



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

**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM Monday, June 12, 2023**  
**Train Depot, 614 Broad Street, Beaufort, NC 28516**

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**Call to Order/Pledge of Allegiance**

**Roll Call**

**Agenda Approval**

**Public Comment**

**Items of Consent**

- [1.](#) Meeting Minutes
- [2.](#) Capital Reserve Fund Amendment #16

**Public Hearing**

- [1.](#) Proposed FY 2024 Budget
- [2.](#) Case # 23-04 Rezoning Professional Park Dr from R-20 & B-1 to TCA
- [3.](#) Non-Motorized Vehicle Permit; Applicant William Wooten

**Quasi-Judicial Proceeding**

- [1.](#) Case # 23-03 Special Use Permit - Accessory Dwelling Unit - 308 Moore St

**Manager Report**

**Mayor/Commissioner Comments**

**Adjourn**



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Regular Meeting  
6:00 PM Monday, June 12, 2023  
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**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Meeting Minutes

**REQUESTED ACTION:**

Approval of the following minutes:

- March 9-10, 2023, Board of Commissioners Retreat
- May 8, 2023, Board of Commissioners Regular Meeting
- May 9, 2023, Board of Commissioners Budget Workshop #1
- May 17, 2023, Board of Commissioners Budget Workshop #2
- May 22, 2023, Board of Commissioners Work Session

**SUBMITTED BY:**

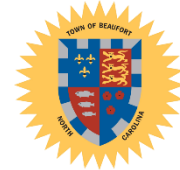
Elizabeth Lewis, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

No



# Town of Beaufort 2023 Board of Commissioners Retreat



March 9-10, 2023  
*Minutes*

**Present:**

Mayor Sharon Harker  
Mayor Pro Tem John Hagle  
Commissioner Melvin Cooper  
Commissioner Marianna Hollinshed  
Commissioner Bucky Oliver  
Commissioner Bob Terwilliger

Todd Clark, Town Manager  
Paul Burdette, Police Chief  
Barbara Cooper, HR Manager  
Mark Eakes, Public Works Director  
Kyle Garner, Planning & Inspections Director  
Rachel Johnson, Parks & Events Coordinator/PIO  
Elizabeth Lewis, Town Clerk  
Greg Meshaw, Town Engineer  
Tony Ray, Fire Chief  
Donovan Willis, Public Utilities Director  
Christi Wood, Finance Director

**Day 1- March 9, 2023**

Mayor Harker and Mr. Clark began the retreat at 9:00 am by giving a welcome introduction and overview of the agenda.

Christi Wood provided a financial review for the fiscal year 2023; she noted current expenditures, revenues, and end of year projections.

Ms. Wood and Mr. Meshaw presented the Capital Improvement Plan, which included current and potential Town projects. Items discussed include vehicle replacements, new Town facilities, street and pedestrian improvements, boardwalk/bulkhead improvements, park improvements, multi-use paths, stormwater improvements, and other utility projects.

Oakley Collier Architects, a consultant hired by the Town of Beaufort, provided results from a study conducted to determine the current state of the Town’s facilities and capital improvement needs.

Kyle Garner provided a Beaufort Harbor Dredging and Harbor Line report.

Doug Townsend, Chairman of the Beaufort Harbor and Waterways Master Plan Advisory Committee, provided a review of the Master Plan Committee Recommendations presented to the Board in September

2022. He noted that he had been directed to investigate and gather information regarding Public-Private Partnership and potential benefits should the Town choose that option. He shared through his findings there is a market for the Public-Private Partnership and discussed details of his research. Mr. Townsend also discussed capital construction and management avenues for the upcoming projects on Beaufort Waterfront. He noted the option of future lease agreements and how net operating income would be incorporated into that process. He shared his goal was to have all financial reports completed by May 31, 2023, which would help to determine the marketability of a lease agreement scenario.

Mayor Harker deemed a consensus to have Mr. Townsend continue building the financial proforma and to report back to the Board at a future date.

Mr. Clark explained the Water & Sewer Sub-Committee had been meeting for several months to determine an appropriate amount to represent sewer reimbursements to the utility general fund. He provided a brief overview of details discussed in those meetings and gave the committee members an opportunity to speak.

Commissioner Hagle spoke on the amount of time each department dedicates to water and sewer. He also shared the possibility of deriving the reimbursement rate by a percentage or through a set policy.

Commissioner Terwilliger expressed his concerns regarding future financial challenges with infrastructure and Town projects. He discussed current utility loans the Town was part of, and the potential to pay down on debt if the reimbursement rate was lowered. He suggested moving the minimum transfer amount, between \$200,000 and \$250,000.

Commissioner Oliver suggested concentrating the attention on the sewer rate portion of the topic. He shared his thoughts on the amount of sewer revenue in the general fund over the past few years, noting he believed the Town has become reliant on those funds. He also recommended the transfer amount be between \$200,000 and \$250,000.

Commissioner Hollinshed shared that she supported management’s recommendations.

Commissioner Oliver made a motion to restrict the transfer amount from the sewer fund to the general fund to \$250,000 for the FY 2024 Recommended Budget.

After the Board continued to discuss the topic, Commissioner Oliver decided to withdraw his motion, noting the issue had to be addressed sooner rather than later.

Mayor Harker suggested revisiting the topic at a future meeting as well as during the budgeting process.

Ms. Wood shared a presentation featuring ClearGov, a budgeting software system. She noted the benefits of the program and how it would help facilitate the budget process for the Town of Beaufort.

Commissioner Oliver suggested implementing the full program as soon as possible.

Commissioner Hagle made a motion to recess the meeting at 3:40 p.m.

The motion carried unanimously.

**Day 1- March 9, 2023**

Mayor Harker reconvened day two of the Board Retreat at 9:00 a.m.

Commissioner Hagle made a motion to excuse Commissioner Terwilliger from the meeting, noting that he would be joining late.

The motion carried unanimously.

Mr. Meshaw gave an update on USDA funded projects throughout Town and shared the next steps in the process to complete the work.

Commissioner Hagle made a motion to bring Commissioner Terwilliger into the meeting.

The motion carried unanimously.

Mr. Garner provided an overview of current and future North Carolina Department of Transportation projects that directly affect the Town of Beaufort.

Commissioner Oliver, an active member of the Carteret County Airport Authority Board, gave a brief overview of the function of the Airport Board. He provided an update on recent activities and shared a few highlights regarding their financial position and future expansion plans.

Commissioner Oliver also provided an update on Gallants Channel property. He shared a state grant that was awarded to fund a site-plan study for the area. With that, he shared future plans which would include the construction of a Maritime Education Center.

Mr. Clark distributed a handout regarding 400 Pollock Street.

Ms. Cooper provided a staffing report, which highlighted topics such as recruitment and retention challenges amongst employees.

Ted Cole, with Davenport Public Finance, provided a presentation regarding their services and explained how their guidance could benefit Beaufort with long-term financial planning.

David Cheatwood, with First Tryon, also provided a presentation on a financial module that would provide support to the Town in their future projects.

The Board thanked both consultants for their presentations, professionalism, and financial knowledge. They took no action following the presentations.

Mr. Clark and Ms. Wood discussed ARPA Projects/Funding and provided the status of each project. He explained staff was requesting the Board designate projects/funds for the remaining ARPA balance, which was noted as \$470,477.00.

Commissioner Hollinshed made a motion to allocate the remaining ARPA funds for the purchases of generators for three lift stations, two well sites, and to utilize the remaining funds for USDA water projects.

The motion carried unanimously.

Mr. Clark discussed upcoming budget priorities and asked that the Board email him with any specific comments or goals regarding the FY 2024 budget.

Mayor Harker initiated a continued discussion on the sewer transfer amount.

Commissioner Hagle suggested a policy and percentage should be put into place to regulate the number.

Commissioner Oliver made a motion to use \$250,000 as a transfer estimate for budgeting purposes in the FY 23-24 fiscal year, with the transfer being from the sewer fund to the general fund.

The motion was carried with a 3-2 vote.

Voting Yea: Commissioner Terwilliger, Commissioner Cooper, Commissioner Oliver

Voting Nay: Commissioner Hagle, Commissioner Hollinshed

Commissioner Hagle made a motion to add a discussion item on financial advisory services to the upcoming March 13<sup>th</sup> Board of Commissioners Regular Meeting agenda.

The motion carried unanimously.

The Mayor, Board and Town Manager provided ending comments on a successful retreat.

Commissioner Oliver suggested the Town research and recruit the services of a full-time grant writer as soon as possible.

Commissioner Hollinshed made a motion to adjourn the meeting at 2:50 p.m.

The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk

*Special Note: Copies of all presentation documents are on file in the Clerks Office at Town Hall and can be provided upon request.*



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**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM Monday, May 08, 2023**  
**Train Depot, 614 Broad Street, Beaufort, NC 28516**

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**Call to Order/Pledge of Allegiance**

Mayor Harker called the meeting to order at 6:00 p.m. and invited all to join in reciting the Pledge of Allegiance.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

PRESENT:

- Mayor Harker
- Mayor Pro Tem Hagle
- Commissioner Oliver
- Commissioner Cooper
- Commissioner Terwilliger
- Commissioner Hollinshed

**Agenda Approval**

Commissioner Hagle made a motion to approve the agenda.

The motion carried unanimously.

**Public Comment**

There was none.

**Items of Consent**

1. American Rescue Plan Policies
2. Meeting Minutes

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

The motion carried unanimously.

**Presentations**

1. FY 2024 Budget Presentation

Todd Clark, Town Manager, presented the FY24 Proposed Budget. He highlighted several key objectives and shared his budget message. It was noted that the total proposed budget for Fiscal Year 2024 is \$18,774,817; which represents an increase of \$2,542,219 from the adopted 2023 fiscal year budget. A copy of the FY24 proposed budget is on file in the Town Clerk's office, and can also be found on the Town of Beaufort's website: <https://www.beaufortnc.org/>

**Public Hearing**

1. Case #23-01 Text Amendment - Affordable Housing District

Commissioner Hagle made a motion to open the Public Hearing.

The motion carried unanimously.

Kyle Garner, Planning Director explained Case #23-01 was a zoning text amendment, the text portion only, that would create an Affordable Housing District. He provided background information on the item and shared it had been to the Planning Board for consideration. He noted the Planning Board had recommended approval, but with several changes; those changes are included in the meeting packet. He shared any properties in the Historic District would require additional approval from the Historic Preservation Commission. He reminded the group this was a draft version, and the Board could edit the proposal as they see fit.

Commissioner Hollinshed pointed out the word "Townhome" was not included on page 46 of the meeting packet, but it was included in the permitted uses.

Mr. Garner confirmed the text was left off, and noted the table would take presence over the text anyway, but ensured staff would fix it for consistency.

Commissioner Hollinshed shared she wanted to include a daycare center and a group/neighborhood recreation center in the permitted uses.

Commissioner Hagle noted the need for affordable housing in the area and commended the Beaufort Housing Authority (BHA) and Town staff for their work in developing the draft amendment.

Commissioner Oliver shared that he supported Commissioner Holinshed's suggestions of including the daycare center and a group/neighborhood recreation center as permitted uses. He spoke to the public regarding the proposed text amendment before the Board and how the Town reached this point, over several years of working to address affordable housing needs.

Dick deButts, Chairman of the Beaufort Housing Authority, recognized the current BHA Board of Commissioners and others who would be speaking on behalf of the BHA during their presentation. He explained the BHA operates under HUD (United States Department of Housing and Urban Development) which provides limited funding. He expressed challenges associated with deteriorating BHA facilities, as many have been in their present location for nearly 70 years. He shared the best way to completely demo and rebuild the existing 100 units was through the (Rental Assistance Demonstration) RAD conversion process which HUD will allow them to use. He shared three potential options available to enhance the standard of living for current and future tenants. He explained option one as the BHA assuming the role of the developer, with total cost estimated at 20 million dollars. He explained option two as the BHA hiring a developer and paying a 10% fee, with total cost estimated 22 million dollars. He explained the third option, allowed

under RAD, was to hire a highly successful developer with HUD experience and mixed income and workforce housing in North Carolina. Under option three, he shared the current 100 units would be replaced and 300 additional units would be added as workforce and mixed income housing; this would provide a stable financial model under a 99-year lease. He suggested the third option was the best choice for the 27 acres of land the BHA has to utilize in the Town of Beaufort. He noted the Master Developers Agreement, sharing the BHA Board is listed as a general partner in the Public Private Partnership with Winn Development. He explained after the partnership reached a level of sustainability, the BHA would receive 30% of the earnings to invest back into the community. He shared there were 100 current units, which produced a tenant population of 200. He went on to explain after zoning, environmental, and architectural engineering studies have been completed, they hope to add 300 units for workforce and mixed income; these were described as studio units with one, two, and three bedroom options. He noted the estimated total population to be 800-850, even with the additional units. He shared the development would be phased, with an estimated completion time of 8-10 years. He discussed the potential of a learning lab in the community building, which would allow the neighborhood residents and Town of Beaufort citizens the opportunity to take college courses.

Commissioner Hollinshed asked what the community building would fall under in the permitted uses.

Mr. Garner shared if the building was going to be open for the entire community, it would not be considered recreation, therefore not listed in the permitted uses as such.

Commissioner Hollinshed suggested they have two separate facilities to meet these goals.

Commissioner Terwilliger asked if there were any assumed financial costs from the Town associated with the future project.

Mr. deButts confirmed there would not be any expenses for the Town. He did note they may ask for help on items such as impact fees, but the BHA was not depending on the Town for financial support. He shared the text amendment would provide ground rules for what facilities they can and cannot build; a master plan would then be completed to follow approval of the proposed amendment.

Commissioner Hagle discussed the 300 additional units, as it sounded like they were needed to support and finance the whole package. He asked for clarity on the rent range of these units, based on income.

Mr. deButts deferred to Chris Fleming, with Winn Companies, to answer Commissioner Hagle's question.

Mr. Fleming explained the current 100 units would remain Section 8 and be rebuilt. He went on to share the plans for any additional units; these units would be rented to individuals with incomes between 50-80% of the area median income, which would qualify for low-income house credits; and the to those with incomes between 80-120% of the area median income, making the target market workforce housing.

Commissioner Oliver confirmed that the Town of Beaufort, through the BHA, has an obligation to provide 100 affordable housing units. He asked Mr. Fleming if his understanding was correct on their intentions of the 100 units, for those to remain Section 8, without that number increasing or decreasing.

Mr. Fleming confirmed his perception was correct.

Commissioner Cooper commented on meetings and information provided to the tenants about the potential project. He noted some frequently asked questions and asked for clarity on the RAD program.

Reggie Barner, consultant for the BHA, explained HUD gives housing authorities the abilities to use their assets to be 9 to leverage with codeveloper's and use their land to

help present development opportunities. He shared that HUD does not allow the housing authority to use their assets to pledge or provide a guarantee to the lender and the bank; thus, that is why a codeveloper is needed. He explained the benefits of a complete rebuild of the 70-year-old units, as opposed to just renovations.

Commissioner Cooper asked if there would be an opportunity for homeownership of the additional units in the future.

Mr. Fleming explained it was a great opportunity and Winn had done it several times.

Commissioner Oliver asked how the Town could come up with a comfort level associated with the quality of the units over the full term of the lease and have viable recourse to address any future issues.

Mr. Fleming shared that the BHA made it very clear during the RFQ process that quality and construction was very important to them. He referenced the development agreement, which gives BHA the right to approve of the plans and construction specifications. He explained Winn Companies was a long-term holder of real estate, sharing the company still owns the first building they ever developed. He suggested their financial plan was sound and explained they build into their projects with anticipation they are going to own them 50 to 100 years. He did note there was no guarantee they would never sell, and if for some reason they did want to remove themselves from the deal, the BHA would have right of first refusal to purchase Winn's interest. He suggested they would build and maintain the units to the best of their ability. He also noted they were willing to incorporate any type of reasonable default provisions the BHA or Town desired.

Commissioner Oliver asked if they build reserves in their profit structure on a monthly basis.

Mr. Fleming confirmed they were required to by HUD.

Commissioner Oliver asked if there was dissatisfaction, would there be a way the Town could have access and claim one of the reserve funds.

Mr. Fleming confirmed they could, as that is the purpose of the reserve funds.

Commissioner Oliver noted the importance of being able to protect the buildings for the entire term of the lease.

Commissioner Hagle asked Mr. Fleming if they had ever sold any of their units over the past 50 years.

Mr. Fleming said they had sold in the last ten years, when the relative values got skewed from what people were willing to pay for housing and what value the company considered appropriate; but noted in general, that was not their policy.

Commissioner Hollinshed had questions about who owned the actual property.

Mr. Fleming noted it was his understanding the project would be structured as a ground lease, and the BHA would always own the land. He explained if there was a future sale, it would only be of the buildings and not the land.

Commissioner Hollinshed suggested the different rental brackets would help subsidize portions of the project.

Commissioner Oliver asked how many proposals came in after running an RFQ.

Mr. deButts confirmed they received five inquiries, and actually considered four companies. He noted the project was started in 2016, and it had been an ongoing process. He added that selling certain properties upfront did not prove to be beneficial in the long run for this type of housing.

Commissioner Cooper asked if there was any intention to sell the Turner Street property.

Mr. deButts confirmed there was no intention to sell that property, or any other.

Commissioner Hagle asked how many children were currently living in the 100 units.

Mr. deButts noted there were approximately 70 children, ages 18 and younger, and pointed out they were not all school age yet.

Dakota Lipscombe, attorney with Ward and Smith, represented the Beaufort Housing Authority by providing an overview of the affordable housing zoning district that was being proposed with the text amendment. His comments were captured and referenced within a presentation, which is incorporated and attached as part of the minutes. He noted the BHA respectfully requests the following as part of the Affordable Housing District (AHD): 40-foot height maximum outside of the historic district; 1.5 parking spaces per unit; 16-unit density on Legion Street site; 13 unit density on Turner Street site; and no changes to density on smaller sites (historic district). He also shared the BHA was willing to agree to 80-foot lot width and applicable setbacks; addition of a daycare center and neighborhood recreation center to the table of permitted uses; and 15% open space. He discussed the BHA would have to apply for rezoning of their properties, following approval of the proposed text amendment, and explained who would be able to build in the district.

Rachel Carol, BHA Director, discussed the local housing market needs. Her presentation is also attached for reference.

Mr. Barner, shared steps taken by the BHA to include stakeholders in its planning process. He explained the BHA had made extensive and repeated outreach to the public, including tenants and local Town officials since 2018. He shared in the last 8 months, they have been especially busy with the Town Board of Commissioners and Planning Board efforts. He provided more details on the RFQ process and how they determined Winn Companies could meet the design standards set forth by HUD. He also spoke on the low-income tax credit program. He noted that the BHA was not the administrator of the Section 8 program in the community, and explained it was operated by Coastal Community Action. He discussed potential Town Home developments and the 15-year restrictions on those units if the tax credit program was utilized.

Commissioner Cooper asked where the residents would go during construction.

Mr. Barner explained the intent was to build on an open lot first, and current residents would not have to be relocated until the new units were complete.

Commissioner Cooper noted he would like to see two parking spaces per unit, not one and a half.

Mr. Fleming explained the thought process behind one and a half parking spots per unit.

Mayor Harker asked if 300 units was being suggested to meet a profit margin.

Mr. Fleming explained from Winn's point of view, they could do less units, but he felt it would be a lost opportunity. He added they would not go below 100 units; that being 100 existing and 100 new. He noted future growth should be considered.

Mayor Harker asked for public comment on the item.

Gary Barger, 307 Cedar Street in Beaufort, referenced a flier he received in mail regarding an affordable housing district. It was determined the flier was sent by a group of citizens in Beaufort and had nothing to do with Town Staff or any Board members. He noted that with extra residents in the area, it would affect wait time at doctor's offices.

Joe Provenzano, 131 Gray Duck Drive in Beaufort, spoke on HUD funding and National Income and Product Accounts (NIPA) documentation. He questioned whether there would be a municipal services agreement with the Town, concerning utilities, and public safety services. He pointed out it would be another entity that would need service. He discussed permits associated with the future project, and factors such as stormwater and sewer capacity. He expressed concerns with additional development on top of already approved projects.

Paloma Capanna, 225 Rudolph Drive in Beaufort, expressed her concerns associated with questions that had been raised by the Board, and that a market survey had not yet been completed by the developers. She also suggested documents were being exchanged by email that citizens were not aware of, making it seem like things were being hidden. She shared that she did not like the process in which items such as the text amendment and rezonings required. She noted the BHA website showed no indication of a wait list, or that the property was under review for a potential future project. She commented on the current 100 units, noting the Town prides itself on having old homes. She discussed other available housing units in the area, not just those owned by BHA.

Patricia Shephard, 114 Queen Street in Beaufort, discussed median income in the area and noted she was glad to hear some clarity on the Section 8 portion of the BHA. She noted there were plenty of jobs in the area. She shared her concerns with the local infrastructure and hospitals supporting the new development and its population. She offered statistics from the schools in Beaufort.

Kevin Sisso, 225 Rudolph Drive in Beaufort, thanked everyone for the information presented at the meeting. He discussed residents per unit and suggested limiting the size and scope of the project. He discussed potential strains on sewer, water and first responders in the area. He suggested the current units could be renovated cheaper and offered ideas on how to do that.

R.J. Lytle, 240 Arrington Road Beaufort, suggested the school system could not handle the amount of growth that would result in the new development. He suggested 400 units, with one child per unit, would result in 400-800 additional kids. He noted this would be a significant impact on such a small school district. He shared his perception of a school budget, noting three areas. He suggested additional staff would need to be hired to support all the new children entering Beaufort schools. He also commented on the potential need for additional space, buses, and school supplies.

Robert Harper, 1020 Broad Street in Beaufort, he expressed concerns about the project and that the BHA was requesting the amendments that would in turn create an Affordable Housing District. He suggested if the Board granted the request, other developers were going to ask for amendments to suit their needs as well. He discussed the importance of being fair to all developers in Town and being consistent. He shared until this point, there had not been any information shared in the community. He noted much of the information shared by the applicant and developers was verbal, not in a handout or something that could easily be referenced. He suggested the Board request all the information in writing to ensure all the promises and numbers are clear. He urged the Board to vote against the request until they obtained a document that was verifiable and legally binding.

Commissioner Hagle made a motion to close the Public Hearing.

The motion carried unanimously.

Commissioner Hollinshed said she would like to see the additions previously mentioned as part of the text amendment and noted she hoped the BHA would not be asking for any subsidies from the Town for the proposed project. She requested the BHA keep the Town Board of Commissioners informed with more updates than the yearly audit.

Commissioner Terwilliger shared he did not think they were ready to vote on the proposed text amendment. He questioned whether the changes would apply to government owned property only and suggested being as specific as possible with the text amendment.

Commissioner Hagle recommended more clarity on the text amendment and to have the suggested changes discussed by the Board included in a revised version.

