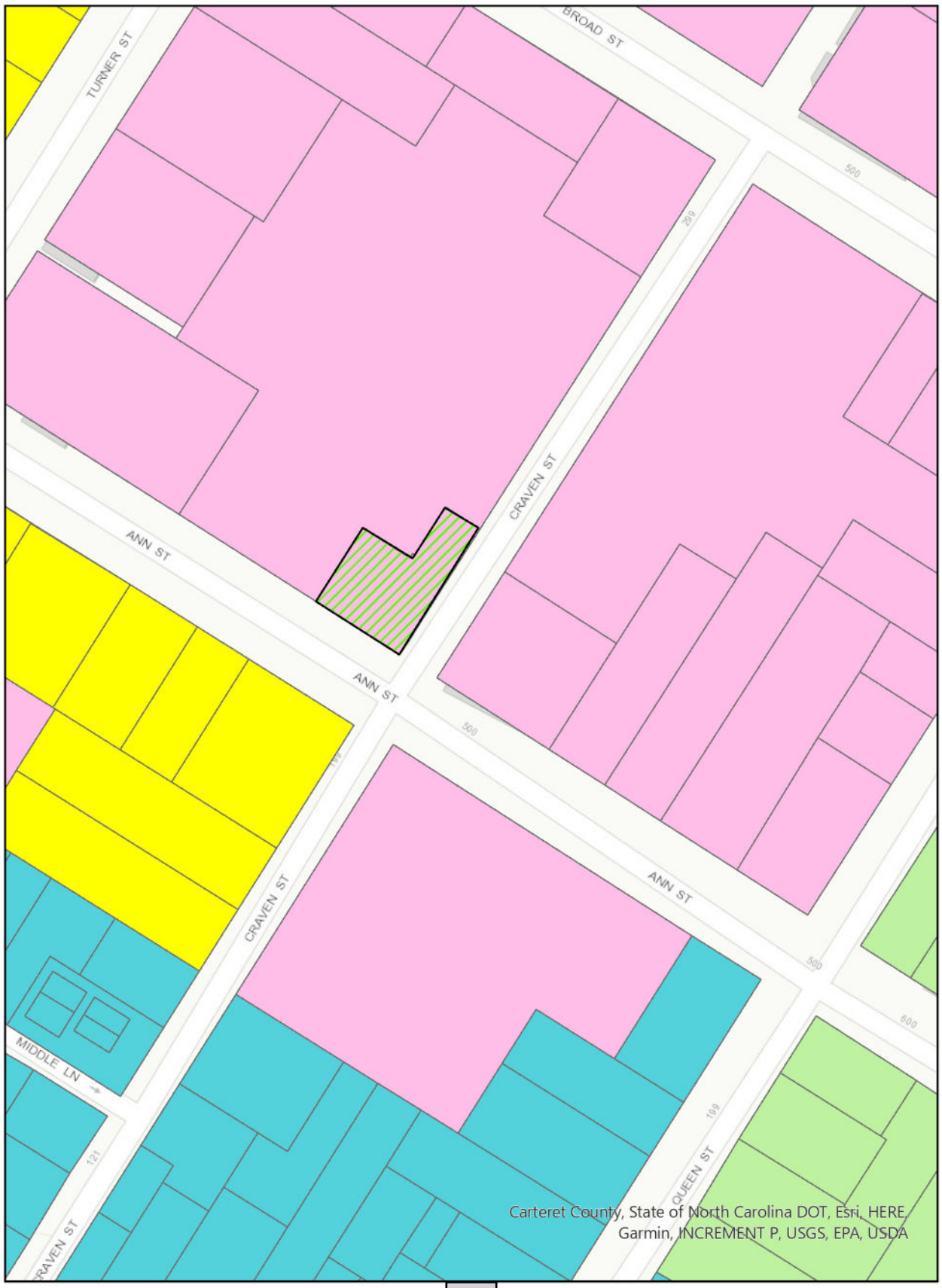
8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

8.1.9. Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

Case #26-37
417 Ann Street
Certificate of Appropriateness



Case #26-37
417 Ann Street
Certificate of Appropriateness



CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT

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APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Robert Webb / Lawn Master Inc.

Applicant Address: 1875 N. 20th Street Morehead City NC. 28557

Business Phone: _____ Email/Cell: 919 422-5640

Property Owner Name: Ann Street methodist Church

Address of Property: 417 Ann Street Beaufort NC. 28516

Phone Number: 252-728-4279 Email/Cell: _____

PROJECT INFORMATION

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

removal
3) crepe myrtles
1) volunteer palm
Liriope
rocks

Keep
2 camellia sasanqua

Add
(39) Dwarf Yaupon Holly
(12) Rosemary
Pittosporum
(2) Japanese maple

Estimated Cost of Project: $ G.C.F

Year House Built: 1854

Robert Webb
Applicant Signature

9/28/26
Date

Sam Brake / Sam Brake
Property Owner Signature (if different than above)

9/28/2026
Date

An application fee of $250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____ Reviewed for Completeness: _____

Date: _____ Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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1. **Items required for ALL projects:**

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   ☐ A list of all adjacent property owners (with mailing addresses).

   ☒ Photographs of the streetscape, the site, and existing buildings to be impacted.

   ☐ A site plan showing dimensions of both existing and proposed conditions.

   ☐ A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

2. **Items required as applicable to project:**

   ☒ A description of any planned demolition.

   ☑ An indication of all trees to be replaced and/or removed.

   ☐ A landscaping plan indicating major planting materials.

   ☐ Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.

   ☐ All types of building material samples.

   ☐ If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

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

   ☐ A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.

   ☐ A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

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

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

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

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

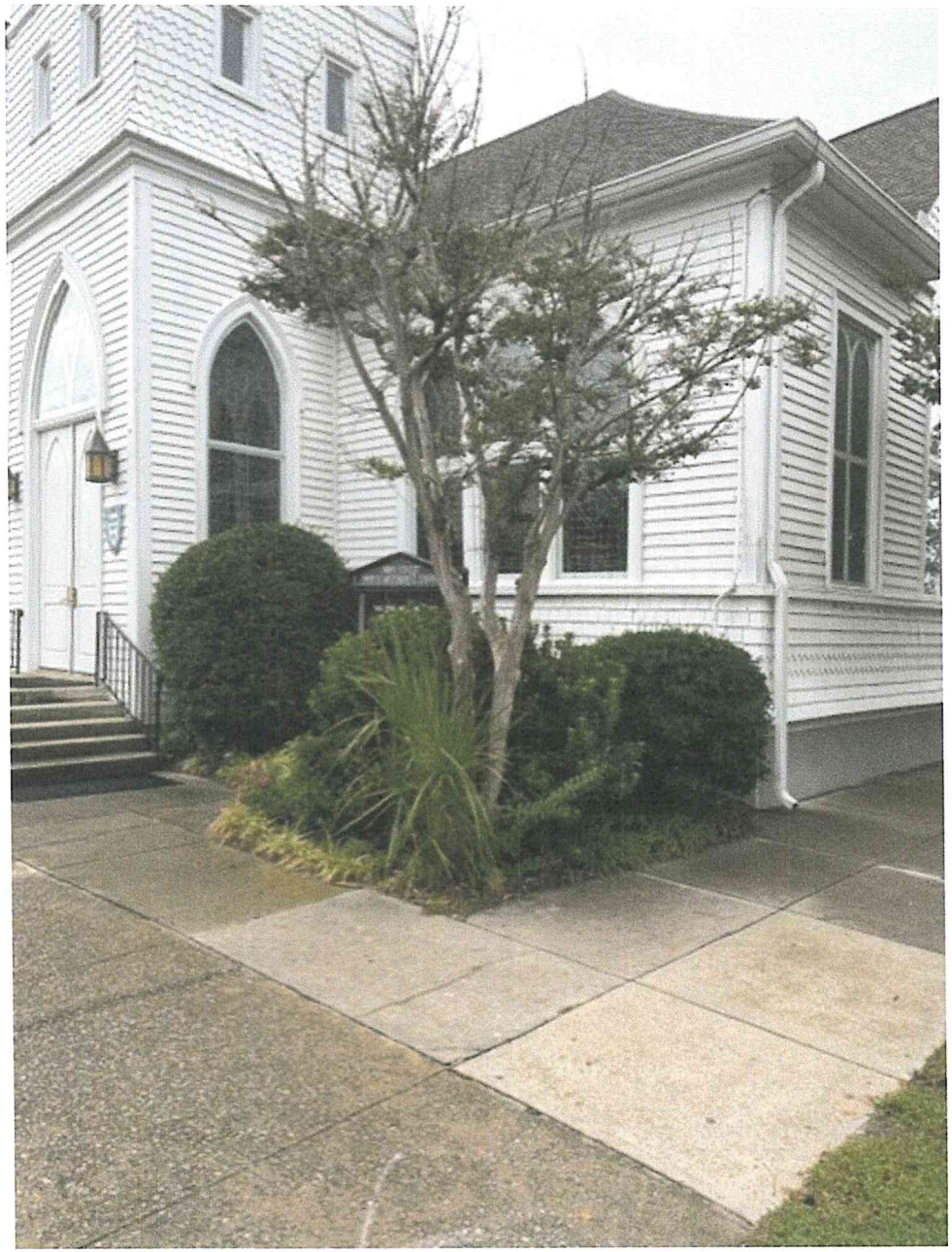


Addition

Add Dwarf Yaupon Holly

Spring Planting
Gaura/Whirling Butterfly
&
other Annuals

Add 35 Dwarf Yaupon Holly right side of front door
Add 12 Rosemary by Handicap ramp



Current condition 9/26/26


Remove



current condition

Outlook

Ann street united methodist

From Robert Webb <rwebb@lawnmasternc.com>
Date Wed 9/23/2026 3:12 PM
To Robert Webb <rwebb@lawnmasternc.com>



remove
Ligustrum

Outlook

AUMC

From Robert Webb <rwebb@lawnmasternc.com>
Date Wed 9/23/2026 3:15 PM
To Robert Webb <rwebb@lawnmasternc.com>



remove Rocks
Pres
Add rosemary

Robert Webb



Volunteer
Prim



remove/ Block-in door

add Lace Leaf Jap maple



Yaupon
Holly

Ann Street Methodist Church

200 Craven Street

301 Whaley, Debra

Ready Five Holdings

135 Craven Street

Prest, Lizzet, Amalia Romero

114 Ann Street, Beaufort Nc

Forward, Richard B

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

Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, November 3, 2026 – 614 Broad Street – Train Depot

AGENDA CATEGORY: New Business

SUBJECT: Case # 26 - 38 201 Front St – Replace Existing Cedar Siding and Expand Rear Porch

BRIEF SUMMARY:

The applicant plans to change cedar siding to TRUExterior product as well as expand back porch from 5’ width to 11’. They also plan to remove the brick stoop and replace with a wood deck. The plan also proposed to make rounded columns square.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Charlie Rocci

BUDGET AMENDMENT REQUIRED:

N/A

BHPC STAFF REPORT

To: BHPC Members

From: Charles Rocci

Date: November 3, 2026

Case No. Case # 26-38 201 Front Street – Replace Cedar Siding and Porch Modification

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Request: The applicant seeks approval to change cedar siding to TRUExterior product, expand reach porch from 5' width to 11', remove brick stoop and replace with wood deck, and modify rounded columns to be square.

Applicant:
Owens Construction
828 West Beaufort Road
Beaufort NC 28516

Property Information:

Owners: Annette Williamson
Location: 201 Front Street
PIN#: 730617005689000

Project Information:

201 Front St.
C
c. 1790
(plaque)

Nelson House. Traditional, Beaufort-style 2½-story, 4-bay, side gable house with engaged 2-story porch. Features gable end chimneys, wide plain siding, flush gables with tapering cornice board, 9/6 and tall 4/4 sash, and boxed porch posts with traditional railing. This is said to have been built by local builder James Davis
NC Guest House. c. 1990. Small, side gable frame

Proposed work:
See Attached Application & Narrative

Material:
See Attached Description and Photos

Brickwork and Masonry Guidelines

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

6.3.2. Repair and restore historic masonry elements, rather than replace. Remove vegetation and

vines from masonry to prevent structural or moisture damage.

6.3.7. Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

Porches and Entrances Guidelines

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

6.5.6. Using indoor-outdoor carpeting to weather-proof a porch floor is not permitted.

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

6.5.10. 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.

Materials

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

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

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

Case #26-38
201 Front Street
Certificate of Appropriateness



Case #26-38
201 Front Street
Certificate of Appropriateness



CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT

Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Owens Construction, Inc.

Applicant Address: 828 West Beaufort Rd., Beaufort, NC 28516

Business Phone: 252-504-3163 Email/Cell: 252-622-1475, john@occ-usa.com

Property Owner Name: Annette Williamson

Address of Property: 201 Front Street

Phone Number: 817-917-6588 Email/Cell: _____

PROJECT INFORMATION

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

Propose to change siding from original requested cedar siding to a new TRUExterior product. Also expand back porch from a width of 5 feet to 11 feet. Removing the brick stoop and replacing with a wood deck. Removing the existing spindle columns and trimming out columns to be square. Both changes are to make it uniform to the existing front porch in looks and materials as well as the guest house immediately behind it.

Estimated Cost of Project: $ 15,000 Year House Built: 1790

John Engelhard — 13 October 2026
Applicant Signature — Date

Annette Williamson — 13 October 2026
Property Owner Signature (if different than above) — Date

An application fee of $250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____ Reviewed for Completeness: _____

Date: _____ Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. **Items required for ALL projects:**

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

   ☑ A list of all adjacent property owners (with mailing addresses).

   ☑ Photographs of the streetscape, the site, and existing buildings to be impacted.

   ☑ A site plan showing dimensions of both existing and proposed conditions.

   ☑ A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

2. **Items required as applicable to project:**

   ☐ A description of any planned demolition.

   ☐ An indication of all trees to be replaced and/or removed.

   ☐ A landscaping plan indicating major planting materials.

   ☐ Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.

   ☐ All types of building material samples.

   ☐ If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

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

   ☐ A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.

   ☐ A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

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

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

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

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

OWENS CONSTRUCTION, INC.

828 West Beaufort Road
Beaufort, NC 28516
P/F 252.504.3163
www.occ-usa.com

201 Front Street Adjacent Property Owners

207 Front St., Beaufort NC 28516
Owner: William Wilder

127 Front St. Beaufort, NC 28516
Owner: Judith Adams

108 Moore St., Beaufort, NC 28516
Owner: Charlotte Post

DESIGN GUIDELINES FOR THE BEAUFORT HISTORIC DISTRICT & LANDMARKS

1994, REVISED 2008





DESIGN GUIDELINES FOR BEAUFORT HISTORIC DISTRICT & LANDMARKS

PROJECT CONSULTANT
TRC ENVIRONMENTAL INC.
50101 GOVERNORS DRIVE, SUITE 250,
CHAPEL HILL, NORTH CAROLINA 27517

PREPARED FOR:
TOWN OF BEAUFORT
215 POLLOCK STREET
BEAUFORT, NORTH CAROLINA
TERRI PARKER-EAKES, TOWN MANAGER

BEAUFORT HISTORIC PRESERVATION COMMISSION
MAMRÉ WILSON, CHAIRMAN
DAN KRAUTHEIM, VICE-CHAIRMAN
WENDY DAVIDSON
FRED MCCUNE
MARNIE PARK
LES SADLER
GERHARDA SANCHEZ

BEAUFORT TOWN COMMISSIONERS
RICHARD STANLEY, MAYOR
ROBERT CAMPBELL
MATH CHAPLAIN
JOHN HAGLE
MARIANNA HOLLINSHED
CHARLES MCDONALD

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View of the Beaufort waterfront, Front Street, and houses in the Beaufort Historic District.

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Chapter 6. Guidelines for Rehabilitation of Individual Landmarks and Buildings in the Beaufort Historic District





Residential buildings beautifully restored and rehabilitated line the streets of Beaufort's Historic District.

Treatment Options: Preservation, Rehabilitation, Restoration, and Reconstruction

Changes to a building's exterior or its setting reviewed by the Beaufort HPC can take the form of one of four common treatment options for historic buildings: Preservation, Rehabilitation, Restoration, or Reconstruction. The definition for each of the treatment options listed below is taken from *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings* (1992). For a fuller discussion of these treatment options consult: http://www.nps.gov/history/hps/tps/standguide/overview/using_standguide.htm

Preservation

Preservation focuses on the maintenance and repair of existing historic materials and retention of a property's form as it has evolved over time. It is the act or process of applying measures necessary to sustain the existing form, integrity, and materials of an historic property. Preservation is the preferred treatment option when the property's distinctive materials, features, and spaces are essentially intact and do not require extensive repair or replacement. Work generally focuses upon the ongoing maintenance and repair of historic materials and features, rather than replacement and new construction. New



Through careful maintenance, this historic house in Beaufort has been preserved with nearly all of its exterior architectural features intact.

exterior additions are not generally within the scope of preservation.

Rehabilitation

Rehabilitation is a practical approach to preservation that acknowledges the need to alter and/or add to a historic property to meet continuing or changing uses, while retaining the property's historic character. It is the process of repairing or altering an historic building for an efficient, contemporary use while retaining its historic features. Rehabilitation includes structural repairs, repairing roofs and exterior finishes, painting, and upgrading mechanical systems. It may result from a change in use, or from a desire to continue its original or intended use. Beaufort contains numerous examples of successfully rehabilitated buildings: for example, the former Beaufort Railroad Depot is now used for meetings by the Town government.

Restoration

Restoration involves the accurate depiction of a building as it appeared at a particular period in time, by removing later features and/or reconstructing missing features. Formerly quite popular, today restoration is a rarely used option outside of a museum setting and should only be used when the property's design and appearance from a particular period outweighs the potential loss of extant materials and where there is substantial and physical evidence for the restoration work. In Beaufort, the most recognizable examples of restored architecture are the buildings on the grounds of the Beaufort Historic Site, owned and administered by the Beaufort Historic Association, a non-profit group separate from the Beaufort Historic Preservation Commission.



One of the primary missions of the Beaufort Historical Association is the restoration and interpretation of some of Beaufort's most historic buildings, such as the 1796 Carteret County Courthouse (shown here), in a museum setting.

Reconstruction

New construction that consciously mimics an older model or style is often mistakenly referred to as a reconstruction, when in fact such buildings are nothing more than new buildings with a modern purpose made to "look old." Reconstruction is the process of depicting the form, features, and detailing of a no longer surviving building for interpretative or historical purposes, such as in a public park or museum. The reconstruction of the Governor's (Tryon) Palace in New Bern is the most notable example of this treatment option in North Carolina. Reconstruction may also refer to the use of newly constructed parts or features which replace no longer extant features, again based on historical research.

Residential Rehabilitation

Getting Started—Identifying Character-Defining Elements of a Building

Even minor rehabilitation projects should not proceed without first identifying the character-defining features of a historic building. The retention of these features should be an important consideration throughout the rehabilitation project. The identification phase should include examination of historic photographs and documents; investigation of historic surveys, site plans, and Sanborn Insurance maps to determine historic building footprints, materials, and outbuildings (if any); consultation with members of the HPC and/or recognized architectural historians and architects; and a detailed

observation of other houses/buildings like the owner's elsewhere in Beaufort. Architectural styles in Beaufort, and the glossary at the rear of these guidelines also should be consulted in the identification phase of the project.

The following guidelines are designed to help ensure that any rehabilitation or restoration carried out in Beaufort respects the overall appearance of the existing building and setting (which includes the surrounding buildings and spaces on its block), as well as the individual details that give it character.

The principal architectural and structural features of a typical house are discussed here in detail. These include the building's foundations, walls, chimneys, roof, porches, entrances and doors, windows, and exterior decorative elements such as cornices, as well as features of the property's setting such as fences, walks, landscape elements, and walls.

The guidelines are not intended to serve as a "how-to" manual for repointing brick, sanding and painting wood, or carving a finial. Instead, they use and refine the principles contained in the *Secretary of the Interior's Standards for Rehabilitation*. Most design problems encountered during a rehabilitation project arise from a property owner's decision to alter, obscure, or remove a feature(s), rather than to leave the feature in place and repair it (them). For this reason, these guidelines also list common rehabilitation and remodeling mistakes that generally should be avoided.

Elements of a House

The following photographs illustrate some of the most common parts of a historic house, church, and storefront in Beaufort. Any rehabilitation or restoration program should include a similar identification of the character-defining elements of the house (including its setting). The Glossary in the rear of these guidelines should also be consulted for more specific terminology.

Elements of a House



"Widow's walks" surrounded by wood balustrades are a distinctive feature of some of Beaufort's 19th century homes. Formerly used as observation posts, they are different from modern rooftop decks which are purely recreational.

Gutters and metal flashing are essential features of the roofing system. Many older homes have gutters concealed within the wooden cornice. Metal gutters are usually copper or painted metal and have a half-round profile. Although today it is the common practice to weave asphalt shingles to create valley flashing, the more historically accurate method is to use copper, galvanized metal, or rolled aluminum with a baked enamel finish as flashing materials.

Materials

Most of Beaufort's residences, as well as many stores, churches and public buildings, were covered with riven or sawn cedar shingles until the late 19th century, and often as late as the 1920's or 1930's. Roof materials, as with forms, became more varied during the late 19th and early 20th centuries as tin, tile, asbestos shingle, and slate came into favor due to their permanence and fire-proof qualities. Standing seam metal roofs became the accepted roofing material in Beaufort after the Civil War. Many historic roofing materials have unique visual characteristics of texture, color and pattern that cannot be replicated in modern replacement materials and therefore should be repaired or carefully replaced with closely matching new materials.

The majority of roofs in the historic district are now covered with asphalt or newer fiberglass-asphalt shingles which have replaced the original wood shingles or metal. Asphalt shingles of a dark charcoal, dark brown, or dark "weathered wood" color (dark gray-brown) are usually appropriate as replacement roof coverings to buildings in the historic district. Light-colored asphalt shingles, shingles in a variegated color pattern, and roll-type roofing are not appropriate. Applicants seeking a COA will normally be required to submit samples showing the proposed roofing material and color.

In considering an application for a COA, the Beaufort HPC must review the impact of the proposed work on the historic rooflines and related features such as overhanging eaves, ornamental cornices, dormers, gables, and chimneys.

For further information, consult the following National Park Service Preservation Briefs:

Preservation Brief 04: Roofing for Historic Buildings
http://www.cr.nps.gov/hps/tps/briefs/brief04.htm

Preservation Brief 19: The Repair and Replacement of Historic Wooden Shingle Roofs
http://www.cr.nps.gov/hps/tps/briefs/brief19.htm

Roof Guidelines

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

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

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

6.1.4 Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored, rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings.

6.1.5 Contemporary or non-historic roof features may be installed on areas of the roof not seen from the public view or on other non-character defining secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, antennas, and solar collectors. These are not permitted when their installation or later removal would damage or destroy a significant roof feature. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building and the roofline.

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

6.1.7 Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

6.1.8 It is not appropriate to create a false sense of historical development by making changes to roofs, such as adding conjectural features lacking insufficient historical, pictorial, or physical documentation.

6.1.9 Avoid altering the existing roof pitch or introducing a new roof pitch.

6.1.10 Avoid using a substitute material for the replacement of a deteriorated historic element that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

6.1.11 Avoid constructing additional stories resulting in an altered appearance.

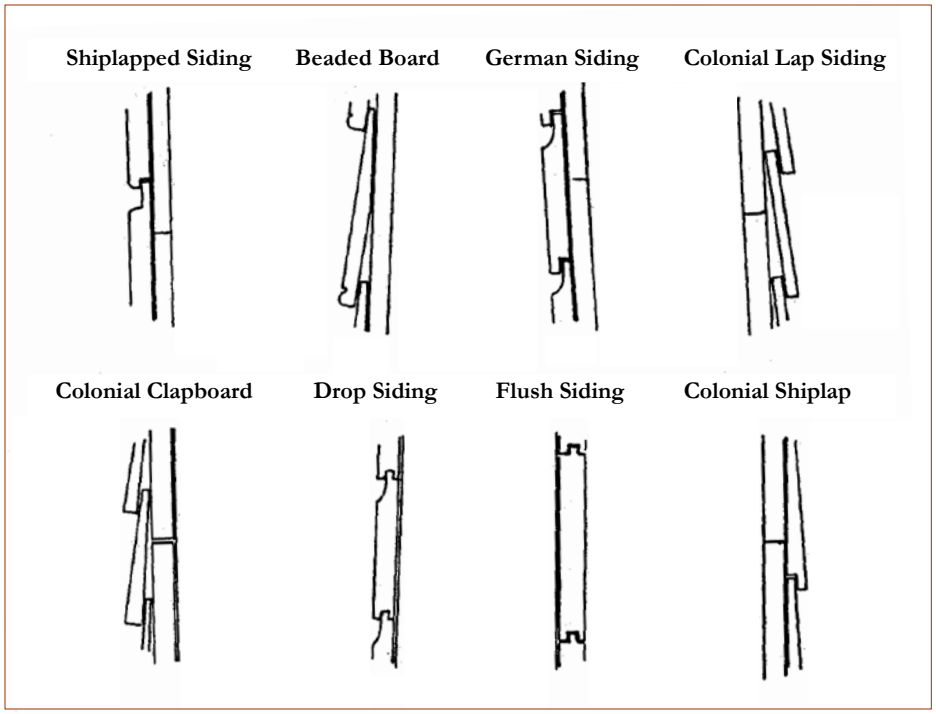
Exterior Walls

Wood Siding Characteristics

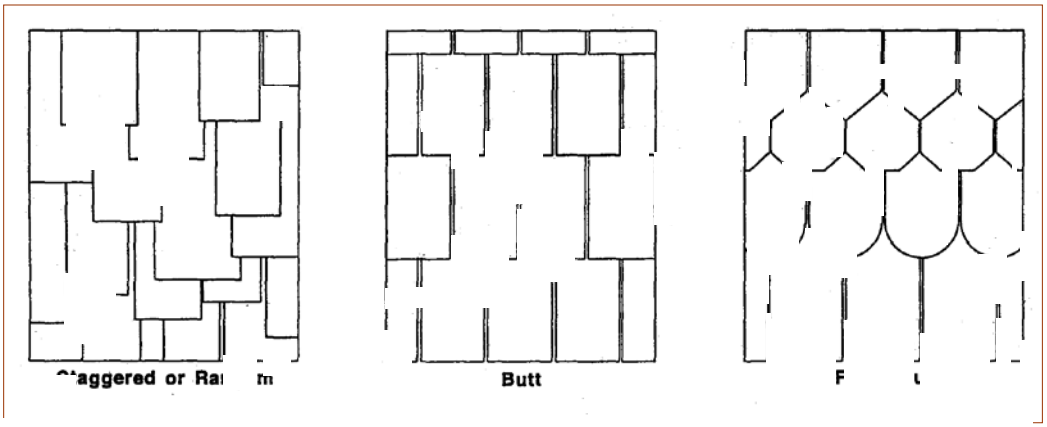
Walls define the form and massing of a building and along with their characteristic materials and appearance define much of the architectural character of the Beaufort historic district. For the most part, Beaufort is a town of timber-framed houses covered with wood weatherboard or clapboard siding, with wood also being used for decorative trim. The predominance of wood construction is due in large part to Beaufort's history as a small port and fishing town of modest means, and its location as the easternmost port for the huge timber-producing region around the Pamlico Sound.

Clapboard or weatherboard siding consists of horizontal boards that overlap and that are nailed directly on the wood framing underneath. The width of the exposed board varies depending on the style and/or age of the building. Beaded weatherboard was used frequently during the early 18th century and is a refinement typical of this period's high level of craftsmanship. Weatherboard siding from the 19th century is usually tapered, with the thickest portion at the bottom. By the second half of the 19th century, beveled, flush board, German, and board-and-batten siding had been added to the builder's vocabulary. The profiles, dimensions, and spacing of historic wood siding are subtle features that typically are not seen in modern wood-sided homes and therefore should be preserved on homes in Beaufort's historic district.

Decorative wood shingles became a popular siding method in the late 19th century and added great texture and variety to homes built during this period. A distinguishing feature of the Queen Anne and later Bungalow styles, wood shingles were laid in a variety of patterns, including fish-scale, saw-tooth, imbricated, and staggered.



Typical Wood Siding Profiles in the Beaufort Historic District



Staggered or Random | Butt | Fancy Cut

Wood shingle patterns in the Beaufort Historic District



This early 20th-century house displays weatherboard siding on the first story, wood shingle siding on the second story, and a porch with wooden columns on brick posts and brick half walls.



Flush board siding is a distinctive siding method rarely seen in Beaufort and therefore especially worthy of preservation.



This gable end displays sawn wood shingles that create both a picket fence and octagonal pattern.

Wood Trim and Ornament

Architectural trim, defined as the decorative brackets, moldings, cornices, pediments, quoins, and other features applied to a building's exterior, serves as the "finish" for most historic houses. Before the advent of modern undecorated styles of the 20th century, builders used architectural trim to accentuate certain features or to guide the eye towards different planes and projections of a building's surface. For example, a cornice calls attention to the break between a wall surface and projecting roof eave, while corner pilasters accentuate the vertical nature of a building's corners. Technological advances and the mass production of wooden decorative elements in the late 19th century allowed homeowners to "dress up" an earlier house and give it a more up-to-date architectural style.

Wood architectural trim is an important and readily identifiable feature of most historical styles in Beaufort and should be maintained. Eighteenth century architecture in Beaufort generally exhibited only modest amounts of decoration. Greek Revival-style architecture utilized classical trim to accentuate the balance and symmetry of the façade. Queen Anne-style houses featured such trim as finials, jig-sawn brackets, turned posts and balustrades, and wood shingles to add visual variety to the façade. Classical Revival and Colonial Revival-style buildings have single or two-story porches with columns, entablatures, boxed eaves, and dentil cornices. Some Bungalow-style houses have exposed rafter ends and decorative wooden knee braces below the eaves as distinguishing characteristics.



Decorative wooden porch trim is a significant architectural feature requiring careful maintenance. Any missing features should be replaced with wood that matches the design exactly, rather than using 'stock" wooden features available at building supply stores.



The character-defining features of this classical door surround are the fluted pilasters flanking the entrance and the pediment above.

Preservation of Wood Siding

Original wood elements reflect the craftsmanship and materials available at the time the structure was built. Most original or historic wood elements found in the district are made from old growth pine, often with hand tools, and have acquired a patina of weathering and age that adds much to the character of a historic building. It is the policy of the HPC to require the preservation of as much original wood siding and trim as possible, through the use of repair techniques such as epoxies, splicing, or patching rather than wholesale replacement.

Damaging surface-preparation treatments such as sandblasting and high-pressure water blasting should not be used for use on wooden building elements within the historic district. Instead, the use of traditional techniques such as scraping and gentle sanding to prepare the surfaces is recommended. Sanders should be of the random-orbital or vibrating type only; circular-motion sanders are prohibited. Low pressure power-washing should be used only after a test panel has been performed by the contractor and reviewed by the owners for damage or erosion caused by excessive pressure or lack of training and skill of the operator.

These guidelines seek to maintain the district's character by requiring the preservation of the existing historic wood siding and trim elements and ensuring that true wood siding and trim (not particle board, masonite, or pressed wood products) are used on all restorations and rehabilitations unless there is an overwhelming reason to do otherwise. The HPC recommends taking precautions to ensure the longevity of any new replacement materials: select wood that has natural rot-resisting qualities for

replacements, such as cypress, slow-growth pine, juniper, or redwood. Treat all replacement wood with proven chemical preservatives such as Borates or Woodlife to provide additional protection. Prime and caulk all saw cuts and end-grain joints to prevent moisture from entering the wood.

For further information, consult the following National Park Service Preservation Briefs:

Preservation Brief 08: Aluminum and Vinyl Siding on Historic Building: The appropriateness of Substitute Materials for Resurfacing Historic Wood Frame Buildings
http://www.cr.nps.gov/hps/tps/briefs/brief08.htm

Preservation Brief 10: Exterior Paint Problems on Historic Woodwork
http://www.cr.nps.gov/hps/tps/briefs/brief10.htm

Preservation Brief 16: The Use of Substitute Materials on Historic Building Exteriors
http://www.cr.nps.gov/hps/tps/briefs/brief16.htm

Wood Siding, Trim, and Ornament Guidelines

6.2.1. Preserve and maintain existing original wood siding, trim, ornamentation, and other wood decorative elements.

6.2.2. Preserve and repair existing wood elements wherever possible. Use preservation techniques which encourage repair (such as epoxies, splicing, and patching where applicable) rather than wholesale replacement.