Commissioner Oliver made a motion that the Board set a 30-day timeframe in which they would move forward with the text amendment based upon the following assumptions:

- An acceptable written master development agreement outlining each of the proposed considerations made by the operator be specifically stated in writing.
- That there be 40-foot maximum height allowance, except for the Historic District.
- That a 15 % open space requirement be included.
- That duplexes be a permitted use.
- That 1.5 parking spaces for Section 8 type housing and 2.0 for affordable housing be provided.
- That up to 16 dwelling units per acre be provided.
- That group living items and daycare be included as a permitted use.

He suggested giving staff time to review the minutes, notes and all the warrants and representation made at the meeting, so they could be included as a portion of the zoning approval.

Commissioner Cooper shared his preference of requiring two parking spots, regardless of Section 8 housing or not. He suggested a housing committee be formed to analyze the needs in the community.

Commissioner Oliver amended his motion to include two parking spots for all types of housing.

Commissioner Terwilliger again questioned how to restrict the text amendment to specifically address what the Town wants to do in this situation. He noted he would like to hear from the attorney later regarding his concerns.

Commissioner Oliver shared that is why he believed the master development agreement was so crucial and noted there was one currently in existence that should be reviewed after the information discussed at the meeting, to confirm all warrants and applications are captured and clearly understood.

Mayor Harker asked how that document affected zoning.

Arey Grady shared he had not reviewed the current master development agreement, referenced by Commissioner Oliver, but would do so to follow the meeting.

Commissioner Hagle recommended 35 feet be the maximum height allowance throughout all districts.

Mayor Harker reminded the Board there was a motion on the floor and called for a vote.

The motion was denied with a (4-1) vote.

Voting in opposition was Commissioner Cooper, Commissioner Hagle, Commissioner Terwilliger, and Commissioner Hollinshed.

Voting in favor was Commissioner Oliver.

Mayor Harker suggested the next step would be for the Board to review the master development agreement and to revisit the item again at the June 12<sup>th</sup> Regular Meeting.

Commissioner Hollinshed made a motion to recess the meeting at 8:40 p.m.

The motion carried unanimously.

Commissioner Terwilliger made a motion to reconvene the meeting.

The motion carried unanimously.

**Items for Discussion and Consideration**

1. Approval of Plans and Specifications- USDA-Funded Utilities Project

Greg Meshaw, Town Engineer, shared the plans and specifications for the USDA-funded water-wastewater-stormwater projects that have been completed. All regulatory permits and authorizations needed to construct the improvements have also been obtained. Copies of these plans, specifications, and permits/authorizations have been supplied to and accepted/approved by USDA. He noted that with these approvals, the next step in the process is for the local USDA office in conjunction with the State office to request loan closing instructions from the USDA Office of General Counsel. With that, several resolutions need to be adopted by the Board.

Commissioner Hagle made a motion to approve Resolution No. 23-07 for the Wastewater Collection System Rehabilitation Project.

The motion carried unanimously.

Commissioner Hagle made a motion to approve Resolution No. 23-08 for the Water Distribution System Project.

The motion carried unanimously.

Commissioner Hagle made a motion to approve Resolution No. 23-09 for the Stormwater Improvements Project.

The motion carried unanimously.

2. Award of Construction Contract- Cedar Street Pervious Parking Lanes Pavement

Mr. Meshaw shared a bid tabulation for the Cedar Street parking lane project. He noted that Sunland Builders Inc. was the lowest bidder. The bid amounts were noted as \$725,285.00 for the base bid and \$648,885 for the alternate bid, which includes construction of pavement using previous concrete. He explained both bids exceed the amount budgeted for the project, noting current Town funds available as \$369,000.00. He recommended the contract be awarded on the amount of available funding and shared a revised work exhibit for the pervious parking lanes. He also shared that the Town had recently applied for a grant with the Division of Coastal Management to help fund the remainder of the original project.

Commissioner Terwilliger suggested cancelling the project and requesting that North Carolina Division of Transportation pave Cedar Street.

Commissioner Hagle expressed his support of the pervious parking lanes on Cedar Street.

Commissioner Oliver had questions regarding the grant.

Mr. Meshaw shared it was his understanding that the Town would know if they were going to receive the grant by the end of May.

Mayor Harker noted the pervious pavement had an important purpose.

Commissioner Cooper made a motion to award the Cedar Street Pervious Parking Lanes Pavement Contract to Sunland Builders Inc., for the available funding amount.

The motion carried on a (4-1 vote), with Commissioner Terwilliger voting in opposition.

3. ARP Budget Ordinance and Amendments- Revenue Replacement

Mr. Clark and Christi Wood, Finance Director, explained the proposed Budget Ordinance and Amendments were housekeeping items associated with American Rescue Plan funds the Town received. Both Mr. Clark and Ms. Wood provided background information and a detailed explanation as to why the budget amendments were necessary.

Commissioner Hagle made a motion to approve the following: Grant Project Budget Ordinance Amendment #1 (Federal American Rescue Plan Act 2021); FY 2023 Budget Amendment #9; FY 2023 Budget Amendment #10; Capital Project Budget Amendment #1 (Stormwater and Equipment); and Capital Project Budget Amendment #1 (Utilities).

The motion carried unanimously.

4. Arts in Beaufort Mural Project

Rachel Johnson, Parks and Event Coordinator/PIO, provided a summary of the Arts in Beaufort Mural Project. She noted the Board of Commissioners had previously directed Arts in Beaufort to revise the proposed painting for the shower house.

BJ Vincent, with Arts in Beaufort, provided background on the project and shared the only changes made by the artist since the original rendering was presented to the Board was the additional of dolphins in the letter "F", instead of the fish.

Vic Fasolino, also associated with Arts in Beaufort, explained the historic significance of Blackbeard in the mural.

Commissioner Oliver made a motion to approve the mural, "Beaufort Blue", provided that there is a legend that describes each of the images located underneath the art piece. Included in that motion, Commissioner Oliver approved the other requests as presented: to remove the existing fence located on the boardwalk, and to remove the current shutters and replace them with solid pieces of wood.

It was also noted by Mr. Fasolino, the cost of the legend and mural would be taken care of by Arts in Beaufort.

The motion carried on a (4-1) vote, with Commissioner Hollinshed voting in opposition.

**Manager Report**

Mr. Clark distributed the monthly Manager's Report for May 2023; this information is also posted online at: <https://www.beaufortnc.org/boardofcommissioners/page/managers-report>

**Mayor/Commissioner Comments**

Commissioner Hagle offered a safety message about the importance of focused driving.

Commissioner Oliver shared he believed there was no conflict of interest with George Stanziale being on the Planning Board, and noted he did not participate in the meeting where the BHA item was considered. He also pointed out Mr. Stanziale was a highly qualified member of the Planning Board.

Mayor Harker thanked the citizens for attending the meeting. She also thanked the Arts in Beaufort committee. She commended the Town staff for preparing the FY 2024 Budget and noted she was looking forward to discussing it at the upcoming workshop meetings.

**Closed Session**

1. Pursuant to NCGS 143-318.11 (a) (5)

Commissioner Hagle made a motion to enter closed session, pursuant to NCGS 143-318.11 (a) (5).

The motion carried unanimously.

**Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 10:00 p.m.

The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



# Beaufort Housing Authority Affordable Housing District

# Who is Beaufort Housing Authority?

- ◆ Founded by the Town Board in 1966
- ◆ Existing units built between 1969-1971
- ◆ NC General Statutes Chapter 157 Provides the Legal Framework
- ◆ Is legally independent from the Town, but Mayor and Town Board provide oversight
- ◆ Mayor appoints the BHA board members, but once appointed, the Board members' legal duty is to the BHA
- ◆ **US HUD is the ultimate authority—HUD provides funding and controls BHA operations through a contract governed by federal law**

# Why an affordable housing district (AHD)?

- ◆ Provide flexibility
- ◆ Allow for planned and phased replacement of existing public housing
- ◆ Provide new housing units for those who need affordable and workforce housing

# AHD Needs Local Input

- ◆ An AHD will make sure housing is focused on affordable and workforce housing while providing adequate review by the Town officials.
- ◆ According to HUD local zoning can help affordable housing. HUD encourages pro-housing land use and zoning reforms.
- ◆ BHA wants to work with the Town to create the AHD so that we can avoid the problems other communities across the nation experience.

# What should the AHD include?

- ◆ BHA respectfully requests:
  - ❖ 40 foot height maximum outside of the historic district
  - ❖ 1.5 parking spaces per unit
  - ❖ 16 unit density on Legion St. Site
  - ❖ 13 unit density on Turner St. Site
  - ❖ No change to density on smaller sites (historic district)

# AHD Improvements

- ◆ Planning Board discussion brought up areas for improvement. These would be acceptable and demonstrate BHA's willingness to work with the Town:
  - ◆ 80 foot lot width and applicable set backs
  - ◆ Addition of day care to permitted uses
  - ◆ 15% open space

# Will the AHD automatically apply to BHA property?

- ◆ No.
- ◆ The BHA will still need to apply for AHD rezoning for BHA property. This added step provides more opportunity for comment and review.

# Who can build in the AHD?

- ◆ The real-life impact of the AHD is that only BHA can develop in the AHD.
- ◆ Construction in the AHD must still meet HUD requirements.
- ◆ These criteria make sure the housing development is for the public good and receives an additional layer of community oversight
- ◆ *AHD imposes more oversight than current zoning*

# Does this AHD allow BHA to begin construction?

◇ No.

◇ It is important to keep in mind that BHA's plans still need to be approved as zoning map amendments (which will come in the next months) and plan review approvals (which will come once the zoning is approved and the architect completes preliminary plans).

# Local Housing Needs

- ◆ There is a recognized need for affordable rental housing in Beaufort as well as Carteret County as a whole.
- ◆ Apartment rentals are in High Demand and there is Pent-Up Demand for affordable and workforce housing.
- ◆ Demand for multifamily rental housing is very strong withing Carteret County; only five of the 1,919 surveyed units were vacant, resulting in an overall 99.7% occupancy rate
- ◆ *With nearly 8,000 housing cost-burdened households in the county, affordable housing alternatives should be part of future housing solutions.*

# HUD Identified Low-Vacancy Area

◆ HUD has identified Carteret County as a Low-Vacancy Area for many years, with current available datasets dating back to FY2017. Low-vacancy areas are set at the county level using occupancy rates for public housing and multifamily assisted properties.

Fiscal Year	% Occupied
2022	95.9%
2021	96.1%
2020	94%
2019	95.4%
2018	96.4%
2017	95.2%

# Housing Needs Assessment: Household Income, Housing Costs & Affordability

Household Income, Housing Costs and Affordability								
	2020 Households	Median Household Income	Estimated Median Home Value	Average Gross Rent	Share of Cost Burdened Households*		Share of Severe Cost Burdened Households**	
					Renter	Owner	Renter	Owner
Beach	3,803	\$69,092	\$377,345	\$1,229	37.7%	22.9%	23.4%	9.8%
Central	15,150	\$54,704	\$186,981	\$919	42.2%	22.2%	20.4%	7.7%
East	8,113	\$56,238	\$188,696	\$838	34.3%	18.8%	19.4%	6.4%
West	4,468	\$69,316	\$237,339	\$1,213	32.5%	25.0%	12.7%	10.1%
Carteret County	31,534	\$58,570	\$214,964	\$954	38.8%	22.0%	19.6%	8.1%
North Carolina	4,215,474	\$55,916	\$175,782	\$979	43.3%	19.9%	20.6%	7.9%

Source: American Community Survey (2015-2019); ESRI

\*Paying more than 30% of income toward housing costs

\*\*Paying more than 50% of income toward housing costs

# Housing Needs Assessment

- ◆ Community Input Indicates that Area's Housing Shortage is Adversely Impacting Local Employers and Limiting Economic Growth
- ◆ Over 80.0% of respondents indicating that housing affordability and limited availability of housing were often experienced in the market.
- ◆ Most employers surveyed (54.5%) stated that in the past couple of years they have experienced difficulty attracting and/or retaining employees due to housing related issues and challenges.
- ◆ Unaffordable rental housing was ranked as the greatest housing challenge, while unaffordable for-sale housing was a major concern.
- ◆ Several employers indicated that they would do additional hiring if more housing was available and affordable to their employees.

# Local Market Survey

- ◇ In March 2023, BHA conducted a local market survey of Affordable Housing providers in Carteret County. There were a total of 15 Affordable Housing providers included in the survey (including BHA).
- ◇ At the time of the survey there were a total of **434 families currently on wait lists for Affordable Housing.**
- ◇ Additionally, according to a representative with the Coastal Community Action Association, there are approximately **68 Housing Choice Voucher holders waiting for housing, and an additional 271 people currently on the waiting list.**
- ◇ **There are a total of 773 families waiting for affordable or subsidized housing in Carteret County.**

# What has BHA done to include stakeholders in its planning?

- ◆ BHA has made extensive and repeated outreach to the public, including tenants and local Town officials since 2018
- ◆ Last 8 months have been especially busy with Town Board of Commissioner and Planning Board efforts

# Outreach: Extensive and Ongoing

- ◆ August 15, 2018 - Resident Information Meeting about HUD's RAD Program with its efforts
- ◆ September 4, 2018 - HUD RAD Application Submitted
- ◆ December 6, 2018 - HUD awards BHA a Commitment to Enter into a Housing Assistance Payments Contract (also known as a CHAP award)
- ◆ 2019—additional research to evaluate RAD and redevelopment options. Consultants and legal counsel provided input.
- ◆ 2020—Carteret County housing study prepared and released
- ◆ 2020-2022—Covid-related delays.
- ◆ April 26, 2022 - BHA Board discusses moving forward with new RAD proposition. September 1, 2022 - Co-Developers Notified of Award (Winn) or Rejection (Others)
- ◆ October 10, 2022 - BHA and Winn sign a non-binding term sheet and agree to prepare a comprehensive Development Agreement.
- ◆ October 10, 2022 - Presentation at Town Board of Commissioners meeting of Winn and overall project goals discussed
- ◆ April 2022 through October 2022 - RAD Updates & Facts published in BHA's monthly newsletters that are distributed to all residents
- ◆ October 2022—Town Board of Commissioners encourages BHA to proceed
- ◆ November 1, 2022 - Information session with BHA, Winn, and Town Officials to discuss overall project
- ◆ January 17, 2023 - Initial Presentation/Request to Planning Board for Affordable Housing District (AHD) - However, the presentation was not made because the Planning Board did not have enough attendance for a quorum
- ◆ February 20, 2023 - Planning Board Meeting - Discussed request for AHD - vote tabled to next meeting
- ◆ February 24, 2023 - Final Development Agreement executed between BHA and Winn - Press Release posted
- ◆ March 20, 2023 - Planning Board Meeting - AHD approved with modifications from proposal

## BHA's Developer Team

- ◆ Winn was selected from four applicants
- ◆ This partnership will replace the current 100 units of public housing with new and better units
- ◆ A full feasibility study, including demand quantification, environmental restrictions architectural review and other considerations are yet to be accomplished.

# AHD Allows Responsible Development

- ◆ Add approximately 300 additional affordable and workforce apartments over 8-10 years
- ◆ Option for some affordable home ownership through condos that will remain on BHA-owned land through the long-term lease

# BHA and Community Safeguards

- ◆ BHA participates in all development decisions, review rights overall all program, design financing and scheduling
- ◆ BHA receives 30% of cash flow and benefits with financing proceeds and retention of property's residual value

# BHA Benefits

- ◇ BHA retains right to purchase the property if Winn wants to exit—  
Winn cannot sell to another outside developer without BHA having the right of first refusal
- ◇ BHA continues to own the land, just leasing it to the development company (and BHA will own a portion of the development company)
- ◇ BHA shares in the development fees generated by the project



**Town of Beaufort, NC**

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

**Board of Commissioners  
Budget Work Session #1  
4:00 PM Monday, May 9, 2023  
Train Depot, 614 Broad Street  
Minutes**

**Call to Order**

Mayor Harker called the meeting to order at 4:00 pm

**Present:**

Mayor Harker  
Mayor Pro Tem Hagle  
Commissioner Cooper  
Commissioner Hollinshed  
Commissioner Oliver  
Commissioner Terwilliger

**Staff:**

Todd Clark, Town Manager  
Paul Burdette, Police Chief  
Barbara Cooper, HR Manager  
Mark Eakes, Public Works Director  
Kyle Garner, Planning Director  
Rachel Johnson, Events Coordinator/PIO  
Greg Meshaw, Town Engineer  
Tony Ray, Fire Chief  
Donovan Willis, Public Utilities Director  
Christi Wood, Finance Director

The Board of Commissioners and staff members discussed the proposed FY 2024 Budget, which was first introduced at the Regular Meeting on May 8, 2023. Specific line items within each department were reviewed by Mr. Clark; highlighted discussion topics are listed below:

- Cost of living allowances (COLA) proposed at 5%; Mayor Harker recommended an increase to 6% which was supported by Board consensus.
- Employee merit increases available up to 3%.
- Commissioner Hagle recommended tuition reimbursement increases from \$500 to \$1,000 per employee. It was also suggested a commitment letter be part of the program, handled administratively.
- 10.5% increase for property and liability insurance.
- 5% proposed fuel increase across all departments.
- Addition of a full-time Information Technology position, to be funded for 6 months in the upcoming budget year, starting in January 2024. Required job description to be provided at a future date.

- Board consensus for Town Manager and Town Engineer to proceed on with an RFQ for engineering and scope of services on the boardwalk project.
- Addition of \$25,000 for contracted grant writer.
- \$12,000 budgeted for fall 2023 municipal election.
- \$732,000 for the purchase of a new fire engine; \$280,000 for four new police vehicles; \$190,000 for a new grapple truck for sanitation; \$60,000 for a new mini excavator for stormwater utility maintenance; \$56,000 for new handrails to protect pedestrians on Turner Street; \$50,000 to resurface tennis courts; and \$20,000 for two new parking kiosks.
- Commissioner Oliver requested a copy of the fleet policy and inventory of licensed vehicles (year, make, mileage) be sent to the Board for their reference.
- Dredging expenses have been moved out of the public works budget to non-departmental.
- GFL rates to increase by 7% and questions/concerns about current routes.
- The Parking Manager’s salary has been revisited and the salary is now split with 45% of these expenses paid out of the Parking Department and 55% paid out of Finance.
- Wastewater Pump Station Improvement Planning Grant through the North Carolina DEQ, Division of Water Infrastructure; \$174,000.
- Funds for the design of an odor control system for the Town’s wastewater treatment plant; \$85,000.
- Commissioner Oliver shared his opinions on end of year final numbers and commented on local option sales taxes and ad valorem tax lines. He also discussed investment income, suggesting a \$200,000 increase to that line item. He shared he believed the Town would be able to make a significant debt payment and contribution to capital reserves, expressing his desire to reduce future sewer rates.
- Ms. Wood suggested tax collection be examined in the upcoming year, as it may be more cost efficient to bring it back in house in the future.
- Commissioner Hagle commented on the importance of a five-year plan in the budget. He also requested an updated organizational chart.
- Ms. Wood went over proposed changes to the fee schedule.

**Adjourn**

Commissioner Hagle made a motion to adjourn the meeting at 6:00 p.m.

The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



**Town of Beaufort, NC**

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

**Board of Commissioners  
Budget Work Session #2  
6:00 PM Monday, May 17, 2023  
Train Depot, 614 Broad Street  
Minutes**

**Call to Order**

Mayor Harker called the meeting to order at 6:00 pm

**Present:**

Mayor Harker  
Mayor Pro Tem Hagle  
Commissioner Cooper  
Commissioner Oliver  
Commissioner Terwilliger

**Staff:**

Todd Clark, Town Manager  
Paul Burdette, Police Chief  
Barbara Cooper, HR Manager  
Mark Eakes, Public Works Director  
Kyle Garner, Planning Director  
Rachel Johnson, Events Coordinator/PIO  
Greg Meshaw, Town Engineer  
Tony Ray, Fire Chief  
Donovan Willis, Public Utilities Director  
Christi Wood, Finance Director

Commissioner Hagle made a motion to excuse Commissioner Hollinshed from the meeting.

The motion carried unanimously.

Mr. Clark gave a brief recap from the prior budget meeting. The Board of Commissioners and staff members continued discussion on the proposed FY 2024 Budget, the below points were highlighted.

- Commissioner Hagle asked questions about the number that would represent 50% of expenditures of utility fund, referenced on page 18 of the proposed budget.
- Commissioner Terwilliger commented on parking revenue and the paid parking kiosk and credit card fees associated with those transactions.
- Commissioner Cooper asked for clarity on funds appropriated for the UDO consultant.
- Commissioner Oliver discussed local sales tax numbers as well as property taxes.

- Mr. Clark shared the vehicle policy that had been sent out, but it has not been formally adopted. He explained it did not require Board approval, but if they wished to ratify it, that could be done at a future meeting. It was noted staff had been following the policy internally.
- Mr. Clark suggested staff make the desired changes and then provide the Board with a revised Budget Ordinance that represented all the consolidated amendments at the May 22<sup>nd</sup> Work Session Meeting. The Mayor and Board agreed with that recommendation and praised staff on a successful budget process.
- There was a consensus from the Board to budget for two new parking kiosks as requested, but adequate research needed to be done before purchasing them.

**Adjourn**

Commissioner Terwilliger made a motion to adjourn the meeting at 6:45 p.m.

The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



**Town of Beaufort, NC**  
701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - www.beaufortnc.org  
**Board of Commissioners Work Session Meeting**  
**4:00 PM Monday, May 22, 2023**  
**Train Depot, 614 Broad Street, Beaufort, NC 28516**

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**Call To Order**

Mayor Harker called the meeting to order at 4:00 p.m.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

- Mayor Harker
- Mayor Pro Tem Hagle
- Commissioner Oliver
- Commissioner Cooper
- Commissioner Terwilliger

Commissioner Cooper made a motion to excuse Commissioner Hollinshed from the meeting.

The motion carried unanimously.

**Agenda Approval**

Commissioner Hagle made a motion to approve the agenda.

The motion carried unanimously.

**Presentations**

1. Sunny Day Flooding Project

Greg Meshaw, Town Engineer, explained the University of North Carolina at Chapel Hill (UNC) Institute for the Environment, the North Carolina State University (NCSU) Department of Civil, Construction, and Environmental Engineering, the UNC Department of Earth, Marine and Environmental Sciences, the Institute of Marine Sciences in Morehead City, the UNC Environment, Ecology, and Energy Program, and the UNC Department of City and Regional Planning have been participating in a study that began during March 2021. The aim of the study has been to evaluate a new sensor framework for measuring the incidence of coastal floods which captures both subterranean and land-based contributions to flooding. This study was commissioned believing that tide gauges do not account for land-based sources of coastal flooding and therefore, flood thresholds and the proxies derived from them likely underestimate the current and future frequency of

coastal flooding. Beaufort was one of the locations that the researchers chose to place a sensor and in turn, to compare data from the sensor versus that obtained from tidal gauges. He introduced Dr. Miyuki Hino and Dr. Katherine Anarde who have been actively measuring the incidence and drivers of coastal flooding in Beaufort over the past few years. They provided a detailed presentation to the Board, which highlighted data collected from the Sunny Day Flooding Sensors. *A copy of the presentation is attached and incorporated as part of the meeting minutes.*

Commissioner Oliver asked if the researchers had any suggestions to mitigate the flooding at this point.