6.2.3. Replace historic wood elements only where the original is too deteriorated to repair. If replacement is necessary, use new replacement wood that matches the original as closely as possible in all properties: shape, profile, texture, and detailing. The deteriorated or damaged condition should be documented. Replacement of these features in kind and according to the guidelines does not normally require a COA.

6.2.4. If a portion of a historic wall is deteriorated beyond repair, replace only the damaged portion. In other words, a damaged portion of a wall does not provide an excuse for wholesale replacement.

6.2.5. Prepare surfaces for painting using the gentlest means possible. Low-pressure power-washing should be used only after a test panel of washing has been performed by the contractor and reviewed by the owner for excessive damage. Sandblasting and high-pressure water blasting are not appropriate treatments.

6.2.6. Avoid stripping paint with the object of staining it or leaving it unfinished for a supposedly "natural" appearance when such an appearance cannot be historically documented.

6.2.7. Avoid replacing clapboard siding with shingle siding (or visa versa) or replacing clapboard siding with siding of a different width or profile, particularly if the later siding has gained historic significance in its own right.

6.2.8. It is not appropriate to compromise the architectural integrity of a building by introducing or removing siding, trim or other decorative features, or by concealing or removing decorative details such as cornices, corner boards or brackets.

6.2.9. The use of imitation or pressed wood, vinyl, or aluminum siding is not permitted .

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.

6.2.12. Avoid removing or replacing such features as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion molding, corner boards, and other character-defining architectural trim, particularly from the principal façade.

6.2.13. To avoid creating a false historical appearance, do not use trim salvaged from another building or buildings or stock trim. Likewise, avoid moving or rearranging existing trim to another part of a building without historical evidence to back this up. Do not use stock trim when original trim can be replicated.

6.2.14. Blowned in insulation should be placed in a house so as not to disturb siding.

Substitute Wood Siding Policy

The elements of the coastal environment have always been harsh on wood siding and as a result a number of substitute materials have been developed. Some of these new materials may be appropriate for use on houses in the historic district depending on the position of the new siding in relation to the street. Any substitute material siding must have the surfact texture, surface reflectivity, and finish of wood.

The use of vinyl, aluminum, and pressed wood as a cosmetic cladding is not appropriate.

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. When fiber cement is used it must have the smooth side out and have the same size exposure as the siding in the rest of the building. Fiber cement siding may be used in areas that have been proven to be prone to excessive rotting.

In the case of structures that are presently covered with vinyl, aluminum, and pressed wood cosmetic cladding, the HPC may allow for a change to another substitute siding (such as fiber cement siding), if the proposed new siding is more in keeping with original appearance of the structure or the character of the district.

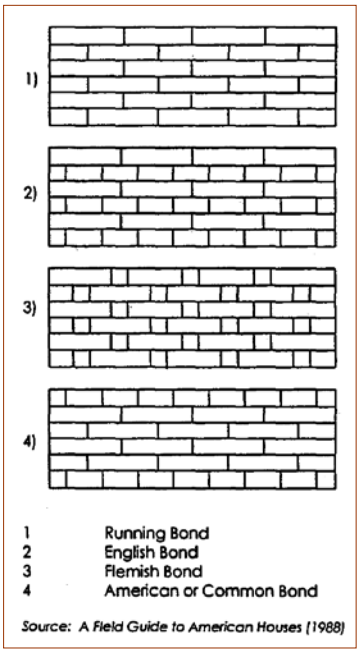
1. The appearance, surface textures, details, and other key visual characteristics of most substitute sidings are not appropriate in the historic district.
2. Vinyl, Aluminum and Pressed wood shall not be used to cover or replace wood siding or brick structures that contribute to the character of the Historic District, or on new structures.

Brickwork and Masonry

The many varieties of historic brickwork and masonry found in Beaufort contribute in many subtle ways to the character of the entire district. While the vast majority of the district's buildings are made of wood, most incorporate a wide range of brick and masonry elements—chimneys, foundations of brick, ballast stone and stucco—sited on lots that may be defined by low retaining walls of brick and stucco. These brick elements of the district all have distinctive qualities of color, texture, workmanship,



The I.O.O.F. Hall on Turner Street, one of the most distinctive historic brick buildings in Beaufort



Brick Bonding Patterns in the Beaufort Historic District

and appearance that merit recognition and preservation.

While brick and other masonry have a well-deserved reputation for durability, these materials require a regular program of inspection and maintenance to ensure their longevity. Excessive moisture from rainwater or groundwater can cause deterioration of mortar joints, discoloration, or even the failure of the bricks or stones themselves. The character and significance of brickwork and stone can be destroyed or seriously compromised by the application of paint or silicone-base waterproof coatings. The removal of paints and other coatings must be undertaken using only the gentlest possible means, usually with chemical paint removers formulated for historic brickwork. Abrasive cleaning techniques, such as sandblasting or water blasting, will destroy the softer historic bricks and older lime-and-sand mortars.

Typically, the brick chimneys on Beaufort's earliest homes were built on the outside of each gable end and are one of the houses' most distinctive features. Chimneys on later homes were built inside the

frame of the house at the gable ends or closer to the center of the house. Gothic Revival and Queen Anne-style chimneys usually had stacks with decorative brick corbelling.

Repairs to historic brickwork and stone must be made with great care using materials that are compatible with the original elements. The district has many fine 18th and 19th century exterior chimneys that deserve careful maintenance and restoration. The process of repointing deteriorated mortar joints is especially critical on these elements and should be performed only by a skilled artisan. The old or loose mortar should be removed, or raked out, by hand so the historic bricks are not damaged. The new mortar should match the original in both color and compressive strength so the soft historic bricks are not damaged by a bedding of hard cement. When repointing, the mortar must be applied with great care so as not to smear mortar on the face of the bricks.

Brickwork and Masonry Guidelines

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

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

6.3.3. Clean historic masonry only with low-pressure water washing and mild detergents formulated for the specific application. Use chemical cleaners formulated for historic masonry only if water and detergent cleaners are not effective.

6.3.4. Sandblasting, high-pressure water blasting, and other abrasive cleaning methods which may damage historic masonry are not appropriate in the historic district.

6.3.5. Water-repellant sealers are generally not appropriate because they may trap moisture, causing deterioration or discoloration.

6.3.6. For repointing, use only mortars that are compatible with historic mortars in color, strength, and joint finish or surface tooling. Maintain the historic joint width, joint profile, and bond patterns when making repairs. Modern mortars may cause damage to older, softer brick.

6.3.7. Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

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

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.

Windows and Doors

Characteristics

Windows and doors, with their great variety of shapes and sizes, are among the principal architectural features of a building's exterior wall surfaces. Through their design and placement, they help to establish the rhythm, proportion and scale of the building's elevations. Windows are also one of the most readily identifiable features of a particular architectural style or period. For example, lancet arch windows define the Gothic Revival style, while double-hung sash with diamond-pane lights are a hallmark of the Queen Anne style.

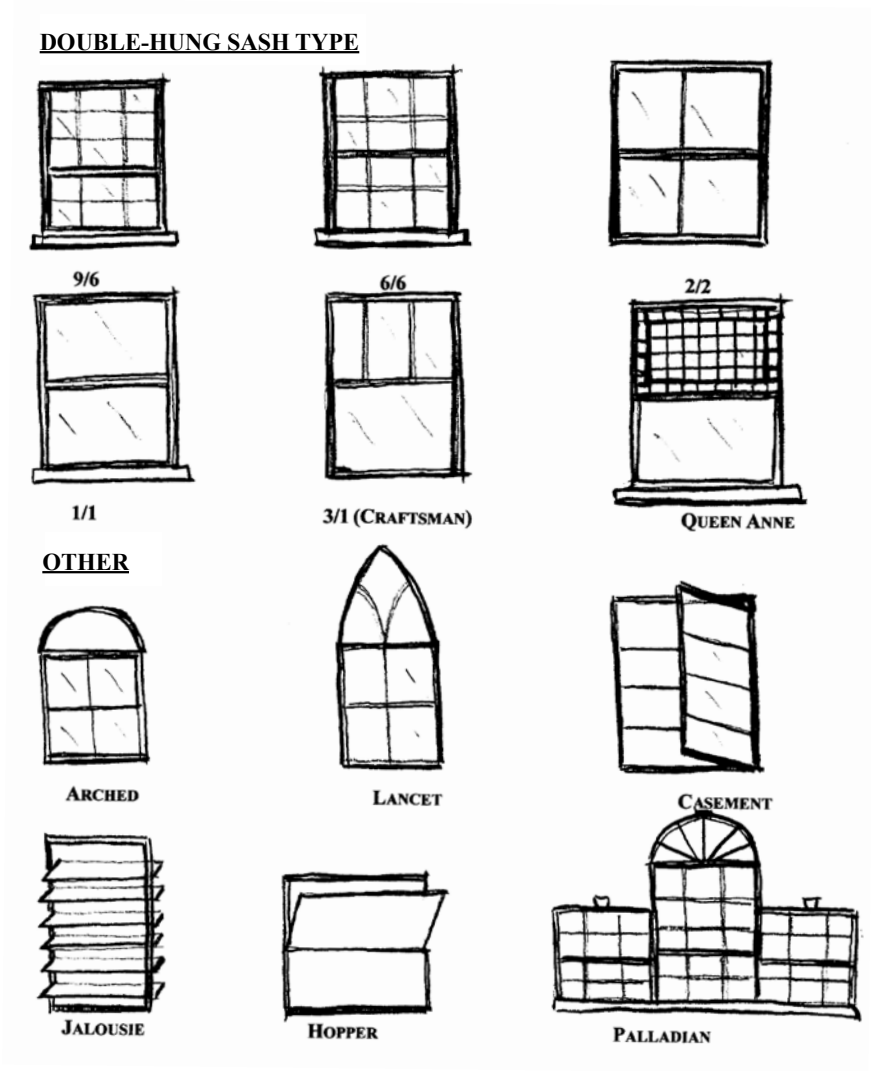




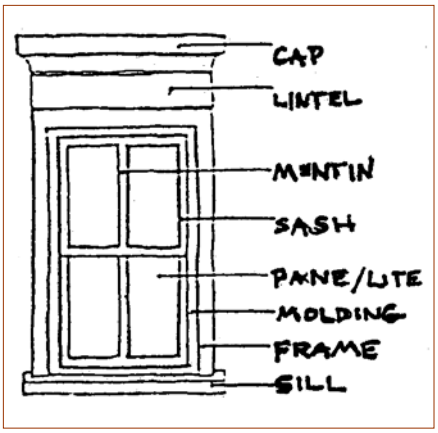


Beaufort's historic buildings display a wide variety of window types and styles, including (clockwise from top), a lancet arch window, double-hung sash windows and a dormer window. Windows are one of the most readily identifiable features of a particular period or architectural style.

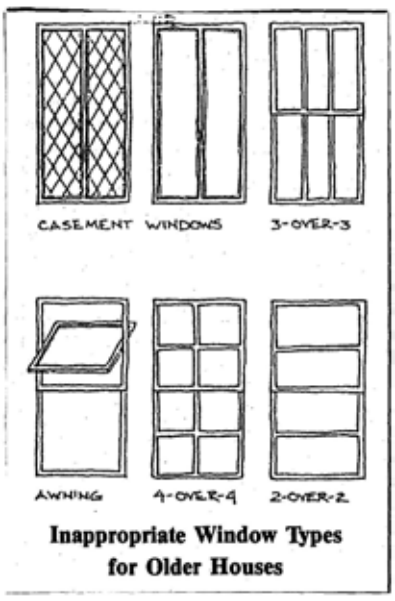
Windows also reflect changes in technology. Most historic windows in Beaufort are wood and are comprised of double-hung sash, with either one or both of the window's sashes open by sliding up or down. Usually, the earlier the window, the smaller and more numerous are the panes of glass in the sash. Georgian-period windows can have up to twelve lights on each sash and were typically made of heart pine with pegged mortise-and-tenon corner joints and distinctive wavy or irregular hand-blown glass panes. By the late 19th century, advances in glass making technology produced windows with two and, eventually, only a single pane of glass in each sash. Leaded and stained glass windows also became popular at that time. Mid- and late-20th- century residential design called for a much larger glass to wall ratio than previously common, and used such features as sliding glass doors and large picture or plate glass windows.



Common Window Types in the Beaufort Historic District



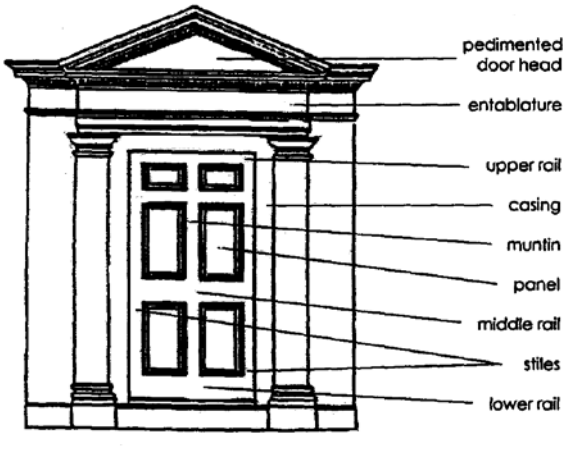
Parts of a Window



Doors, too, help to define a building's style and period of construction. Before the Civil War, most doors in Beaufort were pegged together and consisted of four or six raised panels separated by stiles and rails. The Greek Revival style saw the introduction of transoms and sidelights around the principal entrance door. Later in the 19th century, doors acquired applied ornamentation, leaded or etched glass lights, and wood varnishes, as well as other treatments. The historic features that accent windows and doors, such as brackets and hoods, pilasters, moldings, blinds, awnings, panels, sidelights, fanlights, transoms, and hardware, are all significant in their own right and contribute to the overall appearance of the building.

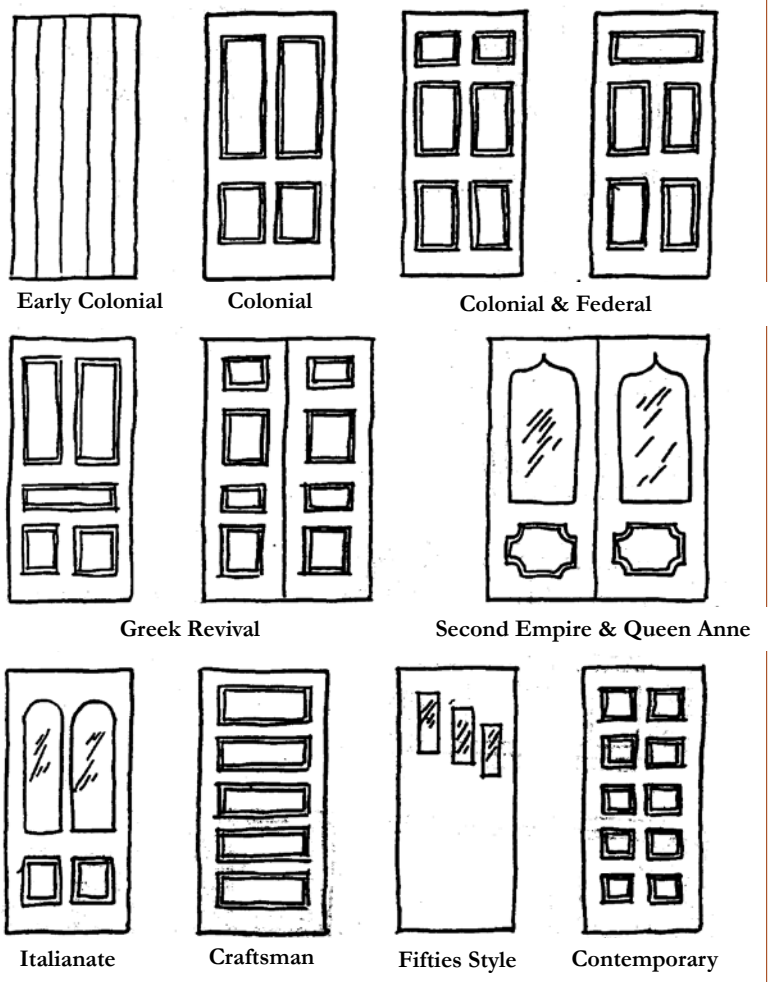


This well-designed historic entrance features a double-leaf door with arched upper panels, tall rectangular sidelights, and a rectangular transom divided into three parts.

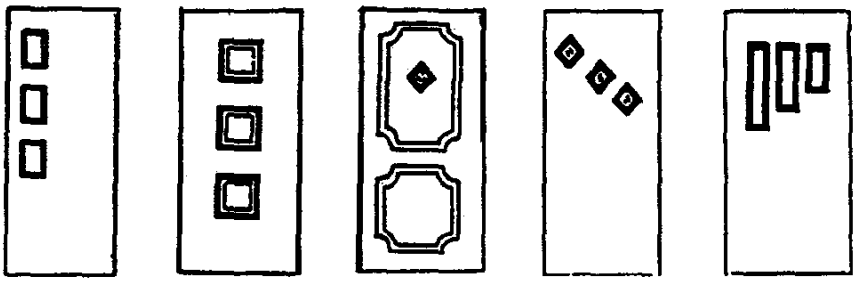


Source: Town of Leesburg, Virginia Historic District Guidelines (1994)

Parts of a Door



Common Door Types in the Beaufort Historic District



Inappropriate Door Types in the Beaufort Historic District

Because windows and doors play such an important role in the overall appearance of both old and new buildings, they deserve special attention in all restoration and rehabilitation projects, as well as on additions and new construction. Historical research, including photographic research, is an essential component of any rehabilitation plan involving the renovation or replacement of windows and doors. One common mistake is to redo windows so they are all the same size and shape; an examination of historic photographs illustrates the inappropriateness of this approach.

Maintenance and Repair of Windows and Doors

Original or significant later windows and doors should be repaired, rather than replaced, whenever possible. Because of their exposure to weather, old windows and doors tend to show their age and are frequently replaced wholesale during major renovations. In doing so, valuable original elements are lost, and often, the replacements are made of modern soft pine that is inferior to the old heart pine used in the original windows. In many cases old windows and doors can be repaired successfully using modern epoxies and replacement wood made from scraps of old heart pine and then painted, giving an end product that can outlast the modern replacement.

If the original window sashes are deteriorated beyond repair, any new replacements should match the originals in all aspects. New windows should have true divided lights with real muntins, or, if thermal pane, have three-dimensional muntin grilles on both the inside and the outside of the window, as well as a shadow bar between the panes of glass. Vinyl and metal-clad replacement windows are not appropriate, nor are sliding windows or doors. All historic doors, particularly on the elevations visible from the street, should be preserved and repaired if possible. Replacement doors should match the original as closely as possible.

Storm Windows and Doors

Old windows are often labeled as energy inefficient. In fact, careful caulking and weather-stripping can be used to make windows more energy efficient. To supplement these measures, storm windows can be used to improve the energy efficiency of historic windows and can be mounted either on the exterior or in the interior. The latter is preferred and does not require HPC approval. Exterior storm windows may detract from the appearance of windows with leaded glass or faceted frames.

Maintaining original window and door elements is critical to optimizing an historic building's energy efficiency. Older windows and doors often fail when the weather-stripping around them is not maintained and air infiltration occurs. Deterioration of the glazing compound that seals the glass panes in a window sash can also lead to air infiltration and subsequent heat loss in the winter and cold air loss in the summer. Both weather-stripping and glazing must be maintained to prevent these problems.

Once repairs are undertaken, storm doors and windows can be installed to provide a second barrier to the elements. Interior storm windows are encouraged as an alternative to exterior products. However, if exterior storm windows are used, a product with a painted or baked enamel finish in a color appropriate to the color of the building is acceptable. Wood is preferred over other materials. The window should have a single pane of glass or horizontal dividers that align with the horizontal meeting rails of the upper and lower sashes of the window behind. Storm doors should be of wood and have glass panels that align with the features of the door behind. Wooden storm doors are preferred

over other materials, and should be painted or have an enamel finish. A single large glass pane is preferred. Full-length glass and louvered storm doors may also be used.

Thermal pane windows will be approved only if the old windows are in need of replacement and if the thermal pane unit matches the original in size and appearance. However, removing old windows for the sole purpose of replacing them with thermal windows is not permitted. Storm windows should be installed so as not to damage the existing window woodwork and frame. Storm windows can generally be approved as a Minor Works item.

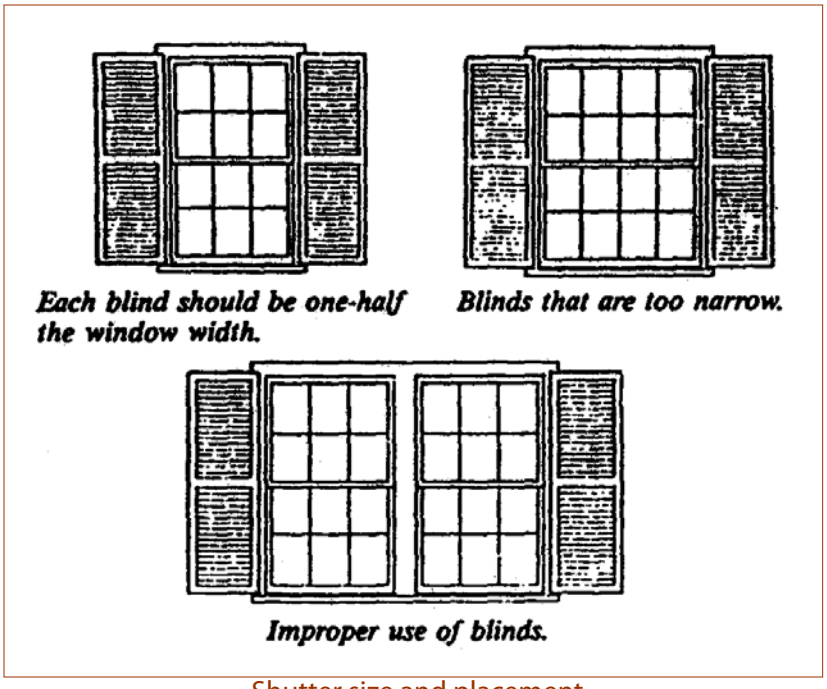


Historic window with louvered blinds or shutters, storm window, and wooden interior blinds

Screens, Shutters (Blinds), and Awnings

Original wooden window screens and screen doors should be retained and preserved where they exist. New or replacement window screens and doors should be of wood or painted metal (unpainted metal screen windows and doors are not appropriate).

Original exterior louvered shutters still survive in large numbers in the historic district. These vary from the heavy fixed-louver shutters found on some late 18th and early 19th century houses to the more modern movable-louver shutters seen on many Victorian and early 20th century houses. Louvered wood shutters are appropriate and should be used for most houses, provided they are sized to fill the window opening when closed and are hung with the appropriate hardware consisting of pintles, hinges, and holdbacks. Shutters with flat or raised panels are not usually appropriate in the historic district, except for buildings where they were original to the design (such as a Colonial Revival-style house).



Shutter size and placement

Awnings were present over doors and windows on some residential buildings beginning in the late 19th century and were typically canvas or another heavyweight fabric. Original awnings should be replaced with ones that replicate them in appearance, size, and materials. Metal awnings are not appropriate unless they are original to the house.

Window and Door Guidelines

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

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

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

6.4.4. Use storm windows to improve energy efficiency where needed. New storm units should have a finish compatible with the color of the house. Unpainted aluminum is not appropriate. Storm windows for double hung sash shall have horizontal dividers that are in alignment with the horizontal meeting rails of the original upper and lower sashes. Storm windows are usually a Minor Work item.

6.4.5. Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Wood, or appropriately painted metal storm windows and doors should be used.

6.4.6. Tinted glass is not appropriate in the historic district in any area visible from public view. Energy-saving or "low-E" glass may be used only if it is not tinted.

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 dimentional 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.

6.4.8. Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full view or large single-pane type are most appropriate because they do not obscure the original doors. Louvered wood doors are also appropriate. Storm doors should be the full-view type and have a paint finish in a color that is compatible with the colors of the structure. The standard "colonial" type storm door with scalloped trim and cross-buck bottom half is not permitted. Wood screen doors should be appropriate for the period and style of the structure.

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.

6.4.11. Avoid the placement of metal awnings over windows and doors. Fabric awnings may be used if the house originally or historically had them. Install awnings in such a manner that they do not conceal architectural features or damage historic building fabric. Choose colors and patterns that harmonize with the building and do not compete with it.

Porches and Entrances

Characteristics

Porches are the defining feature of Beaufort's historic architecture. According to the Beaufort National Register Nomination, "there is scarcely a house to be found without a porch" in the town. Of all North Carolina's coastal port towns, "only in Beaufort is nearly every streetscape a porchscape." With porches playing such an important role in the town's architecture, they must be regarded as a town treasure, to be maintained and preserved. In their many forms and variations, porches do indeed define much of the architectural character of the residential streets.

In the town's antebellum houses, most porches were created by an extension of the main roofline, sometimes referred to as a "Beaufort" or coastal porch. Many of these were two stories in height. Later porches of the Victorian era and the early 20th century usually have separate rooflines with a shed or low hip roof. Nearly all of the porches in the historic district are built of wood, with most detailing and ornament likewise of wood. Floors were always made of tongue-and-groove boards. During the 18th and early 19th centuries, ceiling beams were often exposed and beaded, or finished with either plaster or wide tongue-and-groove boards. Victorian and later porch ceilings are usually covered with narrow beaded boards, traditionally painted a light blue.



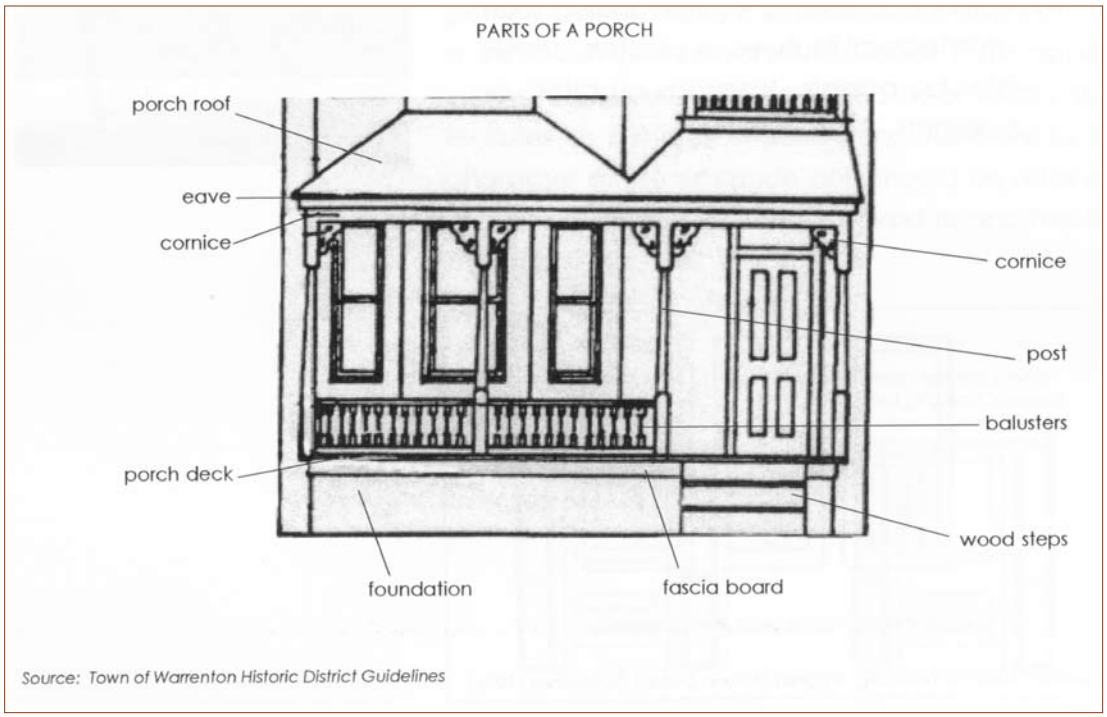
The typical porch of a coastal cottage is created by the roof extension on the front façade, such as in this 18th century house on Ann Street.



A one-story porch with a flat roof and prominent squared posts or columns is typical of the Greek Revival style in Beaufort.

Porches with squared posts and classical entablatures are typical of Greek Revival style houses. Deep wrap-around porches with such decorative trim as balustrades and brackets significantly expand the living space of Queen Anne style houses. Classical Revival style houses typically have two-story porches and columns with Ionic or Corinthian capitals. Bungalow style houses have porches as one of their most distinguishing features; their overhanging roofs often rest on short tapered posts on stone or brick bases.

The many elements of porches—the posts, columns, railings, cornices, and ornamental woodwork—all reflect the tastes and styles that were popular at the time of their construction. Porch details often provide the major stylistic features or embellishments on houses that are otherwise simple and unpretentious. Front porches were frequently altered or "updated" over time to reflect current architectural tastes. Thus, a number of houses in Beaufort date from the early 19th century but have Victorian or early 20th century porch detailing, providing excellent examples of the town's architectural evolution and the continued importance of the porch.



Elements of a typical porch

A *porte cochere*, defined as a porch roof projecting over a driveway at the entrance of a building is an important design element of some early 20th-century houses. *Porte cocheres* often are visually integrated with the rest of the house through the use of similar architectural and decorative features and are often of the same building material as the main house. They are different from carports, which are often pre-fabricated, are a later addition to the main house, and are usually of a different building material from the main house. The building of carport additions to an historic house is not appropriate, unless it is added to the rear of a house and not visible from the street.



Character-defining features of this late 19th-century Queen Anne style porch in Beaufort include the turned posts and pilasters, the turned balustrade, the jig-sawn brackets, and the row of spindles below the eaves.

The unique characteristics and detailing of each porch should be preserved. Because of their importance to the historic character of the district, it is not appropriate to remove, enclose, or alter front porches in the name of cost or changing tastes. Side porches which can be seen from the public view should likewise be preserved and restored. Rear porches, often used for service and utility, may be enclosed, altered or remodeled for modern use.

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

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

Porches and Entrances Guidelines

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

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

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

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

6.5.5. Covering a porch with non-historic material such as vinyl or metal siding, or "winterizing" a screened porch by permanently attaching plastic sheeting is not permitted.

6.5.6. Using indoor-outdoor carpeting to weather-proof a porch floor is not permitted.

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

6.5.8. Removing a porch that is not repairable and not replacing it, or replacing it with a new porch that does not convey the same visual appearance on contributing historical properties is not permitted.

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

6.5.10. 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.

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

6.5.12. New handicapped access ramps and other modifications to improve access shall be designed so that the modifications are reversible and do not damage or obscure the buildings' architectural features or diminish its historic character. (SEE GUIDELINES FOR ACCESSIBILITY AND LIFE SAFETY).


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North Side of Main Home



South Side of Guest House

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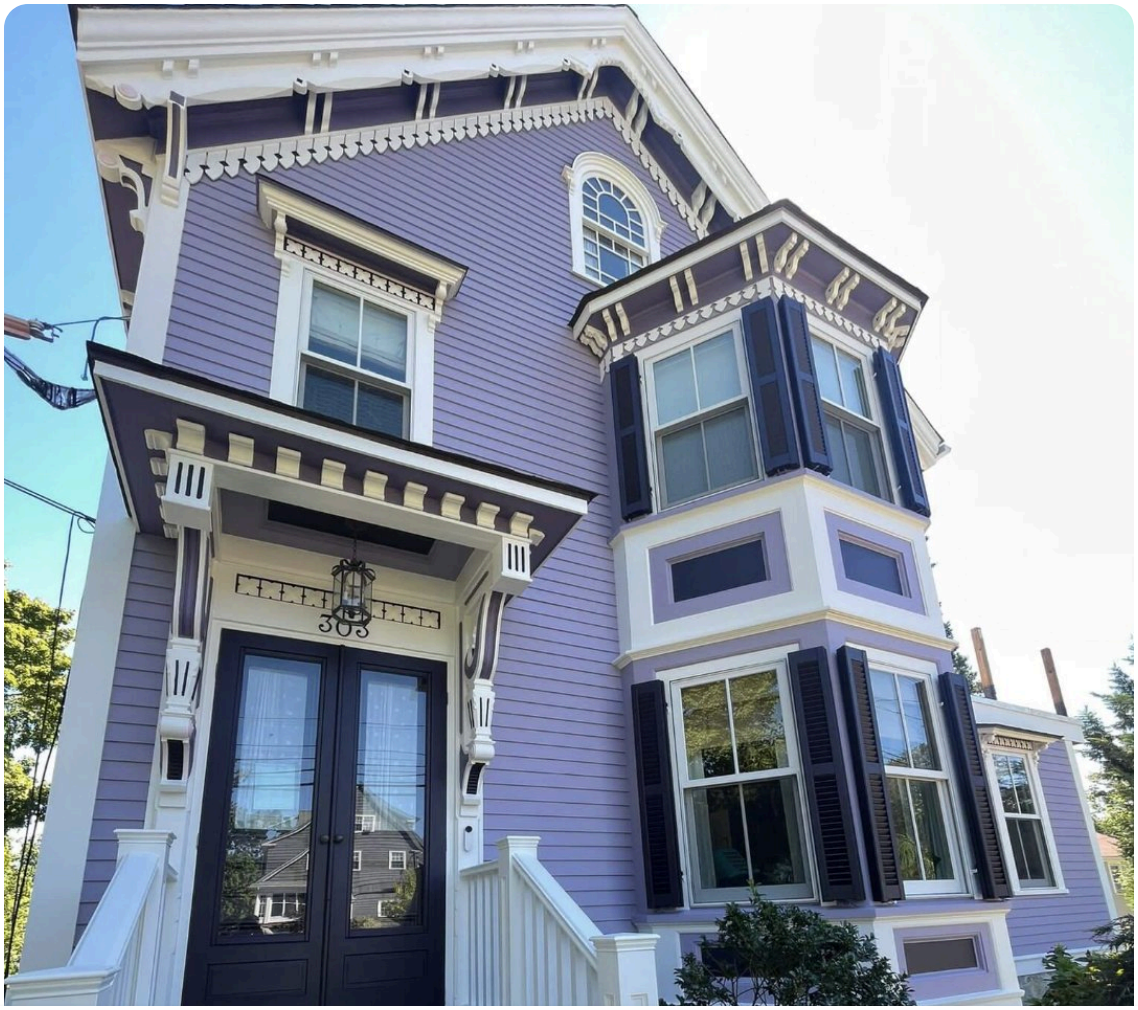
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project.