Dr. Hino noted that Beaufort was actively exploring ways to tackle the problem and becoming more resilient. She shared more research would be helpful. She offered suggestions such as valves on the end of more storm drains, elevating roadways, adding pump systems, restoring wetlands, and additional bulkheads. It was also noted these flooding issues are specific to the area and can be considered a block by block problem.

Commissioner Hagle agreed, some areas are worse than others.

Commissioner Terwilliger had questions about trends and the depth of the water at the referenced test site.

Dr. Anarde shared she would like to test that but could not give a good answer with only two years of research. She suggested five years of monitoring would provide more accurate results. She explained the funding for their program was limited, but they were not asking for funds from the Town of Beaufort, she noted rather, support of their research was important. She asked if the data was useful to the Town; how could they make it more useful; and where is the greatest need. She explained it was the researchers job to find funding to support their science.

Commissioner Hagle suggested a list of relatively inexpensive ways to solve the flooding problems would be helpful.

Mayor Harker shared there were other hotspots in Town worth noting as potential research sites, such as 300 block of Pollock Street and other areas down Front Street.

Dr. Anarde thanked the Board for their feedback and expressed the importance of their continued support. She noted when applying for grants, letters of support from the Town of Beaufort were instrumental in their success of obtaining funding for research.

**Items for Discussion and Consideration**

1. April Financial Report

Christi Wood, Finance Director, provided a financial report for April 2023. She noted the Town did not receive any distributions from Carteret County in April, however a distribution of \$990,878 was received in May. She shared \$18,465 was received in April for motor vehicle tax (MVT). She noted \$151,089 was distributed for sales and use tax in May 2023, which reflected a 12% decrease from the distribution in May of 2022. She shared as of May 15, 2023, the General Fund (Unrestricted Fund Balance) was \$5,133,236.98; the Utility Fund (Unrestricted Net Position) was \$3,238,593; and the Capital Reserve balance reflected no change from the last report.

2. Beaufort Business Association Request

Nelson Owens, President of the Beaufort Business Association (BBA), provided an overview of the organization, shared several suggestions for paid parking, and requested the Town help fund the 4th of July Fireworks. His presentation and talking points are provided below:

1. *Beaufort Business Association Overview*

- We are currently reorganizing and rebranding the organization from Beaufort Development Association to Beaufort Business Association
  - Beaufort Businesses generate a substantial portion of the proposed \$13.7 million town budget revenue including a large portion of the property taxes and over \$2.6 million in sales tax.
  - One of my goals is for the BBA become a liaison between all Beaufort Businesses and the town, county and state.
  - I want to work with the town to investigate the NC Department of Commerce Main Street program and the relatively new state law that allows Social Districts. Most progressive small towns in NC are already participating in these programs.
  - We are fortunate to now have a town manager with experience in both of these programs.
2. Beaufort Paid Parking
- Staff Report for 2022 5/23-9/5
    - a) Staff recommends no changes for 2023.
    - b) Gross Income: \$236,893
    - c) Expenses: **\$135,929**
    - d) Net Income: \$100,964
  - Revised Numbers
    - a) Jan - Apr Employment Expenses: **\$8,353**
    - b) Sept- Dec Employment Expenses: **\$18,754**
    - c) WBD Projects (Not a direct expense - Budgeted): **\$30,474**
    - d) Revised estimated Direct Expenses: **\$78,348 - \$91,901**
    - e) Revised estimated Net Income: \$144,992 - \$158,545
3. WDB (Waterfront Business District) Projects
- Budgeted Spending Account for Business District improvements and maintenance. For the past year the account has been used for things like trash bags, mutt mitts, trash corrals, flags, electrical work for Christmas décor, Christmas décor, benches, signs, Beaufort flags. The biggest expense was the new holiday street decorations: \$17,671.19.
  - Started 2022 with a balance of 42,896.91 ended FY 2022 with balance of \$36,392.87 (Where does this money go?)
  - Started FY 2023 with a budgeted amount of \$72,550.00 as of 1/1/23 there was 48,568.03 in this account.
  - Current proposed budget has \$70,000 budgeted for FY 2024 (Shouldn't this budget reflect the parking profit amount?)
4. BBA Recommendations for Parking
- Do not waste capital on new kiosks - they are difficult for users, and expensive to maintain.
  - Start migrating to new cashless phone based systems.
    - a) Must be easy to use and pay - QR code - no app download required.
    - b) Easy to setup different Seasons/rates Prime, Shoulder, Off
    - c) Tourist friendly - Send text messages to customers to pay before giving a ticket.
    - d) Capability of business validation - discounts to local business, marketing
    - e) No new capital equipment expense required - just signage.
  - Consider extended paid parking season to include shoulder seasons April 1st through October - estimated gross revenue increase of least \$100k - probably more.
  - Also consider all year paid parking at reduced off-season rates to control expenses and parking abuse - another \$50k in gross revenue?
5. BBA Recommendations for Parking

- *Create clear and transparent guidelines on how the WBD money generated by parking is spent.*
  - a) *Parking revenue is a tourist tax should be used to improve/increase tourism.*
  - b) *Get Input from BBA on how money is spent - examples:*
    - *Fireworks*
    - *Tangible improvements to enhance tourism.*
    - *Special town projects - not included in the budget.*
- *Create a parking committee, including BBA members and town staff to address parking issues:*
  - a) *Seasons: Prime, Shoulder, Off*
  - b) *Zones: Front Street and Turner Street Retail, Off Front Street Retail, Ferry - east of 600 block*
  - c) *Rates: Current rates too low? Different rates for zones, and seasons*
  - d) *Passes: No passes on Front Street*
  - e) *Contract: Investigate contracting out parking management*
  - f) *Money: Decide how WBD money spent*

6. *Beaufort Business Association Request*

- *The July 4th fireworks have been paid for by BBA for many years.*
- *The money is generated by Business and individual donations.*
- *This years estimated cost is \$15k*
- *This year the BBA is humbly requests that the Town pay all, or at least make a substantial contribution, to the cost of fireworks from the money left in the WBD account.*

Commissioner Cooper discussed the current kiosk system and questioned how effective year-round paid parking would be for the Town. He suggested that the addition of a social district should be investigated, and the Police Chief should be involved in any conversations associated with the potential change.

Commissioner Oliver asked for clarification on the Main Street Program.

Mr. Owens explained the program allowed collaboration with the State, making it easier to obtain grants and funding for the Town's Business District. He noted that Morehead City was part of the Main Street Program and shared one of the requirements was for the BBA to have a full-time Executive Director.

Commissioner Oliver confirmed with Mr. Owens there was a paid parking system that allowed users to simply scan a QR code, rather than having to download an app on their phone.

Commissioner Hagle commented on the current parking machines, and the potential for improvements. He suggested Mr. Owens and the BBA speak with other local entities about their machines and the Main Street Program, to understand what is most effective.

Mayor Harker suggested further research and discussion on these topics.

Commissioner Terwilliger noted the current phone app for paid parking worked easily. He agreed that improvements are needed in the future, but it was nothing that could be implemented in the current year. He shared he believed parking was a financial resource to the Town, and year-round parking made sense, even if the rates were varied throughout the season. He suggested the Social District idea should be investigated by having open conversations and including vital Town staff, such as the Police Chief. Commissioner Terwilliger noted that he supported the idea of the Town's financial contribution for the 4<sup>th</sup> of July Fireworks. He suggested it be a one-third split, rather than

the Town completely funding the event, with the other contributions coming from businesses and citizen donations.

3. FY 2024 Budget

Todd Clark, Town Manager, provided an overview of the changes made to the proposed budget, as instructed by the Board at previous workshop meetings. A summary of those changes includes adjusted cost of living allowance from 5% to 6%, total increase in the amount of \$78,151.00; employee tuition reimbursement \$1,000 per year with funds to be accommodated within the Human Resources budget; and an increase to investment earnings referenced as an additional \$200,000. He shared an updated Budget Ordinance and explained how the above changes were noted in that document. He noted that parking revenue was captured under permits and fees, located in the general fund revenue. He shared Ms. Wood was updating the five-year plan document and it would be supplied at a future date. He noted several other documents that had been distributed prior to the meeting, as a follow-up to the Board’s request, and will be incorporated as part of the final budget.

Commissioner Cooper asked for clarification on funding for Town of Beaufort’s Fire Department, on the County side of the budget.

Fire Chief, Tony Ray, explained how the County Fire Tax District functions, as well as the role of the County Reserve account.

Mayor Harker discussed the process of adopting the FY 2024 Budget and the Public Hearing date set for June 12, 2023 at 6:00 p.m. She suggested if there were any questions or concerns that occurred between now and the next meeting, to communicate that with Mr. Clark and Ms. Wood.

There was a Board consensus to appropriate \$5,000 from the current fiscal year’s budget, to help fund the 4<sup>th</sup> of July Fireworks put on by the BBA.

Mr. Clark confirmed that he and Ms. Wood would determine the best place for those funds to come from and reference it in a Budget Amendment, under Items of Consent at the June 12<sup>th</sup> Regular Meeting.

**Closed Session**

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

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

The motion carried unanimously.

**Adjourn**

Commissioner Terwilliger made a motion to adjourn the meeting at 6:00 p.m.

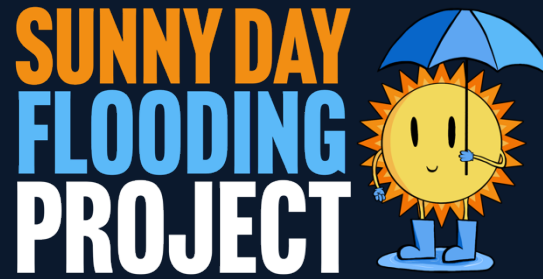
The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



# Measuring the Incidence and Drivers of Coastal Flooding in Beaufort, North Carolina

Dr. Miyuki Hino, Assistant Professor, City and Regional Planning, UNC

Dr. Katherine Anarde, Assistant Professor, Civil & Environmental Engineering, NCSU



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

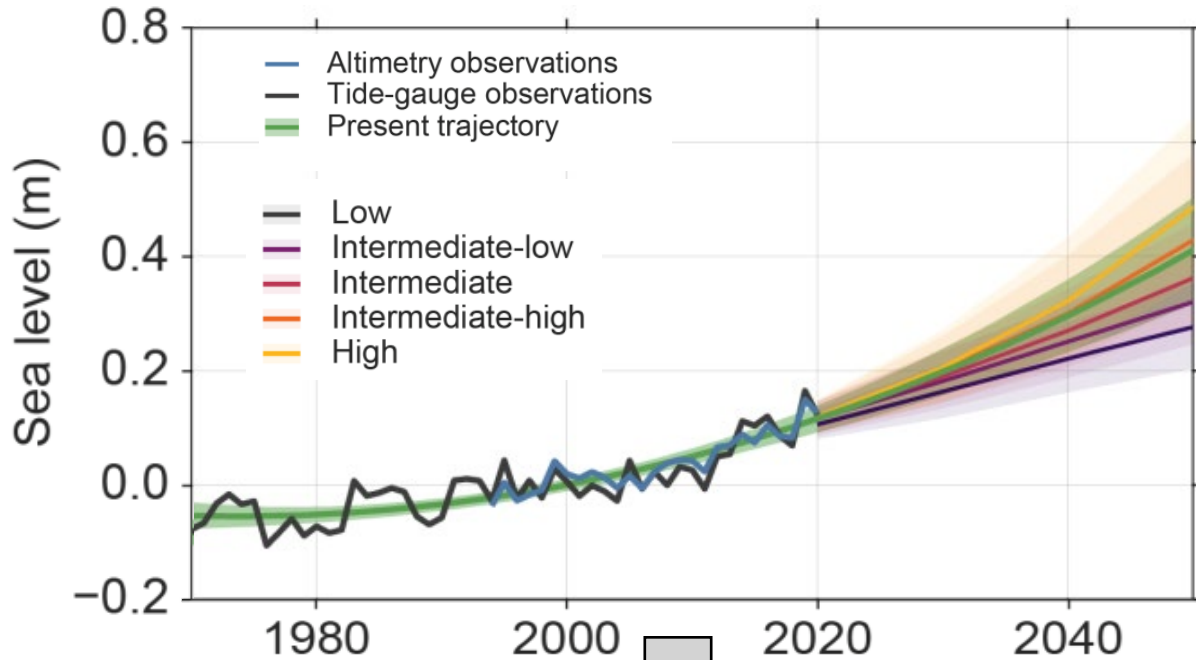


Town of Beaufort  
Monday, May 22

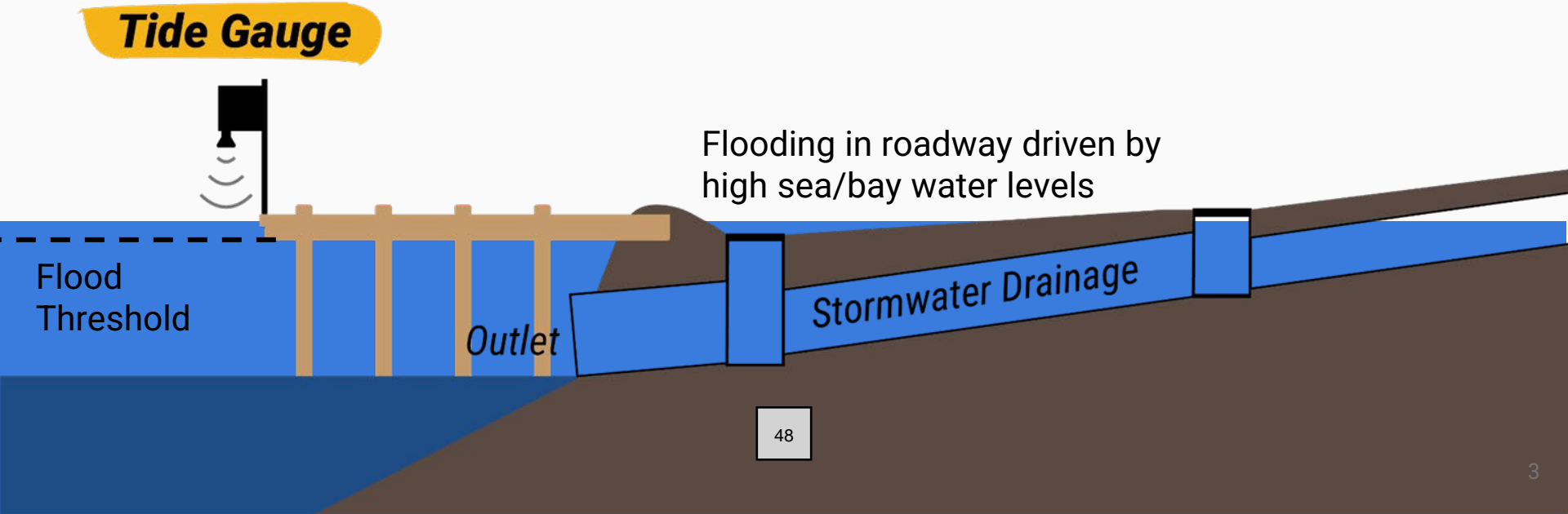
# Sea level rise is projected to increase flood frequency

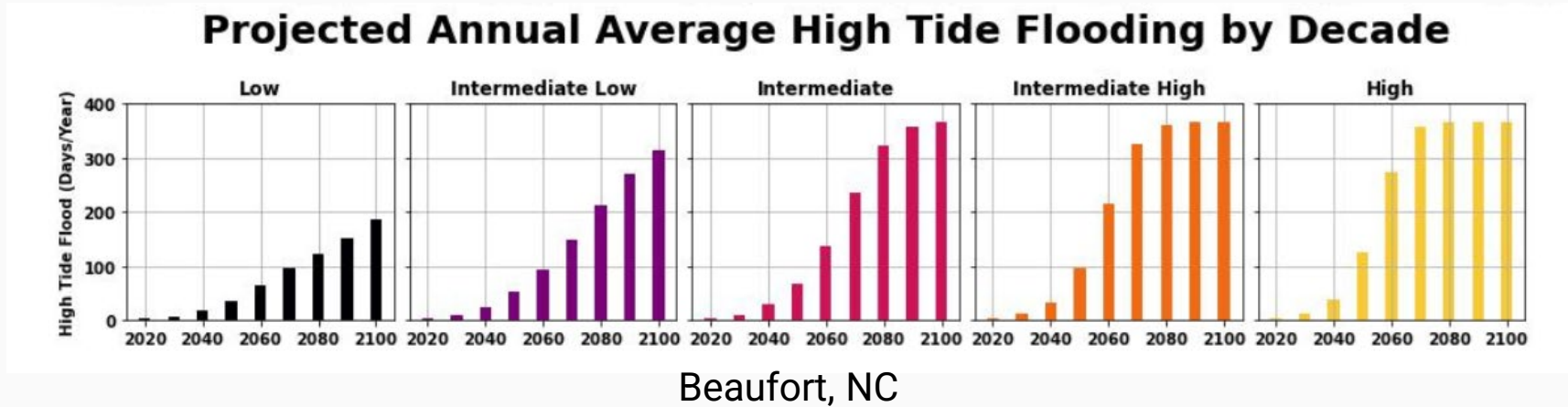
1.

NOAA projections for the Southeast: ~15 in from 2020-2050



47





The water level thresholds used to classify high-tide floods “provide more consistent national coastal flood metrics,” but are not intended to “supplant knowledge about local flood risk.”

# Tide gauges are not intended to capture all sources of flooding

1.

Tide gauges *do not* capture:

- **Flooding from rainfall**
- **Flooding from high groundwater**



**Tide Gauge**

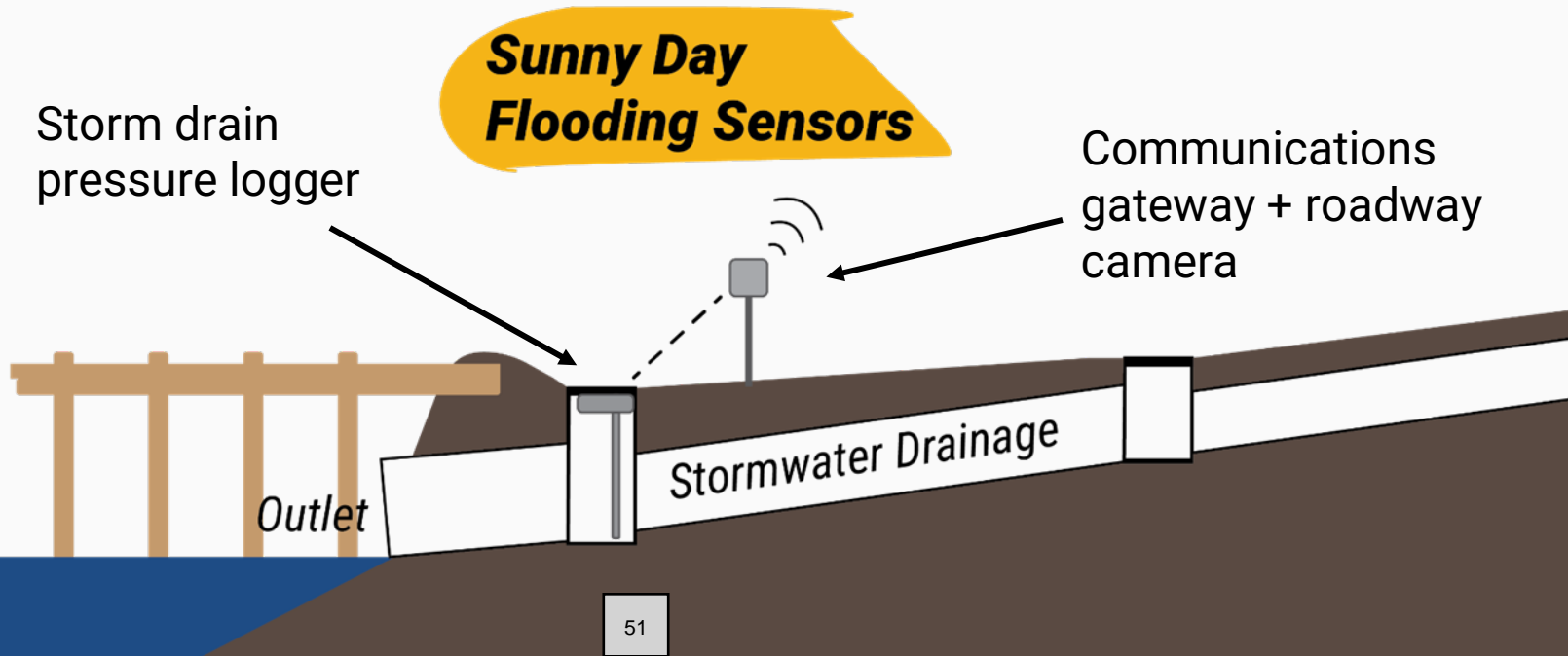


Flood  
Threshold

Outlet

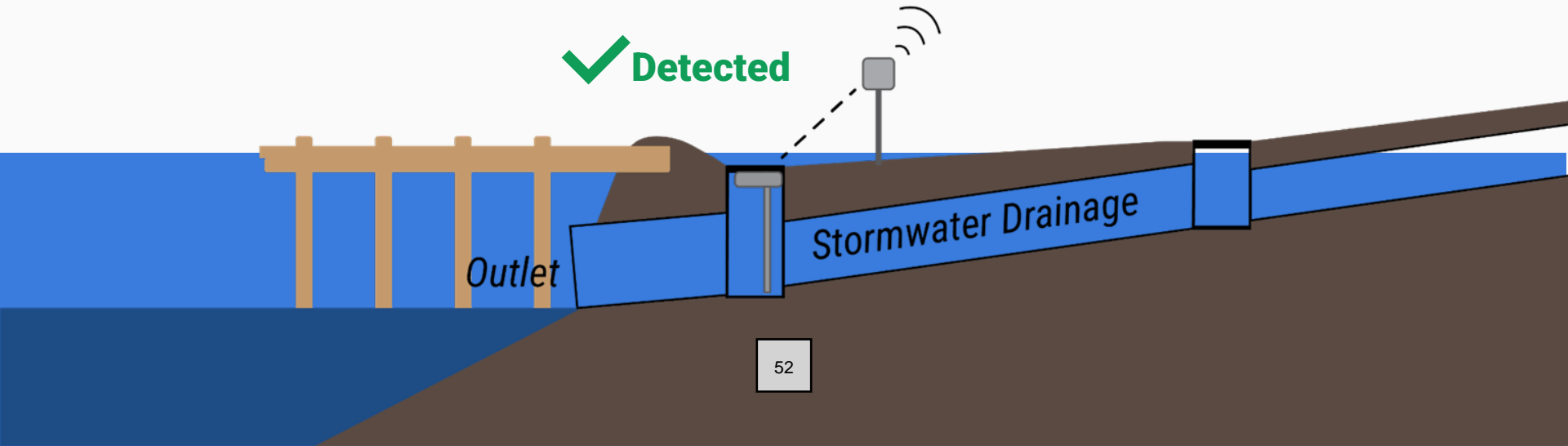
Stormwater Drainage

50



# Sunny Day Flooding Sensors

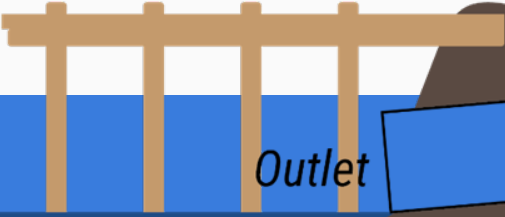
✓ Detected



**Sunny Day  
Flooding Sensors**



✓ Detected



Stormwater Drainage





**Real-time camera**

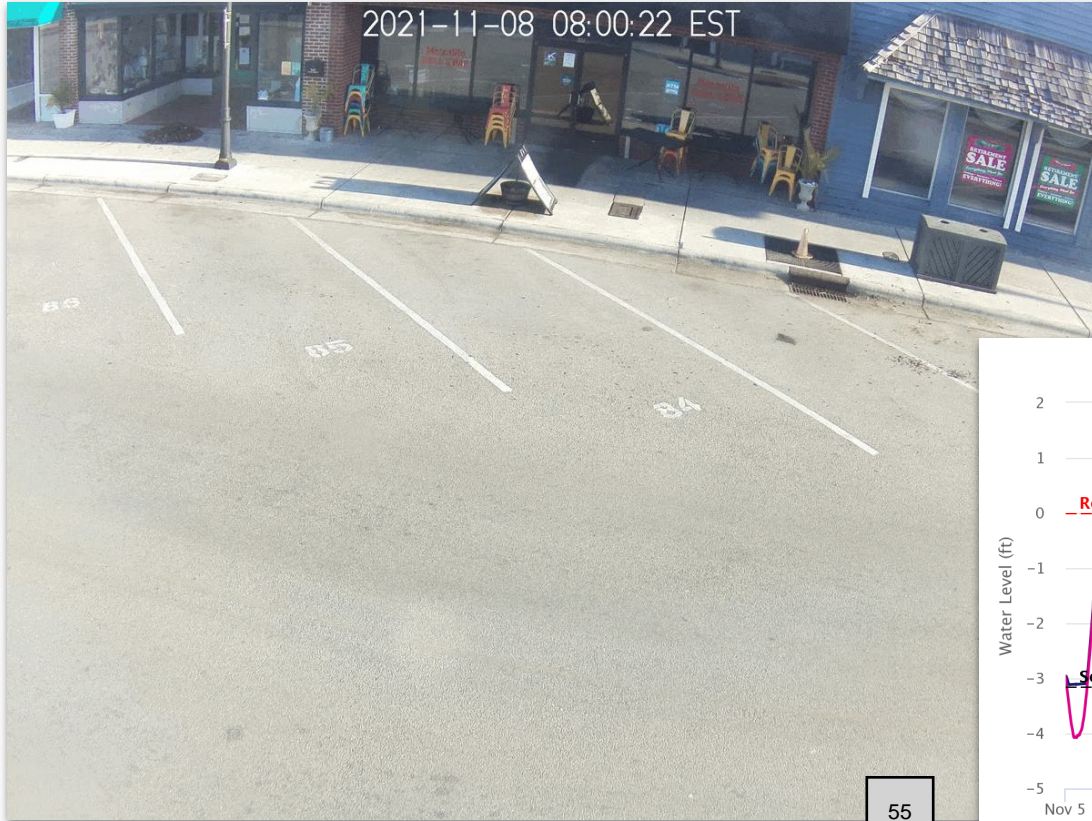
**Real-time water levels**



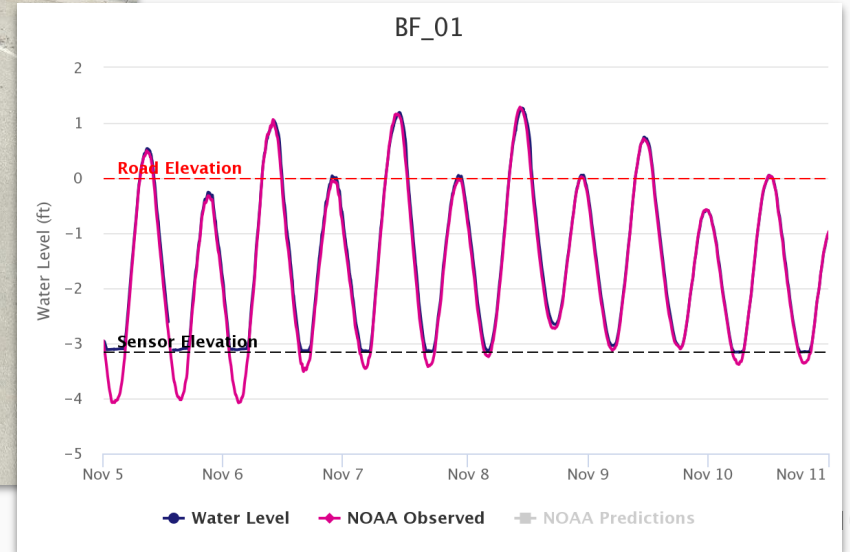
We have also partnered with local officials 54 community members in Carolina Beach, New Bern, and Sealevel to deploy sensors in those towns.

# Sunny-day floods in Beaufort are captured well by the NOAA tide gauge

1.



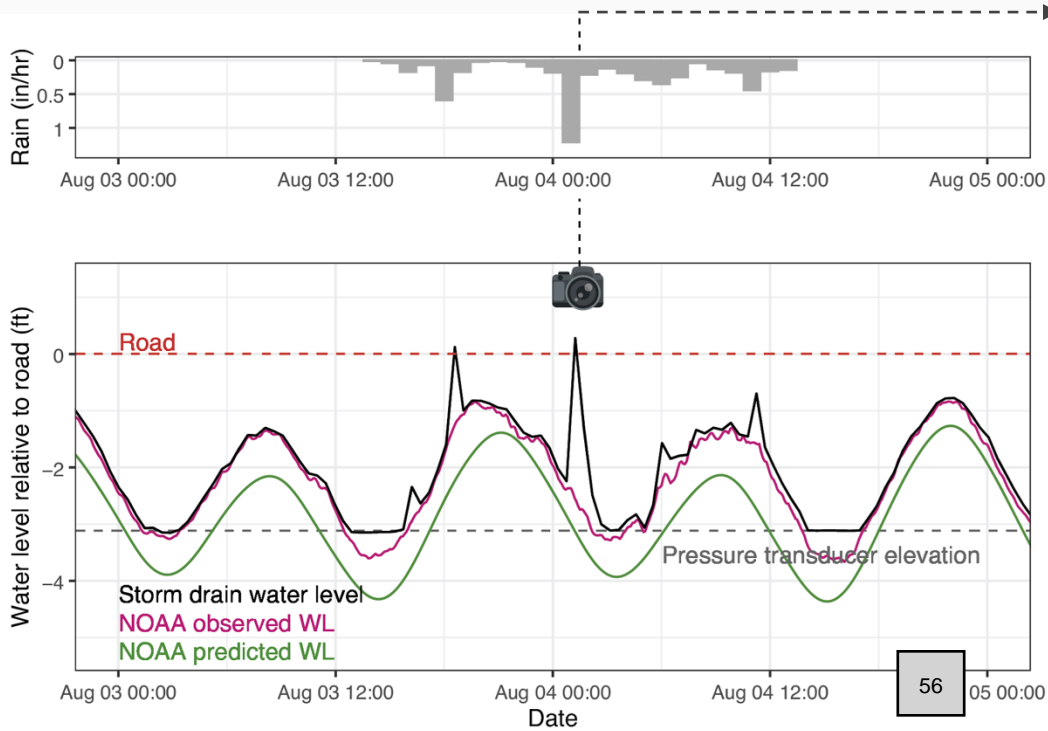
55



0

# Flooding also occurs during rain events at mid-tide: not captured by tide gauge

1.

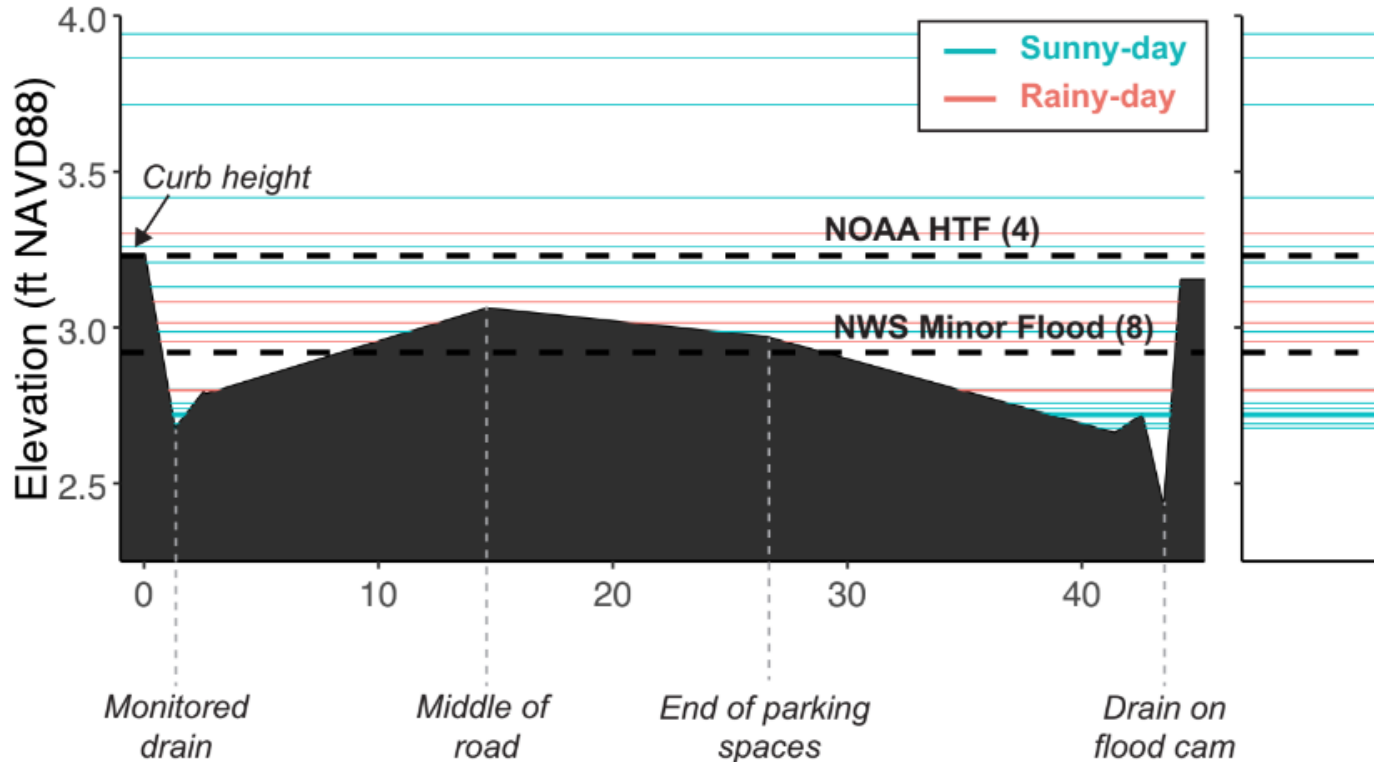


(Source: SuDS camera)

56

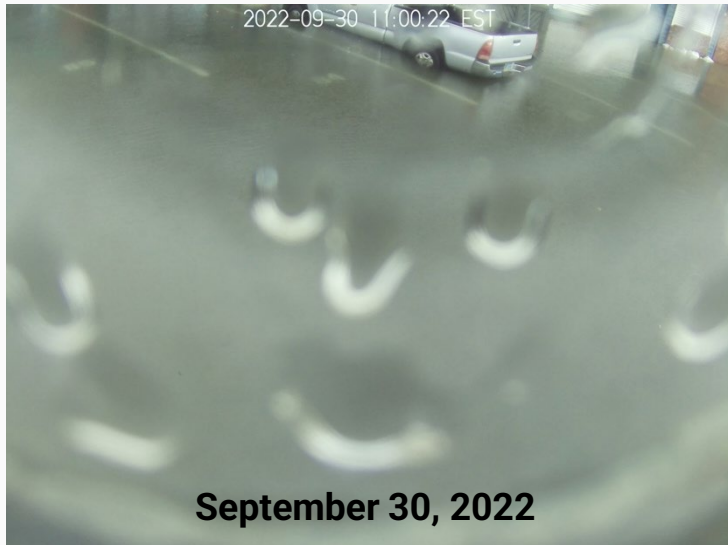
# We detected floods (standing water on Front St.) 24 times in 5 months in 2021

1.



Results were published in April in the *Journal Water Resources Research* 57  
The paper is free to download: <https://doi.org/10.1029/2022WR032392>

- Our **preliminary** data show **45** instances of water on the road in 2022 due to full storm drains, but we had significant sensor outages last summer.
- Using NOAA tide gauge data suggests **20** additional floods occurred while we were offline. These were confirmed through camera images.

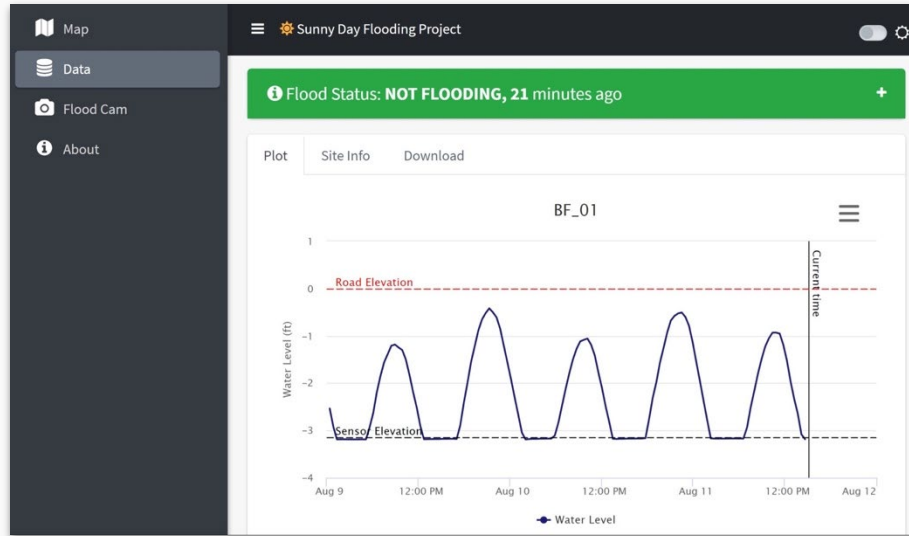


58



# All of our data are publicly available in real time

1.



[sunnydayflood@gmail.com](mailto:sunnydayflood@gmail.com)



[@sunny\\_day\\_flood](https://twitter.com/sunny_day_flood)

59



Research in Progress!



THE UNIVERSITY  
of NORTH CAROLINA  
at CHAPEL HILL

NC STATE  
UNIVERSITY

Web App:

[go.unc.edu/sunny](https://go.unc.edu/sunny)

- Are there other ways that we can make this data more useful to the town? We would like to continue the flood monitoring and could set up more regular presentations, short reports, or more public-facing content.
- We've previously discussed deploying additional sensors in Beaufort; we are exploring funding opportunities for doing so.
- Any other feedback or questions for us?





**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM – Monday, June 12, 2023  
Train Depot, 614 Broad Street**

**AGENDA CATEGORY:** Items for Consent  
**SUBJECT:** Capital Reserve Fund Amendment #16

**BRIEF SUMMARY:**

- This amendment receives funds in the Capital Reserve Fund that are budgeted in FY 23 General Fund annual budget ( \$239,639- Future Capital Outlay for Street Project). It also receives funds in the Capital Reserve Fund that are budgeted in the FY 23 Utility Fund annual budget (\$355,855 Future Capital Outlay for Utility Line Project).

<b>Capital Reserve Balances 10/24/22</b>	<b>Current Balance</b>	<b>Contributions budgeted for FY 23</b>	<b>Total</b>
Debt Service Payment for Fire Pumper @ Station 2	78,608		78,608
FCO- Bulkhead/Boardwalk	600,000		600,000
FCO - Street Project	140,768	239,639	380,407
FCO-Utility Line Project	85,134	355,855	440,989

**REQUESTED ACTION:**

Approve Budget Amendment #16

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

Yes



## TOWN OF BEAUFORT CAPITAL RESERVE FUND AMENDMENT #16

WHEREAS, the Town of Beaufort adopted a Capital Reserve Fund Ordinance for Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project on May 13, 2019, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners of the Town of Beaufort amend the Capital Reserve Fund for the Bulkhead/Board Walk Project, Utility Line Improvement Project, and Street Resurfacing Project as follows:

- Receive funds budgeted in FY 23 General Fund Budget Transfer to Capital Reserve \$239,639
- Receive funds budgeted in the FY 23 Utility Fund Budget Transfer to Capital Reserve \$355,855

### SECTION I: REVENUE

<b><u>INCREASE</u></b>	
TRANSFER IN FROM UTILITY FUND .....	\$ 355,855
TRANSFER IN FROM GENERAL FUND .....	\$ 239,639
<b>TOTAL INCREASE</b> .....	<b>\$ 595,494</b>

### SECTION II: EXPENDITURES

<b><u>INCREASE</u></b>	
FUTURE CAPITAL OUTLAY FOR UTILITY LINE PROJECT .....	\$ 355,855
FUTURE CAPITAL OUTLAY FOR STREET PROJECT .....	\$ 239,639
<b>TOTAL INCREASE</b> .....	<b>\$ 595,494</b>

### SECTION III: DISTRIBUTION

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

Adopted this 12th day of June, 2023

ATTEST:

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

\_\_\_\_\_  
Sharon Harker  
Mayor



**Town of Beaufort, NC**

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

**Board of Commissioners**

**Regular Meeting**

**6:00 PM – Monday, June 12, 2023**

**Train Depot, 614 Broad Street**

**Beaufort, NC 28516**

**AGENDA CATEGORY:** Public Hearing  
**SUBJECT:** Proposed FY 2024 Budget

**REQUESTED ACTION:**

Conduct Public Hearing on the FY 2024 Proposed Budget  
Adopt the FY 2024 Proposed Budget

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Todd Clark – Town Manager

**BUDGET AMENDMENT REQUIRED:**

**NO**

# Budget Ordinance

TOWN OF BEAUFORT  
FY 2024 BUDGET ORDINANCE  
BE IT ORDAINED

by the Town Board of Commissioners of the Town of Beaufort, North Carolina:

## Section 1: General Fund

### A. Revenues

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

#### GENERAL FUND REVENUES

Property Taxes	\$5,701,656
Intergovernmental	\$5,338,423
Permits and Fees	\$1,356,650
Sales and Service	\$311,400
Other Revenues	\$322,500
Loan Proceeds	\$732,000
Transfers In	\$250,000
Fund Balance Appropriation	0
<b>TOTAL</b>	<b>\$14,012,629</b>

### B. Expenditures Authorized by Department

The following amounts are hereby appropriated to each department in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

#### GENERAL FUND EXPENDITURES

Governing Body	\$131,516
Administration	\$620,935
Human Resources	\$199,461
Finance	\$724,108
Fire	\$3,622,949
Planning & Inspections	\$722,588
Parking	\$115,504
Police	\$2,745,747
PSA & Engineering	\$349,789
Public Works	\$3,401,605
Non-Departmental	\$1,378,427
<b>TOTAL</b>	<b>\$14,012,629</b>



**Section 2: Utility Fund**

**A. Revenues**

It is estimated that the following revenues will be available in the Utility Fund for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

**UTILITY FUND REVENUES**

Intergovernmental	\$175,000
Permits and Fees	\$158,000
Sales and Service	\$4,707,103
Other Revenues	0
Loan Proceeds	0
Transfers In	0
Fund Balance Appropriation	0
<b>TOTAL</b>	<b>\$5,040,103</b>

**B. Expenditures Authorized by Department**

The following amounts are hereby appropriated to each department or division in the Utility Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2023, and ending June 30, 2024:

**UTILITY FUND EXPENDITURES**

Sewer	\$3,359,164
Water	\$915,121
Non-Departmental	\$765,818
<b>TOTAL</b>	<b>\$5,040,103</b>

**Section 3: Ad Valorem Tax**

There is hereby levied a tax as calculated below in the General Fund in Section I of this ordinance.

	Real & Personal	Motor Vehicles	Total Revenue
Valuation of property listed January 1, 2023	\$1,177,824,499	\$55,882,538	
Rate \$0.4600 per \$100 value	5,417,993	257,060	
Rate of collection	98.35%	100%	
<b>TOTAL</b>	<b>\$5,328,596</b>	<b>\$257,060</b>	<b>\$5,585,655</b>

In accordance with NC General Statute 159-13, the estimated rate of collection for property and motor vehicle taxes for the 2024 fiscal year beginning July 1, 2023 is as shown in the calculation above. The proceeds from two cents (\$0.02) of the aforementioned tax rate shall be used only for resurfacing streets.



**Section 4: Amendments and Contracts**

Pursuant to NC General Statute 159-15, this budget may be amended by submission of proposed changes to the Town Board of Commissioners.

Notwithstanding the above subsection (a) above, the Town Manager is authorized to transfer funds from one appropriation to another within the same fund without limitation.

Funds may not be transferred between funds without prior approval from the Town Board of Commissioners. The Town Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$50,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.

The Town Manager may execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.

Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Town Manager may adjust budgets to match, including grants that require a match for which funds are available.

**Section 5: Distribution**

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

Adopted this 12th day of June, 2024

ATTEST:

Elizabeth Lewis  
Town Clerk

Sharon Harker  
Mayor





**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, June 12, 2023  
614 Broad Street- Train Depot**

---

**AGENDA CATEGORY:** Public Hearing  
**SUBJECT:** Case # 23-04 Rezoning Professional Park Dr from R-20 & B-1 to TCA

**BRIEF SUMMARY:**

The applicant wishes to rezone two properties on Professional Park Drive, one of which is currently zoned B-1 and contains 2.43 acres and the other zoned R-20 contains 2.05 Acres totaling 4.48 acres to TCA.

**REQUESTED ACTION:**

- Conduct Public Hearing
- Decision on Proposed Rezoning
- Decision on CAMA Map Amendment

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A



# Staff Report

**To:** Board of Commissioners  
**From:** Kyle Garner, AICP

**Date:** 5/16/2023  
**Meeting Date:** 6/12/2023

## Case Number 23-04

### Summary of Request:

Rezone two properties on Professional Park Drive one of which is currently zoned B-1 and contains 2.43 acres and the other zoned R-20 contains 2.05 Acres totaling 4.48 acres to TCA

### Background

#### Location(s) & PIN

(730612765951000 – B-1) & (730611762614000 – R-20)

#### Owners Applicant

Mercer Building & Design, Gary & Judy Mercer

#### Current Zoning

B-1 & R-20

#### Lot(s) Size & Conformity Status

Conforming

#### Existing Land Use

B-1 property – Landscape Business – Another parcel is vacant

#### Adjoining Land Use & Zoning

**North** Proposed Single Family zoned – RS-5  
**South** Beaufort Middle School zoned – R-20  
**East** Single Family zoned – RS-5 & Eastport Apartments zoned TCA  
**West** Across US 70 by undeveloped commercial zoned property

#### Special Flood Hazard Area

Yes     No

#### Public Utilities

Water                     Available                     Not Available  
Sewer                     Available                     Not Available

#### Additional Information

Based on the combined acreage of 4.48 a total of 54 multi-family units would be allowed per TCA density

#### Requested Action

Conduct Public Hearing for Discussion.

- Approve the request;
- Deny the request; or
- Recommend more restrictive zoning district

**Planning Board Comments**

At their May 15<sup>th</sup> meeting the Planning Board conducted a Public Hearing and unanimously recommended that the rezoning and CAMA Map Amendment request be approved.

**Planning Staff Comments**

A type “A” buffer will be required between any multi-family use and the single-family homes on Professional Park Drive. Adjacent to the school property a type “B” buffer will be required.

**CAMA Core Land Use Plan – Future Land Use Classifications**

**Current:**

**Low Density Residential (corresponding to zone R-20)**

The Low-Density Residential classification is intended to delineate lands where the predominant land use is low density detached residences. The residential density within this classification is generally 2 or less dwelling units per acre. The minimum lot size is 20,000 square feet unless a larger minimum lot area is required by the health department for land uses utilizing septic systems. Single-family detached residences are the predominant types of dwellings within these areas. Manufactured homes on individual lots are also dwelling types found within this classification. Land uses with Low Density Residential-designated areas are generally compatible with the R-20 Single-Family Residential Zoning District. Public water service is widely available throughout the Low Density Residential-classified areas. Public sewer service is generally not available within this classification.

**Commercial Classifications (B-1)**

**General Commercial.** The General Commercial classification encompasses approximately 0.24 square miles (154 acres) or about 3.3 percent of the planning jurisdiction. The properties classified as General Commercial are located along the Town’s major road corridor, US Highway 70.

The General Commercial classification is intended to delineate lands that can accommodate a wide range of retail, wholesale, office, business services, and personal services. Areas classified as General Commercial may also include some heavy commercial uses as well as intensive public and institutional land uses. Minimum lot sizes typically range from 5,000 to 8,000 square feet unless a larger minimum lot area is required by the health department for land uses utilizing septic systems. Maximum floor area ratios (the total building floor area divided by the total lot area) range from 0.57 to 0.83. Land uses within General Commercial-designated areas are generally compatible with the B-1, General Business; B-W, Business Waterfront; and the TR, Transitional Zoning Districts. Public water service is needed to support the land uses characteristic of this classification. Public sewer service is needed to support the most intensive commercial uses. Streets with the capacity to accommodate higher traffic volumes are necessary to support commercial development. (*Core Land Use Plan*, Section IV: Plan for the Future, pg. 92)

**Proposed:**

**High Density Residential Classification.** The High-Density Residential classification encompasses approximately 0.05 square miles (32.6 acres) or about 0.7 percent of the total planning jurisdiction. The properties classified as High Density Residential are located in the northeastern portion of the Town’s planning jurisdiction along the US Highway 70 North corridor. The High-Density Residential classification is intended to delineate lands where the predominant land use is higher density single-family residential developments and/or multifamily developments. The residential density within this classification is generally 6 to 16 dwelling units per acre. The minimum lot size is 2,750 square feet. per unit unless a larger minimum lot area is required by the health department for land uses utilizing septic systems. Land uses within High Density Residential designated areas are generally compatible with the RMF, Multi-Family High Density Residential and the R-5, Residential Cluster zoning classifications. Public water and sewer service is required to support the residential densities in this classification. Streets with the capacity to accommodate higher traffic volumes are also necessary to support High Density Residential development. The Town’s goals and policies support the use of land in High Density-classified areas for single-family and multifamily dwellings where adequate public utilities and streets are available or can be upgraded to support the higher residential densities encouraged in this classification. The higher density residential developments anticipated to occur during the planning period are encouraged within the High Density-classified areas.

**Additional Information**

The requested TCA **Standards – Multi-family**

Minimum Lot Size	2,750 Square Feet	Setbacks
Minimum Lot Width	80 Feet	Front 25 Feet
Maximum Building Height	35 Feet	Rear 25 Feet
*Covenants are also required at the Site Plan approval stage.		Side 8 Feet

Maximum Density is twelve units per acre.

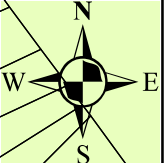
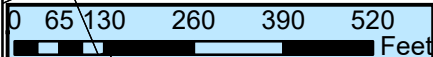
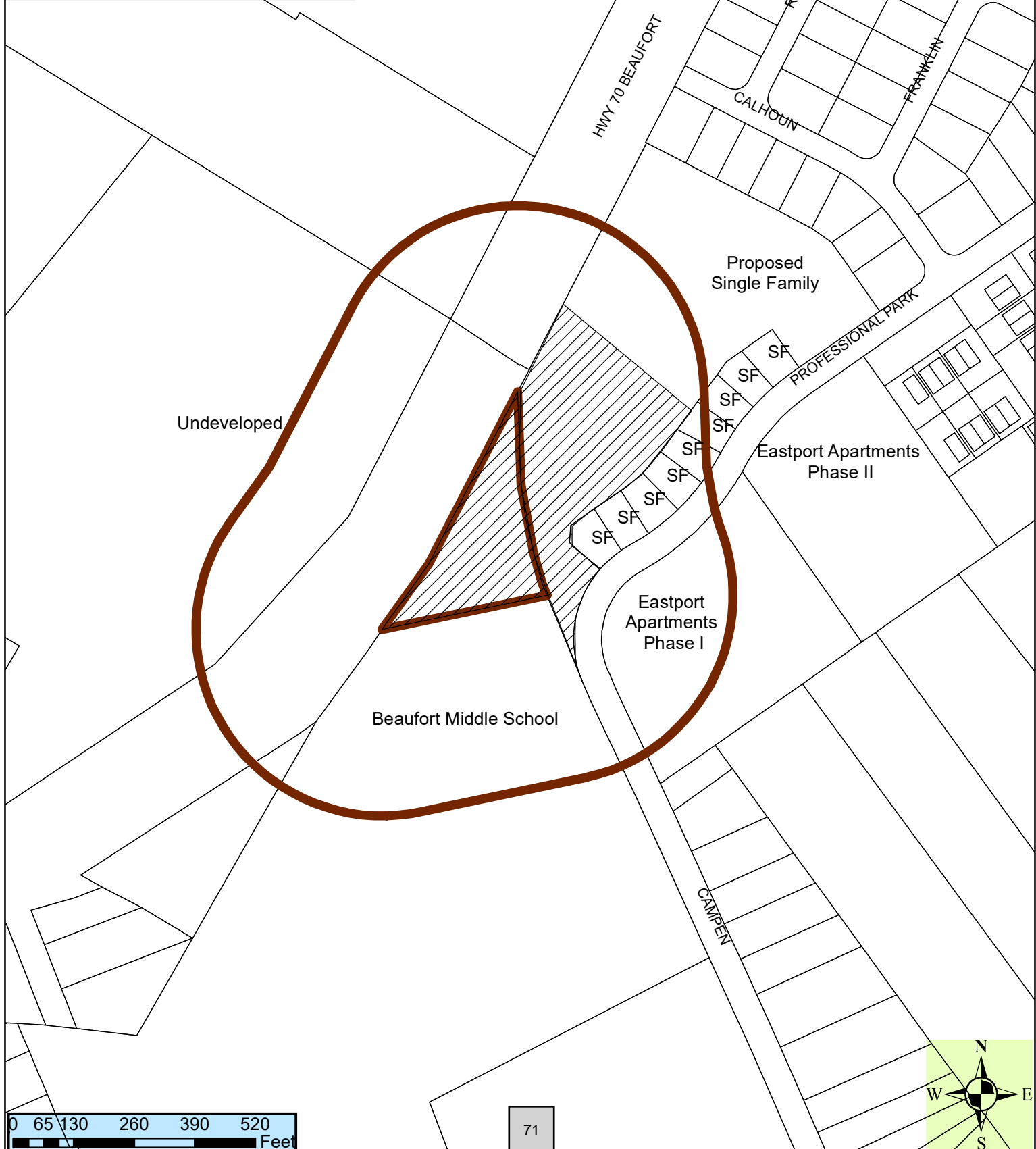
**Attachments:**

- Attachment B - Vicinity Map
- Attachment C - Zoning Map
- Attachment D - CAMA Map
- Attachment E - Owners Within 100 Feet
- Attachment F - Application 2.43 Acre Rezoning Package
- Attachment G - Application 2.05 Acre Rezoning Package
- Attachment H - CAMA Consistency Statement
- Attachment I - LDO Sections (R20, B1 &TCA)
- Attachment J – CAMA Map Amendment Resolution
- Attachment K – Draft Ordinance for Rezoning

# Vicinity Map - Case # 23-04 Professional Park Drive Rezoning from R-20 & B-1 to TCA








**Legend**

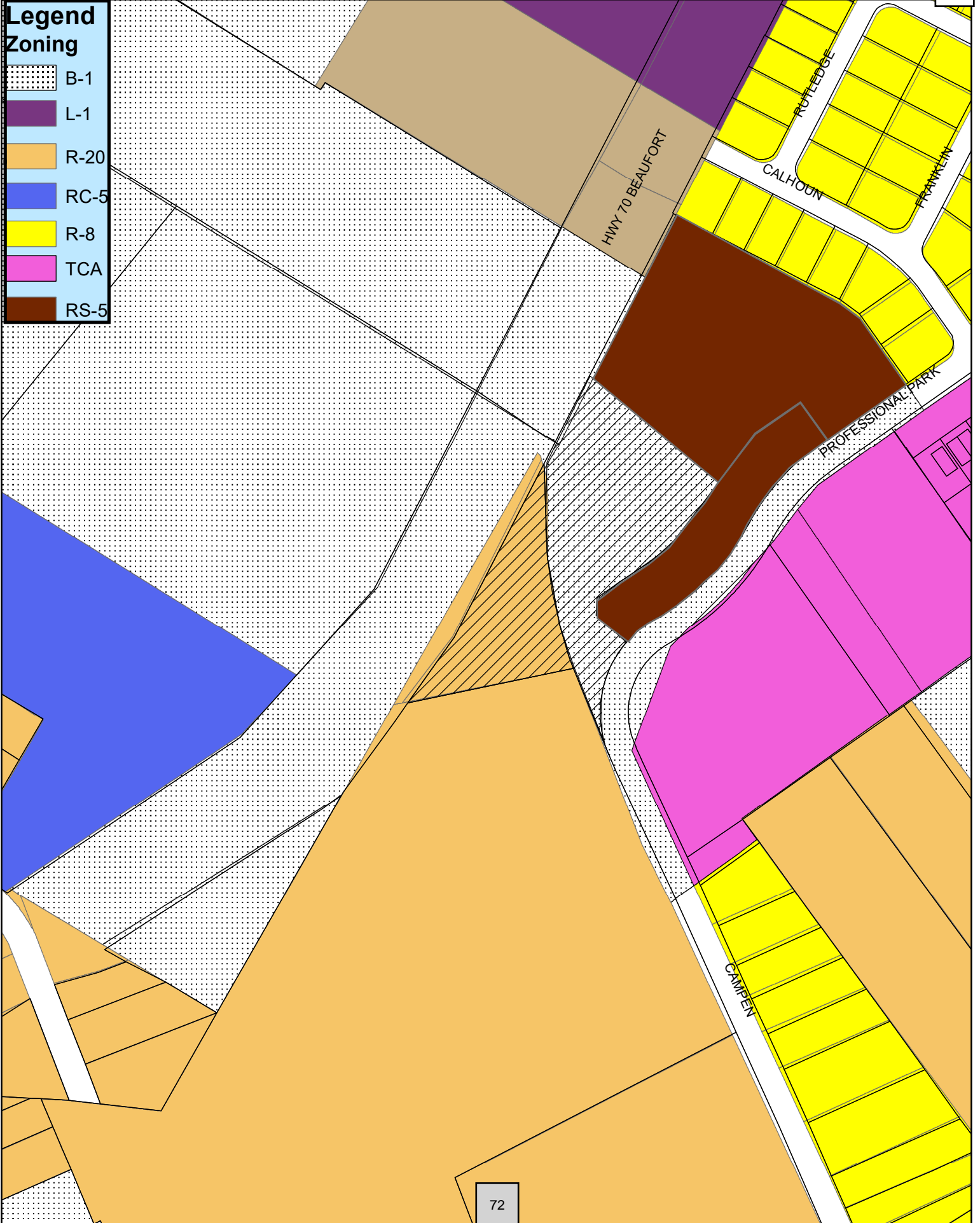
-  Properties Within 100 Feet
-  Properties Requestion Rezoning
- SF = Single Family Homes



# Zoning Map - Case # 23-04 Professional Park Drive Rezoning from R-20 & B-1 to TCA

**Legend**  
**Zoning**

	B-1
	L-1
	R-20
	RC-5
	R-8
	TCA
	RS-5

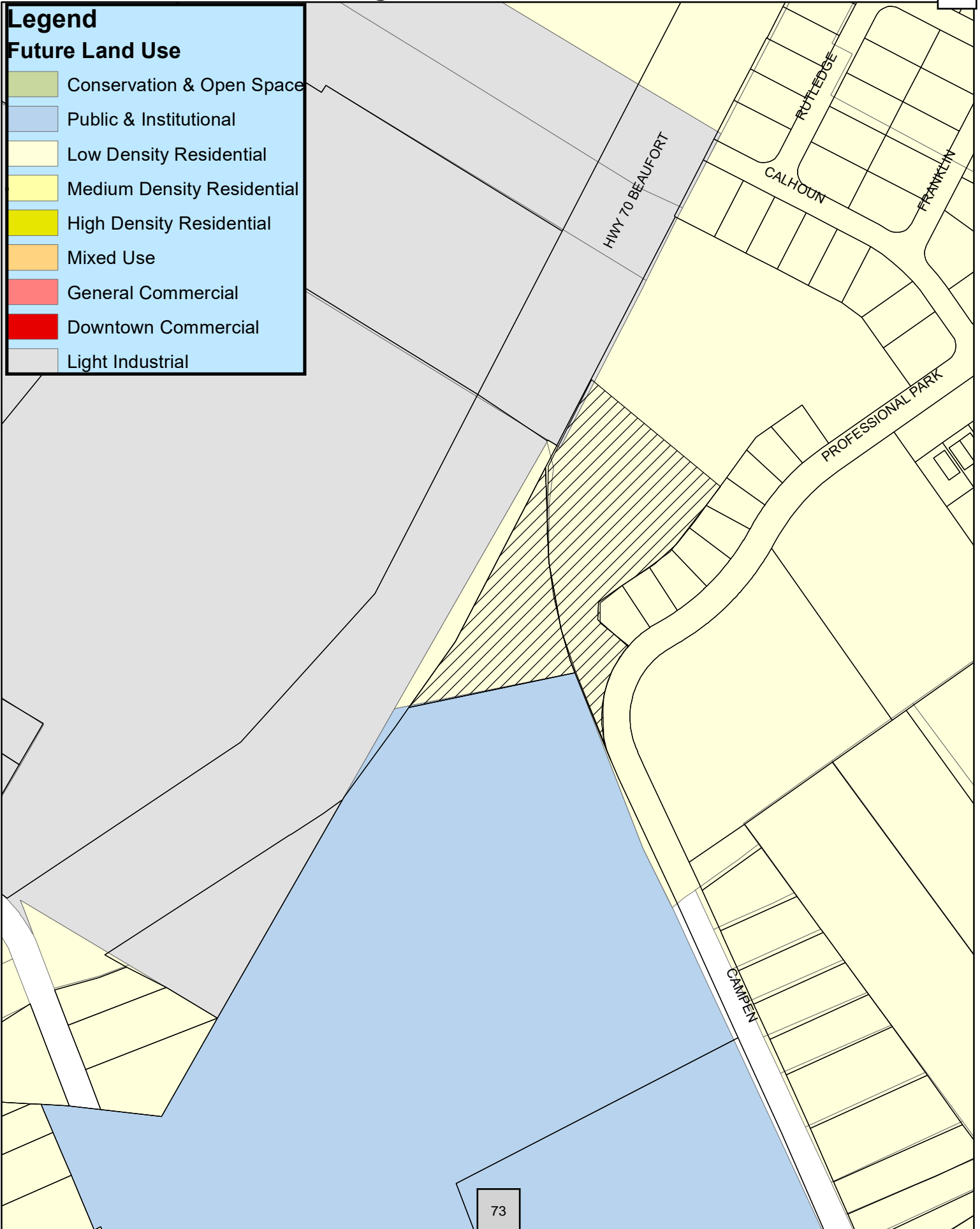


# CAMA Map - Case # 23-04 Professional Park Drive Rezoning from R-20 & B-1 to TCA

**Legend**

**Future Land Use**

- Conservation & Open Space
- Public & Institutional
- Low Density Residential
- Medium Density Residential
- High Density Residential
- Mixed Use
- General Commercial
- Downtown Commercial
- Light Industrial



<u>OWNER</u>	<u>MAIL_HOUSE</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>STATE</u>	<u>MAIL_ZIP</u>	<u>MAIL_ADD2</u>
CHADWICK,RICHARD III ETUX	642	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
COUNTY OF CARTERET	302	COURTHOUSE SQUARE	BEAUFORT	NC	28516	SUITE 200
DAUGHERTY,JESSE S ETUX SHELIA	634	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
DAVIS,ROBIN BEACHAM	650	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
EASTPORT AT THE PARK LLC			BEAUFORT	NC	28516	PO BOX 2400
FESMIRE-KENNEDY,TERRI MICHELE	646	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
JACKIE RICKS	622	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
MCCALL,CAMDEN	630	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
MERCER BUILDING & DESIGN INC	106D	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
MERCER,GARY A ETUX JUDITH S	106D	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
PETTIT,DAWN	638	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	
R & L OF BEAUFORT LLC	7706	SIX FORKS ROAD	RALEIGH	NC	27615	
TAYLOR-SCHUELE,ARDIS CAREN	626	PROFESSIONAL PARK DR	BEAUFORT	NC	28516	



Town of Beaufort  
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516  
252-728-2141 • 252-728-3982 fax  
[www.beaufortnc.org](http://www.beaufortnc.org)

**APPLICATION FOR AN AMENDMENT TO THE  
BEAUFORT ZONING MAP**

**Instructions:**

Please complete the application below, include all the required attachments and the **\$300.00 for Rezoning request with no Land Use Plan Change** or **\$400.00 for Rezoning Request with Land Use Plan Change** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

**APPLICANT INFORMATION**

Applicant Name: Mercer Building & Design Inc  
Applicant Address: 106D Professional Park Drive  
Phone Number: (252) 728-6636 Email: judy@mercerrealtyinc.com

Property Owner Name: same  
Address of Property Owner: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address: N/A  
15-Digit PIN: 730612765951000 Lot/Block Number: \_\_\_\_\_  
Size of Property (in square feet or acres): 2.43 acres  
Current Zoning: B-1 Requested Zoning: TCA  
Current Use of Property: Residential Vacant Commercial Other: Maintenance yard

Applicant Signature \_\_\_\_\_  
Ronald D. Culligan, agent  
Property Owner Signature (if different than applicant) \_\_\_\_\_

Date of Applicant's Signature \_\_\_\_\_  
4/24/23  
Date of Owner's Signature \_\_\_\_\_

An application fee of **\$300.00 for Rezoning request with no Land Use Plan Change** or **\$400.00 for Rezoning Request with Land Use Plan Change**, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

Please refer to the *Land Development Ordinance*, [Section 3](#) and all other pertinent sections for the information required to accompany this application.

**REQUIRED ATTACHMENTS FOR AN AMENDMENT TO THE  
BEAUFORT ZONING MAP**

**Please provide the following as attachments to the zoning map amendment form:**

1. A statement as to whether or not the proposed zoning amendment is consistent with the Beaufort Land Use Plan.
2. A statement as to how the zoning amendment will promote the public health, safety or general welfare of the Town of Beaufort.
3. Proof of ownership (For example: a copy of the deed or city tax statement).  
If a property is owned by more than one individual or if multiple properties under different ownership are applying under one request, attach a statement and signatures indicating that all owners have given consent to request the zoning change.
4. An area map of property to scale which includes:
  - North Arrow;
  - All Property lines and accurate property line dimensions;
  - Adjacent streets and names;
  - Location of all easements;
  - Location of all structures;
  - Zoning classifications of all abutting properties.
5. Please submit one digital/electronic copy of any drawings or plans associated with the amendment. At least one paper copy of the drawings or plans should also be submitted.
6. A TYPED list all property owners (with addresses) within 100 feet of the boundary lines of all properties requested to be rezoned (notification of adjacent property owners by the Town is required by North Carolina law).

**THE COMPLETE APPLICATION WITH SUPPORTING  
DOCUMENTATION IS DUE TO TOWN STAFF AT LEAST 15 WORKING  
DAYS PRIOR TO A SCHEDULED PLANNING BOARD MEETING.**

The Town’s website is [www.beaufortnc.org](http://www.beaufortnc.org).