Out of every 100 houses along the water, there's at least one Queen Anne. We work on a lot of historic remodels throughout New England; I love learning the history of homes like this.

Originally, this home was a guest house of a wealthy merchant in Cohasset. We could tell some additions had been built out over the years and did not match the historic design of the home. Our goal was to renovate the whole house as one and make it look like it "grew" there.

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used to. Loggers are cutting down trees too quickly, and you don't see the same old growth.



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outlasts well beyond its warranty.

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These “painted lady” homes typically have three colors.

Together with the homeowner, we looked at historical photos throughout the area to select a colorscape that resembled a quintessential 1880s New England Queen Anne-style waterfront property. TruExterior holds onto paint better than any other synthetic we have tried. For this home, we used Ash Violet on the body, Black Swan for the details, and Greek Villa for the trim. We love the way this turned out.

Authentic replications of the home’s original trim and mouldings with TruExterior trim, and TruExterior Siding adorned with this fresh splash of color transformed this Cohasset’s home exterior. Tag #WestlakeRoyal to share your remodeling and renovation projects with us!

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Trim & Mouldings

TruExterior Delivers Authenticity, Performance for Historic Homes

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HOME / FOR PROS BLOG / 1930S VIRGINIA FARMHOUSE UNDERGOES SUSTAINABLE RENOVATION



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The story begins with Donna Browning's great-grandfather, who acquired the first two-over-two home on 252 acres near Rice, Virginia, in the late 1800s. After that original house burned down in 1930, Donna's grandfather elected to move his family into the village, but he kept running the farm, and in 1935, he built a story-and-a-half house there for his foreman. In 1975, Donna's father, James, and her husband, Bob, gutted the foreman's house and added a family room, a rear porch, and additional bathroom. James and his wife, Hilda, lived in the home until 2011.

After that, Bob Browning, who has a degree in architecture from Virginia Tech and spent his career in construction, began drawing up plans to renovate the house again, eventually adding an additional bedroom, two bathrooms, an office, and a larger family room. After this final renovation was completed in 2022, the farmhouse now boasts around 3,000 square feet with five bedrooms and 3.5 baths.

The farm itself also transitioned over the years, originally harvesting tobacco, and later adding a dairy operation. Today, the land is leased to a neighboring farmer for hay and beef cattle.

A Durable, Sustainable Renovation

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Browning's sustainability goals were so successful that he won Viridiant's "Single-Family Project of the Year" award in 2023.

The walnut mantels above the propane stove and fireplace—converted from wood-burning units—were handcrafted by the third-generation owner from a tree on the property.

Sustainable Siding

Among Browning's planning was "an extensive search for a siding material that was sustainable, is easy to maintain, and would require minimal repainting over time" he recalls. "I looked for a while then discovered TruExterior Siding and Trim."

TruExterior Siding & Trim® from Westlake Royal Building Products is made with poly-ash, a blend of fly ash (a byproduct from coal-fired power plants that otherwise would be sent to the landfill) and polymers, for 70% recycled content. What's more, it's durable: It is resistant to rot, decay, and bugs; is ideal for areas with high humidity and rain; is suitable for ground contact applications; and is dimensionally stable for long-lasting paint adhesion. Along with TruExterior Siding, Browning used TruExterior for all of the trim,

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The story of the Avondale Farmhouse sustainable renovation is about both the family that runs the farm—it's being passed on to its fifth generation, Donna and Bob Browning's children—as well as the house and its many layers. Among the modern updates are a host of decades-old details that will never go out of style, including solid-walnut fireplace mantels handcrafted by Donna's father, electrical switchplates hand-painted by family friend Lee Moffett with scenes from the Fauquier County, Virginia, countryside where Bob grew up, antique furniture from both the Browning and Mahan families, and heart pine flooring made from trees harvested from the land.

As Browning notes, "Every piece of this home has a story to tell."

Want to see more projects and design inspiration? Subscribe to our enewsletter.

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TruExterior® Siding & Trim is one such opportunity. Made with a proprietary blend of fly ash and polymers, TruExterior offers the authentic look of wood alongside remarkable workability that allows you to create authentic profiles. In fact, TruExterior is so easy to work with, you can create details that are intricate enough to pass historic requirements.

At the same time, TruExterior delivers high performance that resists damage from moisture, allows for ground and masonry contact, resists bugs and decay, and requires no pre-drilling.

Check out a few of the ways designers, builders, and remodelers have leveraged TruExterior's workability and performance to achieve authentic, historic looks.

Custom Trim for Historic Homes

DURATION Moulding & Millwork uses TruExterior to craft bevel siding and an array of stock, semi-custom, and custom moulding profiles, including crown, cove, drip cap, and back band.

The company also uses TruExterior for larger custom pieces, such as

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Boston Exterior Remodeling recently finished re-siding this historic Farmhouse-style home in with siding from TruExterior's Craftsman Collection. See the before-and-after video here.

Premade Profiles for Historic Homes

Indeed, if a custom piece isn't required but you're seeking an authentic look for a historic home or new project, TruExterior offers its Craftsman Collection of siding. These six profiles—Shiplap, Nickel Gap, Channel, Channel Bevel, Cove/Dutch Lap, and V-Rustic—are historically and architecturally accurate to create a custom style that embodies the charm of an Arts and Crafts home. All while delivering superior moisture resistance and long-term performance.

Seeing is believing, so request a trim sample and try TruExterior for yourself!

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HOME / FOR PROS BLOG / TRUEXTERIOR RESTORES ST. JOHN'S BELL TOWER IN HISTORIC PRESERVATION PROJECT



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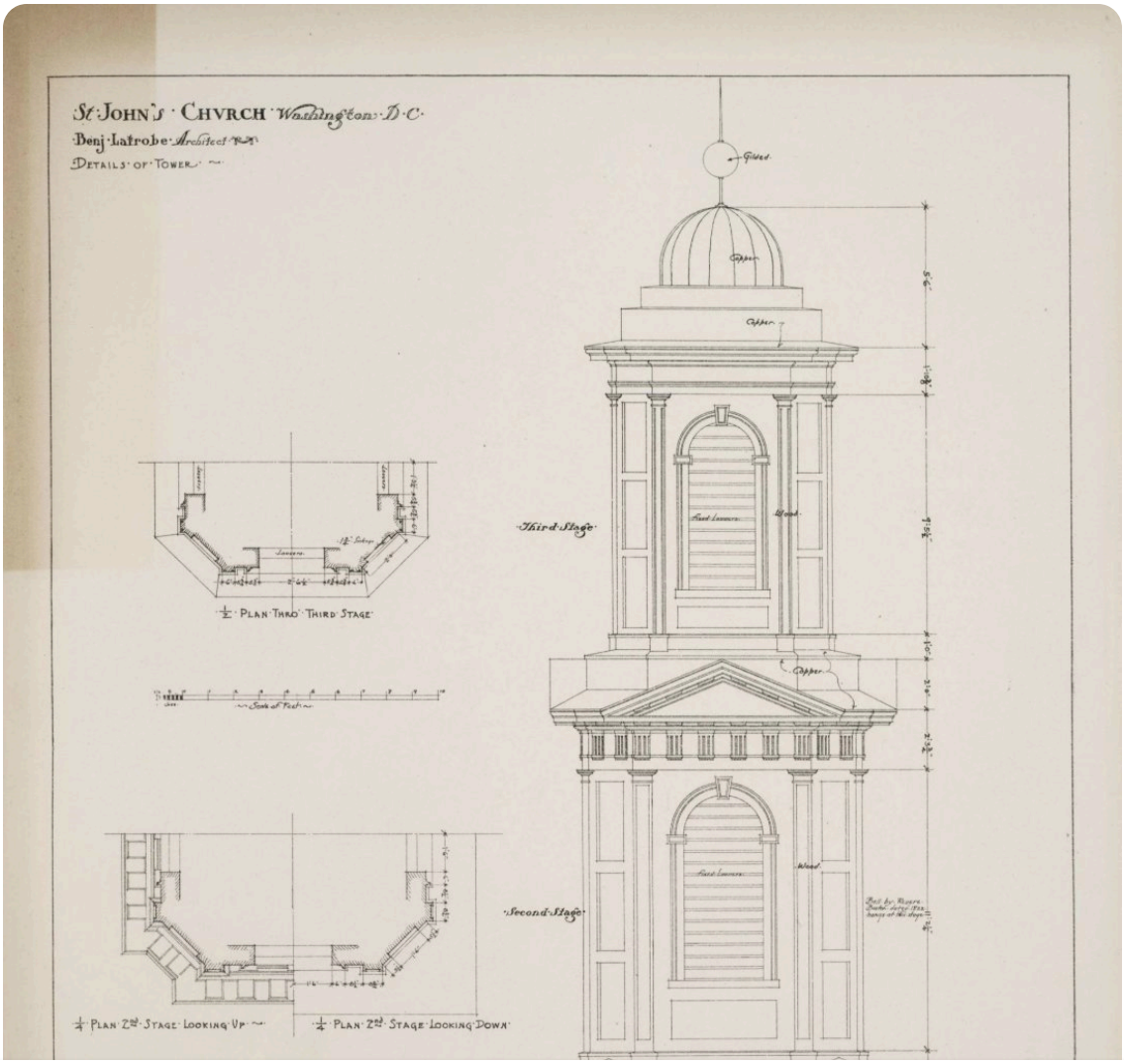
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tower, designers chose TruExterior® [illegible]g & Trim crafted by DURATION®

Get Started

Choosing the Right Materials for Long-Term Durability of Historic Preservation Project

A combination of age, weather, insects and bird waste had taken their toll on the St. John's bell tower, leading to severe deterioration, rot and decay of the wood millwork components. The church received a grant from the National Trust for Historic Preservation to study and plan for the tower's rehabilitation.



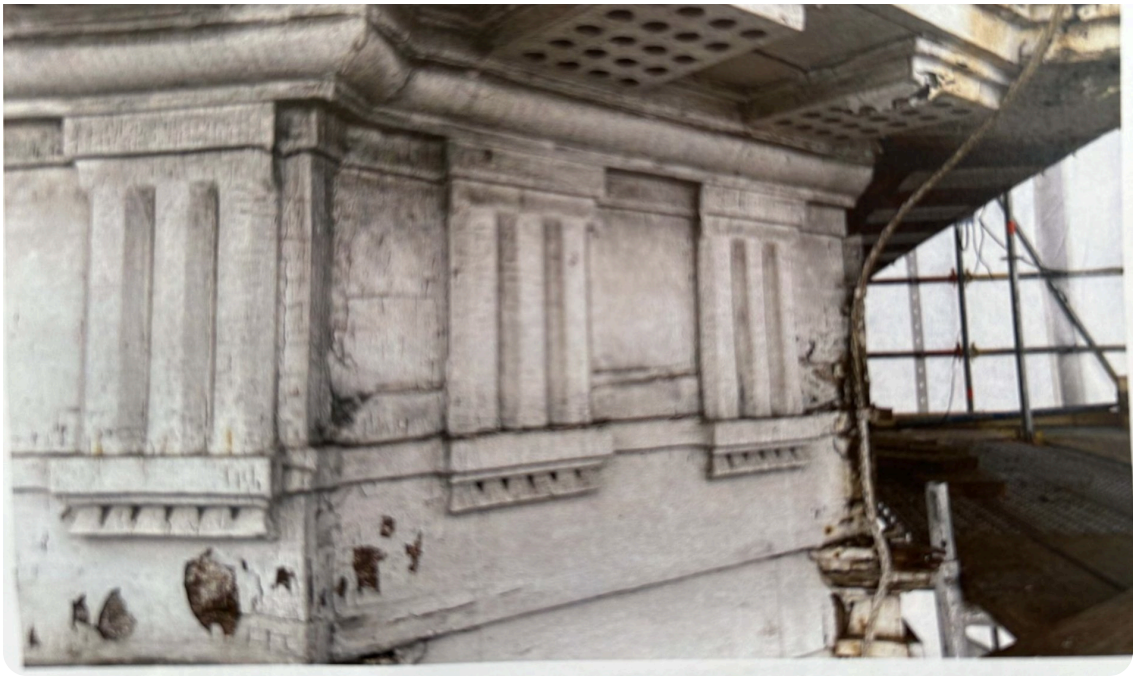
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Get Started



One of the biggest challenges was selecting a replacement material that would avoid future damage and also could be milled to exact original dimensions and profiles, was highly receptive to paint, and, if not wood, was indistinguishable from wood.

In addition, the material would need permission from multiple organizations: the D.C. Historic Preservation Office (HPO), the Historic Preservation Review Board (HPRB), the U.S. Commission of Fine Arts (CFA) and the Advisory

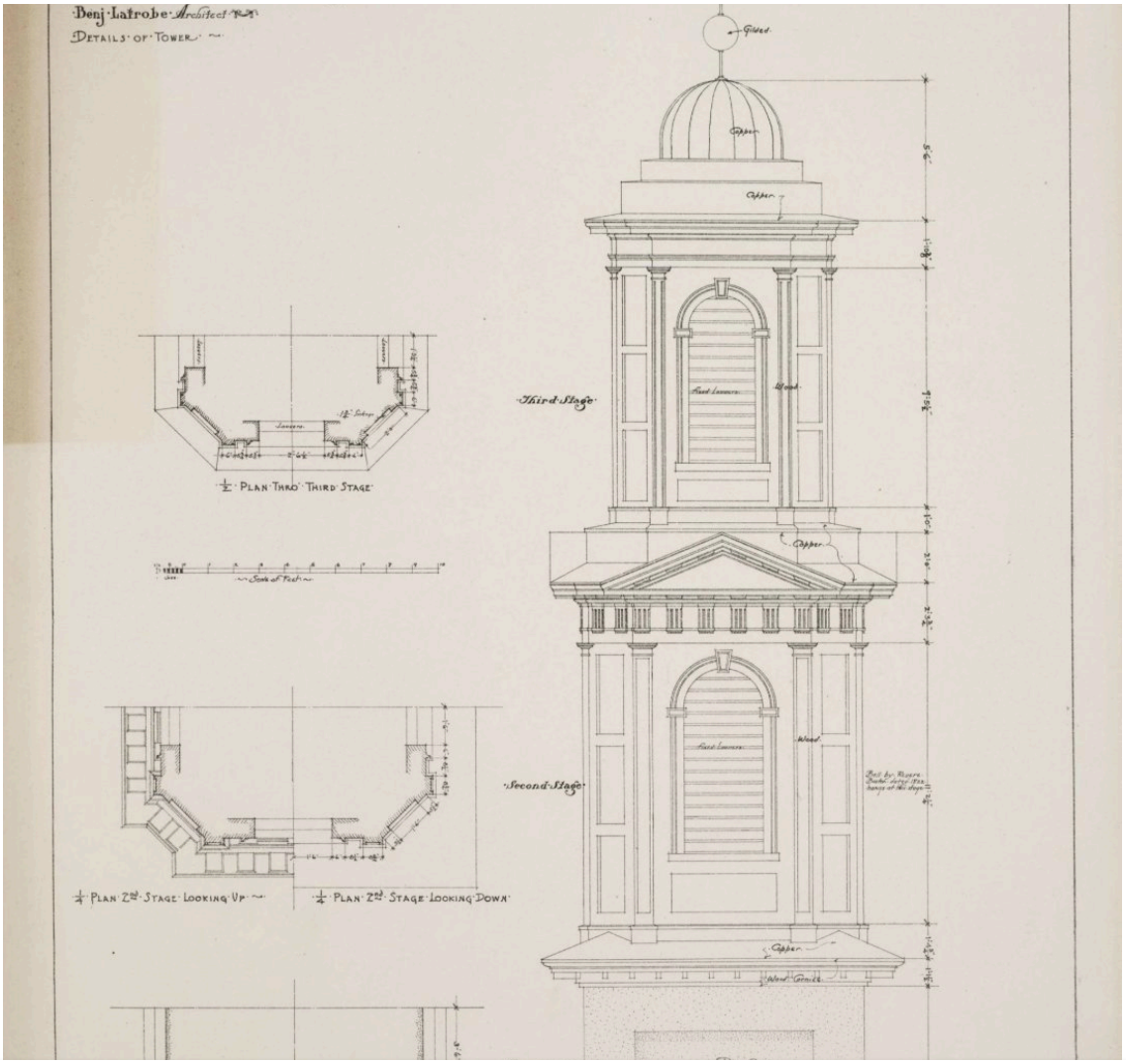
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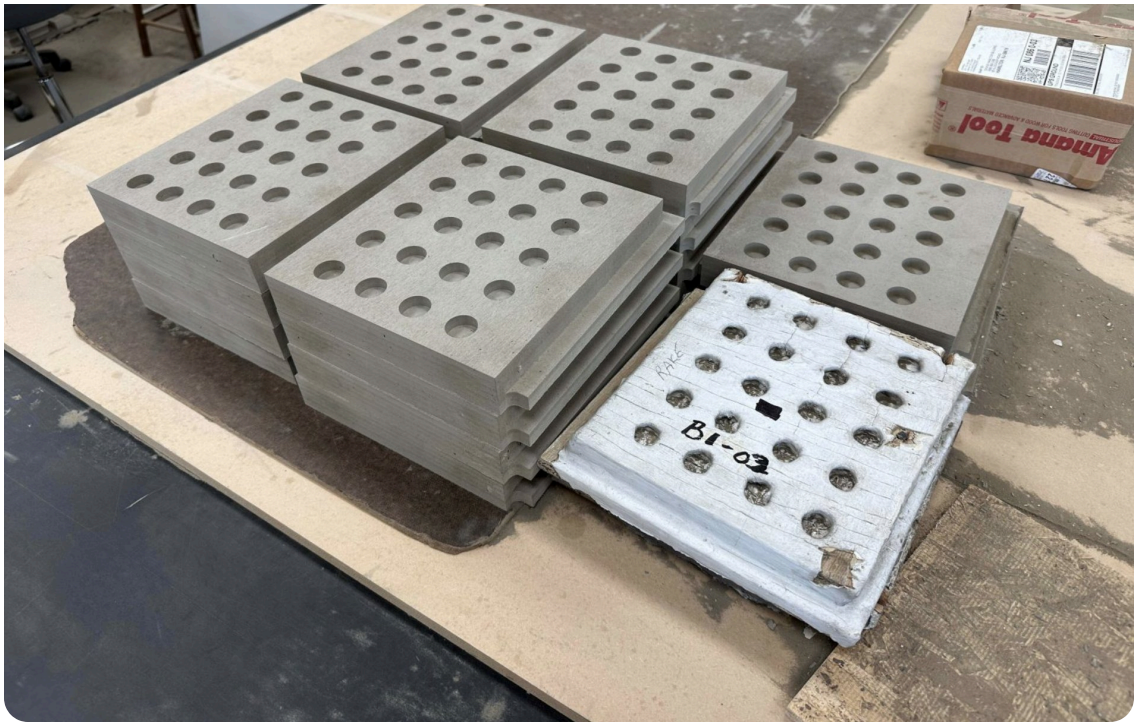
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Get Started



Contractor Worcester Eisenbrandt, which has extensive experience in historic preservation, pre-finished the components so that final finish coats concealing all fastening systems would be easier to accomplish on the jobsite. When a few unexpected, additional pieces were needed, installers at Worcester Eisenbrandt worked directly with DURATION to have them fabricated in a timely manner.

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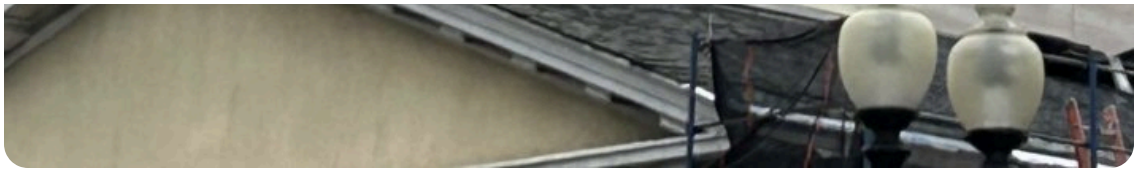
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TruExterior poly-ash delivered the best of both worlds for the St. John's bell tower—workability to craft each and every component exactly like the originals along with moisture resistance for durability, longevity and low maintenance. "We provided a highly durable, easily maintained exterior cladding system that meets some of the most rigorous historic preservation standards in the country," said Keith Coleman, President & CEO of DURATION. "At the same time, the ongoing issues of bird and insect damage were addressed and eliminated. Additionally, the materials were supplied on time and on budget and came with the added benefits of incorporating 70% recycled content and carrying a Class A fire rating."



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performance.

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Roofing

Determined Homeowner Changes Historical Preservation Rules

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Siding & Accessories

Watch How TruExterior® Siding Brings House That Blues Built Project...

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TruExterior®
Siding & Trim



INSTALLATION INSTRUCTIONS

INTRODUCTION TO TRUEXTERIOR® SIDING & TRIM

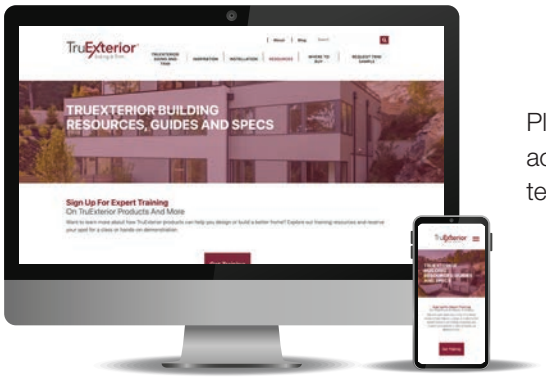
TruExterior® Siding & Trim is made with an innovative poly-ash material that is designed for exceptional performance and long-lasting beauty. TruExterior absorbs minimal moisture and offers a high level of thermal stability*. TruExterior products resist rot and termite attacks*.

For additional information, visit TruExterior.com.

This installation guide was developed to help you with the installation of TruExterior products. This guide is subject to periodic revisions so please visit TruExterior website to ensure that you are using up-to-date installation guidelines.

The following information offers typical installation techniques when working with TruExterior products. As with installing any building material, care should be taken to adhere to local code requirements.

SCAN TO LEARN MORE



Please visit **TruExterior.com/resources** to access TruExterior warranty and additional technical documents.

* Please see TruExterior Siding & Trim Limited Warranties and Product Data Sheets for proprietary test results, located at TruExterior.com. The warranties found there are the sole warranties applicable to TruExterior products.

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BASIC INSTALLATION RULES

Before getting **started**, it is important to review key TruExterior® Installation reminders. The following rules, which are repeated and explained in depth in this guide, are **critical** for proper TruExterior installation.

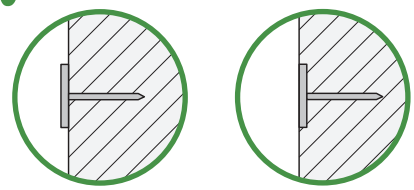


SAFETY FIRST!

Follow standard safety practices when working with TruExterior and using power tools, ladders, etc.

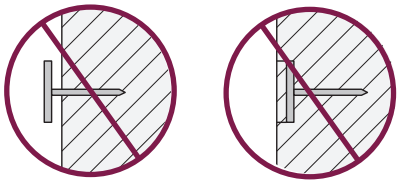
FOLLOW FASTENING REQUIREMENT FOR EACH SPECIFIC PRODUCT

✓ **APPROVED SIDING FASTENING**

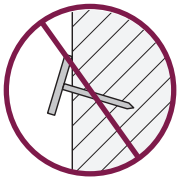


Snug Nailing | Flush Nailing

✗ **NOT APPROVED SIDING FASTENING**



Underdriven Nailing | Overdriven Nailing



Slanted Nailing



FOLLOW BUILDING CODES

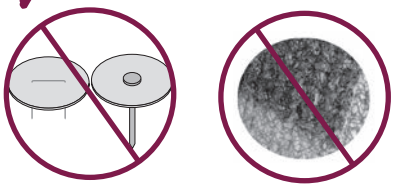
The requirements of local building codes must be FOLLOWED.

PROPER MOISTURE MANAGEMENT

Always follow local building standards and use drainable weather resistive barrier.

Mesh house wraps/rainscreens and plastic caps are not recommended as they can cause uneven finish siding appearance.

✗ **NOT RECOMMENDED**



Plastic Caps | Mesh Wraps/ Rainscreens

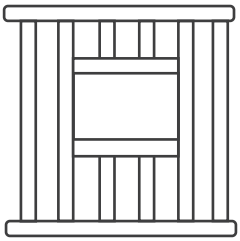


KEEP PRODUCTS DRY

Ensure product is completely dry before the installation.

FRAMING AND SHEATHING

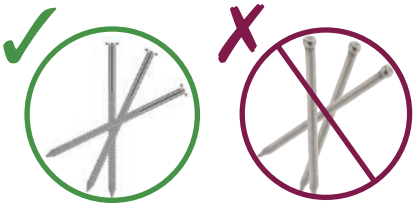
Any irregularities or unevenness in framing or sheathing can telegraph to finish siding and cause inconsistencies in siding appearance. Correct those irregularities before installing TruExterior.



DO NOT USE FINISHING NAILS TO INSTALL SIDING

To install siding use **6D or 8D stainless steel or hot-dipped ring shank nails.**

✓ ✗



Ring Shank Nails | Finishing Nails



Follow fastening requirements for **each specific** product.

GENERAL PRODUCT INFORMATION

APPLICATION OVERVIEW

TruExterior Siding and Trim products offer exceptional durability in virtually any application. It's an ideal choice for hot, freezing, windy and wet climates.

TruExterior is ideally suited for applications in climates where there is an exposure to:



Extreme Heat **Moisture** **Cold/Freeze** **Insect**

Do not install TruExterior products in standing water or areas that can stop water from draining away from the building.

TruExterior products are NOT suitable for use in structural or load-bearing applications.

STORAGE & HANDLING OF TRUEXTERIOR PRODUCTS

STORAGE

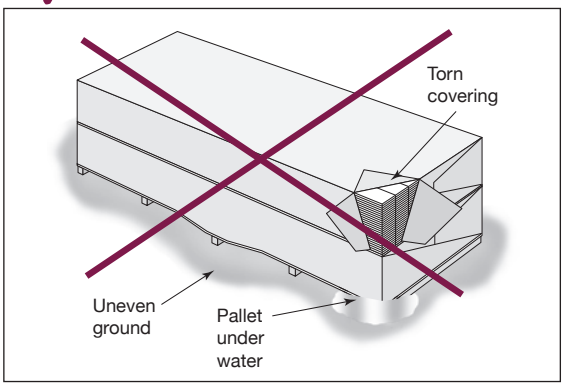
TruExterior products should be stored in their original packaging, protected from weather whenever possible.



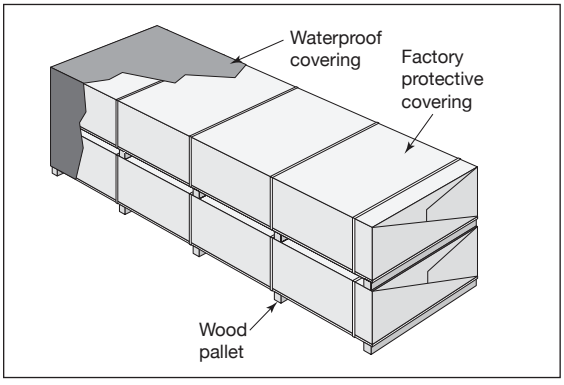
TruExterior original packaging

- Product must be stored flat on a level surface in a clean, dry location
- Product should not be stored in direct contact with the ground
- Keep product wrapped and protected from the elements until ready for installation
- Always replace covers after removing some of the material
- Protective corners should be used under all banding/strapping
- If stored outside, it is recommended to protect the product with an additional waterproof covering
  - Using additional waterproof covering will help keep product protected from the environment
- Take extra care when handling products with the forklift

✗ NOT RECOMMENDED STORAGE



✓ RECOMMENDED STORAGE



KEEPING TRUEXTERIOR PRODUCTS DRY

As moisture can interact with TruExterior products in unit packs due to humidity or exposure to rain in an uncovered state or through damaged/torn covers, it is extremely important to ensure that TruExterior products are completely dry before the installation begins.

A failure to ensure that product is completely dry before the installation, may cause the following issues:

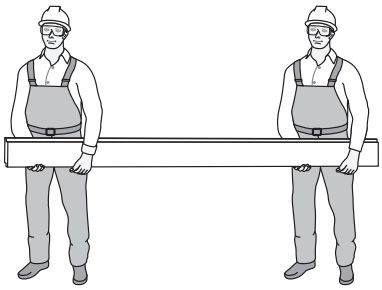
- Installing product wet or saturated may open the joints between the boards after the product dries out
- Painting products that are wet may result in poor paint adhesion and a defective surface condition after application

If product becomes wet, allow it to air dry completely at ambient temperature prior to installation. Mechanical drying of any type is not recommended (I.e., heated forced air, curing ovens, tunnel drying, etc.).

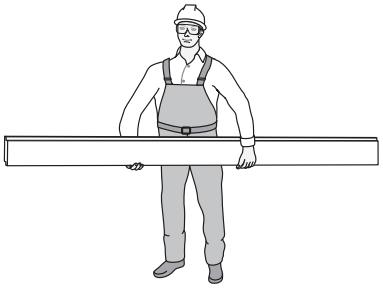
HANDLING OF TRUEXTERIOR PRODUCTS

- TruExterior Siding and Trim must be carried on the edge
- Whenever possible, TruExterior products should be moved by two people, one person on each end of the board carrying the product on edge
- If only one person must carry the board, they should position themselves in the middle of the board with their arms spread apart at a safe distance while keeping the board sturdy. Improper carrying techniques can cause the board to break.

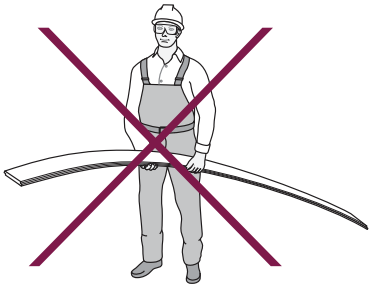
✓ **Two people should carry the boards**



✓ **If one person must carry the board, they should carry boards on edge in the middle with arms spread apart**



✗ **Incorrect board handling**



WORKING SAFELY WITH TRUEXTERIOR PRODUCTS

TruExterior recommends wearing safety glasses for all cutting and nailing operations. Follow standard safety practices for using power tools, ladders, etc. TruExterior recommends using common measures of protection when working with TruExterior, including:

- Eye protection
- Gloves
- Dust mask

CUTTING TRUEXTERIOR PRODUCTS

TruExterior products can be cut, drilled, and routed using carbide saw blades and woodworking tools to achieve custom shapes.

- To prolong the life of your tools, dedicate the carbide-tipped blades, router and drills to TruExterior products only
- Unlike other wood, engineered wood and fiber cement products, there is no need to prime or paint end-cuts or field-cut edges
- Like most building materials, TruExterior also should be cut and shaped outdoors to help avoid breathing dust
  - If cutting and shaping indoors, ensure you are working in a well-ventilated area
- Recommended to square up all ends of boards prior to installation

RECOMMENDED MATERIALS AND TOOLS

MATERIAL LIST

- TruExterior Siding & Trim Products
- Drainable weather-resistive barrier
- Flashing
- Flashing tape
- High-grade exterior caulk
- Exterior acrylic paint or solid color stain
- Approved fasteners*

* Refer to the product-specific installation instructions in each section and CCRR Report-0300 for fastener choices and scheduling requirements.

TOOLS LIST

- 10" or 12" sliding compound Miter Saw w/ 60-80T Carbide-Tipped Blade, cordless or corded
- Circular Saw w/ 60-80T Carbide-Tipped Blade, cordless or corded
- Pneumatic 15-gauge trim nailer
- Air compressor and hose
- In-line pressure regulator, attached to pneumatic nailers (highly recommended)
- Caulk Gun
- Speed Square
- Smooth-Faced Hammer
- Tape Measure
- Carpenter Pencil or Pen
- Level, 4' or 6'
- Chalk Reel & Chalk
- Metal Snips (optional for flashings)
- Pneumatic Coil Siding Nailer
- Chalk Reel & Chalk
- Safety Glasses
- Dust Mask
- Construction Work Gloves

GENERAL INSTALLATION REQUIREMENTS

APPROVED WALL PREPARATION: TRADITIONAL WOOD FRAMED WALLS

- TruExterior Siding must be installed on frame-built walls with studs spaced 16 inches on center or at a maximum 24 inches on center **(Fig. 1)**
- Wall sheathing must meet local codes and have a minimum thickness of 7/16" on OSB or 15/32" for plywood
- TruExterior products can also be installed over solid-foam insulation board/sheathing up to 1 inch thick
  - If installing over foam insulation sheathing, make sure the length of your nail is adjusted to ensure it penetrates nailable substrate at least 1-1/4" deep
  - Special care must be taken to not over-compress the siding into the foam sheathing, which may cause the wavy appearance of the siding. Adjust pressure of the nail gun to tightly nail the siding but not compress the foam sheathing.

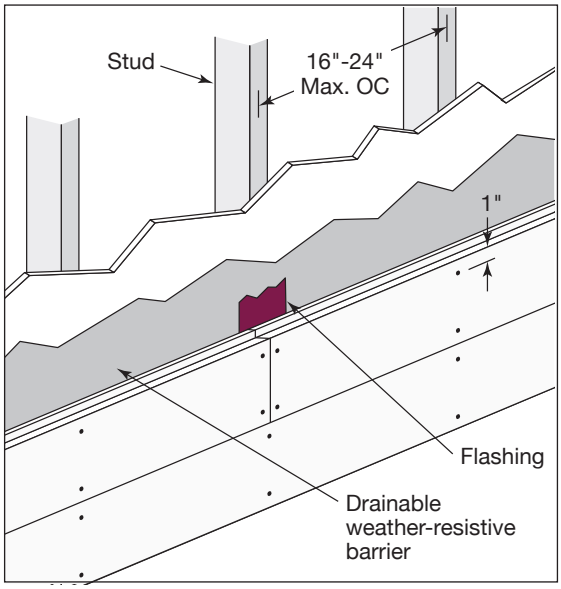


Fig. 1

FRAMING AND SHEATHING

TruExterior siding should be applied over a sheathing (or 7/16" thick OSB or 15/32" for plywood) that provides smooth, flat surface. Inconsistencies or unevenness in framing, sheathing, or other wall assembly components can telegraph through to the finished siding and trim surface. These irregularities should be corrected before the product is installed.

MANAGING MOISTURE

The design of the building envelope must effectively manage moisture taking into account the interior and exterior environment of the building. The architects, specifiers and/or builders are responsible to identify moisture-related risks for each project to effectively manage moisture.

Check your local building code requirements in your geographic area.

Do not install TruExterior Siding on homes with excessive moisture conditions. This includes homes with recently poured concrete. You may experience moisture build up behind the walls.

- Do not installing products in standing water or areas that can stop water from draining away from the building
- Always install a drainable weather-resistive barrier to allow proper water management according to local building code requirements **(Fig. 2)**
  - Follow manufacturer's instructions/guidelines when installing drainable weather resistive barrier

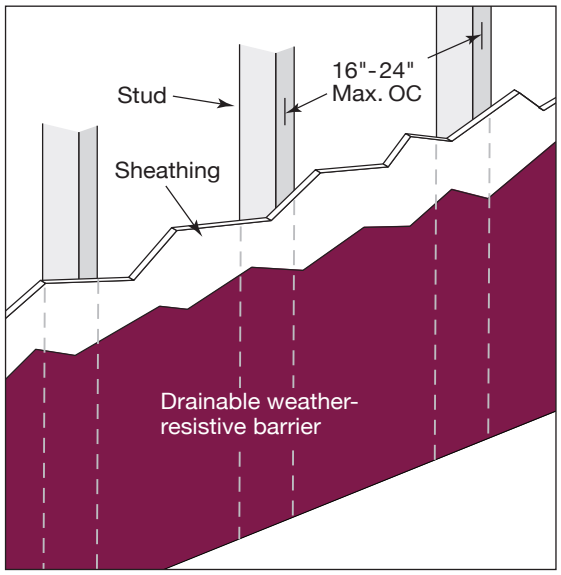


Fig. 2

DRAINABLE WEATHER-RESISTIVE BARRIERS

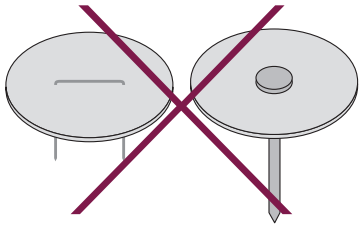
To achieve designed performance and to comply with the building codes, TruExterior Siding must be installed over a drainable weather-resistive barrier (DWRB). Always follow your local building code requirements when choosing DWRB for your project.

TruExterior does not recommend using “mesh” wraps/rainscreens. These products can compress during the installation process and cause an uneven or “wavy” siding appearance. This is not a siding defect but a result of the siding compressing the mesh at attachment points.

TruExterior recommends self-adhering, non-compressible drainable weather-resistive barriers. Example: HydroGap® SA by Benjamin Obdyke.

- Always check with your sheathing and DWRB manufacturers for their specific requirements when planning your project.

✗ **Plastic cap staples or button caps can also contribute to uneven or “wavy” appearance of the siding as they can cause unevenness in the surface. TruExterior does not recommend installing siding over plastic caps or button caps.**



FLASHING

- Prepare your step flashing along roof and wall lines using your weather barrier, flashing tape or z-flashing as counter flashing
- Allow a minimum 1/2" clearance between the siding and the roof line, do not caulk the gap **(Fig. 3)**
- Install window and door flashing per window and door manufacturer guidelines **(Fig. 3a)**
- Siding may be installed right up against the trim and sealed with a high-grade exterior acrylic caulk **(Fig. 8a & 8b, page 13)**
- Maintain 1/4" gap above all horizontal flashing, do not caulk the gap
- All horizontal flashing must be installed with a positive slope to promote proper drainage and avoid moisture build up on top of the flashing
- Flashing behind butt joints provides an extra level of protection from water infiltration. Appropriate color-matched aluminum flashing or 30 lb. felt strips can be used behind all butt joints to reduce water infiltration **(Fig. 3b)**.

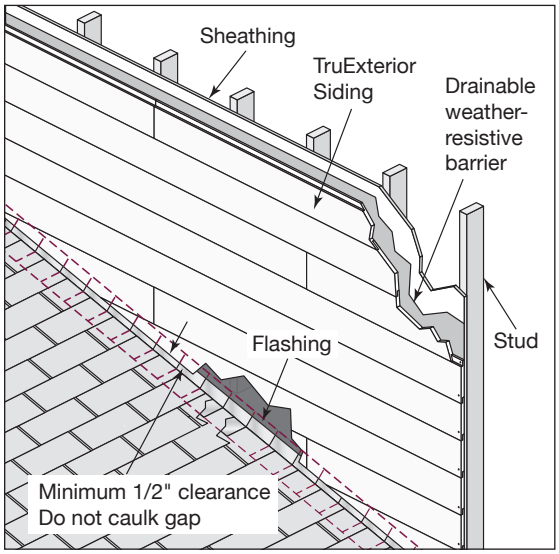


Fig. 3

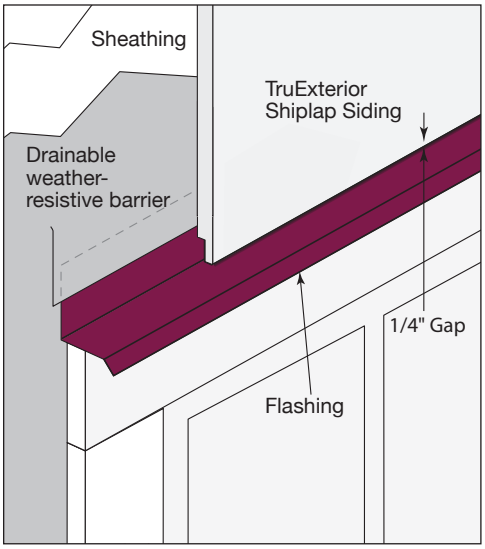


Fig. 3a

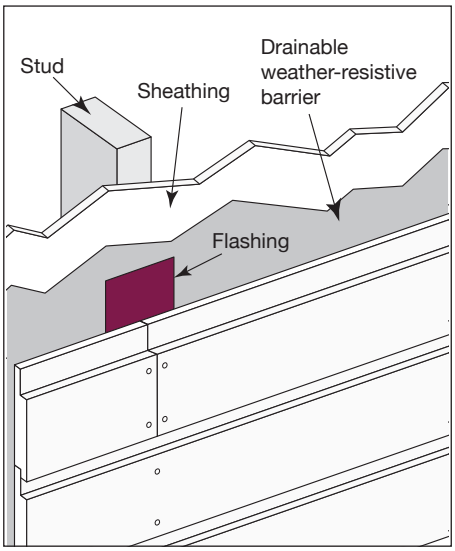


Fig. 3b

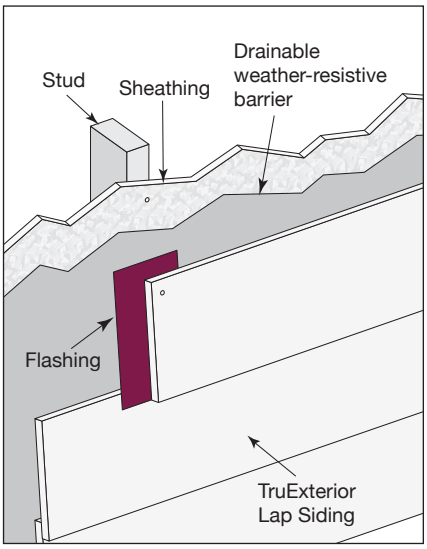


Fig. 3c

CLEARANCE REQUIREMENTS

Clearance requirements help ensure durability and longevity of your project by ensuring that water has a way to drain away from the building. Always follow local codes requirements.

Maintain the minimum of 1/4" gap between:

- TruExterior Siding and Trim products and any horizontal flashing
- Other solid horizontal surfaces like decks, paths, steps, and etc., to ensure water has a way to drain away from the building

CAULKING AND SEALING

While TruExterior products do not require priming or sealing of end cuts, a variety of caulks and sealants may be used in conjunction with the product to help prevent water intrusion to the structure.

TruExterior recommends caulks and sealant that remain permanently flexible. Do not use adhesive caulks. Caulking/sealant must be applied in accordance with manufacturers' instructions.

PAINTING AND STAINING TRUEXTERIOR PRODUCTS

TruExterior products are required to be painted within 150 days of installation.

TruExterior products are dimensionally stable which promotes long-lasting paint and stain adhesion, even with dark colors.

- Nail holes and minor dents and dings may be repaired with a high-grade exterior caulk or exterior wood filler
  - Consult with the caulk/filler manufacturer on proper installation and maintenance of their products
- It is important to make sure that the product is completely dry before painting
- Use a high-grade exterior acrylic paint or solid color stain and follow the manufacturer's application instructions
- Ensure all surfaces are free of dirt or other contaminants and completely dry before painting
- Ensure that all exposed TruExterior Siding and Trim surfaces are adequately covered with paint or stain per the manufacturer's guidelines
- When using a sprayer to apply paint or stain, it is best to back roll or back brush to avoid runs, drips or bubbles on the siding surface

Please refer to the appendix and TruExterior Technical Bulletins, Construction Adhesives and Sealants, and Painting located at Truexterior.com/resources for additional details.

TRUEXTERIOR TRIM INSTALLATION

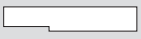
PRODUCT DESCRIPTION

TruExterior Trim is intended to be used in non-load bearing applications. TruExterior Trim is available in commonly used nominal widths from 4 inches to 12 inches and comes in 16 foot lengths with smooth surface on one side and grain on the reversible side. TruExterior Trim is suitable for ground and masonry contact and moisture-prone areas, which makes it ideal for exterior trim applications such as fascia, door trim, soffits, rake boards and a variety of other applications. The trim comes pre-primed and requires it to be painted within 150 days after installation.

TRIM

5/8 Trim Sizes		1X Trim Sizes		5/4 Trim Sizes		2X Trim Sizes	
Nominal	Actual	Nominal	Actual	Nominal	Actual	Nominal	Actual
—	—	—	—	—	—	2 x 2	1-1/2" x 1-1/2"
—	—	1 x 3	3/4" x 2-1/2"	5/4 x 3	1" x 2-1/2"	—	—
5/8 x 4	5/8" x 3-1/2"	1 x 4	3/4" x 3-1/2"	5/4 x 4	1" x 3-1/2"	2 x 4	1-1/2" x 3-1/2"
—	—	1 x 5	3/4" x 4-1/2"	5/4 x 5	1" x 4-1/2"	—	—
5/8 x 6	5/8" x 5-1/2"	1 x 6	3/4" x 5-1/2"	5/4 x 6	1" x 5-1/2"	2 x 6	1-1/2" x 5-1/2"
5/8 x 8	5/8" x 7-1/4"	1 x 8	3/4" x 7-1/4"	5/4 x 8	1" x 7-1/4"	2 x 8	1-1/2" x 7-1/4"
5/8 x 10	5/8" x 9-1/4"	1 x 10	3/4" x 9-1/4"	5/4 x 10	1" x 9-1/4"	2 x 10	1-1/2" x 9-1/4"
5/8 x 12	5/8" x 11-1/4"	1 x 12	3/4" x 11-1/4"	5/4 x 12	1" x 11-1/4"	2 x 12	1-1/2" x 11-1/4"

ACCESSORIES

Skirt Board		Window Pocket Rabbeted Trim		Siding Pocket Rabbeted Trim		Window and Siding Pocket Rabbeted Trim	
							
Nominal	Actual	Nominal	Actual	Nominal	Actual	Nominal	Actual
1 x 6	3/4" x 5-1/2"	5/4 x 4	1" x 3-1/2"	5/4 x 3	1" x 2-1/2"	5/4 x 4	1" x 3-1/2"
1 x 8	3/4" x 7-1/4"	5/4 x 6	1" x 5-1/2"	5/4 x 4	1" x 3-1/2"	5/4 x 6	1" x 5-1/2"
5/4 x 6	1" x 5-1/2"	5/4 x 8	1" x 7-1/4"	5/4 x 5	1" x 4-1/2"	5/4 x 8	1" x 7-1/4"
5/4 x 8	1" x 7-1/4"			5/4 x 6	1" x 5-1/2"		
				5/4 x 8	1" x 7-1/4"		

APPROVED FASTENERS: TRIM

- TruExterior Trim (5/8, 1X, 5/4 and 2X trim): 15-gauge finish nail, 2-1/2" minimum
- Always check your local building code requirements

INSTALLATION REQUIREMENTS

- TruExterior Trim should never be used for structural or load-bearing applications
- When installing TruExterior Trim, allow the top trim pieces to extend to the edges of the vertical trim pieces. The bottom trim should fit between the two vertical side pieces **(Fig. 4)**.

Pro Tip: First, install the bottom trim piece; next, install the two side trim pieces; and finally, install the top trim piece.

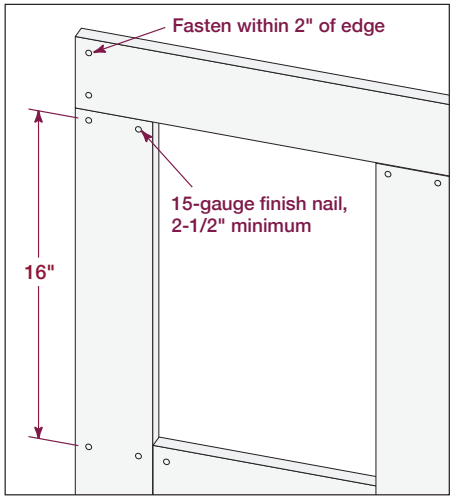


Fig. 4

TRIM FASTENING REQUIREMENTS

- Nail the trim pieces in place within 2 inches of the edge of the trim piece using approved fasteners **(Fig. 4)**
- Fasten trim every 16 inches along the length of the board
- Refer to Fig. 5 to identify the correct number of fasteners required for the each trim size
- Ensure trim is adequately fastened
- Boards can be butted together with moderate edge contact

TruExterior Trim Fastening Schedule

NUMBER OF FASTENERS | EVERY 16 INCHES					
TRIM SIZE		TRIM THICKNESS NOMINAL			
TRIM WIDTH NOMINAL		5/8"	1X	5/4"	2X
	2 in.	N/A	N/A	N/A	1
	3 in.	N/A	2	2	N/A
	4 in.	2	2	2	2
	5 in.	N/A	2	2	N/A
	6 in.	2	2	2	3
	8 in.	2	2	2	3
	10 in.	3	3	3	4
	12 in.	3	3	3	4

Fig. 5

INSTALLING TRIM AS FASCIA

- When using TruExterior Trim as fascia, a sub-fascia of equal width is required **(Fig. 6)**
- On longer fascia runs (over 30 feet), use scarf joints cut at 30° to 45° angles

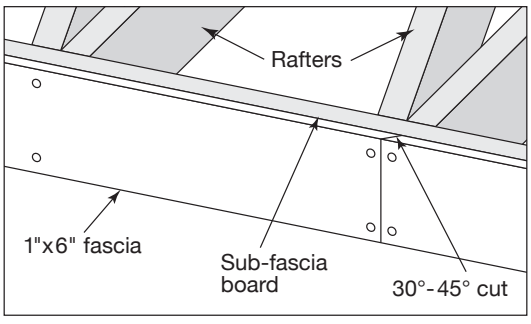


Fig. 6

INSTALLING CORNERS

INSIDE CORNERS

When creating inside corners, install 2x2 trim (1-1/2" x 1-1/2" actual) into the corner with an approved fastener.

- Use 1 nail every 16 inches along the length on alternating sides of the 2x2 trim, ensuring penetration into the framing **(Fig. 7)**
- Butt each course of siding up to the corner trim and secure in place **(Fig. 8 & 8a)**
- Seal the joint between the corner trim and the siding with high-grade exterior acrylic caulk **(Fig. 8 & 8a)**
- With TruExterior you can use any width trim to create a custom look for your corners

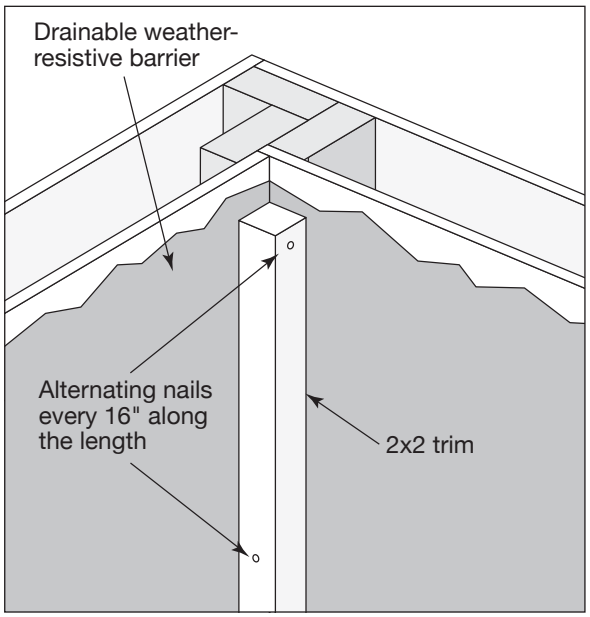


Fig. 7

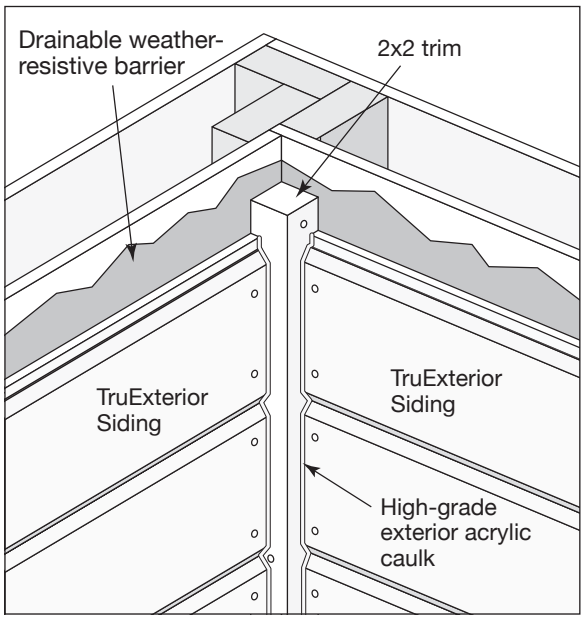


Fig. 8

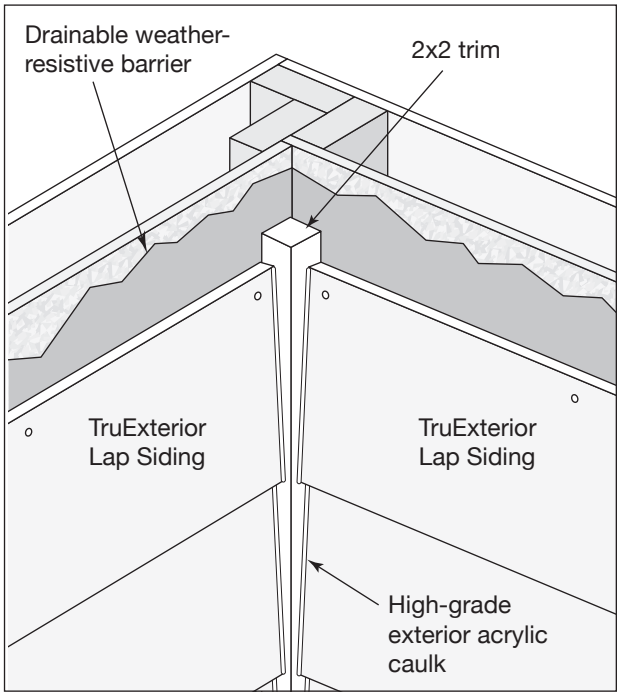


Fig. 8b

OUTSIDE CORNER BOARDS

- Typical outside corners are created using: 1x5 (3/4" x 4-1/2" actual) and 1x6 (3/4" x 5-1/2" actual). 1X Trim is typically used with TruExterior Nickel Gap, Shiplap, Channel, Channel Bevel, V-Rustic, Cove/Dutch Siding profiles.
- Outside corners for 5/8" Lap Siding are typically created using 2x4 (1-1/2" x 3-1/2" actual) and 2x6 (1-1/2" x 5-1/2" actual)
- With TruExterior you can use any width trim to create a custom look for your corners
- Secure each trim piece with approved fasteners every 16 inches along the length of each piece of trim, staggering the nail pattern slightly to prevent opposing nails from contacting each other **(Fig. 9)**
- Follow recommended fasteners schedule for your trim size outlined on page 12 (**Fig. 5)**
- Ensure that the nails penetrate the framing; the nails of the longer trim piece should also penetrate the shorter trim piece **(Fig. 10a)**
- Butt each course of siding up to the corner trim and secure in place **(Fig. 9)**
- Seal the joint between the outside corner trim and the siding with high-grade exterior acrylic caulk **(Fig. 9)**
- In situations where the height of the home requires more than one piece of corner trim installed vertically, create a 22.5°-45° weather cut at the butt joints where angle will slope down and away from the building **(Fig. 10)**
  - Stagger joints on both sides of the corner **(Fig. 10)**

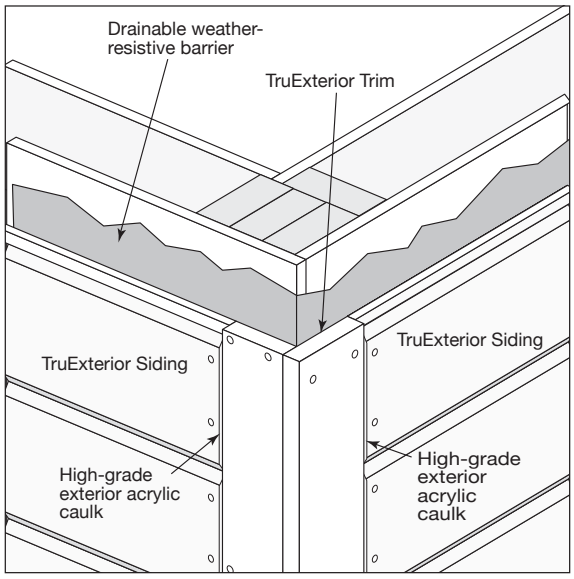


Fig. 9

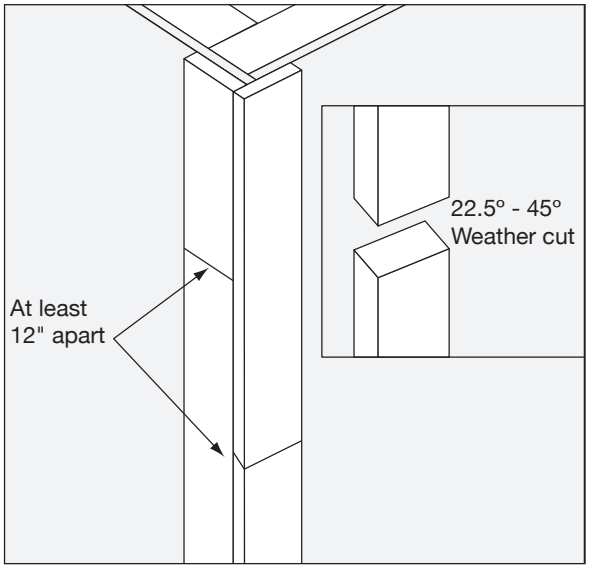


Fig. 10

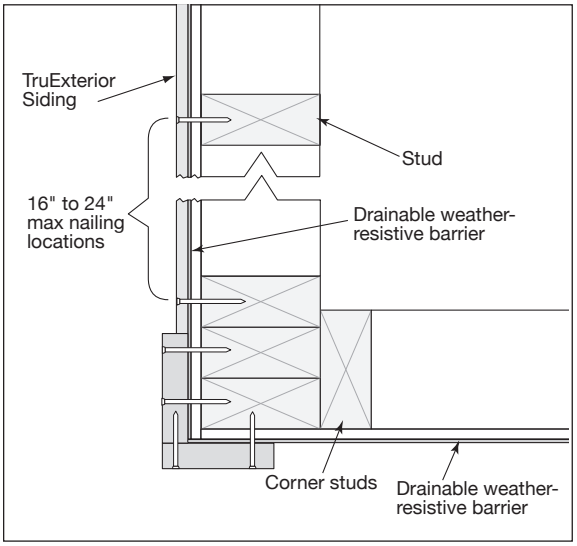


Fig. 10a

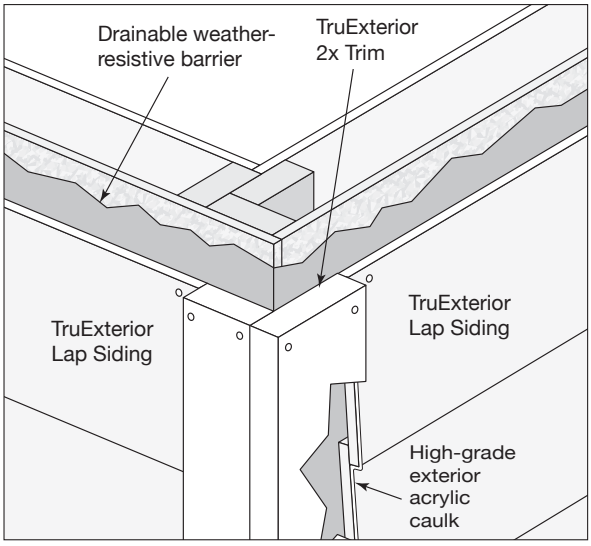


Fig. 11

MITERED CORNER BOARDS

Due to TruExterior products' high level of dimensional stability and exceptional workability, TruExterior Siding and Trim are ideal for creating beautiful, mitered corner details.

PRE-ASSEMBLED MITERED CORNERS

The pre-assembled mitered corner offers an efficient and streamlined method for achieving aesthetically pleasing corners.

- Cut trim pieces with opposing 45° angle cuts to form a 90° corner when joined **(Fig. 12)**
- Apply premium polyurethane-based glue and clamp the miter joint **(Fig. 12 & 13)**
- Nail the miter joint every 16 inches along the length of the trim to help ensure a tight joint as the glue dries **(Fig. 14)**

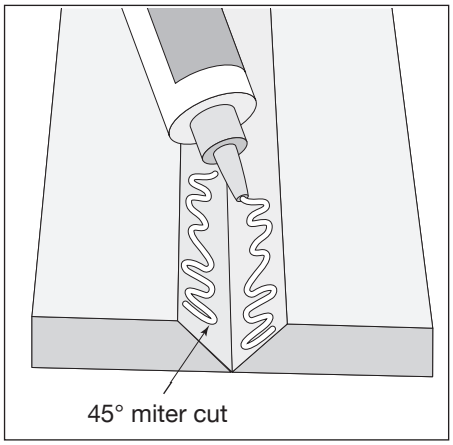


Fig. 12

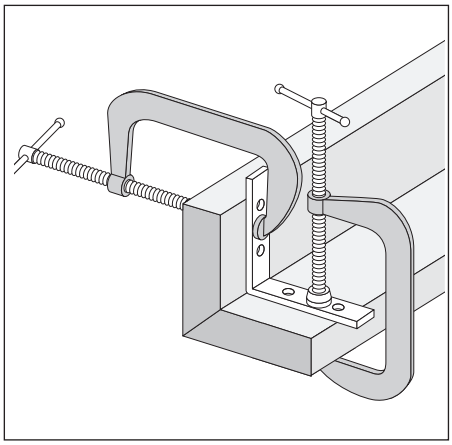


Fig. 13

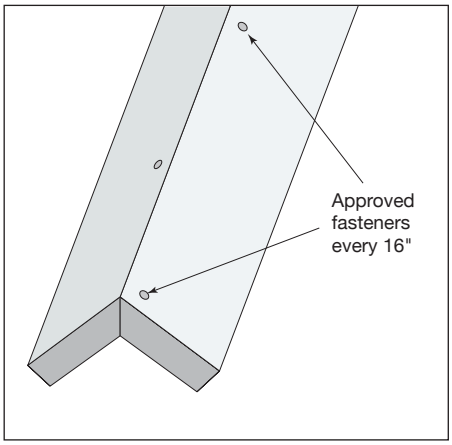


Fig. 14

INSTALLING PRE-ASSEMBLED MITERED CORNERS

- Follow recommended fasteners schedule for your trim size outlined on page 12 **(Fig 5)**
- Butt each course of siding up to the corner trim and secure in place
- Seal the joint between the corner and the siding with high-grade exterior acrylic caulk

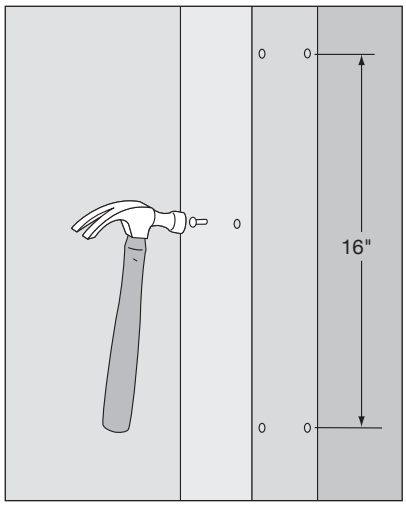


Fig. 15

MITERED SIDING CORNERS

Mitered siding corners add a clean and minimalistic design element to any house. TruExterior Siding is an ideal option for creating mitered siding corners. Because it boasts a similar workability to wood, TruExterior can be cut at angles using the same techniques.