**OFFICE USE ONLY**

Revised 08/2020

Received by: \_\_\_\_\_

Reviewed for Completeness By: \_\_\_\_\_

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

Date Deemed Complete and Accepted: \_\_\_\_\_

2.43 ACRE TRACT  
NCPIN 730612765951000  
Mercer Building & Design

**Owner List within 100 Feet**

**Mercer Building & Design Inc**  
106 D Professional Park Dr  
Beaufort, NC 28516

**NCDOT – Dwayne Smith**  
209 S Glenburnie Rd  
New Bern, NC 28560

**Davis, Robin Beacham**  
650 Professional Park Dr  
Beaufort, NC 28516

**Mercer, Gary A etux Judith S**  
106 D Professional Park Dr  
Beaufort, NC 28516

**Fesmire-Kennedy, Terri Michele**  
646 Professional Park Dr  
Beaufort, NC 28516

**Chadwick, Richard III**  
642 Professional Park Dr  
Beaufort, NC 28516

**Pettit, Dawn**  
638 Professional Park Dr  
Beaufort, NC 28516

**Daugherty, Jesse S etux Shelia**  
634 Professional Park Dr  
Beaufort, NC 28516

**McCall, Camden**  
630 Professional Park Dr  
Beaufort, NC 28516

**White, Dennis D etux Susanne J**  
626 Professional Park Dr  
Beaufort, NC 28516

**County of Carteret**  
302 Courthouse Square, Suite 200  
Beaufort, NC 28516



**THE CULLIPHER GROUP, P.A.**  
**ENGINEERING & SURVEYING SERVICES**

REZONING REQUEST  
B1 TO TCA  
2.43 ACRES PIN 730612765951000

APPLICANT  
MERCER BUILDING AND DESIGN INC  
106C PROFESSIONAL PARK DR  
BEAUFORT, NC 28516

CONSULTANT  
THE CULLIPHER GROUP, PA  
151A HWY 24  
MOREHEAD CITY, NC 28557

- I. THE 2006 FUTURE LAND USE MAP HAS IDENTIFIED THIS AREA AS LOW-DENSITY RESIDENTIAL AREAS WITH TARGET DENSITIES OF LESS THAN TWO UNITS PER ACRE. WITH THE TCA ZONING HIGHER DENSITIES ARE POSSIBLE ONCE THE PROPERTY IS SERVED BY PUBLIC WATER AND SEWER. A CHANGE IN THE LAND USE PLAN WOULD BE REQUIRED.
- II. THIS ZONING AMENDMENT IF APPROVED WOULD PROVIDE FOR ADDITIONAL HOUSING OPPORTUNITIES THAT ARE NOT AVAILABLE WITH IT'S CURRENT ZONING. THE PUBLIC HEALTH, SAFETY OR GENERAL WELFARE WOULD BE IMPROVED IF REZONED SINCE THE BUSINESS OPPORTUNITIES WOULD BE REMOVED ELIMINATING MANY OF THE ASPECTS ASSOCIATED WITH BUSINESS USES AND KEEP THE SETTING SIMILAR TO OTHER COMMUNITIES IN THE NEIGHBORHOOD.

① #3000

NORTH CAROLINA, CARTERET COUNTY  
The foregoing certificate(s) of [Signature] is (are) certified to be correct. This instrument was presented for registration and recorded in this office in Book 843 Page 362 at 4:46 P M  
This 7 day of [Signature] 1998

Melanie Arthur  
Register of Deeds

By [Signature]  
Assistant/Deputy

12/17/98  
\$3000.00  
STATE OF NORTH CAROLINA  
Real Estate Excise Tax

Excise Tax \$0.00 3,000<sup>00</sup>

Recording Time, Book and Page

Tax Lot No. 28516 Parcel Identifier No. 23060988649  
Verified by \_\_\_\_\_ County on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_  
by \_\_\_\_\_

Mail after recording to: Traditional Farms, LLC, 1301 Lennoxville Road, Beaufort, North Carolina 28516

This instrument was prepared by RICHARD L. STANLEY, P. O. BOX 150, BEAUFORT, NC 28516

Brief description for the Index HIGHWAYS 101 AND 70, BEAUFORT TOWNSHIP

### NORTH CAROLINA GENERAL WARRANTY DEED

THIS DEED made this 17<sup>th</sup> day of December, 19 98, by and between

**GRANTOR**  
R. Neal Campen and wife,  
Carrie Campen

**GRANTEE**  
Traditional Farms, LLC, a  
North Carolina Limited  
Liability Company  
1301 Lennoxville Road  
Beaufort, NC 28516

Enter in appropriate block for each party: name, address, and, if appropriate, character of entity, e.g. corporation or partnership.

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of \_\_\_\_\_, Beaufort Township, CARTERET County, North Carolina and more particularly described as follows:

see Exhibit A attached hereto;

BOOK 843 PAGE 362  
79

The property hereinabove described was acquired by Grantor by instrument recorded in

A map showing the above described property is recorded in

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated.

Title to the property hereinabove described is subject to the following exceptions:  
Easements and Restrictions of record.

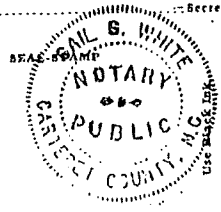
1998 ad valorem taxes.

IN WITNESS WHEREOF, the Grantor has hereunto set his hand and seal, or if corporate, has caused this instrument to be signed in its corporate name by its duly authorized officers and its seal to be hereunto affixed by authority of its Board of Directors, the day and year first above written.

By: \_\_\_\_\_ (Corporate Name)  
\_\_\_\_\_  
President  
ATTEST: \_\_\_\_\_  
\_\_\_\_\_  
Secretary (Corporate Seal)

USE BLACK INK ONLY

*R. Neal Campen* (SEAL)  
R. Neal Campen  
*Carrie B. Campen* (SEAL)  
Carrie Campen



NORTH CAROLINA, CARTERET County.  
I, a Notary Public of the County and State aforesaid, certify that *R. Neal Campen and wife, Carrie Campen* Grantor, personally appeared before me this day and acknowledged the execution of the foregoing instrument. Witness my hand and official stamp or seal, this *17th* day of *December*, 19*98*.  
My commission expires: *2-16-2003* *Nail S. White* Notary Public

SEAL-STAMP NORTH CAROLINA, \_\_\_\_\_ County.  
I, a Notary Public of the County and State aforesaid, certify that \_\_\_\_\_ personally came before me this day and acknowledged that \_\_\_\_\_ he is \_\_\_\_\_ Secretary of \_\_\_\_\_ a North Carolina corporation, and that by authority duly given and as the act of the corporation, the foregoing instrument was signed in its name by its \_\_\_\_\_ President, sealed with its corporate seal and attested by \_\_\_\_\_ as its \_\_\_\_\_ Secretary. Witness my hand and official stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.  
My commission expires: \_\_\_\_\_ Notary Public

The foregoing Certificate(s) of \_\_\_\_\_  
is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.  
REGISTER OF DEEDS FOR \_\_\_\_\_ COUNTY  
By \_\_\_\_\_ Deputy/Assistant - Register of Deeds

EXHIBIT A to Deed  
Campen to Traditional Farms, LLC

TRACT I:

In or near the Town of Beaufort, Beaufort Township, Carteret County, North Carolina:

Beginning at point on the east line of North Carolina Highway 101 at the Leonard Jarman southwest corner located South 4-36-42 East 114.91 feet from the point of intersection of the centerlines of NC Highway 101 and State Road 1169; running thence along the Leonard Jarman lot South 78-42 East 81.6 feet, South 53-38-32 East 109.07 feet, and North 37-53 East 39.1 feet to the south line of a farm road; thence North 37-25 East 15.0 feet to the centerline of said road; thence South 52-34-32 East 2,296.54 feet to a point; thence South 39-47-08 West 45.39 feet; thence North 54-33 West 16.5 feet; thence South 35-26-08 West 1,379.6 feet to a stone; thence North 54-18-34 West 502.92 feet to the north line of an access road into Calvary Baptist Church; thence continuing with said access road North 45-47-08 West 137.2 feet to the Calvary Baptist Church southeast corner; thence with the Calvary Baptist Church property North 35-54-52 East 239.75 feet, North 53-10-36 West 423.94 feet, and North 36-12-09 East 469.77 feet to a point; thence along Hunnings and Eubanks property North 52-06-12 West 1017.79 feet to North Carolina Highway 101; thence with North Carolina Highway 101 North 0-26-24 West 329.95 feet, North 5-12-09 East 209.67 feet, and North 9-00-03 East 205.86 feet to the point of beginning; and constituting 52.71 acres as shown on a Pittman Surveying Company plat dated July 3, 1997.

TRACT II:

Beginning at a point at the northwest terminus of Campen Road and running thence with the H. T. Carraway property North 19-01-26 West 368.29 feet; thence continuing with the Carraway North 15-4654 West 256.19 feet; thence North 7-43-19 West 83.74 feet; thence North 0-27-16 East 78.69 feet; thence North 3-15-43 East 218.07 feet; thence North 39-47-08 East 45.39 feet; thence along the George Broda property North 33-09-34 East 3536.0 feet to an iron pipe; thence South 27-17-30 East 710.91 feet to an iron pipe; thence South 39-37-47 West 730.0 feet to an iron pipe; thence South 23-00-43 East 1,496.31 feet to an iron pipe at the northeast corner of the Food Lion or Down East Trading Post property; thence along the north line of the Down East Trading Post property South 50-37-15 West 382.07 feet and South 60-42-31 West 2,029.01 feet to an iron pipe; thence South 31-16-52 East 62.5 feet and South 59-46-32 West 217.2 feet to the point of beginning; and constituting 97.15 acres and being shown on a Pittman Surveying Company plat dated July 3, 1997.

TRACT III:

There are further included all drainage easements, farm roads, privileges and easements appurtenant to the above-described properties, to expressly include the following 50 foot easement reserved in the deed from R. Neal Campen to Down East Trading Post

BOOK 843 PAGE 362

as recorded in Book 706, Page 935, Carteret County Registry, said 50 foot easement being described as follows:

Beginning at a point on the west line of U.S. Highway 70 located North 8-24-11 East 128.46 feet from the point of intersection of the north line of Howland Rock Road (State Road 1303) and the east line of U.S. Highway 70; running thence with the south line of the Beaufort Free Will Baptist Church property North 22-13-49 West 1027.78 feet to an existing pipe; thence South 50-37-15 West 52.33 feet to a point; thence South 22-13-49 East 1027.78 feet, more or less, to the west line of U.S. Highway 70; thence North 36-00-11 East 50.0 feet, more or less, to the point of beginning.

The easement conveyed herein is subject to the rights of Down East Trading Post and its successors and assigns, invitees and guests, as to the use of the same for access purposes, as well as the rights of the Town of Beaufort and its successors and assigns, as to the placement, maintenance, and continued use of a portion of said easement for water and sewer lines and equipment, lift stations, and related equipment, which Grantee acknowledges is within easement area.

BOOK 813 PAGE 362



U.S. HIGHWAY 70  
200' PUBLIC RIGHT OF WAY

OWNER N/F  
MERCER, GARY A  
ETUX JUDITH S  
NCPIN 730611762614000  
ZONE R20

OWNER N/F  
COUNTY OF CARTERET  
NCPIN 730615649861000  
ZONE R20

OWNER N/F  
MERCER BUILDING & DESIGN INC  
NCPIN 730612765951000  
ZONE RS-5

OWNER N/F  
MCCALL, CAMDEN  
NCPIN 730612767986000  
ZONE RS-5

OWNER N/F  
DAUGHERTY, JESSES  
ETUX SHELIA  
NCPIN 730612767951000  
ZONE RS-5

OWNER N/F  
PETTIT, DAWN  
NCPIN 730612767815000  
ZONE RS-5

OWNER N/F  
CHADWICK, RICHARD III  
NCPIN 730612766861000  
ZONE RS-5

OWNER N/F  
FESMIRE-KENNEDY  
TERRI MICHELE  
NCPIN 730612766706000  
ZONE RS-5

OWNER N/F  
DAVIS, ROBIN BEACHAM  
NCPIN 730611765742000  
ZONE RS-5

OWNER N/F  
EASTPORT AT THE PARK LLC  
NCPIN 730612767425000  
ZONE TCA

PROFESSIONAL PARK DRIVE  
60' PUBLIC RIGHT OF WAY

CURVE DATA  
C1  
RADIUS 230.00  
ARC LENGTH 258.90  
CHORD LENGTH 245.44  
CHORD BEARING S08°47'59"W

REFERENCE:  
OWNER N/F: MERCER BUILDING & DESIGN INC  
MB. 33 P. 845  
DB. 843 P. 362  
NCPIN: 730612765951000  
ADDRESS: (N/A)

REVISIONS:			
No.	BY	DATE	DESCRIPTION

REZONING MAP: B1 TO TCA

### 2.43 ACRE TRACT

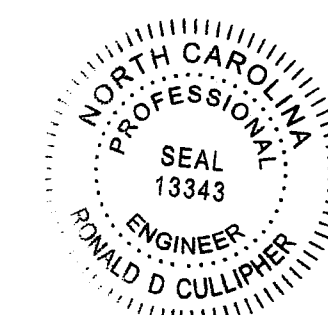
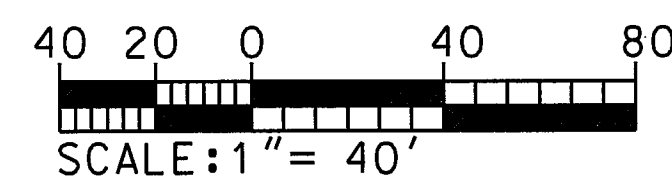
BEAUFORT TOWNSHIP, CARTERET COUNTY, NORTH CAROLINA

CLIENT: MERCER BUILDING & DESIGN, INC  
ADDRESS: 106C PROFESSIONAL PARK DR  
BEAUFORT, NC 28516  
PHONE: (252) 728-6636

DESIGNED: NA  
DRAWN: LFC  
CHECKED: RDC  
APPROVED: RDC

DATE: 4/24/2023  
SCALE: 1" = 40'

THE CULLIPHER GROUP, P.A.  
ENGINEERING & SURVEYING SERVICES  
151A HIGHWAY 24  
MORRISVILLE, N.C. 28557  
(252) 793-0090  
LICENSE NO. C-448P  
RONALD D. CULLIPHER, P.E.





Town of Beaufort  
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516  
252-728-2141 • 252-728-3982 fax  
[www.beaufortnc.org](http://www.beaufortnc.org)

**APPLICATION FOR AN AMENDMENT TO THE  
BEAUFORT ZONING MAP**

**Instructions:**

Please complete the application below, include all the required attachments and the **\$300.00** for **Rezoning request with no Land Use Plan Change** or **\$400.00** for **Rezoning Request with Land Use Plan Change** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed and **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

**APPLICANT INFORMATION**

Applicant Name: Gary and Judy Mercer  
Applicant Address: 106C Professional Park Drive  
Phone Number: (252) 728-6636 Email: judy@mercerrealtyinc.com

Property Owner Name: same  
Address of Property Owner: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROPERTY INFORMATION**

Property Address: N/A  
15-Digit PIN: 730611762614000 Lot/Block Number: \_\_\_\_\_  
Size of Property (in square feet or acres): 2.05 acres  
Current Zoning: R-20 Requested Zoning: TCA  
Current Use of Property:  Residential  Vacant  Commercial  Other: \_\_\_\_\_

Applicant Signature  
Ronald Phillips, agent for Gary & Judy Mercer  
Property Owner Signature (if different than applicant)

Date of Applicant's Signature  
4/24/23  
Date of Owner's Signature

An application fee of **\$300.00** for **Rezoning request with no Land Use Plan Change** or **\$400.00** for **Rezoning Request with Land Use Plan Change**, either in cash, money order, or check made payable to the "Town of Beaufort," should accompany this application. Payments can be made in person on the day of submittal and at such time, a credit card can be used to make the payment. Credit card payments are subject to a 3% extra fee.

Please refer to the *Land Development Ordinance*, [Section 3](#) and all other pertinent sections for the information required to accompany this application.

**REQUIRED ATTACHMENTS FOR AN AMENDMENT TO THE  
BEAUFORT ZONING MAP**

**Please provide the following as attachments to the zoning map amendment form:**

1. A statement as to whether or not the proposed zoning amendment is consistent with the Beaufort Land Use Plan.
2. A statement as to how the zoning amendment will promote the public health, safety or general welfare of the Town of Beaufort.
3. Proof of ownership (For example: a copy of the deed or city tax statement).

If a property is owned by more than one individual or if multiple properties under different ownership are applying under one request, attach a statement and signatures indicating that all owners have given consent to request the zoning change.

4. An area map of property to scale which includes:
  - North Arrow;
  - All Property lines and accurate property line dimensions;
  - Adjacent streets and names;
  - Location of all easements;
  - Location of all structures;
  - Zoning classifications of all abutting properties.
5. Please submit one digital/electronic copy of any drawings or plans associated with the amendment. At least one paper copy of the drawings or plans should also be submitted.
6. A TYPED list all property owners (with addresses) within 100 feet of the boundary lines of all properties requested to be rezoned (notification of adjacent property owners by the Town is required by North Carolina law).

**THE COMPLETE APPLICATION WITH SUPPORTING  
DOCUMENTATION IS DUE TO TOWN STAFF AT LEAST 15 WORKING  
DAYS PRIOR TO A SCHEDULED PLANNING BOARD MEETING.**

The Town's website is [www.beaufortnc.org](http://www.beaufortnc.org).

**OFFICE USE ONLY**

Revised 08/2020

Received by: \_\_\_\_\_

Reviewed for Completeness By: \_\_\_\_\_

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

Date Deemed Complete and Accepted: \_\_\_\_\_

2.05 ACRE TRACT  
NCPIN 730611762614000  
Gary and Judith Mercer

**Owner List within 100 Feet**

**Mercer Building & Design Inc**  
106 D Professional Park Dr  
Beaufort, NC 28516

**Davis, Robin Beacham**  
650 Professional Park Dr  
Beaufort, NC 28516

**County of Carteret**  
302 Courthouse Square, Suite 200  
Beaufort, NC 28516

**NCDOT**  
Dwayne Smith  
209 S Glenburnie Rd  
New Bern, NC 28560



**THE CULLIPHER GROUP, P.A.  
ENGINEERING & SURVEYING SERVICES**

**REZONING REQUEST  
R20 TO TCA  
2.05 ACRES PIN 730611762614000**

**APPLICANT  
GARY AND JUDY MERCER  
106C PROFESSIONAL PARK DR  
BEAUFORT, NC 28516**

**CONSULTANT  
THE CULLIPHER GROUP, PA  
151A HWY 24  
MOREHEAD CITY, NC 28557**

- I. THE 2006 FUTURE LAND USE MAP HAS IDENTIFIED THIS AREA AS LOW-DENSITY RESIDENTIAL AREAS WITH TARGET DENSITIES OF LESS THAN TWO UNITS PER ACRE. WITH THE TCA ZONING HIGHER DENSITIES ARE POSSIBLE ONCE THE PROPERTY IS SERVED BY PUBLIC WATER AND SEWER. A CHANGE IN THE LAND USE PLAN WOULD BE REQUIRED.
- II. THIS ZONING AMENDMENT IF APPROVED WOULD PROVIDE FOR ADDITIONAL HOUSING OPPORTUNITIES THAT ARE NOT AVAILABLE WITH IT'S CURRENT ZONING. THE PUBLIC HEALTH, SAFETY OR GENERAL WELFARE WOULD NOT CHANGE SINCE BOTH ZONES ARE RESIDENTIAL ZONES. SOME USES THAT ARE ALLOWED IN AN R20 ZONE, SUCH AS MOBILE HOMES WOULD BE REMOVED.

Melanie Arthur 4P  
CARTERET COUNTY  
JL Date 07/18/2006 Time 15:06:00  
GR 1180473 Page 1 of 4

NORTH CAROLINA, CARTERET COUNTY  
This instrument and this certificate are duly filed at the date and time and in the Book and Page shown on the first page hereof.

Melanie Arthur, Register of Deeds  
By Melanie Arthur  
Register of Deeds

CARTERET COUNTY  
28709 07/18/2006  
\$70.00  
Real Estate  
Excise Tax



**NORTH CAROLINA GENERAL WARRANTY DEED**

Excise Tax: \$70.00  
Parcel Identifier No. 2306 11 70 2018 Verified by \_\_\_\_\_ County on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
By: \_\_\_\_\_

Mail/Box to: Richard L. Stanley / P.O. Box 150, Beaufort, NC 28516

This instrument was prepared by: Richard L. Stanley, 613 Cedar Street, Beaufort, NC 28516

Brief description for the Index: \_\_\_\_\_

THIS DEED made this 18th day of July, 2006, by and between

GRANTOR	GRANTEE
Richard B. Parker, Jr., Single Hugh Randall Parker and wife, Sylvia M. Parker Mary E. Parker Henry and husband Keith Henry	Gary A. Mercer and wife, Judy Mercer 106-C Professional Drive Beaufort, NC 28516

The designation Grantor and Grantee as used herein shall include said parties, their heirs, successors, and assigns, and shall include singular, plural, masculine, feminine or neuter as required by context.

WITNESSETH, that the Grantor, for a valuable consideration paid by the Grantee, the receipt of which is hereby acknowledged, has and by these presents does grant, bargain, sell and convey unto the Grantee in fee simple, all that certain lot or parcel of land situated in the City of Beaufort, \_\_\_\_\_ Township, CARTERET County, North Carolina and more particularly described as follows:

The property hereinabove described was acquired by Grantor by instrument recorded in Book \_\_\_\_\_ page \_\_\_\_\_

A map showing the above described property is recorded in Plat Book \_\_\_\_\_ page \_\_\_\_\_

NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002  
Printed by Agreement with the NC Bar Association - 1981 SoftPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

BOOK 1180 PAGE 473 (4)

TO HAVE AND TO HOLD the aforesaid lot or parcel of land and all privileges and appurtenances thereto belonging to the Grantee in fee simple.

And the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever, other than the following exceptions: Easements and restrictions of record.

IN WITNESS WHEREOF, the Grantor has duly executed the foregoing as of the day and year first above written.

\_\_\_\_\_  
 (Entity Name) Richard B. Parker, Jr. (SEAL)  
 Richard B. Parker, Jr., Single

By: \_\_\_\_\_ Hugh Randall Parker (SEAL)  
 Hugh Randall Parker

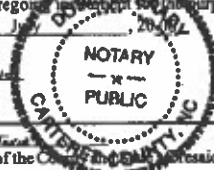
By: \_\_\_\_\_ Sylvia M. Parker (SEAL)  
 Sylvia M. Parker

By: \_\_\_\_\_ (SEAL)  
 Title: \_\_\_\_\_

State of North Carolina - County of CARTERET

I, the undersigned Notary Public of the County and State aforesaid, certify that Richard B. Parker, Jr., Single and Hugh Randall Parker and Sylvia M. Parker (Parker) personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and Notarial stamp or seal this 18th day of July, 2004.