Mitered corners create a clean and sophisticated look. As framing and corners may differ from project to project, each course of siding will have to be planned thoroughly to ensure a beautiful, mitered corner appearance.

INSTALLING MITERED SIDING CORNERS

- Cut siding pieces with opposing 45° angle cuts to form a 90° corner when joined
- To create 5/8 Lap Siding Mitered Corner the saw settings needs to be adjusted to accommodate the correct lap siding angle
- Ensure that all corners are level and plumb
- Saw settings may have to be adjusted if the walls are not plumb, level or out of square
- Ensure a good fit on the home before fastening
- Install first siding board following recommended siding fastening schedule
- Apply premium polyurethane-based adhesive at miter of the installed board
- Make sure to place fasteners 2" from the corner
- Install second siding board to form a mitered corner per siding installation requirements
- Proper leveling is essential for mitered siding corners. Take your time to keep each row of siding leveled to ensure corners appear seamless **(Fig. 16**).
- Fasten siding starting from the corner and moving to another end of the board. **Do not start at each end of the board and work towards the center.**

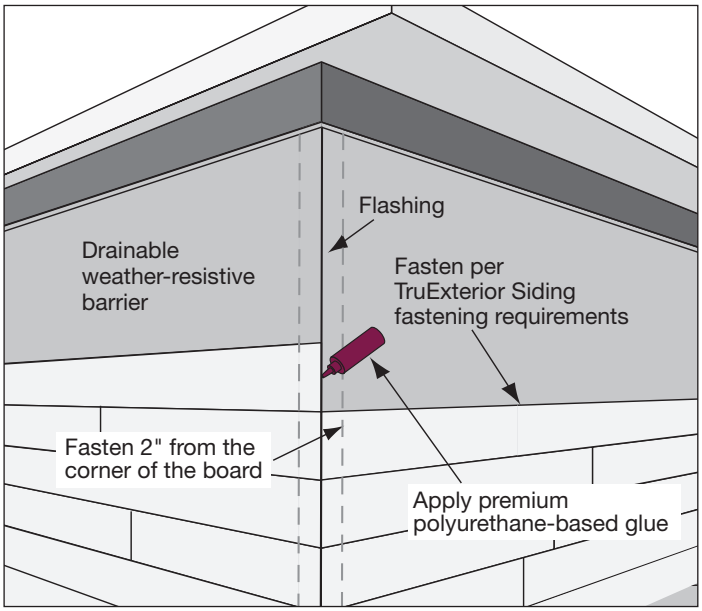


Fig. 16

TRUEXTERIOR SIDING INSTALLATION

PRODUCT DESCRIPTION

TruExterior Channel, Channel Bevel, Cove/Dutch Lap, Nickel Gap, Shiplap and V-Rustic siding profiles are available in 16' lengths and can be installed in two orientations to enhance the curb appeal of a home—traditional horizontal application or vertical application. Follow the nailing guidelines to help ensure a successful installation.

V-Rustic	
Nominal	Actual
1 x 6	11/16" x 5-1/2"
1 x 8	11/16" x 7-1/2"
1 x 10	11/16" x 9-1/2"

Cove/Dutch Lap	
Nominal	Actual
1 x 6	11/16" x 5-1/2"
1 x 8	11/16" x 7-1/4"
1 x 10	11/16" x 9-1/4"

Channel	
Nominal	Actual
1 x 6	11/16" x 5-1/2"
1 x 8	11/16" x 7-1/4"
1 x 10	11/16" x 9-1/4"

Channel Bevel	
Nominal	Actual
1 x 6	11/16" x 5-1/2"
1 x 8	11/16" x 7-1/2"
1 x 10	11/16" x 9-1/2"

Nickel Gap	
Nominal	Actual
1 x 4	11/16" x 3-1/2"
1 x 6	11/16" x 5-1/2"
1 x 8	11/16" x 7-1/4"
1 x 10	11/16" x 9-1/4"

Shiplap	
Nominal	Actual
1 x 4	11/16" x 3-1/2"
1 x 6	11/16" x 5-1/2"
1 x 8	11/16" x 7-1/4"
1 x 10	11/16" x 9-1/4"

GENERAL SIDING INSTALLATION REQUIREMENTS

- TruExterior Siding must be installed on frame-built walls with studs spaced 16 inches on center, or at most, 24 inches on center
  - The wall must be sheathed with 7/16" OSB or 15/32" plywood panels per local codes
- Always install drainable weather-resistive barrier according to local building code requirements **(Fig. 2)**
- Refer to pages 8-9 for more information regarding Framing, Managing Moisture and Flashing

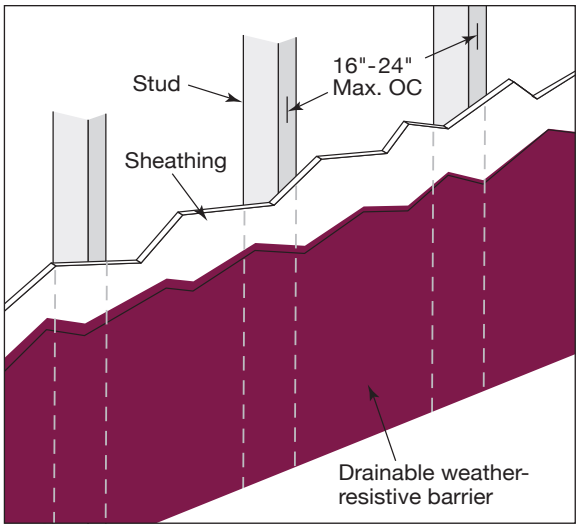


Fig. 2

APPROVED FASTENERS: SIDING

- 6D or 8D stainless steel or hot-dipped ring shank nails to meet wind load requirements stated in the Intertek CCRR-0300 report
- Always check your local code requirements

GENERAL SIDING FASTENING REQUIREMENTS

- TruExterior products can be hand nailed or fastened with pneumatic tools. If pneumatic fastening is used, set air pressure to drive nails flush with the surface of the siding.
- Make sure your nail gun is set to drive the nail head even/flush with the surface of the siding **(Fig. 18)**
- Fasten each piece of siding through the face 1 inch away from the edge of the siding reveal area **(Fig. 18)**, no less than 3/4" from the edge
- For 4", 6" and 8" profiles use 2 fasteners per every framing member. Both fasteners should be through the face of the profile **(Fig. 19)**.
- For 10" profiles, use 3 fasteners per every framing member
- All fasteners should be through the face of the profile **(Fig. 19)**
- Where a course of siding runs underneath a window, you must face nail every 8 inches
- **Always install siding from one end to another. Do not start at each end of the board and work towards the center**

Siding Fastening Requirements

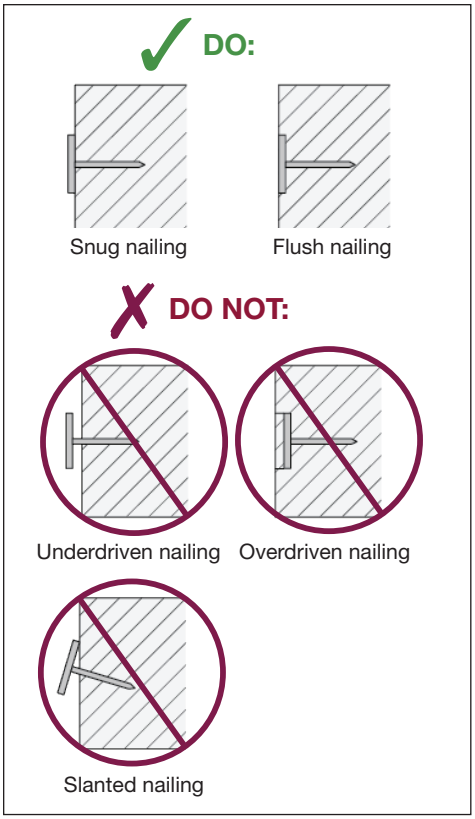


Fig. 18

Siding Fastening Schedule

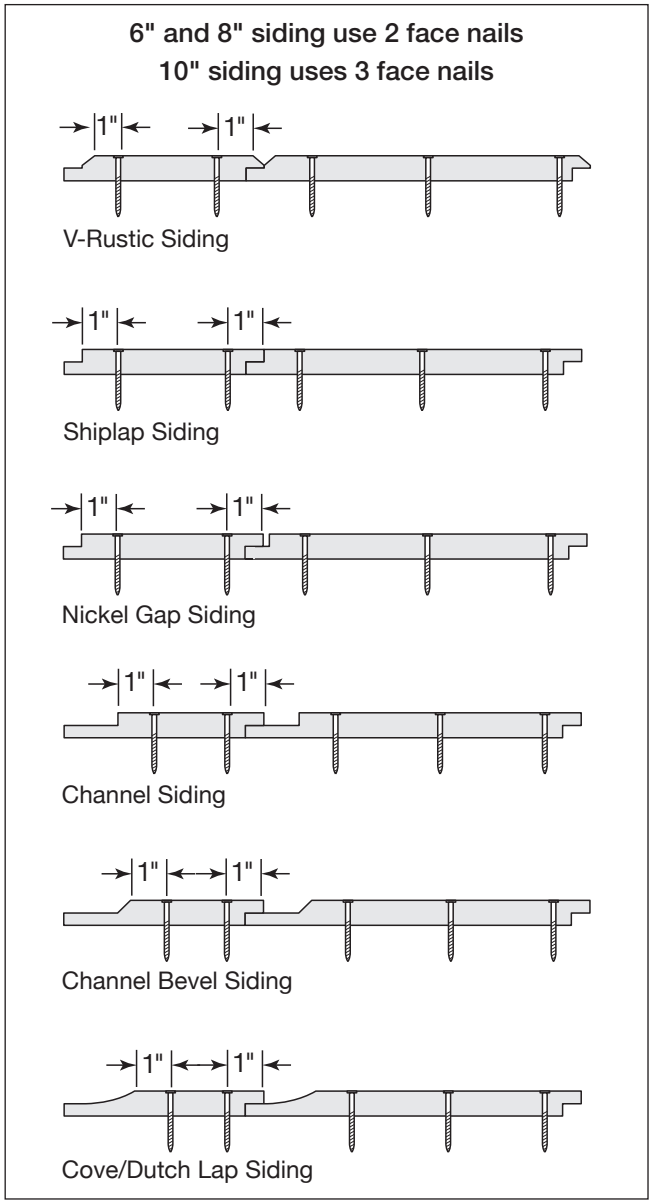


Fig. 19

HORIZONTAL SIDING INSTALLATION

FASTENING REQUIREMENTS:

- Horizontal siding must be fastened into the studs 16 inches to 24 inches max on center and penetrate a nailable substrate at least 1-1/4"
- When installing TruExterior in situations where fasteners are unable to penetrate solid framing, fasten into a minimum 7/16" OSB or 15/32" plywood **no more than 12 inches apart** along the length of the siding
- If installing over foam insulation sheathing, make sure the length of your nail is adjusted to ensure it penetrates a nailable substrate as described above
  - When installing siding over foam sheathing, it is important not to overdrive nails and compress the foam. The foam could compress unevenly and cause an uneven siding appearance.
- Siding can be installed in moderate contact with the trim at the end of each course
- Caulk all vertical joints along window and door edges with a high-grade exterior acrylic caulk per manufacturer's guidelines
- Follow TruExterior Siding nailing requirements **(Listed on page 18)**
- Make sure to install flashing above windows, doors and roof lines per local codes

HORIZONTAL SIDING: JOINTS

- Joints can be installed butted together with no gap
- For walls longer than 16', stagger joints to create the most aesthetically pleasing design/layout **(Fig. 20)**
- Flashing may be used behind butt joints for an additional layer of protection against water infiltration **(Fig. 21)**

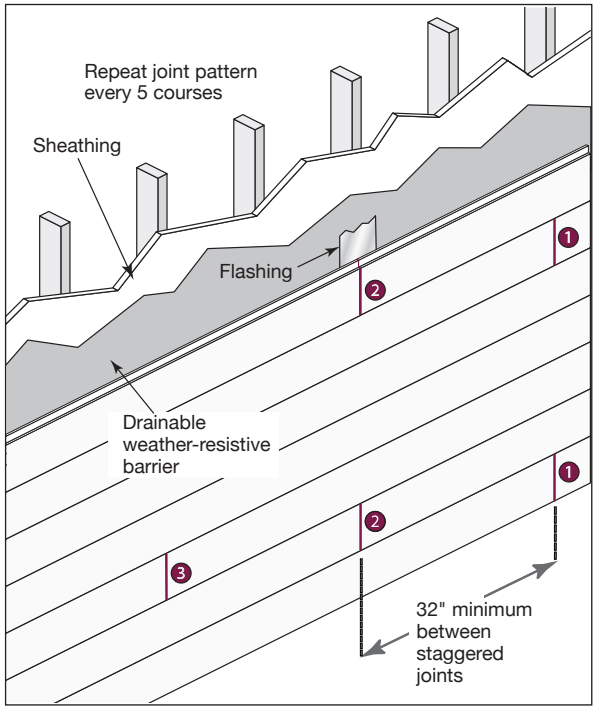


Fig. 20

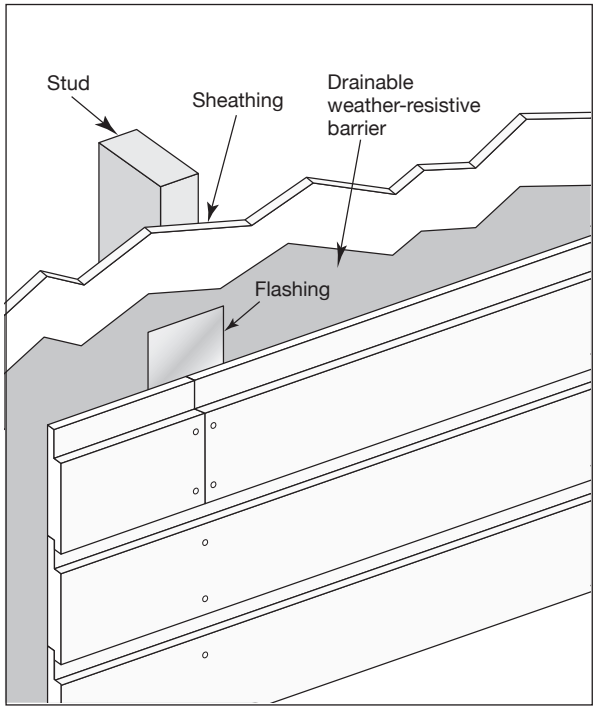


Fig. 21

VERTICAL SIDING INSTALLATION

INSTALLATION REQUIREMENTS: VERTICAL SIDING

- In situations where the height of the home requires more than one piece of siding installed vertically, it is required to install flashing at the end of each board. 1/4" minimum gap is required on top of all horizontal flashing **(Fig. 22)**.
- TruExterior recommends to break the siding below the sub floor level on new construction **(Fig. 22)**
- Refer to Seaming Tall Walls section on methods on how to treat horizontal joints in this situation
- Make sure to install flashing above windows, doors and roof line in accordance with local codes

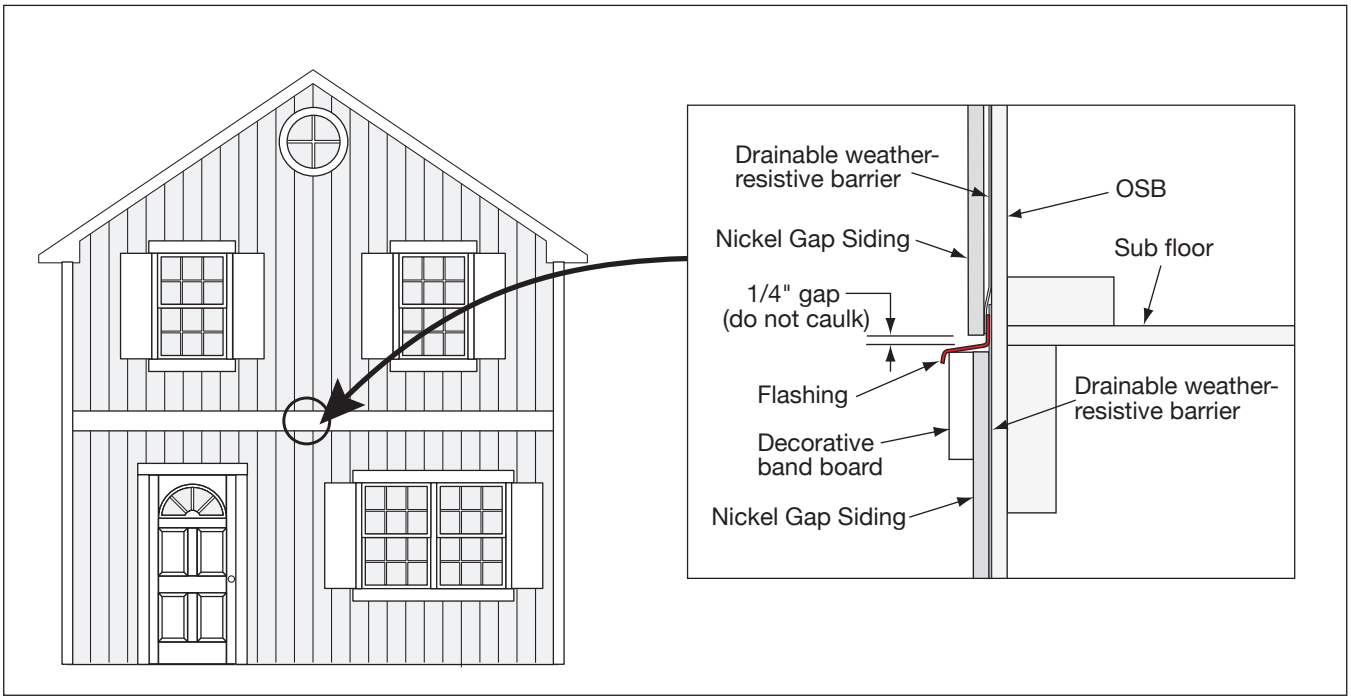


Fig. 22

FASTENING REQUIREMENTS:

- Fasten each piece of siding through the face no less than 3/4" from the edge and no more than 12" along the length of both sides of the siding **(Fig. 23)**
- Follow TruExterior Siding fastening requirements on page 19 **(Fig. 18 & 19)**

VERTICAL SIDING: JOINTS

- In situations where the height of the home requires more than one piece of siding installed vertically, flashing is required between the ends of each board. 1/4" minimum gap is required above all horizontal flashing **(Fig. 23.)**
- Refer to the Seaming Tall Walls section for additional detail

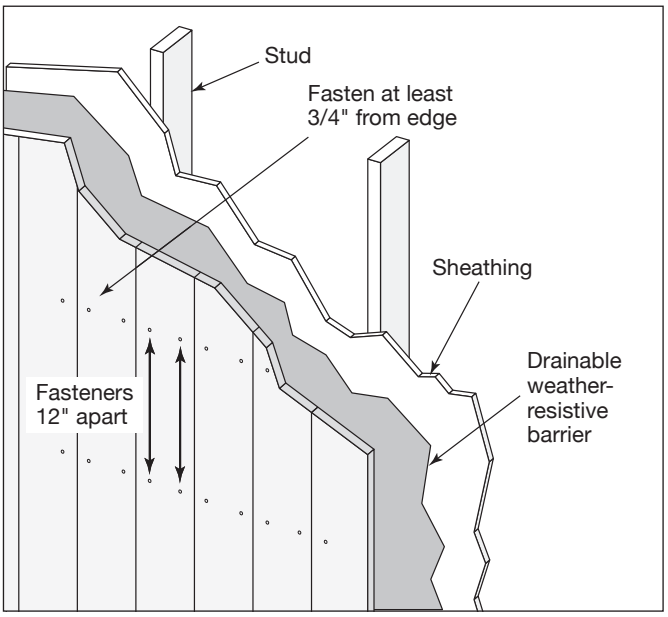


Fig. 23

SEAMING TALL WALLS

There are two methods of seaming siding on tall walls: Decorative band board trim and flashed butt joint. Both are effective in redirecting water away from the home.

DECORATIVE BAND BOARD TRIM INSTALLATION:

- Decorative band board trim can be installed using 2 methods **(Fig. 24 & 25)**
- The z-flashing must be tucked under the drainable weather-resistive barrier and extend to the front of the boards
- Flashing must be sloped away from the wall
- 1/4" minimum gap must be maintained above the flashing **(Fig. 25)**
- Do not caulk gap between upper panel and flashing

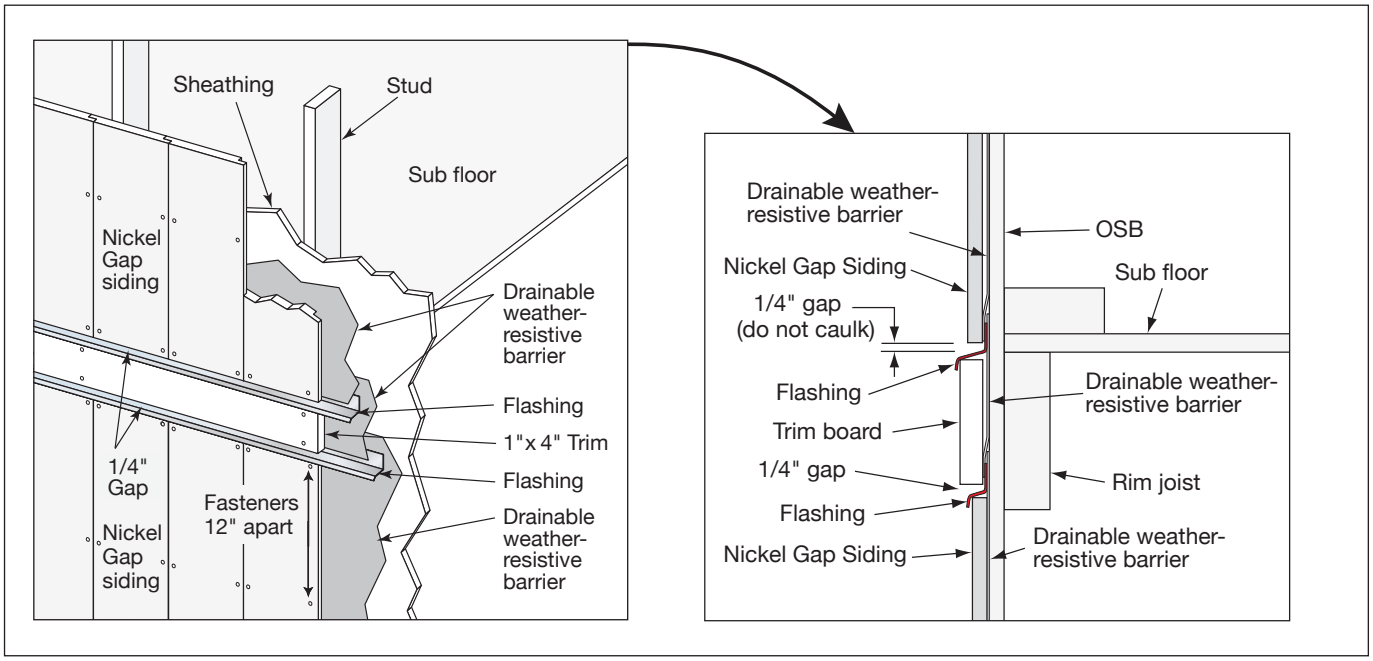


Fig. 24

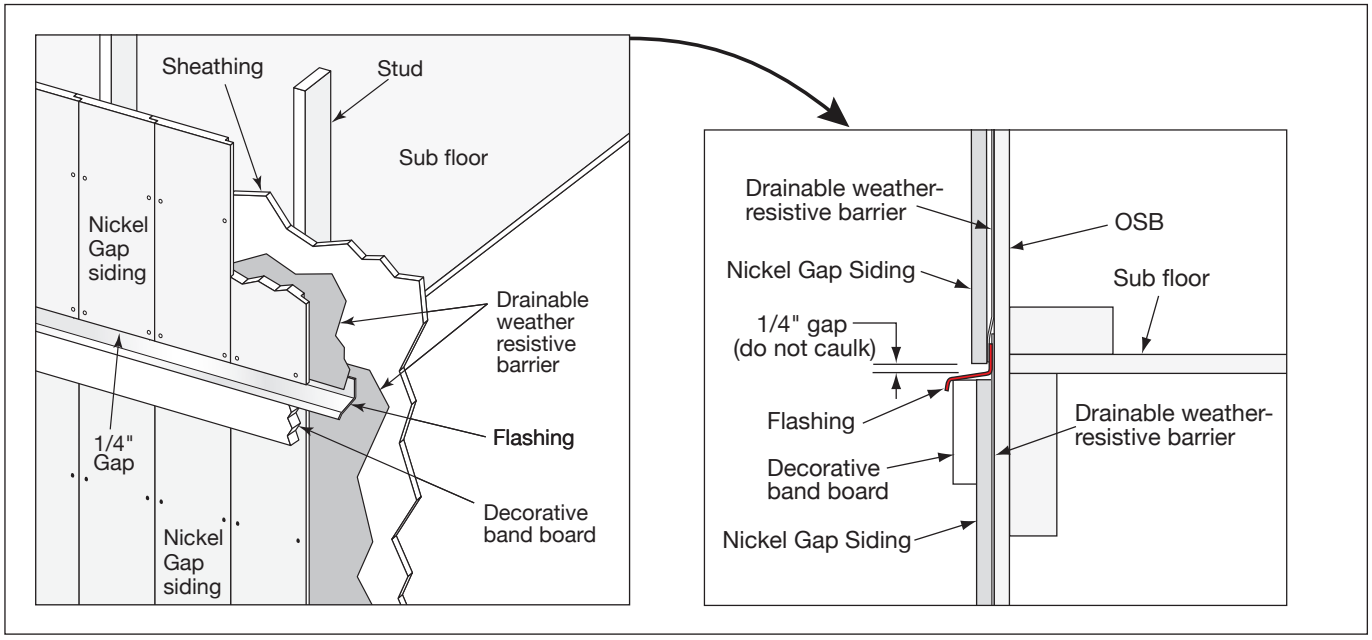


Fig. 25

FLASHED HORIZONTAL JOINT INSTALLATION:

- When installing vertical siding, horizontal joints must be flashed to minimize water penetration
- Install a piece of z-flashing, tucked under the drainable weather-resistive barrier that extends to the front of the board.
  - Make sure that flashing is sloped away from the wall
  - 1/4" gap is required above all horizontal flashing **(Fig. 26)**
  - Do not caulk gap between upper panel and flashing

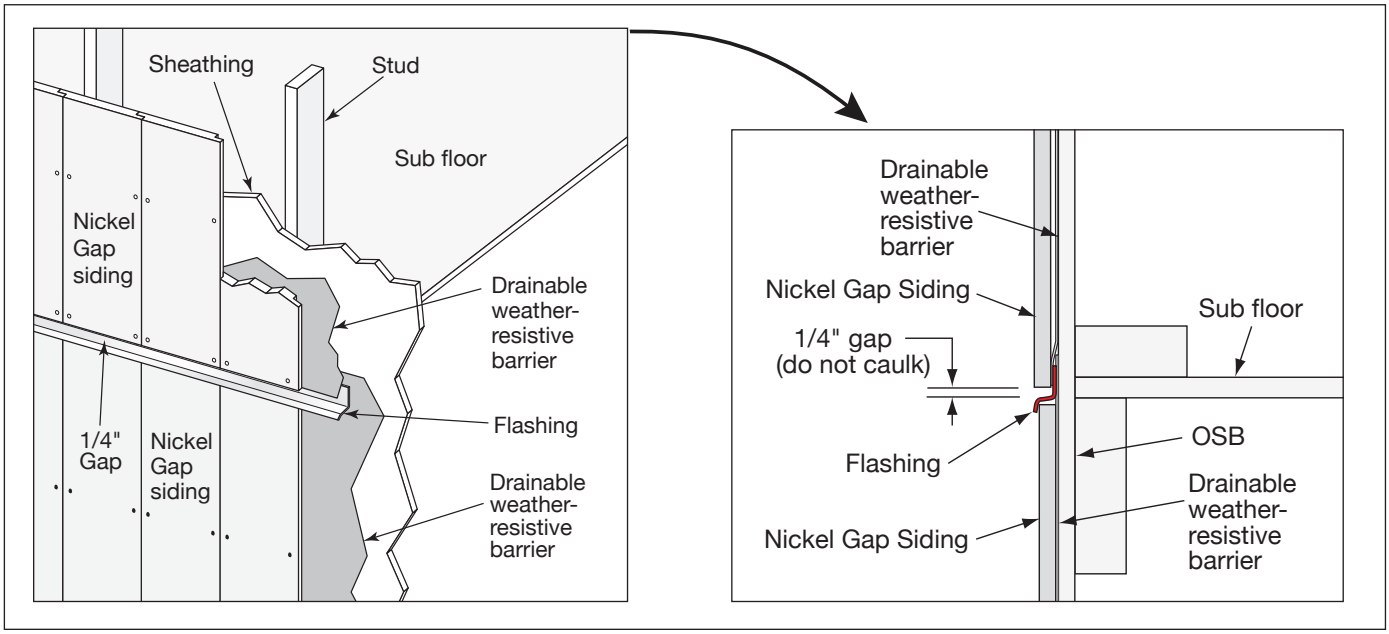


Fig. 26

MOUNT BLOCKS

When installing siding around mount blocks, apply flashing tape starting on the bottom of the block, working your way to the top. Ensure mounting blocks are installed and flashed in accordance with manufacturer's installation instructions and local codes.

- Trim each piece of siding to fit around the block, leaving a 1/8" gap around the edges **(Fig. 27)**
- Apply color-matched exterior acrylic caulk to the side joints, leaving the top joint open for water drainage

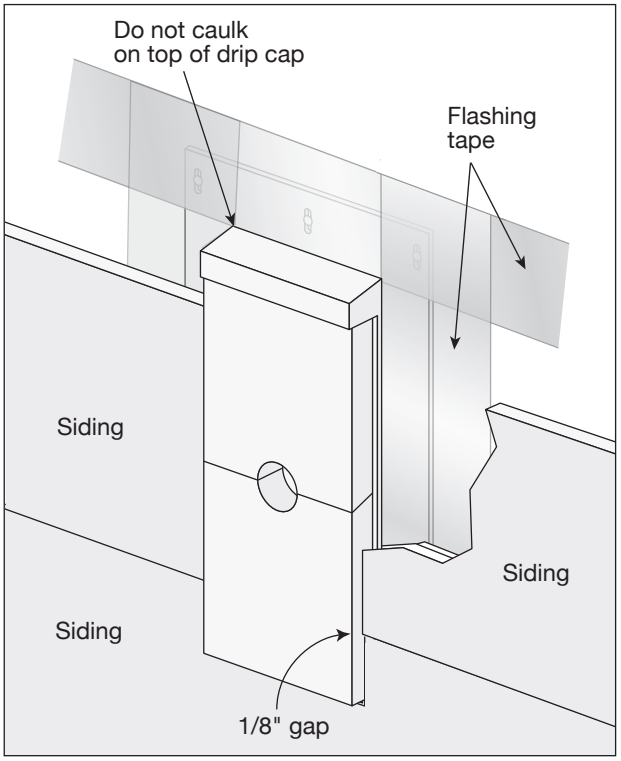


Fig. 27

5/8 LAP SIDING INSTALLATION

PRODUCT DESCRIPTION

TruExterior® 5/8 Lap Siding has the versatility and toughness to stand up to extreme conditions, offering sophisticated beauty with little maintenance. It's a bold choice that offers deep shadow lines and curb appeal that's hard to resist. 5/8 Lap Siding comes in 16' lengths and requires 2X trim **(Fig. 28)**.

5/8 Lap Siding		
		
Nominal	Actual	Reveal
5/8 x 6	5/8 x 5-1/2"	4-1/4"
5/8 x 8	5/8" x 7-1/4"	6"



Fig. 28

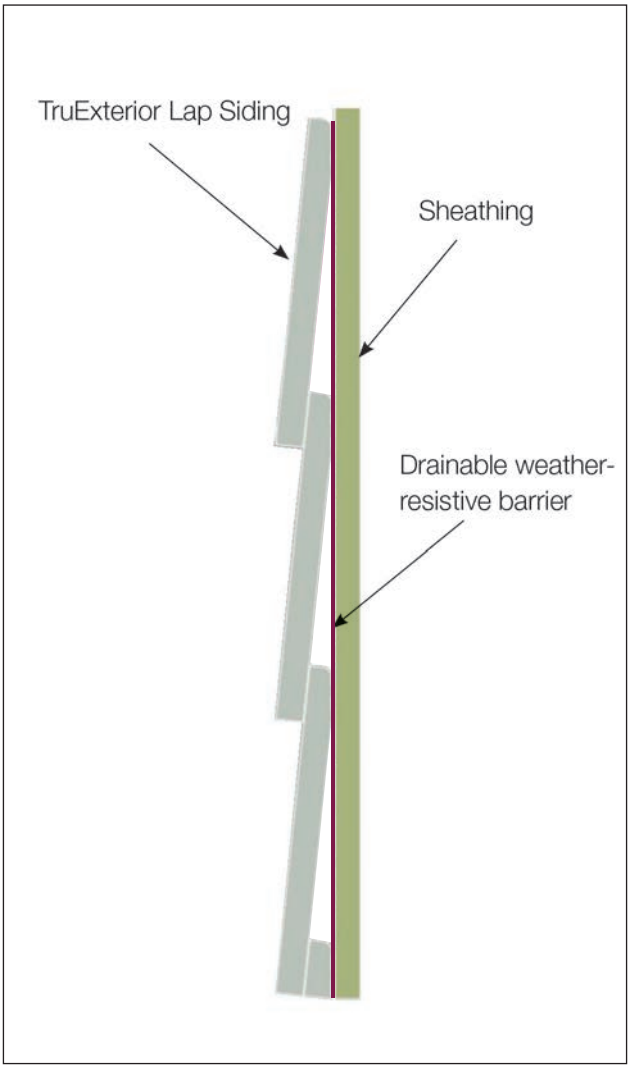


Fig. 28a

4-1/4'' REVEAL LAP SIDING

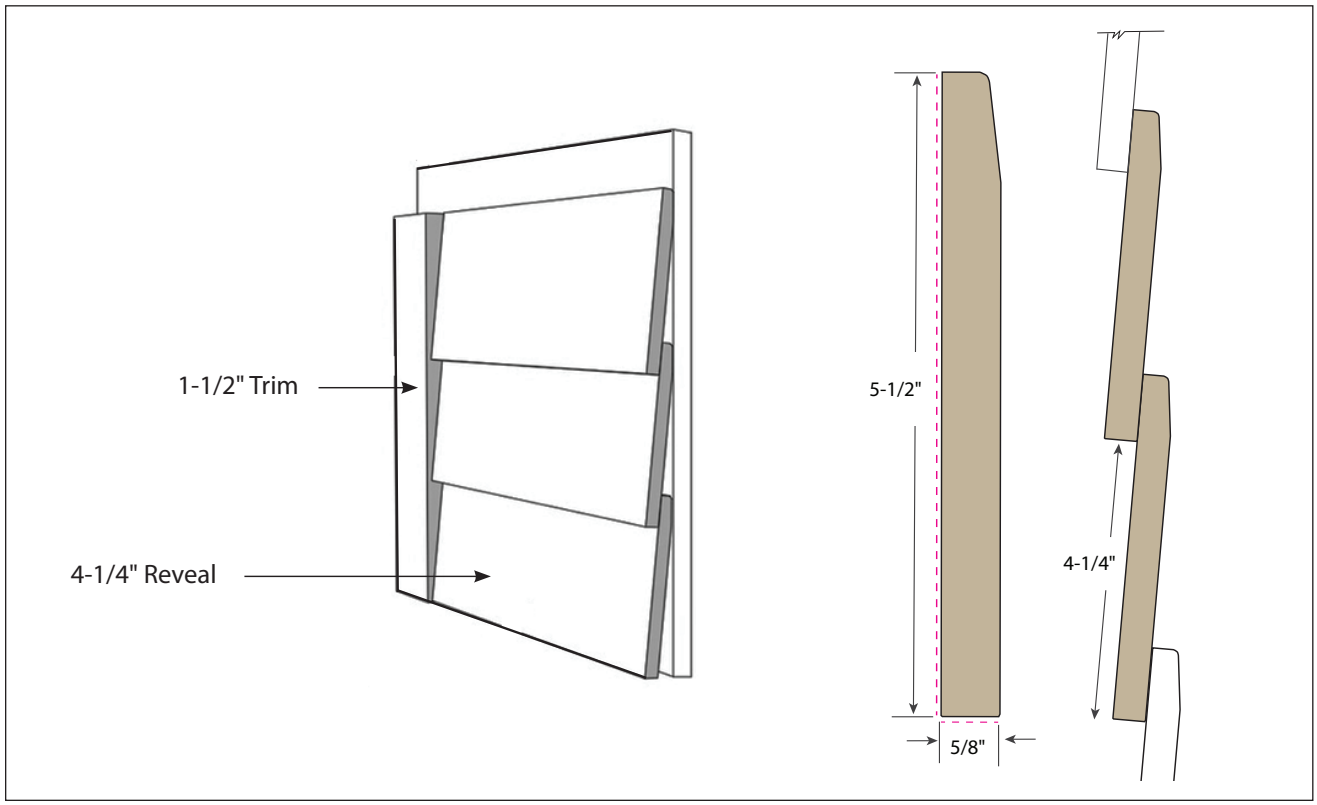


Fig. 29

6'' REVEAL LAP SIDING

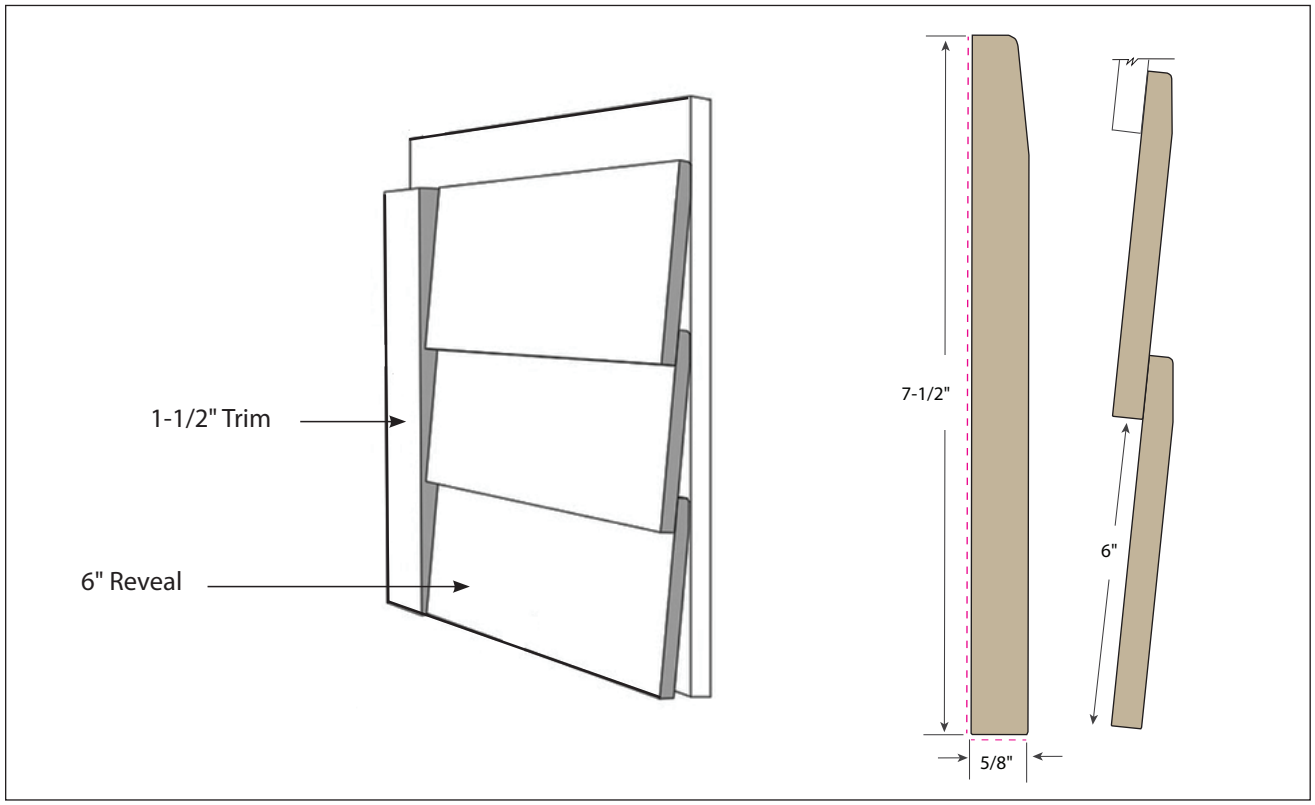


Fig. 30

INSTALLING 5/8 LAP SIDING: TRIM

- TruExterior 5/8 Lap Siding requires 2X (1-1/2'' actual thickness) trim for proper aesthetics
- Please refer to TruExterior Trim Installation Section for detailed fastening requirements **(page 12)**

TRUEXTERIOR 2X TRIM	
Nominal	Actual
2 x 2	1-1/2" x 1-1/2"
2 x 4	1-1/2" x 3-1/2"
2 x 6	1-1/2" x 5-1/2"
2 x 8	1-1/2" x 7-1/4"
2 x 10	1-1/2" x 9-1/4"
2 x 12	1-1/2" x 11-1/4"

GENERAL INSTALLATION REQUIREMENTS: 5/8 LAP SIDING

- TruExterior 5/8 Lap Siding must be installed on frame-built walls with studs spaced 16 inches to 24 inches max on center
- The wall must be sheathed with a minimum 7/16" OSB or 15/32" plywood panels per local codes
- Always install drainable weather-resistive barrier and flashing according to local building requirements
- Refer to **pages 8-9** of this guide for more information regarding Framing, Managing Moisture, and Flashing
- Always install siding from one end to another. **DO NOT** start at each end of the board and work towards the center.
- It is recommended to square the ends of the boards prior to installation. Field cuts do not require to be primed or painted.

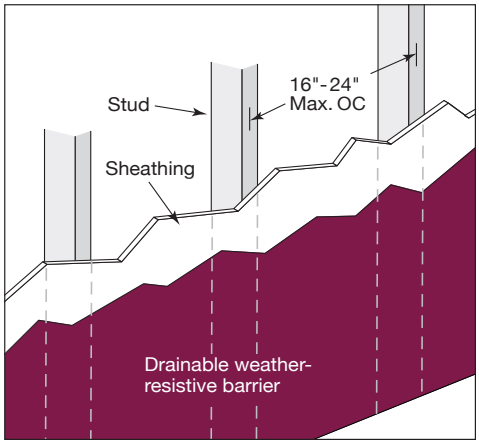


Fig. 2

GENERAL FASTENING REQUIREMENTS: 5/8 LAP SIDING

- TruExterior 5/8 Lap Siding can be hand nailed or fastened with pneumatic tools
- Make sure your nail gun is set to drive the nail head even/flush with the surface of the siding
- Drive fasteners perpendicular to siding
- Do not overdrive nail heads or drive nails at an angle **(Fig. 18)**
- Where the course of siding runs underneath the window, face nail every 8 inches
- If installing over sheets of foam insulation up to 1" thick adjust the length of the nail to ensure it penetrates a nailable substrate at least 1-1/4" deep
  - Please note that the foam may compress under fasteners and create undesirable wavy appearance
  - Special care must be taken to not overcompress the siding into the foam sheathing, which can cause the wavy appearance of the siding. Adjust pressure of the nail gun to tightly nail the siding but not compress the foam sheathing.

Siding Fastening Requirements

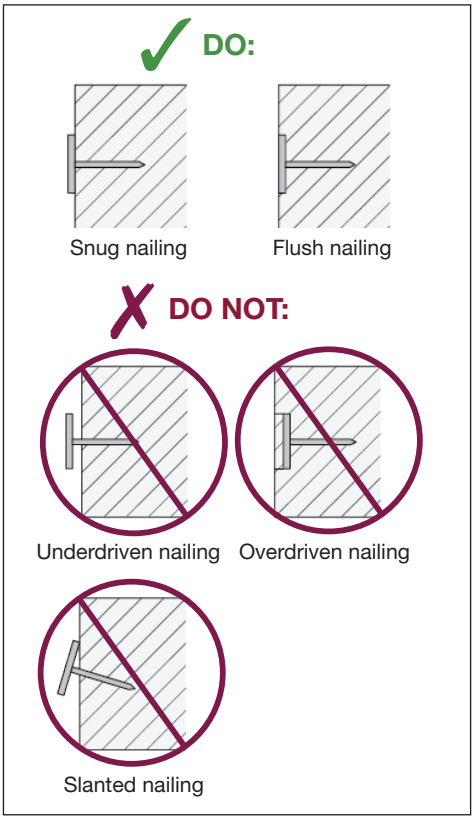


Fig. 18

5/8 LAP SIDING: STARTER STRIP

To start installing TruExterior Lap Siding the starter strip needs to be created. The starter strip provides correct angle for the initial course of siding, ensuring a uniform and aesthetically pleasing siding appearance.

APPROVED FASTENERS: STARTER STRIP

- 15-gauge finish trim nails, 2" minimum
- 1 (one) nail every 12" **(Fig. 31)**

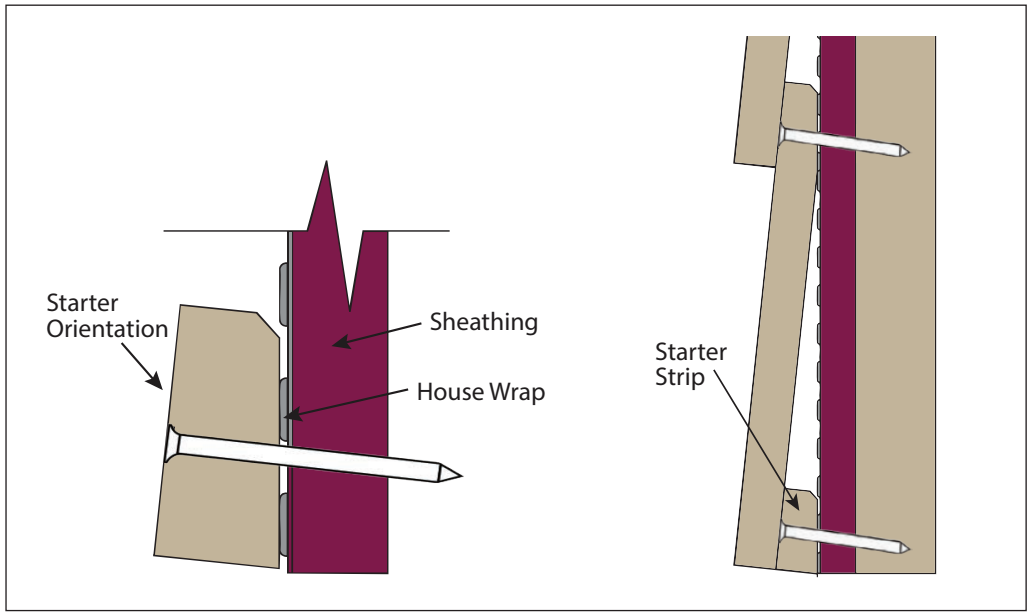


Fig. 31

INSTALLING 5/8 LAP SIDING: STARTER STRIP

- The starter strip is created from the 5/8 lap siding plank
  - Rip 1-1/4" wide starter strip from your lap siding plank to ensure consistent lap boards angle **(Fig. 32)**
  - The leftover piece of lap siding plank can be used for trim or top course of siding
- Fasten the starter strip first to give the first course of siding the proper angle **(Fig. 31)**
  - Before fastening make sure that the starter strip is tight against the wall
- When ending lap at the bottom of a window or at the top of a wall, a filler strip maybe necessary to achieve a proper board angle
- When cutting lap siding around doors, windows, or other horizontal trim applications, an additional starter strip maybe necessary to achieve proper plank angle

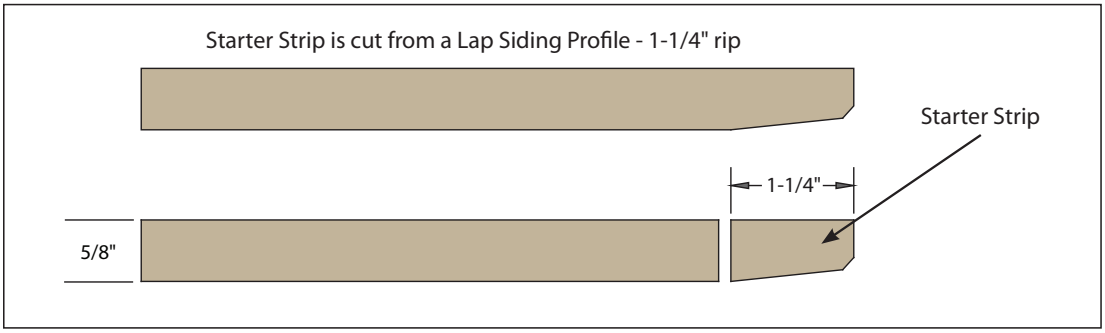


Fig. 32

INSTALLING 5/8 LAP SIDING PLANKS

TruExterior Lap Siding can be secured to the wall in two ways – hidden fasteners or face nail with additional fasteners to meet local codes. Consult local code listings and the Intertek CCRR-0300 Report for correct fastener types and placement to meet specified design wind loads.

APPROVED FASTENERS

- 8D stainless steel or hot-dipped ring shank nails to meet wind load requirements stated in the Intertek CCRR-0300 report
- Always check your local code requirements

HIDDEN FASTENER METHOD (BLIND NAILING)

FASTENING REQUIREMENTS:

- Install starter strip first
- Lap Siding planks must be fastened into the studs spaced 16 inches to 24 inches max on center
  - When installing TruExterior Lap Siding in situations where fasteners are unable to penetrate solid framing, fasten into a minimum 7/16" OSB or 15/32" plywood no more than 12 inches apart along the length of the siding
- Working from the bottom of the wall, place a fastener 1 inch down from the top edge of each piece of lap siding plank **(Fig. 33 & 34)**
- Do not fasten below 1 inch from the edge to ensure fasteners are concealed by the next course of siding
- Position next course of siding to ensure you maintain the correct reveal for your lap siding

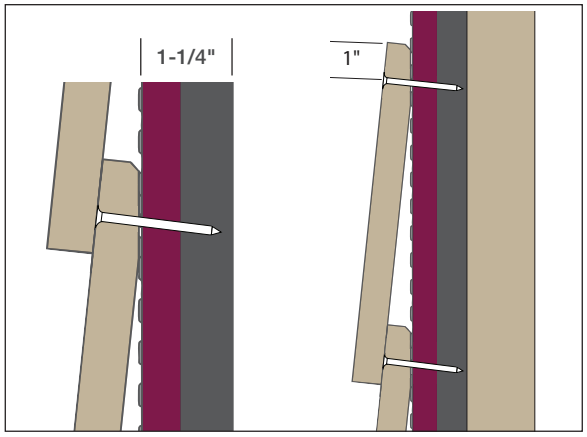


Fig. 33

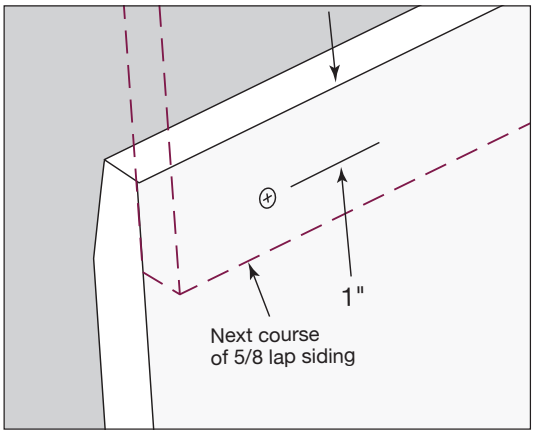


Fig. 34

FACE NAIL METHOD FOR HIGH WIND AREAS

Face nail fastening method provides extra holding power to help stand up to heavy winds and to meet local codes. Always check with your local building codes requirements.

FASTENING REQUIREMENTS:

- Install lap siding as noted in the above hidden nail section
- Place an extra fastener 3/4" from the bottom edge of the siding **(Fig. 35)**
- For additional wind load information refer to CCRR 0300 Report located on the resource page of TruExterior.com

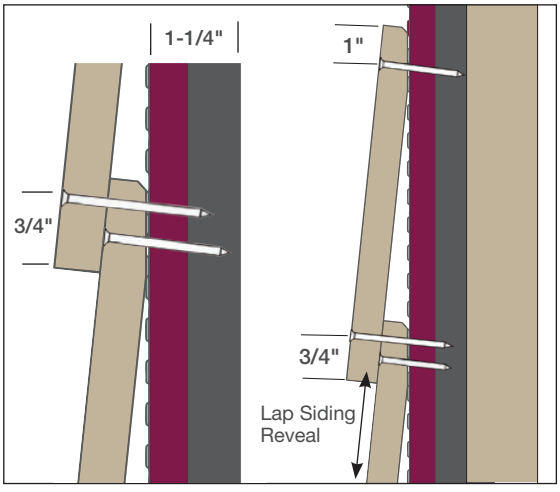


Fig. 35

5/8 LAP SIDING: JOINTS

- For walls longer than 16 feet, stagger joints to create the most aesthetically pleasing design/layout
  - Maintain minimum of 32" between staggered joints
- Joints can be butted together with moderate contact
- Seal all vertical joints along window and door edges with high-grade, exterior acrylic caulk
  - Always follow manufacturers' guidelines when using their high-grade, exterior acrylic caulk
- Butt joint flashing is recommended behind joints for additional layer of protection against water infiltration
- Always stagger butt joints over stud locations **(Fig. 36)**
- Pinning at the joints may be done if aesthetic improvements are desired
  - 15 gauge finish nail should be flushed with the surface

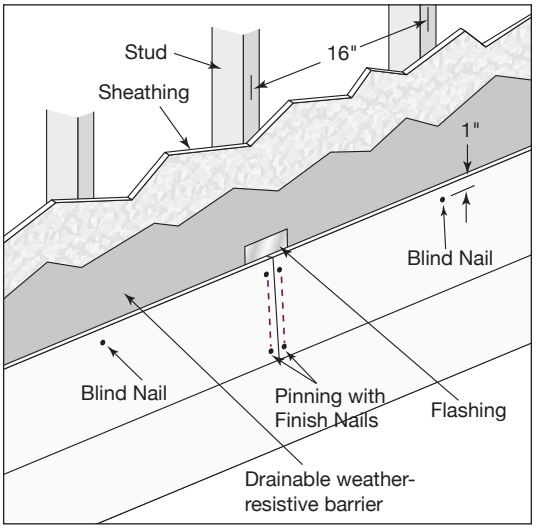


Fig. 36

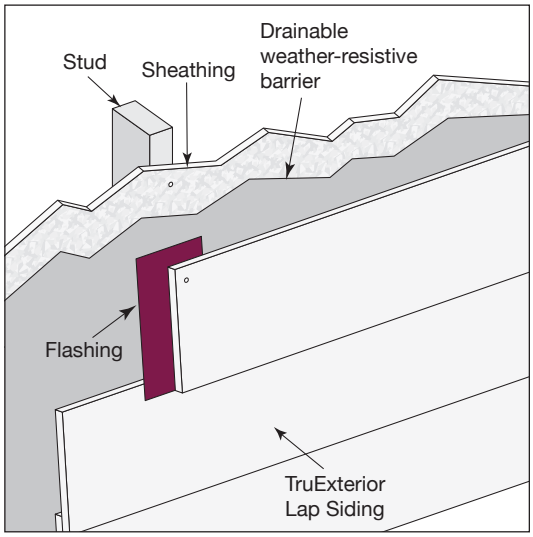
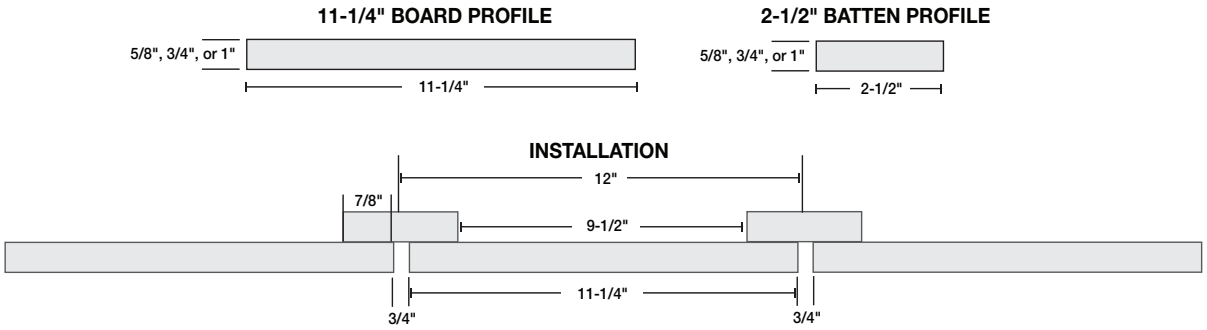


Fig. 3c

BOARD AND BATTEN INSTALLATION

PRODUCT OVERVIEW

TruExterior Board and Batten system can be created with the trim boards in thicknesses of 5/8, 3/4, and 1 inch with typical widths of 11-1/4 inches and battens in thicknesses of 5/8, 3/4 and 1 inch with typical widths of 2-1/2 inches. TruExterior offers the flexibility to achieve the board-and-batten look of your choice by using a variety of available widths.



APPROVED FASTENERS

- Use 6D or 8D stainless steel or hot-dipped ring shank nails to meet wind load requirements stated in CCRR 0300
- Check your local code requirements

BOARD AND BATTEN INSTALLATION REQUIREMENTS

- TruExterior Board and Batten Siding must be installed on frame-built walls with studs spaced 16 inches on center or at most, 24 inches on center **(Fig. 37)**
- Wall sheathing must meet local codes and have a minimum thickness of 7/16" for OSB or 15/32" for plywood
- Always install drainable-weather resistive barrier according to local building code requirement **(Fig. 38)**
- Refer to pages 8-9 for more information regarding Framing, Managing Moisture, and Flashing

FASTENING REQUIREMENTS

- **When installing boards,** use 2 fasteners every 16 inches to 24 inches vertically, spaced no less than 3/4" from the edge
- **When installing battens,** use 1 fastener every 16 inches vertically placed in the center of the batten
- If installing over sheets of foam insulation, make sure the length of your nail is adjusted to ensure it penetrates the sheathing and studs at least 1-1/4" deep
- Make sure your nail gun is set to drive the nail head even with the surface of the siding boards **(Fig. 39)**

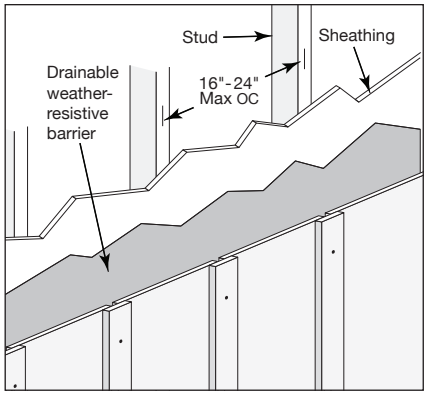


Fig. 37

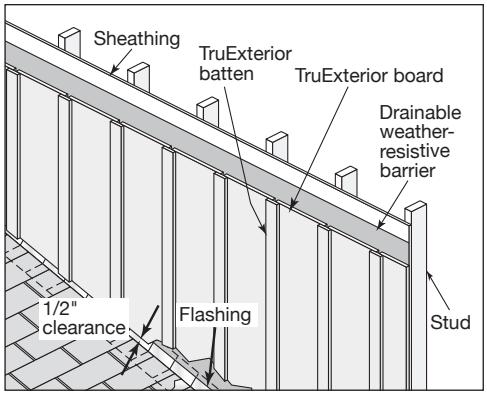


Fig. 38

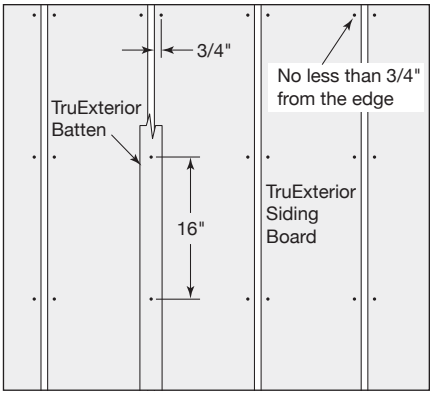


Fig. 39

CHOOSING A LAYOUT

- Before beginning installation, decide if you want the center of your wall to be the center of a board or a batten

CENTER ON BOARD

- Measure the width of the board and find the exact middle
- Mark the center point of the board at the top and bottom **(Fig. 40)**
- Using the plumb line on the wall, line up the middle of the board with the middle of the wall and secure it with fasteners **(Fig. 40)**
- Use a 3/4" wide spacer between boards as you continue across the wall, checking for plumb along the way **(Fig. 40)**
- There should be a maximum of 9-1/2" of reveal between each batten

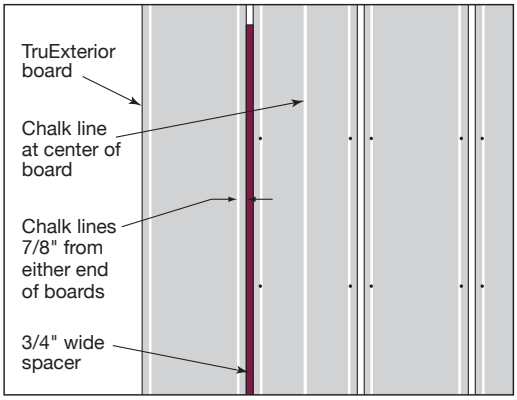


Fig. 40

CENTER ON BATTEN

- Install the edge of the first board 3/8" from the plumb line center of the wall
- Once the first board is installed, space boards 3/4" between each vertical board

BATTEN INSTALLATION

- Measure the board and chalk a line 7/8" from either edge to indicate the position of the battens
- Install the first board so that it is 7/8" off the center line in either direction left or right
- Use a 3/4" wide spacer between boards as you continue across the wall, checking for plumb along the way
- There should be a max 9-1/2" reveal between each batten

SEALING BATTENS

There are two options for sealing battens **(Fig. 41)**

- You can apply a bead of high-grade exterior acrylic caulk to both inside corners of the batten

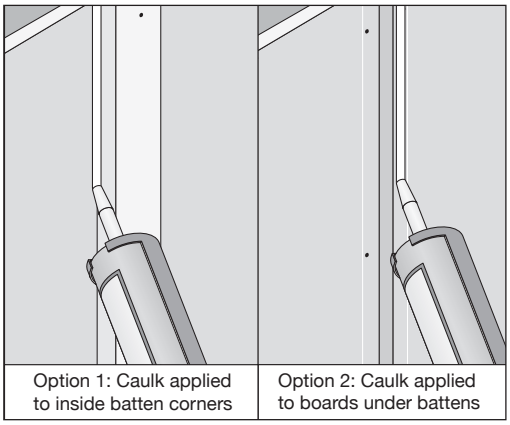


Fig. 41

- You can alternatively apply a bead of high-grade exterior acrylic caulk to each board just prior to fastening the batten

INSTALLING TRIM WITH BOARD AND BATTEN

When installing TruExterior Trim above Board and Batten, choose a thickness that is equal or greater than the thickness of the boards and battens combined to avoid resting water on the tops of the battens **(Fig. 42).**

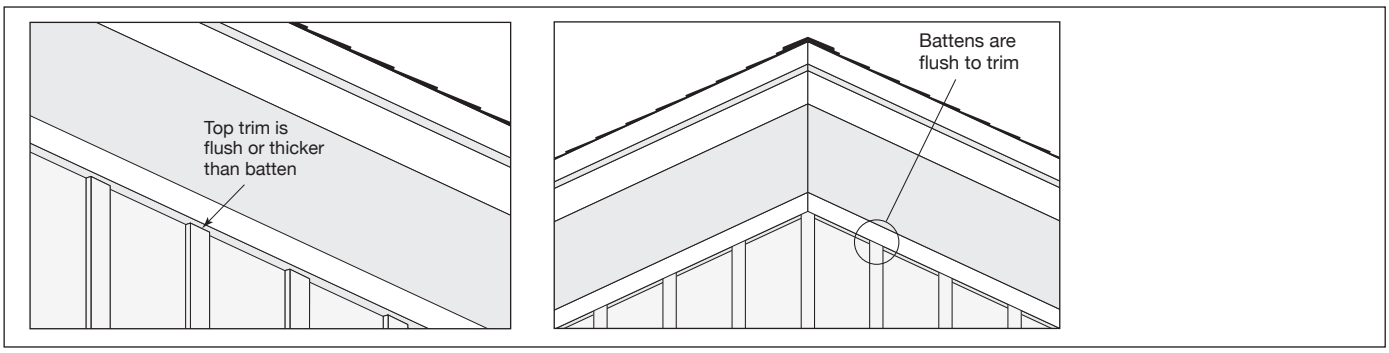


Fig. 42

SEAMING TALL WALLS

- When installing TruExterior Board and Batten, limit the overall height of the siding to the boards' length
- TruExterior recommends to break the Board and Batten below the subfloor level on new construction **(Fig. 43)**
  - This break should be trimmed with a decorative band board trim or a flashed butt joint

There are two methods of seaming Board and Batten siding on tall walls, decorative band board trim and flashed horizontal butt joint.