My Commission Expires: 4-30-2006 Harris M. Brady  
Notary Public



State of North Carolina - County of Carteret

I, the undersigned Notary Public of the County and State aforesaid, certify that \_\_\_\_\_ personally came before me this day and acknowledged that he is the \_\_\_\_\_ of \_\_\_\_\_ a North Carolina or \_\_\_\_\_ corporation/limited liability company/general partnership/limited partnership (strike through the inapplicable), and that by authority duly given and as the act of such entity, he signed the foregoing instrument in its name on its behalf as its act and deed. Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public

State of North Carolina - County of \_\_\_\_\_

I, the undersigned Notary Public of the County and State aforesaid, certify that \_\_\_\_\_

Witness my hand and Notarial stamp or seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

My Commission Expires: \_\_\_\_\_ Notary Public

The foregoing Certificate(s) of \_\_\_\_\_ is/are certified to be correct. This instrument and this certificate are duly registered at the date and time and in the Book and Page shown on the first page hereof.

By: \_\_\_\_\_ Register of Deeds for \_\_\_\_\_ County  
Deputy/Assistant - Register of Deeds

NC Bar Association Form No. L-3 © 1976, Revised © 1977, 2002  
Printed by Agreement with the NC Bar Association - 1981 SoftPro Corporation, 333 E. Six Forks Rd., Raleigh, NC 27609

BOOK 1180 PAGE 473

ADDITIONAL SIGNATURE PAGE  
FOR GENERAL WARRANTY DEED

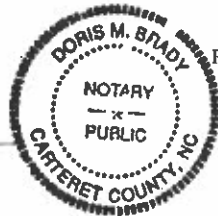
Mary E. Parker-Henry (SEAL)  
Mary E. Parker Henry  
Keith Henry (SEAL)  
Keith Henry

STATE OF NC  
COUNTY OF CARTERET

I, the undersigned Notary Public of the County and State aforesaid, certify that **Mary E. Parker Henry and husband, Keith Henry** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and notarial stamp or seal this 17 day of July 2006.

My Commission Expires: 4-30-2012

Doris M. Brady  
Notary Public



Printed name of Notary  
Doris M. Brady

STATE OF NC  
COUNTY OF CARTERET

I, the undersigned Notary Public of the County and State aforesaid, certify that **Hugh Randall Parker and wife, Sylvia M. Parker** personally appeared before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed. Witness my hand and notarial stamp or seal this \_\_\_ day of \_\_\_\_\_ 2006.

My Commission Expires: \_\_\_\_\_

See page 2  
Notary Public

Printed name of Notary  
\_\_\_\_\_

BOOK 1180 PAGE 473

**ATTACHMENT**

Beginning at an existing iron pipe on the east line of the property of Traditional Farms, LLC which is located S 57-25-36E 2539.72 feet from a pk Nail in the centerline of the intersection of Copeland Road and NC Highway 101; and running thence S 29-30-12 W and along the east line of Traditional Farms 620.91 feet to the north line of the County Board of Education school site; thence N 78-50-55 E 391.43 feet to a new iron pipe in the centerline of a ditch; thence with the centerline of the ditch the following courses and distances: N 20-38-12 W 62.78 feet, N 14-32-15 W 98.03 Feet, N 05-30-20 W 87.13 feet, N 00-48-41 W 95.14 feet, N 03-21-46 E 55.92 feet and N 09-15-06 W 66.77 feet to an existing iron pipe; thence N 62-32-20 W 16.20 feet to the point of beginning; and being shown on a survey for Gary Mercer by James I. Phillips PA dated May 3, 2006.

03-BFT-2193  
106-C Professional Drive, Beaufort, NC 28516

BOOK 1180 PAGE 473



**TOWN OF BEAUFORT  
PLANNING BOARD**

**RZ23-04**

**RESOLUTION ADVISING THAT PROPOSED AMENDMENTS  
TO THE ZONING ORDINANCE AND COMPREHENSIVE FUTURE LAND USE PLAN  
ARE NOT IN ACCORDANCE WITH ALL OFFICIALLY ADOPTED PLANS; ARE  
REASONABLE; AND ARE IN THE PUBLIC INTEREST.**

WHEREAS, the North Carolina General Assembly has given the Town of Beaufort (“Town”) the authority to adopt and amend zoning and development regulation ordinances for the purpose of promoting the health, safety, morals, and general welfare of its citizens;

WHEREAS, N.C.G.S. §160A-383 requires the Town of Beaufort Planning Board (“Board”) to advise the Town of Beaufort Board of Commissioners by written statement describing whether the proposed amendments to the Town’s Land Development Ordinance (“Ordinance”) and Core Land Use Plan are consistent with all officially adopted plans;

WHEREAS, the Board has in fact met to consider and evaluate the proposed amendments to the Ordinance; and

NOW THEREFORE, BE IT HEREBY RESOLVED, that the Planning Board finds that the proposed amendments to the Ordinance and CAMA Land Use Map are in accordance with all officially adopted Town plans for the reasons stated in the Staff Report for Rezoning Case 23-04 attached hereto and incorporated herein by reference, and therefore recommends **adoption** by the Board of Commissioners. Specifically, the Planning Board finds that the proposed amendments are in furtherance of the Town plans, ordinances and regulations; and better clarify all the Ordinance regulations.

This Resolution is effective upon its adoption this 15th day of May 2023.

**TOWN OF BEAUFORT  
PLANNING BOARD**

Ralph Merrill 5/26/2023  
\_\_\_\_\_, Chairman

ATTEST:

Laurel F Anderson  
\_\_\_\_\_, Secretary

## SECTION 7 Residential Zoning Districts

### A) R-20 Residential Single-Family District.

This residential district is intended to maintain a compatible mixture of single-family residential and bona fide farm uses with a density of two families per acre in accordance with the North Carolina State Board of Health recommendations for residential areas without public water and public sewer, and to prevent the development of blight and slum conditions.

1) Minimum Lot Size.

All lots in this district shall be a minimum of twenty thousand square feet (20,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-20 district shall have a minimum lot width of one hundred feet (100') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 7-1 Interior Lot Requirements**

District	Front Setback (Right-of-Way)	Rear Setback	Side Setback	Building Height Limitation
R-20	30 feet	25 feet	15 feet	40 feet

**Table 7-2 Corner Lot Requirements**

District	Designated Front (Right-of-Way) Setback	Designated Side (Right-of-Way) Setback	Rear Setback	Side Setback	Building Height Limitation
R-20	30 feet	30 feet	25 feet	15 feet	40 feet

**Table 7-3 Double Frontage Lot Requirements**

District	Designated Front (Right-of-Way) Setback	Designated Rear (Right-of-Way) Setback	Side Setback	Building Height Limitation
R-20	30 feet	25 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

Agritourism  
Antenna Co-Location on Existing  
Tower

Aquaculture  
Assisted Living  
Athletic Field, Public

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Athletic Field. Private  
 Carport  
 Club, Lodge, or Hall  
 Community Garden  
 Dock  
 Dwelling, Single-Family  
 Farming, General  
 Forestry  
 Garage, Private Detached  
 Government/Non-Profit Owned/  
 Operated Facilities & Services  
 Group Home  
 Home Occupation  
 Manufactured Home  
 Neighborhood Recreation Center  
 Indoor/Outdoor, Private

Neighborhood Recreation Center,  
 Public  
 Nursing Home  
 Park, Public  
 Produce Stand/Farmers' Market  
 Public Utility Facility  
 Religious Institution  
 Resource Conservation Area  
 Satellite Dish Antenna  
 Shed  
 Swimming Pool (Personal Use)  
 Temporary Construction Trailer  
 Utility Minor  
 Vehicle Charging Station

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Accessory Dwelling Unit  
 Bed & Breakfast  
 Boat Sales/Rentals  
 Cemetery/Graveyard  
 Concealed (Stealth) Antennae &  
 Towers  
 Day Care/Child Care Home  
 Dry Boat Storage  
 Golf Course, Privately Owned  
 Golf Driving Range  
 Kennel, Indoor Operation Only

Kennel, Indoor /Outdoor Operation  
 Marina  
 Museum  
 Office: Small Business  
 Other Free Standing Towers  
 Outdoor Amphitheater, Public  
 Preschool  
 Public Safety Station  
 School, K-12  
 School, Post-Secondary  
 Utility Facility

Land Development Ordinance for the Town of Beaufort

Table 7-20 Residential Zoning Districts Table of Uses

Land Development Ordinance Uses		R-20	R-8MH	R-8	R-8A	RC-5	RS-5
<b>Residential Uses</b>							
<b>Group Living</b>	Assisted Living	P					
	Dormitory						
	Group Home	P		P			
	Nursing Home	P					
<b>Household Living</b>	Accessory Dwelling Unit	S		S	S		S
	Dwelling, Duplex/Townhome					P	
	Dwelling, Multi-Family						
	Dwelling, Single-Family	P	P	P	P	P	P
	Manufactured Home	P	P				
	Manufactured Home Park		S				
	Recreational Vehicle Park		S				
<b>Mixed Uses</b>							
	Mixed Use						
<b>Public/Institutional Uses</b>							
<b>Aviation</b>	Airport/Landing Strip						
<b>Cemeteries/Graveyards</b>	Cemetery/Graveyard	S		S			S
<b>Cultural Facilities</b>	Library						
	Museum	S					
<b>Day Care</b>	Day Care Center	P					
	Day Care/Child Care Home	S		S	S		
<b>Government Services</b>	Government/Non-Profit Owned/ Operated Facilities & Services	P	P	P	P	P	P
	Public Safety Station	S	S	S	S	P	P
	Public Utility Facility	P	P	P	P	P	P
<b>Hospitals</b>	Hospital						
<b>Parks and Athletic Fields, Public Use</b>	Athletic Field, Public	P	P	S		P	
	Community Garden	P	P	P	P	P	P
	Neighborhood Recreation Center, Public	P	P	S		P	P
	Outdoor Amphitheater, Public	S	S	S	S		S
	Park, Public	P	P	P	P	P	P
	Resource Conservation Area	P	P	P	P	P	P
<b>Religious Uses</b>	Religious Institution	P	S	S	S	S	S
<b>Educational Uses</b>	Preschool	S	S	S	S	S	S
	School, K-12	S					
	School, Post-Secondary	S	S	S	S	S	S
<b>Non-Governmental Facilities</b>	Transportation Facility					S	S
	Utility Facility	S	S	S	S	S	
	Utility Minor	P	P	P	P	P	P
<b>Agricultural Uses</b>	Agritourism	P					
	Aquaculture	P					
	Farming, General	P					
	Forestry	P					
	Produce Stand/Farmers' Market	P		S			

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 7-20 Residential Zoning Districts Table of Uses

Land Development Ordinance Uses		R-20	R-8MH	R-8	R-8A	RC-5	RS-5
<b>Commercial Uses</b>							
Animal Services	Kennel, Indoor Operation Only	S					
	Kennel, Indoor/Outdoor Operation	S					
Assembly	Club, Lodge, or Hall	P		S	S		S
Financial Institutions	Financial Institution						
Food and Beverage Services	Microbrewery						
	Restaurant, with Drive-Thru Service						
	Restaurant, with Indoor Operation						
	Restaurant, with Outdoor Operation						
	Tavern/Bar/Pub with Indoor Operation						
	Tavern/Bar/Pub with Outdoor Operation						
Offices	Office: Business, Professional, or Medical						
	Office: Small Business	S					
Public Accommodations	Bed & Breakfast	S		S	S	S	S
	Hotel or Motel						
Indoor Recreation & Entertainment, Privately Owned	Adult Entertainment						
	Amusement Establishment						
	Commercial Indoor Recreation Facility						
	Neighborhood Recreation Center						
	Indoor/Outdoor, Private	P	P	S		P	P
	Pool Hall or Billiard Hall						
	Theater, Large						
	Theater, Small						
Outdoor Recreation & Entertainment, Privately Owned	Athletic Field, Private	P	S	S	S		
	Commercial Outdoor Amphitheater						
	Commercial, Outdoor Recreation Facility						
	Golf Course, Privately-Owned	S	S	S			S
	Golf Driving Range	S	S	S			S
	Motor Vehicle Raceway						
Retail Sales and Services	Adult-Oriented Retail Establishment						
	Convenience Store						
	Mortuaries/Funeral Homes/Crematoriums						
	Liquor Store						
	Personal Service Establishment						
	Retail Store						
Vehicle Storage Facilities	Dry Boat Storage	S					
	Marina	S		S		S	S
	Parking Lot						
	Parking Structure						
Vehicles and Equipment Facilities	Boat Sales/Rentals	S					
	Car Wash						
	Gas/Service Station						
	Heavy Equipment Sales/Rentals						
	Heavy Vehicle Repair						
	Moped/Golf Cart Sales/Rentals						
	Motor Vehicle Sales/Rentals						
	Towing & Vehicle Storage						
	Vehicle Service						

Permitted Use

Special Use

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Table 7-20 Residential Zoning Districts Table of Uses

Land Development Ordinance Uses		R-20	R-8MH	R-8	R-8A	RC-5	RS-5
<b>Industrial Uses</b>							
<b>Industrial Service Uses</b>	General Industrial Service						
<b>Manufacturing and Production Uses</b>	Manufacturing, Heavy						
	Manufacturing, Light						
	Resource Extraction						
<b>Telecommunication Facilities</b>	Antenna Co-Location on Existing Tower	P	P	P		P	P
	Concealed (Stealth) Antennae & Towers	S	S	S		S	S
	Other Building-Mounted Antennae & Towers						
	Other Freestanding Towers	S					
<b>Warehouse and Freight Movement Uses</b>	Commercial Waterfront Facility						
	Hazardous Material Storage						
	Mini-Storage						
	Outdoor Storage						
	Warehousing & Distribution Establishment						
	Wholesale Establishment						
<b>Waste-Related Uses</b>	Recycling and Salvage Operation						
<b>Accessory Uses and Structures</b>							
<b>Accessory Uses</b>	Carport	P	P	P	P	P	P
	Dock	P	P	P	P	P	P
	Garage, Private Detached	P	P	P	P	P	P
	Home Occupation	P	P	P	P	P	P
	Outdoor Retail Display/Sales						
	Satellite Dish Antenna	P	S	S	S	S	S
	Shed	P	P	P	P	P	P
	Signs, Commercial Free-Standing						
	Swimming Pool (Personal Use)	P	P	P	P	P	P
	Temporary Construction Trailer	P	P	P	P	P	P
	Vehicle Charging Station	P	P	P	P	P	P

Permitted Use

Special Use

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C) ***B-1 General Business District.***

The General Business District is established as the district in which a wide variety of sales and service facilities may be provided to the general public. This district will be located throughout the Town's planning jurisdiction.

1) Minimum Lot Size.

All lots in the B-1 district shall be a minimum of five thousand square feet (5,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the B-1 district shall have a minimum lot width of sixty feet (60') at the minimum building line.

3) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

Table 9-5 Lot Requirements

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
B-1	30 feet	15 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings must comply with the setback requirements as set forth in section 2-F of this Ordinance, section 6 of this Ordinance, section 15 of this Ordinance, and all sections of this Ordinance.

5) Permitted Uses.

- Amusement Establishment
- Antenna Co-Location on Existing Tower
- Aquaculture
- Assisted Living
- Athletic Field, Public
- Bed & Breakfast
- Boat Sales/Rentals
- Car Wash
- Club, Lodge, or Hall
- Commercial Indoor Recreation Facility
- Community Garden
- Concealed (Stealth) Antennae & Towers
- Convenience Store
- Day Care Center
- Dock
- Dry Boat Storage
- Financial Institution
- Government/Non-Profit Owned/Operated Facilities & Services
- Hospital
- Hotel or Motel
- Kennel, Indoor Operation Only
- Library
- Liquor Store
- Moped/Golf Cart Sales/Rentals
- Mortuary/Funeral Home/Crematorium
- Motor Vehicle Sales/Rentals
- Museum
- Neighborhood Recreation Center, Public
- Nursing Home
- Office: Business, Professional, or Medical

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Other Building-Mounted Antennae & Towers  
 Outdoor Retail Display/Sales  
 Park, Public  
 Parking Lot  
 Parking Structure  
 Personal Service Establishment  
 Pool Hall or Billiard Hall  
 Produce Stand/Farmers' Market  
 Public Safety Station  
 Public Utility Facility  
 Religious Institution  
 Resource Conservation Area

Restaurant with Drive-Thru Service  
 Restaurant with Indoor Operation  
 Retail Store  
 Satellite Dish Antenna  
 Signs, Commercial Free-Standing  
 Tavern/Bar/Pub with Indoor Operation  
 Temporary Construction Trailer  
 Theater, Small  
 Transportation Facility  
 Utility Minor  
 Vehicle Charging Station  
 Vehicle Service

6) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

Adult-Oriented Retail Establishment  
 Commercial Outdoor Amphitheater  
 Commercial Outdoor Recreation Facility  
 Commercial Waterfront Facility  
 Gas/Service Station  
 Golf Driving Range  
 Hazardous Material Storage  
 Kennel, Indoor/Outdoor Operation  
 Manufacturing, Light  
 Marina  
 Microbrewery  
 Microdistillery

Mini-Storage  
 Mixed Use  
 Outdoor Amphitheater, Public  
 Outdoor Storage  
 Preschool  
 Restaurant with Outdoor Operation  
 School, K-12  
 School, Post-Secondary  
 Tavern/Bar/Pub with Outdoor Operation  
 Theater, Large  
 Utility Facility  
 Wholesale Establishment

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Table 9-9 Nonresidential Zoning Districts Table of Uses

Land Development Ordinance Uses		H-BD	H-WBD	B-I	B-W	L-I	L-W
<b>Residential Uses</b>							
<b>Group Living</b>	Assisted Living			P	P		
	Dormitory						
	Group Home						
	Nursing Home			P	P		
<b>Household Living</b>	Accessory Dwelling Unit						
	Dwelling, Duplex/Townhome						
	Dwelling, Multi-Family						
	Dwelling, Single-Family	P					
	Manufactured Home						
	Manufactured Home Park						
	Recreational Vehicle Park						
<b>Mixed Uses</b>							
	Mixed Use	P	P	P	S	S	
<b>Public/Institutional Uses</b>							
<b>Aviation</b>	Airport/Landing Strip						S
<b>Cemeteries/Graveyards</b>	Cemetery/Graveyard						
<b>Cultural Facilities</b>	Library	P	P	P	P		
	Museum	P	P	P	P		
<b>Day Care</b>	Day Care Center	P	P	P	P		
	Day Care/Child Care Home						
<b>Government Services</b>	Government/Non-Profit Owned/ Operated Facilities & Services	P	P	P	P	P	P
	Public Safety Station	P	P	P	P	P	P
	Public Utility Facility	P	P	P	P	P	P
<b>Hospitals</b>	Hospital	P		P	P		
<b>Park and Athletic Fields, Public Use</b>	Athletic Field, Public			P	S	P	P
	Community Garden	P	P	P	P	P	P
	Neighborhood Recreation Center, Public	P	P	P	P	P	P
	Outdoor Amphitheater, Public	S	S	S	S		
	Park, Public	P	P	P	P	P	P
	Resource Conservation Area	P	P	P	P	P	P
<b>Religious Uses</b>	Religious Institution			P	P	P	P
<b>Educational Uses</b>	Preschool	S	S	S	S		
	School, K-12	S	S	S	S		
	School, Post-Secondary	S	S	S	S	S	S
<b>Non-Governmental Facilities</b>	Transportation Facility	P	P	P	P	P	P
	Utility Facility	S	S	S	S	S	S
	Utility Minor	P	P	P	P	P	P

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 9-9 Nonresidential Zoning Districts Table of Uses

Land Development Ordinance Uses		II-BD	II-WBD	B-I	B-W	L-I	L-W
Agricultural	Agritourism						
	Aquaculture		S	P	P	P	P
	Farming, General					P	P
	Forestry						
	Produce Stand/Farmers' Market	S		P	P		
<b>Commercial Uses</b>							
Animal Services	Kennel, Indoor Operation Only			P	P	P	P
	Kennel, Indoor/Outdoor Operation			S	S	P	P
Assembly	Club, Lodge, or Hall	P	P	P	P	P	P
Financial Institutions	Financial Institution	P	P	P	P		
Food and Beverage Services	Microbrewery/Microdistillery	S	S	S	S	S	
	Restaurant, with Drive-Thru Service			P	S		
	Restaurant, with Indoor Operation	P	P	P	P		
	Restaurant, with Outdoor Operation	S	S	S	S		
	Tavern/Bar/Pub with Indoor Operation	P	P	P	P	S	S
	Tavern/Bar/Pub with Outdoor Operation	S	S	S	S	S	S
Offices	Office: Business, Professional, or Medical	P	P	P	P	P	P
	Office: Small Business						
Public Accommodations	Bed & Breakfast	P	P	P	P		
	Hotel or Motel	P	S	P	P		
Indoor Recreation & Entertainment, Privately Owned	Adult Entertainment					S	S
	Amusement Establishment			P	P		
	Commercial Indoor Recreation Facility	P	P	P	P	S	
	Neighborhood Recreation Center Indoor/Outdoor, Private						
	Pool Hall or Billiard Hall	P	P	P	P		
	Theater, Large	S	S	S	S	S	S
	Theater, Small	P	P	P	P	S	S
Outdoor Recreation & Entertainment, Privately Owned	Athletic Field, Private						
	Commercial Outdoor Amphitheater	S	S	S	S	S	S
	Commercial, Outdoor Recreation Facility			S	S	S	S
	Golf Course, Privately-Owned						
	Golf Driving Range			S	S	S	S
	Motor Vehicle Raceway						
Retail Sales and Services	Adult-Oriented Retail Establishment			S	S	S	S
	Convenience Store			P	P		
	Mortuary/Funeral Home/ Crematorium	P	P	P	P		
	Liquor Store			P	P		
	Personal Service Establishment	P	P	P	P	P	P
	Retail Store	P	P	P	P		

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 9-9 Nonresidential Zoning Districts Table of Uses

Land Development Ordinance Uses		H-BD	H-WBD	B-1	B-W	L-1	I-W
Vehicle Storage Facilities	Dry Boat Storage			P	P	P	P
	Marina	S	S	S	S	S	S
	Parking Lot	P	P	P	P	P	P
	Parking Structure	P	P	P	P	P	P
Vehicles and Equipment Facilities	Boat Sales/Rentals	P	S	P	P	P	P
	Car Wash			P	P	P	P
	Gas/Service Station	S	S	S	S	S	S
	Heavy Equipment Sales/ Rentals					P	P
	Heavy Vehicle Repair					P	P
	Moped/Golf Cart Sales/Rentals	P	P	P			
	Motor Vehicle Sales/Rentals			P	P	P	P
	Towing & Vehicle Storage					P	P
	Vehicle Service	S		P	P	P	P
<b>Industrial Uses</b>							
Industrial Service Uses	General Industrial Service					P	P
Manufacturing and Production Uses	Manufacturing, Heavy						
	Manufacturing, Light			S	S	S	
	Resource Extraction						
Telecommunications Facilities	Antenna Co-Location on Existing Tower	P	P	P	P	P	P
	Concealed (Stealth) Antennae & Towers	P	P	P	P	P	P
	Other Building-Mounted Antennae & Towers	S	S	P	P	P	P
	Other Freestanding Towers	S				S	S
Warehouse and Freight Movement Uses	Commercial Waterfront Facility	S	S	S	S	S	S
	Hazardous Material Storage			S	S		S
	Mini-Storage			S	S	P	P
	Outdoor Storage			S	S	P	P
	Warehousing and Distribution Establishment					P	P
	Wholesale Establishment			S	S	P	P
Waste-Related Uses	Recycling & Salvage Operation						S
<b>Accessory Uses and Structures</b>							
Accessory Uses	Carport						
	Dock	P	P	P	P	P	P
	Garage, Private Detached						
	Home Occupation						
	Outdoor Retail Display/Sales			P	P	P	P
	Satellite Dish Antenna	S	S	P	P	P	P
	Shed	P					
	Signs, Commercial Free-Standing			P	P	P	P
	Swimming Pool (Personal Use)	P					
	Temporary Construction Trailer	P	P	P	P	P	P
Vehicle Charging Station			P	P	P	P	

Permitted Use

Special Use

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## SECTION 8 Transitional Zoning Districts

### A) *TCA Townhomes, Condominiums, Apartments District.*

This district is established to provide a high density district in which the primary uses are multi-family residences and duplexes. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Maximum Overall Density.