DECORATIVE BAND BOARD TRIM

- This method allows you to give a home a stylish trim accent and extra detail
- Use a piece of z-flashing tucked under the drainable weather resistive barrier that extends to the front face of your horizontal trim **(Fig. 43)**
- Allow 1/4" gap between the flashing and the top trim, do not caulk/seal the gap
- Seal the bottom joint where belly band trim connects with the board and battens **(Fig. 43)**

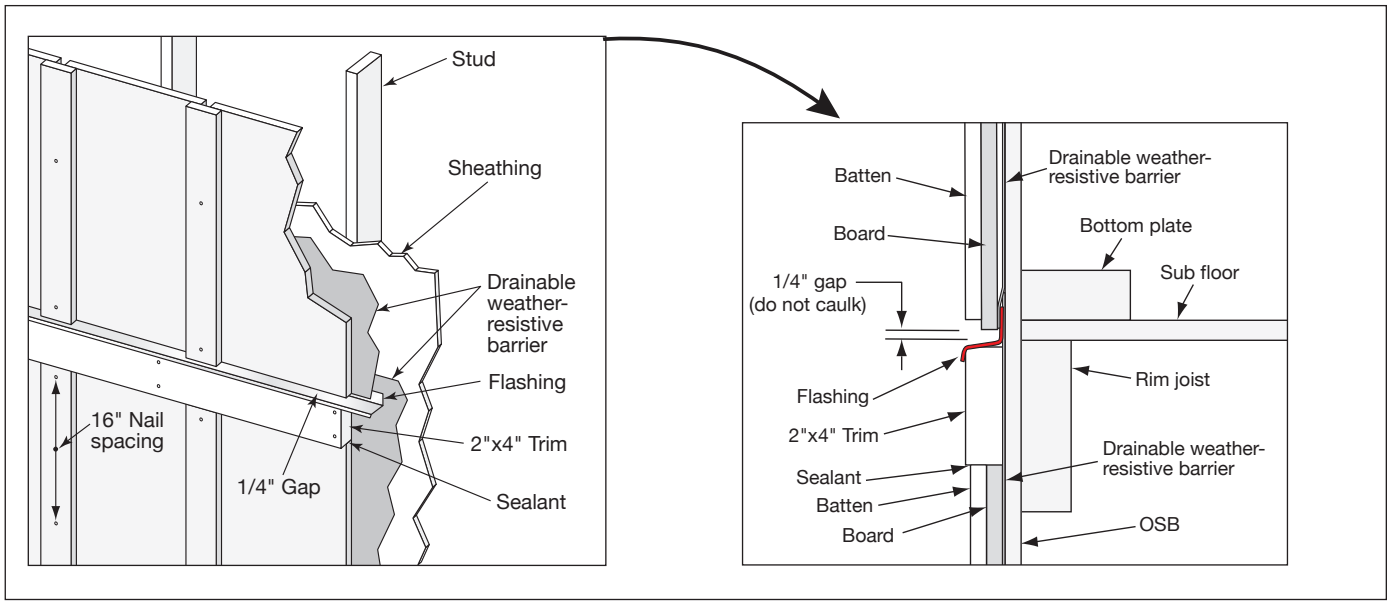


Fig. 43

FLASHED HORIZONTAL BUTT JOINT

- This method allows a more seamless look but will be slightly visible when viewed closely
- Use a piece of z-flashing tucked under the drainable weather-resistive barrier that extends to the front face of your trim **(Fig. 44)**
- Battens must be installed according to option 1 or 2 below **(Fig. 44 & 45)**

OPTION 1

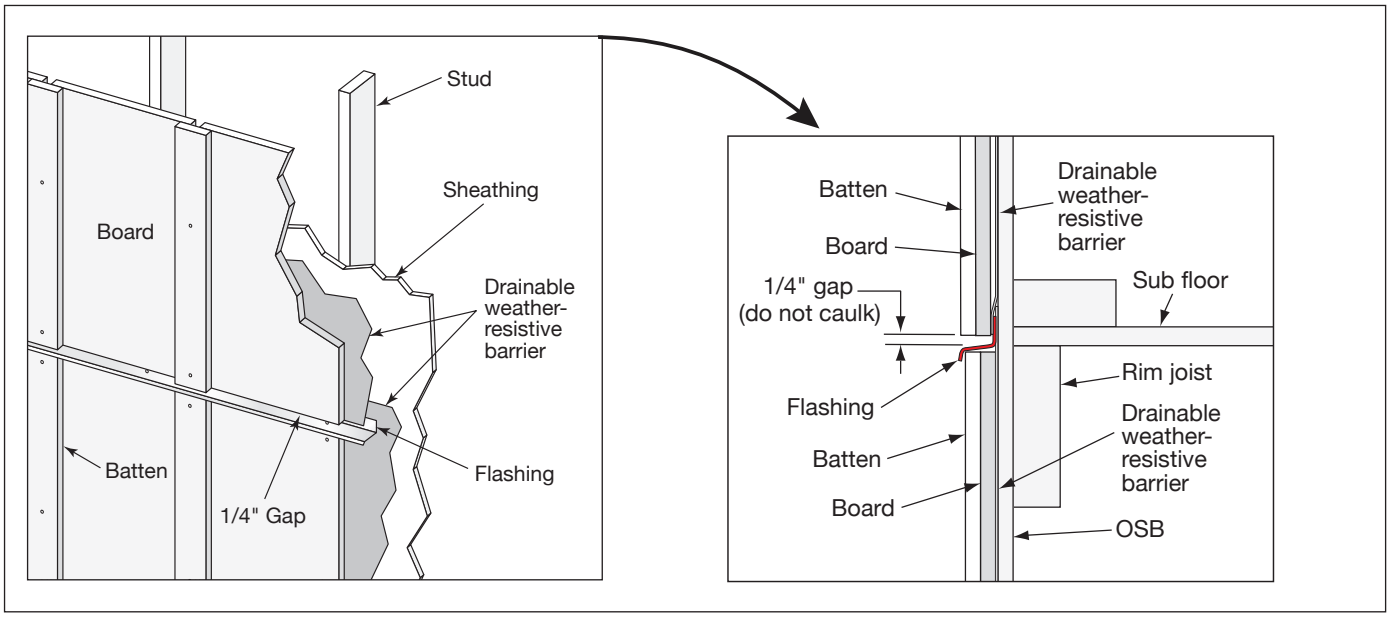


Fig. 44

OPTION 2

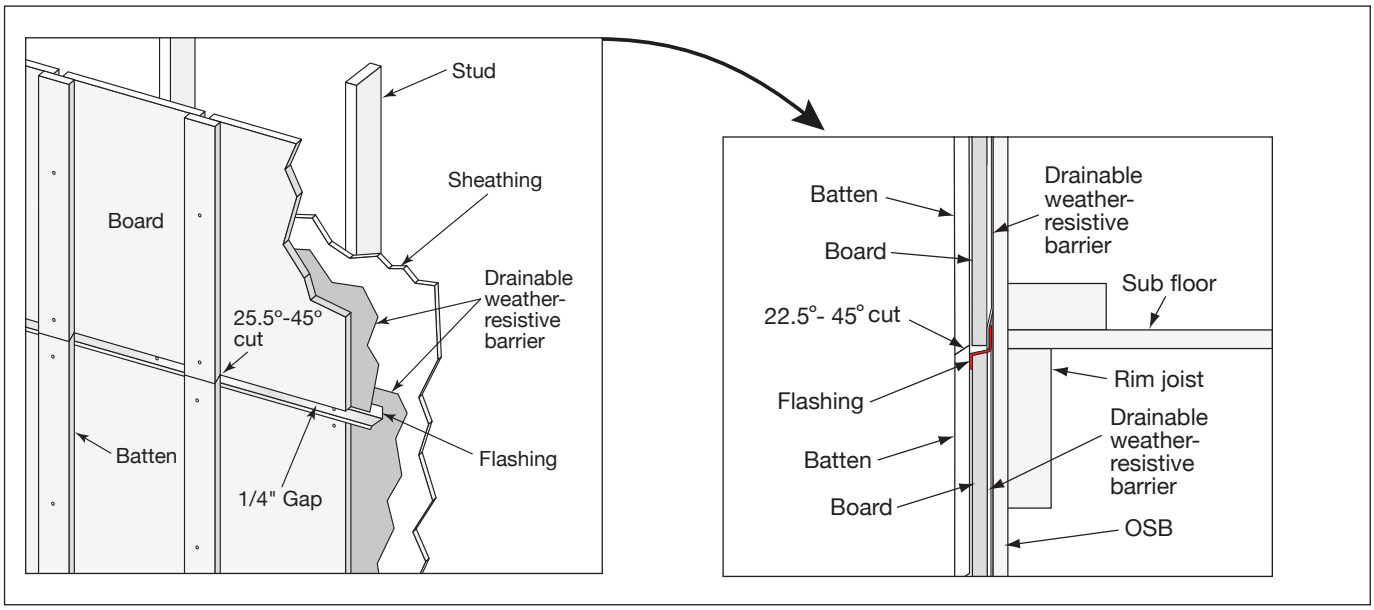


Fig. 45

BEADBOARD INSTALLATION

PRODUCT OVERVIEW

TruExterior® Beadboard is ideal for porch ceilings, soffits and decorative wall applications, it can be attached in either parallel or perpendicular directions.

- TruExterior beadboard comes in single and double profiles
- TruExterior “tongue-and-groove” design results in a clean look that can be reversed to offer a contemporary “V-groove” appearance
- Exterior Application: soffits and porch ceilings. Not intended for siding application.

Single		Double	
			
Nominal Size	Actual	Nominal	Actual
5/8 x 4	5/8" x 3-15/32"	5/8 x 8	5/8" x 6-9/16"
5/8 x 6	5/8" x 5-5/16"	5/8 x 12	5/8" x 10-1/4"

APPROVED FASTENERS:

- 15-gauge trim nails for toenail fastening application
- 6D stainless steel or hot-dipped ring shank nails for face nailing application

APPROVED FRAMING PREPARATION

- In soffit and porch ceiling applications, TruExterior Beadboard must be installed on frame-built soffits with studs spaced 16 inches to 24 inches maximum on center, without a substrate **(Fig. 46)**
- All framing members should be a minimum 1-1/2" thick
- Venting must be added to soffits where applicable. Check with local building codes for requirements.

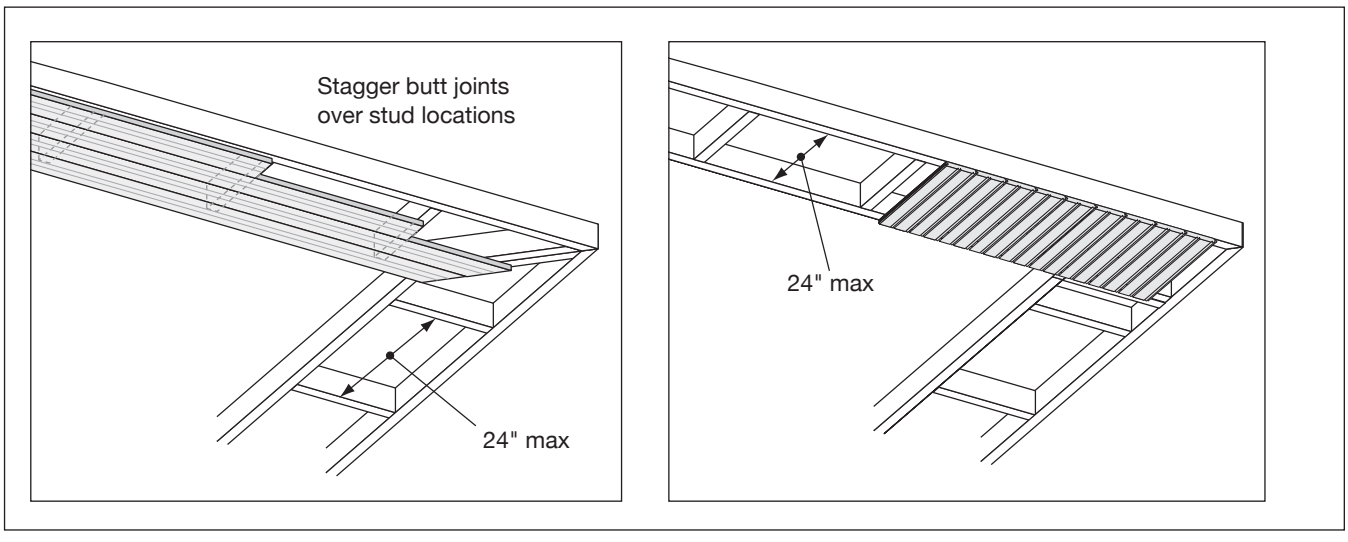


Fig. 46

BEADBOARD: FASTENING REQUIREMENTS

- **4", 6", and 8" wide Beadboard only:** Can be installed with 15-gauge trim nails through the tongue **(Fig. 47)**
- **12" wide Beadboard:** Should be fastened with 2 nails with one nail through the tongue and one face nail **(Fig. 48)**
- Fasteners should be spaced 16 inches to 24 inches max and penetrate each stud at least 1-1/4" deep
- Always stagger your butt joints over the stud locations **(Fig. 49)**
- If you come to a light fixture or speaker, cut an opening in the beadboard first
- Beadboard is reversible and can provide a traditional look or a v-groove look with the same installation process

4", 6", & 8" Beadboard Fastening Schedule

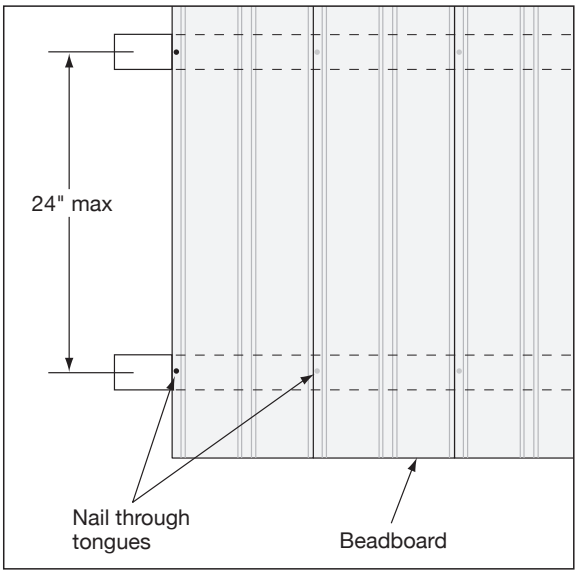


Fig. 47

12" Beadboard Fastening Schedule

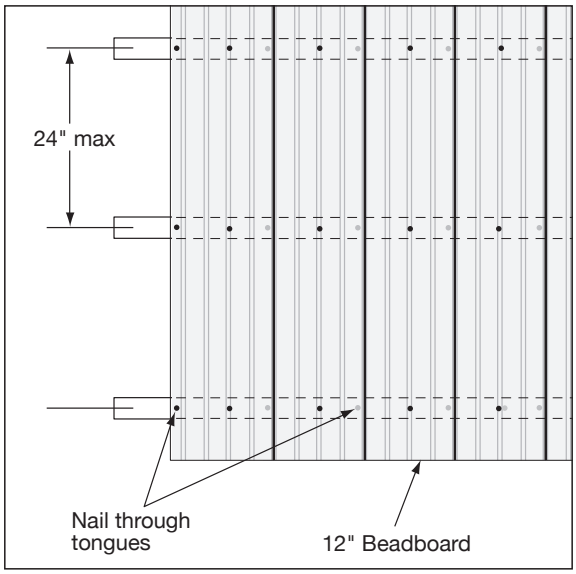


Fig. 48

Beadboard Fastening Schedule

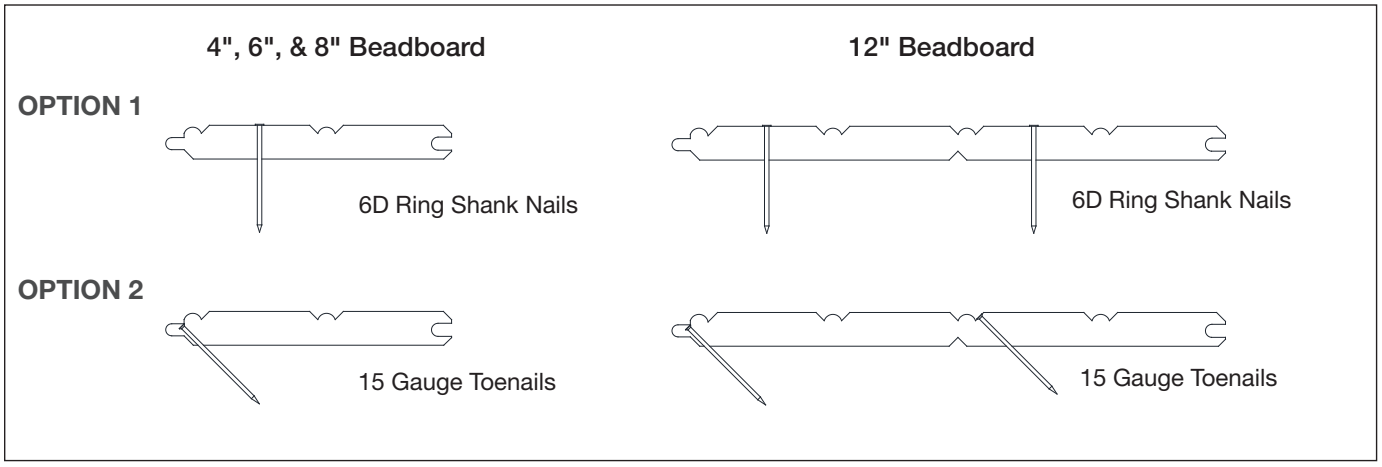


Fig. 49

APPENDIX - ADDITIONAL INFORMATION

RAINSCREEN

In some locations, a rainscreen is required to provide an air gap between the wall and the siding to meet local codes. Use the following rainscreen preparation steps prior to installing TruExterior Siding for optimum protection against moisture.

TRADITIONAL FRAMED WALLS

- TruExterior must be installed on frame-built walls with studs spaced 16 inches on center
- The wall must be sheathed with 7/16’" OSB or 15/32" plywood panels per local codes
- If there is any deflection in the rough framing or furring strips, it will affect the appearance of the siding but not the performance. A wavy appearance due to poor framing is not covered by warranty.

INSTALLING THE RAINSCREEN

- Install vertical 1x4 wood furring strips every 16 inches on center directly to each wall stud **(Fig. 50)**
- Secure the furring strips with nails placed every 16 inches from the top to the bottom of the strip **(Fig. 50)**
- When securing furring strips for rabbeted trim, leave a space for ventilation

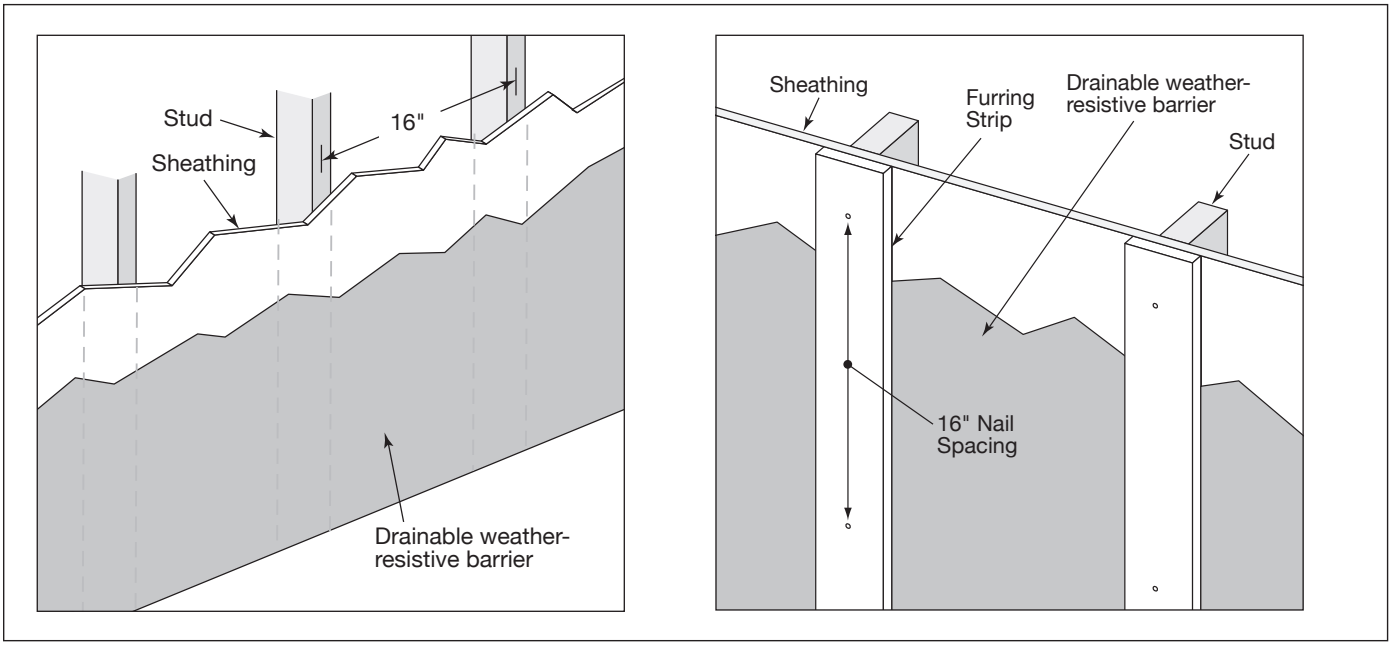


Fig. 50

APPENDIX - ADDITIONAL INFORMATION

INSTALLING FLASHING

Roof Lines

- Install step flashing behind the weather barrier and furring strip and allow a 1/2" clearance from the bottom edge of the siding to the roof to allow for air flow and water drainage **(Fig. 51)**
- If the end of the siding is not secured to a furring strip, cut a short piece of furring strip and secure it to the wall sheathing and then proceed to installing your siding course **(Fig. 52)**

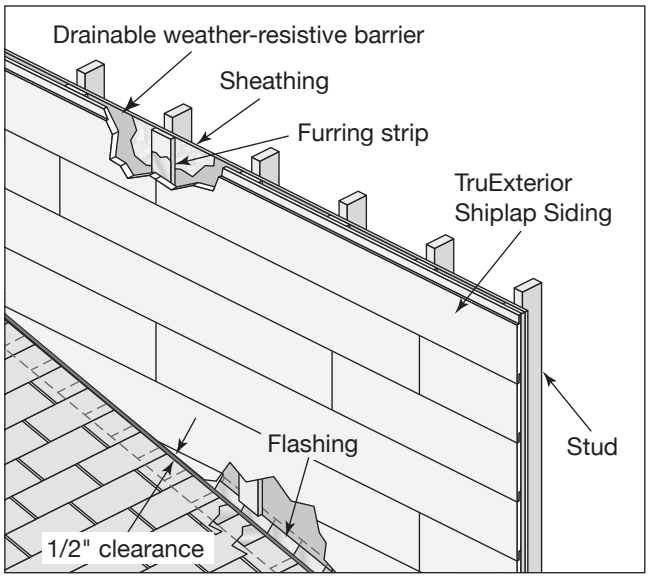


Fig. 51

Windows, Doors, Bottoms of Walls

- Install flashing behind the weather barrier and furring strip and allow a 1/4" clearance from the siding to the tops of windows, doors and bottoms of walls **(Fig. 53)**
- Siding may be installed right up against the trim and sealed with a high-grade, exterior acrylic caulk
- Recommended to use color matched flashing behind all butt joints

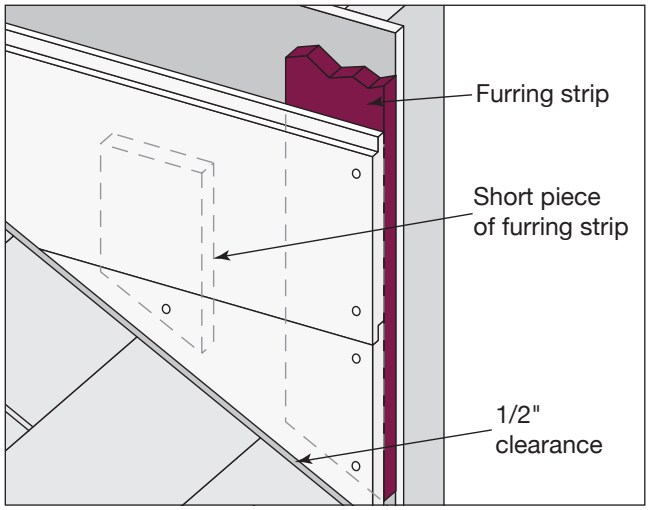


Fig. 52

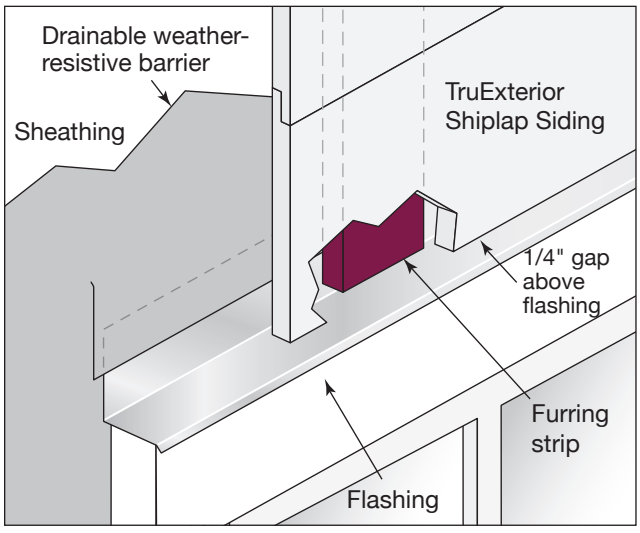


Fig. 53

APPENDIX - ADDITIONAL INFORMATION

APPROVED FASTENERS

- Use 6D, 8D or greater stainless steel or hot dipped ring shank nails to meet wind load requirements stated in the Intertek CCRR-0300 report
- Check your local code requirements

SECURING SIDING TO FURRING STRIPS

- Make sure your nail gun is set to drive the nail head even with the surface of the siding, penetrating a nailable substrate at least 1-1/4" deep **(Fig. 54)**
- For 4", 6", and 8" profiles, 2 fasteners must be used through the face of the siding at each furring strip **(Fig. 54)**
- For 10" profiles, 3 fasteners must be used through the face of the siding at each furring strip **(Fig. 55)**
- Nail the siding boards no less than 3/4" from either edge
- Siding butt joints can be installed with no gaps and must occur on the location of the furring strips
- It is recommended to use flashing behind all butt joints to help protect the furring strip
- When installing TruExterior in situations where fasteners are unable to be in the furring strips, cut and fasten short furring strips into a minimum 7/16" OSB or 15/32" plywood
- Refer to page 18 for siding fastening requirements

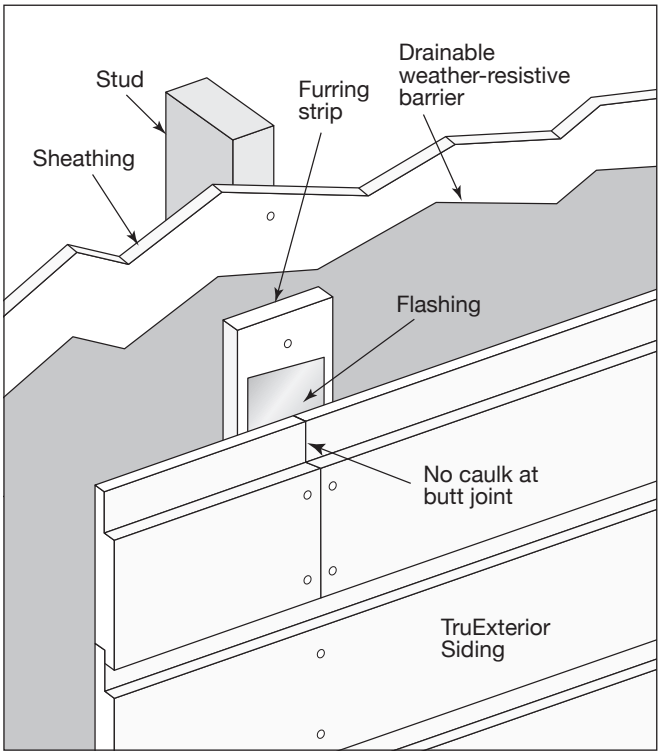


Fig. 54

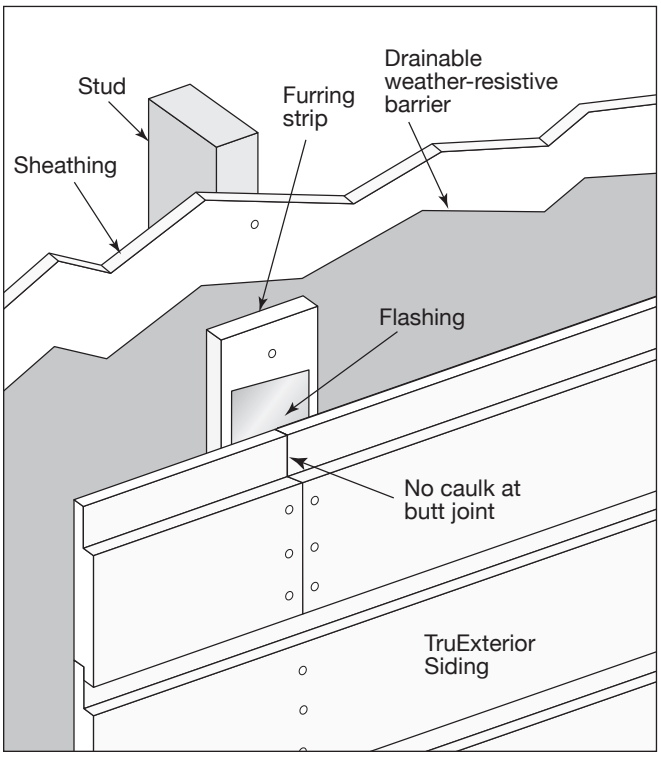


Fig. 55

APPENDIX - ADDITIONAL INFORMATION

FIREPLACE SURROUNDS

TruExterior products can be used to create an attractive fireplace surround that provides long-lasting beauty, even when in direct contact with masonry.

- TruExterior products up to 1 inch thick can be installed as a fireplace surround
- Keep TruExterior boards at least 8 inches away from the firebox opening in accordance to 2021 IRC 1001.11 exception 4 **(Fig. 56)**

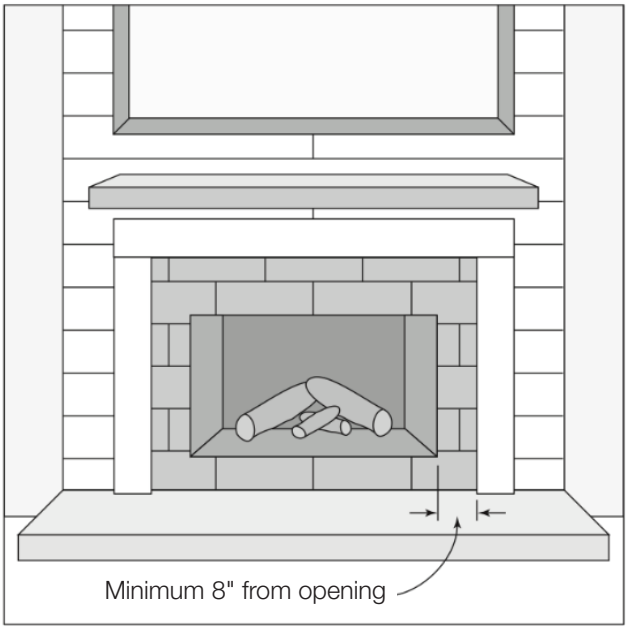


Fig. 56

APPENDIX - ADDITIONAL INFORMATION

ADHESIVES AND SEALANTS

This table is not a comprehensive list of compatible adhesives, caulks and sealants, nor is it intended to be an endorsement of the below listed products by TruExterior.

The table below contains recommendations provided to TruExterior by adhesive and sealant manufacturers. TruExterior does not specify brands and will not warrant or accept liability for the performance of field-applied adhesives, caulks and sealants. Please follow manufacturer guidelines for prep and application of these products.

MANUFACTURER	ADHESIVES/GLUES	SEALANTS
PPG Architectural Coatings Cranberry Township, PA 16066 (800) 634-0015	• Liquid Nails Siding and Trim (LN-501) • Liquid Nails Heavy Duty (LN-901) • Liquid Nails Heavy Duty Low-VOC (LN-903) • Liquid Nails Extreme Heavy Duty (LN-907) • Liquid Nails Polyurethane Low-VOC (LN-950)	• Liquid Nails Supercaulk Clear (LC-130) • Top Gun 250 • Top Gun 300 • Top Gun 400
DAP Baltimore, MD 21224 800-327-8477	• Dynagrip 3498 • Dynagrip HP	• Dynaflex 920
Franklin International Columbus, OH 43207 800-347-4583	• Titebond GREENchoice Premium Polyurethane • Titebond Weather Master • Titebond Weather Master Metal Roofing	• Titebond Weather Master • Titebond Weather Master Metal Roofing • Titebond UA-920 • Titebond All Siding Sealant
Henkel Corporation Westlake, Ohio 44145 800-624-7767	• PL Premium • PL Premium Fast Grab	• OSI EP-1000 • QUAD Clear • QUAD VOC • PL Polyurethane
Sashco, Inc. Brighton, CO 80601 800-767-5656		• Big Stretch Clear • Big Stretch White • Lexel
Novagard Solutions Cleveland, OH 44114 800-380-0138		• Novaflex® Multi-Purpose M100 • Novaflex® Multi-Purpose M150

Two-part acrylic construction adhesives such as Extreme Adhesives Fast Cure PVC Trim Welder should be avoided.

Water-based adhesives, while compatible, are not recommended due to the low water absorption properties of TruExterior Siding and Trim. Extended drying times are often required for proper adhesion when using these products.

Products that are listed above are primarily intended for installations in the field. Original Equipment Manufacturers (OEM's) or millwork shops may require different set and curing characteristics in an adhesive.

EFFLORESCENCE

Efflorescence is a white, crystalline substance that can appear on many building materials (including stone veneer, bricks, cement walls, grout and fiber cement). Although uncommon, efflorescence may occur within TruExterior Siding & Trim products.

CLEANING EFFLORESCENCE

- If product becomes wet, allow to air dry at ordinary temperatures with good air circulation. Mechanical drying of any type is not recommended (i.e. heated forced air, curing ovens, tunnel drying, etc.)
- Wipe off all surface debris
- Use a 30% vinegar and water cleaning solution to help remove efflorescence





BE BOUNDLESS™

THE PRODUCTS TO DO EVERYTHING. THE POWER TO DO EVEN MORE.

We're answering "what ifs" on a whole new level—from the solutions we create to the dreams we build. We have the tools and technology to tell design stories on a bigger scale and on a more personal level. There are no limits to how far we innovate, how deeply we express, how strongly we commit and how boldly we go. **Together let's Be Boundless™.**

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TruExterior® Siding & Trim
TruExterior.com | 800-521-8486
Item # 301010.25 | TE440650 10/25

Date: October 13, 2026

Material Substitution Request:
Exterior Cladding for the Historic Nelson House

Project: The Nelson House Exterior Renovations (Beaufort, NC)
Proposed Material: TruExterior® Siding & Trim (Poly-Ash)
Substituted Material: Solid Cedar Siding

Executive Summary

The exterior renovation of the historic Nelson House involves a critical upgrade to the building envelope, incorporating a high-performance design with continuous exterior insulation, a highly effective drainage plane, and a continuous air barrier at the new exterior sheathing. To ensure the longevity, structural integrity, and historic authenticity of this assembly in Beaufort's demanding coastal climate, we are proposing the use of TruExterior (a poly-ash composite) in place of solid cedar siding.

Unlike traditional cedar, which risks splitting under the heavy-duty fasteners required to bridge the exterior insulation, TruExterior provides the dimensional stability and absolute moisture immunity necessary for this high-performance coastal assembly while maintaining an authentic historic profile. TruExterior is made from a proprietary material known as poly-ash. It is an entirely synthetic composite that contains absolutely zero wood fiber or cellulose.

The poly-ash material is made up of two primary ingredients:

1. Fly Ash (Over 70% of the makeup) Fly ash is a fine, glass-like powder that is a recycled byproduct of coal combustion (typically recovered from the chimneys of coal-fired power plants). It is highly durable, inert, and naturally resistant to moisture. By utilizing fly ash, TruExterior incorporates a high level of recycled post-industrial material, which gives it a strong sustainability profile.

2. Proprietary Polymers The fly ash is blended with a proprietary mix of polymers (plastics and resins). These polymers act as the binding agent, encapsulating the fly ash to create a solid, dimensionally stable, and weather-resistant board.

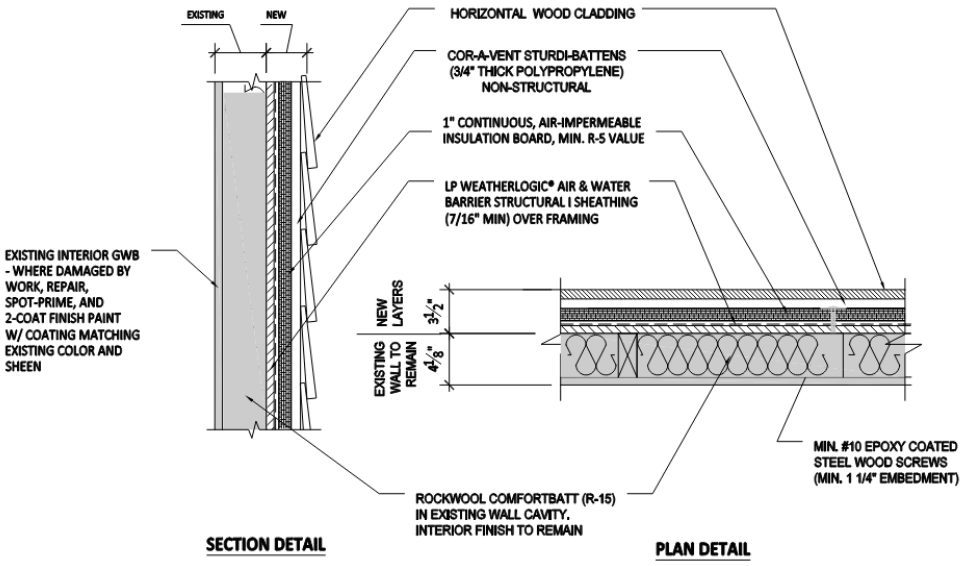
Why this specific material composition matters for your project:

- No Wood = No Rot: Because there is no wood fiber or cellulose in the board, there is nothing for moisture to swell, nothing for rot to decay, and nothing for termites or wood-boring insects to eat.
- Thermal and Moisture Stability: Unlike wood (which expands and contracts with moisture) and PVC/plastics (which expand and contract with temperature changes), the heavy fly-ash mineral content keeps the polymer blend extremely stable. It barely moves during temperature swings or humidity changes, which is why it holds paint so well and doesn't stress the fasteners.
- Workability: Despite being a mineral and polymer blend, the density and structure of poly-ash allow it to be milled, cut, routed, and fastened using standard woodworking tools, giving it the exact workability of real wood without the vulnerabilities.

BECS is now a Lerch Bates Company

WeAreBECS.com · LerchBates.com

High-performance Exterior Wall Assembly



1. Horizontal Siding *(Rainscreen)*
2. Exterior furring strips *(Drainage plane)*
3. Exterior Continuous Insulation *(Air barrier & condensation control)*
4. Thermal Window Buck *(Thermal Bridging Solution)*
5. New Structural Sheathing: *(LP WeatherLogic) Nailing base and integrated WRB*
6. Cavity Insulation: *(Rockwool Comfortbatt)*
7. Interior Finish: To remain

Why Solid Cedar is No Longer the Optimal Choice

While solid cedar is the traditional choice for historic homes, modern cedar lumber differs significantly from the historic materials originally used on the Nelson House.

- Lack of Old-Growth Durability: Modern cedar is harvested from fast-growing trees, making the wood significantly less dense and far more susceptible to moisture intrusion, rot, and biological decay than old-growth wood.
- High Maintenance Cycle: In a coastal climate with high humidity, salt air, and heavy driving rain, wood siding experiences drastic expansion and contraction cycles. This movement breaks paint seals, requiring frequent and expensive repainting to prevent deterioration.

The Advantages of TruExterior for the Nelson House

1. Ideal for the High-Performance Wall Assembly & Fastening Requirements

Integrating siding over exterior continuous insulation requires long, structural fasteners that must pass through the cladding, the drainage plane, the insulation, and the sheathing to achieve a strict minimum 1.25” penetration depth directly into the framing studs.

- Fastener Availability & Workability: TruExterior installs and cuts exactly like wood but is highly dimensionally stable. Because it does not require pre-drilling and will not crack, split at the edges, or mushroom, contractors can utilize readily available, heavy-duty structural fasteners (such as extended hot-dipped ring shank nails or exterior grade screws) to safely bridge the insulation gap and hit the required 1.25" stud embedment.
- Moisture Management: The product is inert to moisture. Sitting directly over a high-performance drainage plane, it will not absorb trapped water or wick moisture from the coastal air, ensuring the structural integrity of the air barrier and sheathing underneath.

2. Resilience in a Coastal Climate

TruExterior is manufactured using a proprietary poly-ash blend (recycled fly ash combined with polymers). It is completely resistant to moisture, rot, warping, cupping, and wood-boring insects. This stability ensures that the paint finish lasts significantly longer than it would on cedar, reducing the historic home's long-term maintenance burden.

3. Historic Authenticity and Wood Texture

To the eye and to the touch, TruExterior mimics the authentic look of real wood clapboard. It provides crisp, sharp architectural edges and deep shadow lines that PVC and fiber cement cannot replicate. Once painted, the texture and finish are virtually indistinguishable from traditional cedar, maintaining the historical accuracy of the Nelson House's facade.

Precedent: Approved Use in Major Historic Preservations

TruExterior is actively used and approved by historic preservation boards across the country as a superior, lasting alternative to modern wood.

- St. John's Bell Tower (Washington, D.C.)
  During a meticulous restoration of this beloved 1816 D.C. landmark, the preservation team evaluated pine, mahogany, acetylated wood, and PVC for the exterior millwork. They ultimately received board approval to use TruExterior due to its perfect combination of authentic looks and high performance. It allowed the team to perfectly reproduce the intricate 19th-century historic details while preventing the deterioration that had previously plagued the church tower.

- 1880s Queen Anne Home (Cohasset, MA)
  Located on the harsh, moisture-heavy New England coastline, this historic remodeling project utilized TruExterior to replace the home's original clapboard. The historic board approved the material because it provided the exact look of real wood clapboard without the swelling, shrinking, and rot associated with modern wood.

- 1930s Virginia Farmhouse
  During a deep historic renovation, TruExterior was approved and utilized not only for its historical accuracy but for its environmental benefits. Because fly-ash is a recycled byproduct, the material has a lower environmental footprint than harvested wood, ultimately helping the home win a "Sustainable Renovation" award.

Difference and advantages of using TruExterior vs. Fiber Cement

While fiber cement is a common modern alternative to wood, it falls short of TruExterior in several key areas when applied to historic preservation and high-performance wall assemblies in coastal zones.

1. Fastening Integrity Over Exterior Insulation The Nelson House's high-performance wall assembly requires fastening the siding through exterior continuous insulation into the studs. This requires long, heavy-duty fasteners.

- The Fiber Cement Problem: Fiber cement is notoriously brittle. It can be a challenging material to install; if a nail is overset, the board's structural integrity is compromised. This is a major liability when driving long fasteners through a compressible layer of exterior insulation.

- The TruExterior Advantage: Because TruExterior machines and accepts fasteners exactly like traditional wood, it does not suffer from fiber cement's brittleness. Fasteners can be driven securely without shattering the board, ensuring a strong, stable attachment through the insulation and into the structural framing.

2. Complete Moisture Immunity (Even on Cut Edges) Beaufort's coastal climate features driving rain and high humidity, demanding a cladding system with zero moisture-wicking potential.

- The Fiber Cement Problem: While the face of fiber cement is weather-resistant, its cut edges are highly vulnerable. If the material is cut during installation, the exposed edges must be perfectly primed and sealed, or moisture will penetrate and degrade the board, causing issues similar to wood rot.

- The TruExterior Advantage: TruExterior's poly-ash formulation (a blend of polymers and fly ash) contains absolutely no wood fiber. It is virtually impervious to moisture. Most importantly, when TruExterior boards are cut on-site to fit historic dimensions, the cut ends remain completely waterproof and do not require field-sealing during installation.

3. Historic Texture and Aesthetic Accuracy To satisfy the strict requirements of a historical society, the material must look and feel like historic wood siding.

- The Fiber Cement Problem: The simulated wood grain on fiber cement is often highly varied and much rougher than actual historic wood siding, giving it a noticeable, manufactured appearance.

- The TruExterior Advantage: TruExterior features a smoother, truer profile that accurately mimics traditional painted cedar. It provides the crisp, sharp architectural edges and deep shadow lines expected on historic facades, avoiding the artificial, stamped look of fiber cement.

4. Weight and Structural Load

- The Fiber Cement Problem: Fiber cement is exceptionally heavy, and this increased weight must be carefully considered when hanging it on older historic framing—especially when suspended on long fasteners over exterior insulation.

- The TruExterior Advantage: TruExterior is lighter in weight than most fiber cement boards, putting significantly less strain on the historic structure and the modern fastening assembly.

In conclusion, while solid cedar carries historical precedent, the advanced high-performance wall assembly and demanding coastal conditions of the Nelson House necessitate a more resilient solution. TruExterior perfectly bridges the gap between modern building science and historical preservation. It provides the authentic, historic aesthetic of traditional wood while delivering the moisture resistance, fastening stability, and long-term durability required to protect this historic asset against the Beaufort climate for generations to come.

Ultimately, TruExterior allows us to uphold the strict visual standards of the historical society without compromising the technical performance of the upgraded building envelope. By marrying the authentic texture of traditional cedar with the unmatched structural stability of poly-ash, we can ensure the Nelson House remains historically accurate, highly energy-efficient, and structurally sound.

Sincerely,
Building Envelope Consultants and Scientists, PLLC

Staci Ordonez, Consultant

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

Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, November 3, 2026 – 614 Broad Street – Train Depot

AGENDA CATEGORY: New Business

SUBJECT: Case # 26 - 38 105 Front St – Install Beaufort Style Fence

BRIEF SUMMARY:

Install a Beaufort Style Fence along the East property line from the sea wall at Taylor's Creek to the ROW at Front Street.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Charlie Rocci

BUDGET AMENDMENT REQUIRED:

N/A

BHPC STAFF REPORT

To: BHPC Members

From: Charles Rocci

Date: November 3, 2026

Case No. Case # 26-39 105 Front Street – Install Beaufort Style Fence

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Request: The applicant plans to install a Beaufort Style Fence along the eastern property boundary along Taylor's Creek to the Front Street ROW.

Applicant: Dillon Rose
105 Front Street
Beaufort NC 28516

Property Information:

Owners: William and Margaret Anne Wooten
Location: 105 Front Street
PIN#: 730617001940000

Proposed work:
See Attached Application & Narrative

Material:
See Attached Description and Photos

Fences and Walls Guidelines

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

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

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

Case #26-39
105 Front Street
Certificate of Appropriateness



Case #26-39
105 Front Street
Certificate of Appropriateness



CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT

Instructions:

Please complete the application below and include all attachments as noted on page 2 of this application along with a **$250.00 application fee** and return to the Beaufort Town Hall; 701 Front Street or P.O. Box 390, Beaufort, N.C. 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Applications must be deemed complete and accepted before the submittal date. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Dillon Rose

Applicant Address: 105 Front St

Business Phone: 252 904 9464 Email/Cell: [redacted]

Property Owner Name: William & Margaret Anne Wooten

Address of Property: 105 Front St

Phone Number: 252 813 2714 Email/Cell: [redacted]

PROJECT INFORMATION

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

Install a Beaufort style fence along the East property line from the sea wall at Taylor's Creek to the ROW at Front Street.

Estimated Cost of Project: $ 7500 Year House Built: 2026

Dillon Rose Jr. 10/13/2026

Applicant Signature Date

Billy Wooten 10/13/2026

Property Owner Signature (if different than above) Date

An application fee of $250.00, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit or debit card payment can be made in person at Town Hall). The complete application, payment, and supporting material must be received by Town Staff by the posted submittal dates noted on the Historic Preservation's calendar found on the Town's website at www.beaufortnc.org. The Commission meets regularly on the first Tuesday of the month unless it is a holiday.

OFFICE USE ONLY

Received by: _____ Reviewed for Completeness: _____

Date: _____ Date Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. **Items required for ALL projects:**

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

   ☐ A list of all adjacent property owners (with mailing addresses).

   ☐ Photographs of the streetscape, the site, and existing buildings to be impacted.

   ☐ A site plan showing dimensions of both existing and proposed conditions.

   ☐ A description of all building and/or landscaping materials (such as siding, roofing, windows, doors, signs, planting materials, etc.).

2. **Items required as applicable to project:**

   ☐ A description of any planned demolition.

   ☐ An indication of all trees to be replaced and/or removed.

   ☐ A landscaping plan indicating major planting materials.

   ☐ Exterior paint color sample/color swatch(s) for projects involving any change of exterior paint color(s) only.

   ☐ All types of building material samples.

   ☐ If a project involves the reconstruction of an earlier feature of a historic structure, documentation of the prior existence of such feature.

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

   ☐ A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.

   ☐ A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

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

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

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

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

4.



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

Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, November 3, 2026 – 614 Broad Street – Train Depot

AGENDA CATEGORY: New Business

SUBJECT: Case # 26 - 40 Guideline Amendment for Sandwich Boards

BRIEF SUMMARY:

Request to amend the Beaufort Historic Guidelines to allow staff to review sandwich board applications as minor work items and reviewed as they are compliant with guideline 8.6.9.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Charlie Rocci

BUDGET AMENDMENT REQUIRED:

N/A

BHPC STAFF REPORT

To: BHPC Members

From: Charles Rocci

Date: November 3, 2026

Case No. Case # 26-40 Guideline Amendment for Sandwich Boards

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Request: Request to amend the Beaufort Historic Guidelines to allow staff to review sandwich board applications as minor work items and reviewed as they are compliant with guideline 8.6.9.

Applicant: Charlie Rocci
701 Front Street
Beaufort NC 28516

Background:
The HPC requested staff to investigate noncompliant sandwich boards along the Front Street and Turner Street Business center. Upon field inspection and Beaufort Historic Guideline review, staff recommend the HPC consider an amendment to the guidelines which would allow the approval of sandwich boards to be considered as minor work COA items.

The minor work provision in the Beaufort LDO provides a procedure for types of work that can be reviewed administratively when the work has no discernible impact on the special character of the site, building, or historic district. Sandwich boards that comply with the objective requirement of Section 8.6.9 are temporary and not attached to historic buildings.

This amendment does not relax any of the town's design standards. It establishes a new alternative review procedures for projects that meet the objective review standards of 8.6.9 without the need for a full COA application. The intention of this amendment is to streamline the review process, work with the Historic District businesses, and bring the district into compliance with the guidelines.

Material:
Guideline 8.6.9
Proposed Minor Work Guideline Amendment
LDO HPC Authority

Signage Guidelines:

869. The use of a sandwich board, back-to-back sign or V-board is allowed in the historic district on a limited basis and must not contribute to visual clutter of the streetscape nor impede the flow of pedestrain traffic. No more than one (1) sandwich board, back-t-back sign or V-board per business is allowed. Signs of either type must be considered as a portion of the overall allowable square footage for each individual building. The signs must conform to the basic guidelines for signage including color, material, style, graphics and placement. Sandwich boards, back-to-back boards or V-boards may not exceed twelve (12) square feet on either side, for a total of twenty-four (24) square feet for the whole sign. The sign may not exceed four (4) feet in height. Signs of this type must beremoved from outside the location at the close of the business day. The use of plastic for sandwich boards, back-to-back signs or V-boards is not allowed.

Minor Work Item	Comments
HANDICAPPED ACCESS Erection, alteration, or removal of temporary features that are necessary for medical conditions, but which do not permanently alter exterior features	Installation of permanent ramps and features structurally attached to the building requires HPC review.
COLLAPSIBLE PORCH GATES should be truly temporary and removable. Purpose is to restrain young children and pets.	Reviewed by HPC on case by case basis.
COA Six-month renewal of Certificate of Appropriateness previously granted, ONLY if work has been started but not completed within the one year validation period.	
SIGNS Installation or replacement of one (1) sandwich board, back-to-back sign, or V-board per business, provided the proposed sign complies with Section 8.6.9 and all other applicable provisions of the Historic District Design Guidelines.	Administrative approval is limited to signs that clearly comply with the applicable Historic District Design Guidelines. Signs that require interpretation of the guidelines, utilize materials or designs that are inconsistent with the guidelines, or present circumstances that may have a discernible impact on the special character of the building, site, or Historic District may be referred to the BHPC for review.

Pre-Application Process

For all but the smallest project, a property owner is strongly urged to take advantage of the HPC's pre-application process. This process, involving informal consultation with Town staff and HPC members, can save untold time, money, and headaches during the rest of the COA application process. It allows owners/applicants to present conceptual ideas, to discuss different alternatives, and to receive helpful guidance and comments. An applicant may request an informal meeting with 2 or 3 members of the HPC to become familiar with the Beaufort Historic Design Guidelines, which may be arranged by contacting Town staff.

It is important to realize that completion of the pre-application process does **not** guarantee approval of the COA application by the full HPC, or that the COA application will not be modified. The HPC renders its decision on an application after careful consideration, hearing of evidence from other Beaufort residents or expert witnesses, and discussion among its members, all accomplished at the regularly scheduled HPC hearings.

2) No exterior portion of any landmark designated pursuant to N.C. Gen. Stat. §160D-945 (including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features located on the lot on which the landmark is situated), nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the BHPC.

3) When a certificate of appropriateness is required under this section, such certificate must be issued prior to the issuance of a building permit or other permit granted for the purposes of constructing, altering, moving, or demolishing structures. A certificate of appropriateness shall be required whether or not a building or other permit is required.

D) ***Powers and Duties of the BHPC.***

1) Adoption of Guidelines.
The BHPC may prepare and adopt principals and guidelines consistent with the *Design Guidelines for the Beaufort Historic District & Landmarks* as revised.

2) Powers of the BHPC.
   a) To consider applications for certificates of appropriateness and to act on such applications according to N.C. Gen. Stat. §160D-942;
   b) To create and maintain an inventory of properties of historical, pre-historical, architectural, and/or cultural significance;
   c) To recommend to the BOC areas to be included in the Beaufort Historic District, or areas to designated as additional historic districts in accordance with the standards set forth in N.C. Gen. Stat. §160D-944; and
   d) To recommend to the BOC individual structures, buildings, sites, areas, or objects to be designated by ordinance as "landmarks." No property shall be recommended for designation as a historic landmark unless it is deemed and found by the BHPC to be of special significance in terms of its historical, prehistorical, architectural, or cultural importance and to possess integrity of design, setting, workmanship, materials, feeling, and/or association.
   e) Inventory.
   As a guide for the identification and evaluation of landmarks, the BHPC shall undertake, at the earliest possible time and consistent with the resources available to it, an inventory of properties of historical, architectural, prehistorical, and cultural significance within its jurisdiction. The inventories and any additions or revisions to them shall be submitted as expeditiously as possible to the Office of Archives and History. No regulation or amendment to a regulation designating a historic building, structure, site, area, or object as a landmark shall be adopted, and no property shall be accepted or acquired by a BHPC or the governing board, until all of the following procedural steps have been taken:
      i. The BHPC forwards to the Office of Archives and History of the North Carolina Department of Natural and Cultural Resources an investigation and report on the historic, architectural, prehistorical, educational, or cultural significance of each building, structure, site, area, or object proposed for designation or acquisition.

ii. The Department of Natural and Cultural Resources is allowed 30 days from receipt of the BHPC's complete investigation and report to provide written comments to the BHPC concerning the proposed designation or acquisition. Failure of the Department to submit its comments within the time allowed relieves the BHPC and the BOC of any responsibility to consider the comments.

iii. The BHPC and the BOC hold a joint legislative hearing or separate legislative hearings on the proposed ordinance. Notice of the hearing shall be made as provided by N.C. Gen. Stat. §160D-601. Following the hearings, the BOC may adopt the ordinance as proposed, adopt the ordinance with any amendments it deems necessary, or reject the proposed ordinance.

iv. Upon adoption of the ordinance, the owners and occupants of each designated landmark are given written notice of the designation within a reasonable time. One copy of the ordinance and all amendments to it shall be filed by the BHPC in the office of the register of deeds of Carteret County. In the case of any landmark property lying within the planning and development ordinance jurisdiction of the Town, a second copy of the ordinance and all amendments to it shall be kept on file in the office of the Town Clerk and be made available for public inspection at any reasonable time. A third copy of the ordinance and any amendments shall be given to the Town Building Inspector. The fact that a building, structure, site, area, or object has been designated a landmark shall be clearly indicated on all tax maps maintained by the Town for such period as the designation remains in effect.

v. Upon the adoption of the landmark ordinance or any amendment to it, the BHPC gives notice of the ordinance or amendment to the tax supervisor of Carteret County. The designation and any recorded restrictions upon the property limiting its use for preservation purposes shall be considered by the tax supervisor in appraising it for tax purposes.

f) Acquire by any lawful means the fee or any lesser included interest, including options to purchase properties within established districts or to any such properties designated as "Landmarks," to hold, manage, preserve, restore, and improve the same, and to exchange or dispose of the property by public or private sale, lease or otherwise subject to covenants or other legally binding restrictions which will secure appropriate rights of public access and promote the preservation of the property;

g) Restore, preserve, and operate historic properties;

h) Recommend to the BOC that designation of any area as a "historic district" or part thereof or designation of any building, structure, site, area, or object as a "landmark" be revoked or removed for cause;

i) Conduct an educational program regarding historic properties and districts within its jurisdiction;

j) Cooperate with the state, federal, and local governments in pursuance of the purposes of this section. The BOC or the BHPC, when authorized by the BOC, may contract with the state or the federal government or any agency of either, or with any other organization provided the terms are not inconsistent with state or federal law;

k) Enter solely in performance of its official duties and only at reasonable times upon private lands for examination or survey thereof. However no member, employee, or agent of the BHPC may enter any private building or structure without the express consent of the owner or occupant thereof;

l) Prepare and recommend the official adoption of a preservation element as part of the Town's Comprehensive and CAMA Land Use Plan;

m) Review and act upon proposals for alterations, demolitions, or new construction within "historic districts" or for the alteration of or demolition of designated "landmarks" pursuant to this section;

n) Negotiate at any time with the owner of a building, structure, site, area, or object for its acquisition or its preservation when such action is reasonably necessary or appropriate; and

o) Seek the advice of the Division of Archives and History or such other expert advice as it may deem necessary under the circumstances.

3) BHPC Functions.

a) It shall be a function of the BHPC to maintain the current CLG rating, or to increase such rating if possible, through whatever means are necessary, such as attending continuing education classes.

b) It shall be a function of the BHPC to review and pass upon the appropriateness of the construction, reconstruction, alteration, restoration, moving, or demolition of any buildings, structures, appurtenant fixtures, outdoor advertising signs, or other exterior features in the Historic District. The BHPC may require interior and exterior photographs, architectural drawings, other notations or architectural features to be used for historical documentation as a condition of any permission to demolish a building or structure.

c) It shall be a function of the BHPC to review and pass upon the appropriateness of exterior features of buildings, structures, and properties within the "Historic District" in accordance with the COA application and procedures approved within this section.

4) Additional Powers.

The BHPC, in carrying out the intent and purpose of this Ordinance, shall have all of those powers enumerated in N.C. Gen. Stat. §160D-942 as amended, which powers are incorporated herein by reference.

E) ***Procedures of the BHPC.***

1) Evidentiary Hearing Procedures.

Prior to issuance or denial of a COA, the BHPC shall follow the steps outlined in Section 32, Quasi-Judicial Procedure, of this Ordinance.

2) Requirement for Certificate of Appropriateness.

No exterior portion of any building or other structure, including masonry walls, fences, light fixtures, steps and pavement, or other appurtenant features, nor above-ground utility structure nor any type of outdoor advertising sign shall be erected, altered, restored, moved, or demolished on a landmark or within the Beaufort Historic District (and subsequent historic districts which may be established, if any) until after an application for a certificate of appropriateness as to exterior features has been submitted to and approved by the BHPC. The Town shall require such a certificate to be issued by the BHPC prior to the issuance of a building permit granted for the purposes of constructing, altering, moving, or demolishing structures, which certificate may be issued subject to reasonable conditions necessary to carry out the purposes of this section. A certificate of appropriateness is required whether or not a building or other permit is required.

For purposes of this section, "exterior features" include the architectural style, general design, and general arrangement of the exterior of a building or other structure, including the kind and

texture of the building material, the size and scale of the building, and the type and style of all windows, doors, light fixtures, signs, and other appurtenant fixtures. In the case of outdoor advertising signs, "exterior features" mean the style, material, size, and location of all such signs. Such "exterior features" may, in the discretion of the local governing board, include historic signs, color, and significant landscape, archaeological, and natural features of the area.

3) Certification of Application (COA) Procedures.
All complete applications for a COA shall be reviewed and acted upon within the timeline specified in the *Design Guidelines for the Beaufort Historic District & Landmarks*. The completed COA application will be filed with the BHPC secretary fifteen working days in advance of a regularly scheduled meeting unless a shorter time is established by the BHPC's *Rules of Procedure*. As part of its review procedure, the BHPC may view the premises and seek the advice of the N. C. Department of Cultural Resources or such other expert advice as it may deem necessary under the circumstances.

4) Minor Works Procedures.
The BHPC has defined certain minor building and/or site changes which will have no discernible impact on the special character of the Historic District as "Minor Works" items. These items do require submittal of a completed COA application but they do not require review by the BHPC. Minor works items are evaluated by Town staff for consistency with the historic guidelines and other procedures or guidelines adopted by the BHPC. Minor works applications should follow the procedures set forth in this section.

5) Multiple Applications Prohibited.
The BHPC shall have no jurisdiction to accept an application for a COA for activity on a lot or structure on a lot (1) as long as a previous application is pending before the BHPC, or on appeal, for such lot or structure, or (2) until a certificate of compliance has been issued for all the work authorized by a previous COA for such lot or structure. An applicant may; however, withdraw the previous application, or surrender a previously granted COA, in order to apply for a new COA for the same lot or structure. An applicant may also amend a pending application, but not in a manner to seek approval for multiple development proposals.

F) ***Approval by the BHPC.***

1) Procedures after BHPC Approval.
Upon approval of any COA application, the BHPC shall forthwith cause a COA to be issued to the applicant/property owner setting forth the specific conditions and requirements with regard to the proposed construction, reconstruction, demolition, alteration, restoration, or movement of the building, structure, outdoor signs, vending machines, or other significant exterior features within the district. The COA should be issued in compliance with the requirements of Section 32(J) herein. The minutes of the BHPC's actions stating the basis upon which such approval was made shall be maintained by the BHPC's Secretary.

2) Time for Consideration of Applications.
   a) All applications for certificates of appropriateness, except applications for demolition or relocation of structures, shall be reviewed and acted upon within 120 days from the date a completed application for a certificate of appropriateness is filed. Upon failure of the BHPC to take final action upon a completed COA application within said 120 days after such application has been submitted the COA application shall be deemed to have been approved.

Town of Beaufort
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October 2026 Minor Works

Project #	Date	Applicant	Address	Project Information	Permit #
26-08	10.12.26	Charlie Rocci / Town of Beaufort	440 Front St area	Replace fuel sump pump access panel door from wood board to aluminum	N/A

October 2026 Like-for-Like

L26-18	10.23.26	Hunter Young	505 Front St	Replace front wood steps with like in same footprint	TBD