The TCA district shall have a maximum density of twelve units per acre.

2) Minimum Lot Size.

All lots in the TCA district shall be a minimum of two thousand, seven hundred, and fifty square feet (2,750 ft<sup>2</sup>) per dwelling unit.

3) Minimum Lot Width.

All lots in the TCA district shall have a minimum lot width of eighty feet (80') at the minimum building line.

4) Building Setback and Building Height Requirements and Limitations.

Subject to the exceptions allowed in this Ordinance, each structure on a lot in this zoning district shall be set back from the boundary lines of the lot at least the distances provided in the tables set forth in this section. The building height limitation in this district is provided in the tables set forth in this section.

**Table 8-1 Interior Lot Requirements**

<i>District</i>	<i>Front Setback (Right-of-Way)</i>	<i>Rear Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TCA	25 feet	25 feet	8 feet	35 feet

**Table 8-2 Corner Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Side (Right-of-Way) Setback</i>	<i>Rear Setback</i>	<i>Side Setback</i>	<i>Building Height Limitation</i>
TCA	25 feet	15 feet	30 feet	8 feet	35 feet

**Table 8-3 Double Frontage Lot Requirements**

<i>District</i>	<i>Designated Front (Right-of-Way) Setback</i>	<i>Designated Rear (Right-of-Way) Setback</i>	<i>Side Setbacks</i>	<i>Building Height Limitation</i>
TCA	25 feet	15 feet	8 feet	35 feet

5) Accessory Building Setback Requirements.

All accessory buildings must comply with the lot setback requirements as set forth in section 2-F, section 6, section 15, and all the other sections of this Ordinance.

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6) Covenants.

In any development proposing common areas, jointly-used structures, or private streets, restrictive and protective covenants which provide for party wall rights, harmony of external design, continuing maintenance of building exteriors, grounds, or other general use improvements and similar matters, shall be submitted to the Town and approved by the BOC. Condominium development must submit evidence of compliance with the North Carolina Condominium Act.

7) Permitted Uses.

- |  |  |
|--|--|
| Antenna Co-Location on Existing Tower                      | Home Occupation  |
| Assisted Living  | Neighborhood Recreation Center Indoor/Outdoor, Private |
| Athletic Field, Public                                     | Neighborhood Recreation Center, Public                 |
| Carport  | Nursing Home   |
| Community Garden   | Park, Public   |
| Concealed (Stealth) Antennae & Towers                      | Public Safety Station                                  |
| Dock   | Public Utility Facility                                |
| Dormitory  | Resource Conservation Area                             |
| Dwelling, Duplex/Townhome                                  | Shed   |
| Dwelling, Multi-Family                                     | Signs, Commercial Free-Standing                        |
| Garage, Private Detached                                   | Temporary Construction Trailer                         |
| Government/Non-Profit Owned/Operated Facilities & Services | Utility Minor  |
| Group Home   | Vehicle Charging Station                               |

8) Special Uses (*Special Uses* text may be found in section 20 of this Ordinance).

- |                                    |  |
|------------------------------------|--|
| Athletic Field, Private            | Restaurant with Indoor Operation       |
| Dwelling, Single-Family            | Restaurant with Outdoor Operation      |
| Golf Course, Privately-Owned       | Retail Store                           |
| Golf Driving Range                 | Satellite Dish Antennas                |
| Hotel or Motel                     | School, Post-Secondary                 |
| Marina                             | Tavern/Bar/ Pub with Indoor Operation  |
| Mixed Use                          | Tavern/Bar/ Pub with Outdoor Operation |
| Outdoor Amphitheater, Public       | Theater, Small                         |
| Personal Service Establishment     | Transportation Facility                |
| Preschool                          | Utility Facility                       |
| Religious Institution              |  |
| Restaurant with Drive-Thru Service |  |

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Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Residential Uses</b>					
<b>Group Living</b>	Assisted Living	P	P	S	
	Dormitory	P	P	S	
	Group Home	P	P	S	
	Nursing Home	P	P	S	
<b>Household Living</b>	Accessory Dwelling Unit		S	S	
	Dwelling, Duplex/Townhome	P	P	S	
	Dwelling, Multi-Family	P		S	P
	Dwelling, Single-Family	S	P	S	P
	Manufactured Home			S	
	Manufactured Home Park			S	
	Recreational Vehicle Park			S	
<b>Mixed Uses</b>					
	Mixed Use	S	P	S	P
<b>Public/Institutional Uses</b>					
<b>Aviation</b>	Airport/Landing Strip			S	
<b>Cemeteries/ Graveyards</b>	Cemetery/Graveyard		S	S	
<b>Cultural Facilities</b>	Library		P	S	
	Museum		S	S	
<b>Day Care</b>	Day Care Center		S	S	
	Day Care/Child Care Home		S	S	
<b>Government Services</b>	Government/Non-Profit Owned/ Operated Facilities & Services	P	P	S	
	Public Safety Station	P	P	S	
	Public Utility Facility	P	P	S	P
<b>Hospitals</b>	Hospital			S	
<b>Park and Athletic Fields, Public Use</b>	Athletic Field, Public			S	
	Community Garden	P	P	S	
	Neighborhood Recreation Center, Public	P	P	S	
	Outdoor Amphitheater, Public	S	S	S	
	Park, Public	P	P	S	P
	Resource Conservation Area	P	P	S	
<b>Religious Uses</b>	Religious Institution	S	P	S	P
<b>Educational Uses</b>	Preschool	S	S	S	
	School, K-12		S	S	
	School, Post-Secondary	S	S	S	
<b>Non-Governmental Facilities</b>	Transportation Facility	S		S	
	Utility Facility	S	S	S	P
	Utility Minor	P	P	S	P
<b>Agricultural Uses</b>	Agritourism			S	
	Aquaculture		S	S	
	Farming, General			S	
	Forestry			S	
	Produce Stand/Farmers' Market		S	S	P

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
<b>Commercial Uses</b>					
Animal Services	Kennel, Indoor Operation Only		S	S	
	Kennel, Indoor/Outdoor Operation			S	
Assembly	Club, Lodge, or Hall		P	S	
Financial Institutions	Financial Institution		S	S	P
Food and Beverage Services	Microbrewery			S	S
	Restaurant, with Drive-Thru Service	S		S	
	Restaurant, with Indoor Operation	S	P	S	P
	Restaurant, with Outdoor Operation	S		S	P
	Tavern/Bar/Pub with Indoor Operation	S	S	S	S
	Tavern/Bar/Pub with Outdoor Operation	S		S	
Offices	Office: Business, Professional, or Medical		P	S	P
	Office: Small Business				
Public Accommodations	Bed & Breakfast		P	S	
	Hotel or Motel	S	S	S	P
Indoor Recreation & Entertainment, Privately Owned	Adult Entertainment			S	
	Amusement Establishment			S	
	Commercial Indoor Recreation Facility		P	S	
	Neighborhood Recreation Center Indoor/ Outdoor, Private	P	P	S	
	Pool Hall or Billiard Hall			S	
	Theater, Large			S	
	Theater, Small	S		S	
Outdoor Recreation & Entertainment, Privately Owned	Athletic Field, Private			S	
	Commercial Outdoor Amphitheater			S	
	Commercial, Outdoor Recreation Facility			S	
	Golf Course, Privately-Owned		S	S	
	Golf Driving Range		S	S	
	Motor Vehicle Raceway			S	
Retail Sales and Services	Adult-Oriented Retail Establishment			S	
	Convenience Store			S	P
	Mortuary/Funeral Home/ Crematorium		P	S	
	Liquor Store			S	
	Personal Service Establishment	S	P	S	P
	Retail Store	S	S	S	P
Vehicle Storage Facilities	Dry Boat Storage			S	
	Marina	S	S	S	
	Parking Lot		S	S	
	Parking Structure			S	

Permitted Use

Special Use

Land Development Ordinance for the Town of Beaufort

Table 8-8 Transitional Zoning District Table of Uses

Land Development Ordinance Uses		TCA	TR	PUD	CS-MU
Vehicles and Equipment Facilities	Boat Sales/Rental			S	
	Car Wash			S	
	Gas/Service Station			S	
	Heavy Equipment Sales/Rental			S	
	Heavy Vehicle Repair			S	
	Moped/Golf Cart Sales/Rental			S	
	Motor Vehicle Sales/Rental			S	
	Towing & Vehicle Storage			S	
	Vehicle Service			S	
<b>Industrial Uses</b>					
Industrial Service Uses	General Industrial Service			S	
Manufacturing and Production Uses	Manufacturing, Heavy			S	
	Manufacturing, Light			S	
	Resource Extraction			S	
Telecommunications Facilities	Antenna Co-Location on Existing Tower	P	P	S	
	Concealed (Stealth) Antennae & Towers	P	S	S	
	Other Building-Mounted Antennae & Towers			S	
	Other Freestanding Towers		S	S	
Warehouse and Freight Movement Uses	Commercial Waterfront Facility			S	
	Hazardous Material Storage			S	
	Mini-Storage			S	
	Outdoor Storage			S	
	Warehousing and Distribution Establishment			S	
	Wholesale Establishment			S	
Waste-Related Uses	Recycling & Salvage Operation			S	
<b>Accessory Uses and Structures</b>					
Accessory Uses	Carport	P	P	S	
	Dock	P	P	S	
	Garage, Private Detached	P	P	S	
	Home Occupation	P	P	S	
	Outdoor Retail Display/Sales			S	P
	Satellite Dish Antenna		S	S	
	Shed	P	P	S	
	Signs, Commercial Free- Standing	P	P	S	
	Swimming Pool (Personal Use)		P	S	
	Temporary Construction Trailer	P	P	S	
	Vehicle Charging Station	P	P	S	

Permitted Use

Special Use

*Land Development Ordinance for the Town of Beaufort*



**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT,  
NORTH CAROLINA, AUTHORIZING AN AMENDMENT TO THE CAMA LAND USE PLAN  
MAP**

**WHEREAS** the Town of Beaufort desires to amend its CAMA Land Use Plan, specifically the map related to Future Land Use, and

**WHEREAS** the CAMA Land Use Plan currently shows Low Density Residential for these two parcels adjacent to Professional Park Drive (PIN 730612765951000 & 730611762614000); and,

**WHEREAS** the Town of Beaufort desires to amend the CAMA Land Use Plan to High Density Residential Use for the aforementioned area; and

**WHEREAS**, on May 15, 2023, the Planning Board recommended approval of the draft amendment to the CAMA Land Use Plan; and

**WHEREAS** the Town of Beaufort conducted a duly advertised public hearing on the draft amendment to the CAMA Land Use Plan at the Regular Meeting of the Board of Commissioners on June 12, 2023; and

**WHEREAS**, at the Board of Commissioners Regular Meeting on June 12, 2023, the Board of Commissioners of The Town of Beaufort, North Carolina found the draft amendment to be consistent with the Town of Beaufort’s desired vision for the future and approved to adopt the draft amendment; and

**WHEREAS** the adopted Plan will be submitted as required by state law to the District Planner for the Division of Coastal Management under the North Carolina Department of Environmental Quality and forwarded to the Division Director; and

**WHEREAS** a review of the adopted draft amendment by the Director of the NC Division of Coastal Management will be undertaken; and the Director will then certify the Town’s land use plan amendment.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of Beaufort, North Carolina, that the Future Land Use Map in the CAMA Land Use Plan be amended as follows:

Professional Park Drive 1113 (PIN 730612765951000 &  
730611762614000) identified as High Density Residential on the  
CAMA Core Land Use Plan Future Land Use Map

**BE IT FURTHER RESOLVED** that the Board of Commissioners of Beaufort, North Carolina, has adopted the draft amendment; and

**BE IT FURTHER RESOLVED** that the Town Planner of the Town of Beaufort is hereby authorized to submit the adopted CAMA Land Use Plan draft amendment to the State for certification as described above.

Adopted this 12<sup>th</sup> day of June 2023.

\_\_\_\_\_  
Sharon Harker, Mayor

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



**BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO REZONE  
TWO PARCELS ADJACENT TO PROFESSIONAL PARK DRIVE  
FROM R-20 & B-1 TO TCA  
ORDINANCE NO. 23-\_\_**

Applicant: The Cullipher Group on behalf of Mercer Building & Design and Gary & Judy Mercer  
Location: Professional Park Drive  
Parcel ID: 730612765951000 – B-1 & 730611762614000 – R-20  
Lot Size: 2.43 & 2.05 acres totaling 4.48 acres.  
Existing District: R-20 Low Density Residential & B-1 General Commercial  
Meeting Date: June 12, 2023  
Requested District: TCA (Townhouse, Condominium & Apartments)

**WHEREAS** the Cullipher Group on behalf of Mercer Building & Design and Gary & Judy Mercer, has submitted a request to rezone the above referenced property to TCA; and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on May 15, 2023, at which time the Planning Board recommended approval of the request; and

**WHEREAS**, the Beaufort Board of Commissioners conducted a public hearing on June 12, 2023, at which time the applicant and/or applicant’s representative was given the opportunity to present arguments, and Town staff was given the opportunity to comment on the application; and

**WHEREAS**, the Town Board of Commissioners has made the following findings and conclusions:

- 1. The request is consistent with surrounding land use patterns and zoning in the area.
- 2. The proposed zoning of TCA is inconsistent with the CAMA Core Land Use Plan; however, the Board finds the requested TCA District is consistent with the spirit and intent of the ordinance.

**NOW, THEREFORE, IT IS HEREBY ORDAINED** by the Board of Commissioners on the basis of the foregoing findings and conclusions that the request to rezone PIN#s 730612765951000 & 730611762614000 is approved and the Town’s Zoning Map is amended accordingly.

Enacted on motion of Commissioner \_\_\_\_\_ and carried on a vote of \_\_\_ in favor and \_\_\_ against.

This, the 12<sup>th</sup> day of June 2023

TOWN OF BEAUFORT

\_\_\_\_\_  
Sharon Harker, Mayor

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



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, June 12, 2023  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**AGENDA CATEGORY:** Public Hearing  
**SUBJECT:** Non-Motorized Vehicle Permit; Applicant William Wooten

**BACKGROUND:**

William Wooten has applied for a non-motorized vehicle permit to operate a pedicab service in the Town of Beaufort. Attached for your review and consideration is the application, a copy of the Town Code that addresses non-motorized vehicles, and a new business registration form.

**REQUESTED ACTION:**

Conduct a Public Hearing on the question of a non-motorized vehicle permit, specifically for a pedicab service.

**SUBMITTED BY:**

Elizabeth Lewis, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

No

# Non-Motorized Vehicles Permit Application



*May 12<sup>th</sup>, 2023*

Sec. 116.04. -Permit Application

(A) The name, address and telephone number of the owner and operator of the business. If the applicant is a partnership or corporation, the names and addresses of the partners, if a partnership, or of the principal managing officers, if a corporation, shall be set forth;

Name: William Byrd Wooten Jr.

Address: 105 Front Street Beaufort, NC 28516

Telephone Number: 252-450-9017

Name: Benjamin Thomas Corey

Address: 126 Mobile Dr. Atlantic Beach, NC 28512

Telephone: 252-809-2530

Name: Benjamin Bryan Everett IV

Address: 216 Gordon Street Beaufort, NC 28516

Telephone: 919-830-9576

Name: Michael Joseph Grafinger

Address: 1801 Front Street Beaufort, NC 28516

Telephone: 919-805-7559

(B) A description of the vehicle used by the applicant in the business to include the arrangements for vehicle storage;



A pedicab is a 3 wheeled bike used to transport people. They will have bench seating facing each other on the back of the bike with a top to protect riders from rain, sun, and other weather conditions. The pedicabs will be stored at home each night. The business will start with (2) pedicabs and not exceed (4).

Frame - reinforced TIG welded steel

Fork - aluminum triple fork

Tire - 26 x 2.5

Rim - aluminum double rims, 26" with stainless spokes

Brake - Tektro, front disc, rear E-twin hydraulic

Brake lever - aluminum alloy

Gears - Shimano 8 gears

Crankset - Prowheel, aluminum alloy

Pedal - aluminum, alloy, Wellgo

Motor - 48 V 500W differential rear motor  
Battery - 48V 20 AH maintenance free sealed lead-acid  
Display - LED  
Power - Throttle and Cadence sensor pedal assist  
Canopy - 1680D water proof  
Lighting system - headlight, taillight, turning and brake lights  
Overall width - 117 cm  
          height - 180 cm  
          length - 270 cm  
Weight - 110 kg  
Max. load - 350 kg  
Top speed - 25-32 km/h  
Range - 50-60 km  
Charging time - 8 hrs

(C) The names and address of the drivers and operators of the vehicle;

Name: William Byrd Wooten Jr.

Address: 105 Front Street Beaufort, NC 28516

Name: Benjamin Thomas Corey

Address: 126 Mobile Dr. Atlantic Beach, NC 28512

Name: Benjamin Bryan Everett IV

Address: 216 Gordon Street Beaufort, NC 28516

Name: Michael Joseph Grafinger

Address: 1801 Front Street Beaufort, NC 28516

(D) A general description of the stops and routes the vehicle would be taking within the town;

The pedicab will be operated from the western roundabout on Front Street to the Beaufort

Hotel as the eastern perimeter. The northern perimeter is Mulberry Street with all of Beaucoast neighborhood included. Lenoxville Road will not be a traveling route but a crossing point to enter Beaucoast and to get to Mulberry Street and the neighborhood. The stops will include all of downtown Beaufort, all of the houses in the main historic district, Beaucoast, Beaufort Hotel, and the Beaufort Inn.



(E) A certification of liability insurance coverage in the minimum amount of \$20,000.00 for property damage, \$50,000.00 for each claimant, and \$100,000.00 per occurrence. Additionally, the liability insurance coverage shall be increased to the same minimum limits as required of motor vehicles by G.S. Chapter 20, if the minimum coverage for motor vehicles should be increased hereafter; and



Evolution Insurance Brokers, L.C  
 8722 S. Harrison St., Sandy, UT 84676 - P.O. Box 4439, Sandy, UT 84091  
 Phone: 800-257-5590 - Fax: 877-452-6910  
 Website: www.primeis.com



5/11/2023

Beaufort Rickshaw LLC  
 15 Front Street  
 Beaufort, NC 28516

Re: Beaufort Rickshaw LLC

Please find below an Indication Quote. In order to accommodate the insurer's underwriting parameters and/or the insured's premium preference, the Quote may contain coverage options or be based upon factors such as lower limits of liability or a higher self-insured retention or deductible than what was stated as preferred on the Application. Accordingly, please read the Quote carefully.

**INDICATION QUOTE**

Quote number: JM2305383-1                      Customer number: E23-505383  
 Underwriter: Jamie Marvidakis              Direct phone no.: (801) 304-3769              E-mail: jamiem@primeis.com

This is an Indication Quote only. The prices listed below are subject to review and change after receipt of any requested additional information. This Indication Quote is valid for thirty (30) days from today unless the Company withdraws this Indication in writing or issues a new or revised Indication Quote.

**Please read these important notices regarding unique terms of quoted coverage:**

Unless otherwise specifically indicated herein, or in the policy forms themselves, the following apply to the quoted policy:

- (1) The quoted policy is a manuscript policy which differs substantially from standard insurance forms, please review this quote and the policy carefully to ensure that it meets your insurance needs;
- (2) This policy is quoted for claims-made-and-reported coverage which includes strict reporting requirements. However, you have the option of purchasing broader "occurrence coverage" for an additional premium as quoted below;
- (3) If you are purchasing claims-made-and-reported coverage, you have the option of purchasing broader "retroactive coverage" as explained and quoted below;
- (4) The quoted policy requires any disputes arising out of the policy to be resolved in a Utah court applying Utah law;
- (5) The quoted policy may not include all the coverages you have requested in your application and the insurance company has no obligation to quote all coverage and terms you may have requested. Please review this quote to ensure it meets your insurance requirement;
- (6) The quoted policy may not provide all the insurance you are required to have under federal or local laws. You, and your broker/agent if you have one, are solely responsible to ensure that the type and amount of coverage you have selected meets your needs and the requirements of your operation; and
- (7) In the event a court reforms or revises the quoted policy to comply with laws or regulations governing your operations, and such reformation or revisions results in the insurance company providing more or broader coverage than you have selected, you are required to indemnify the Company for any increased exposure created by your failure to purchase mandated insurance.

Description of risk(s): Amusement & Recreational Operations  
 Description of coverage: Commercial Liability

Minimum earned: 40%		
Premium:	\$2,580.00	
Policy/inspection fee:	\$350.00	
Surplus Line Premium Tax:	\$146.50	Total due: \$3,085.29
SLSC:	\$8.79	
<b>Total:</b>	<b>\$3,085.29</b>	

**TO BIND COVERAGE:** Several other conditions must be met prior to binding coverage, including but not limited to, receipt of payment, compliance with all stated conditions below, and receipt of all completed forms and requested information. Please send all completed forms and requested information to bind@primeis.com. Coverage is not bound until the policy has been formally bound by the insurance company. Nobody has any binding authority and must obtain prior written approval from the company. In the event of any material change in underwriting information before coverage is bound, terms may be modified or withdrawn by the underwriter.

INDICATION QUOTE  
(cont.)

<b>Commercial Liability:</b>		
\$50,000	Per Person	
\$100,000	Per Accident	
\$300,000	Aggregate	
\$2,500	SIR	
Products:	<input type="checkbox"/> Include	<input checked="" type="checkbox"/> Exclude
Completed ops:	<input type="checkbox"/> Include	<input checked="" type="checkbox"/> Exclude
Form type:	<input checked="" type="checkbox"/> Claims Made	<input type="checkbox"/> Occurrence
Limitations: The policy provides coverage for only those activities and operations otherwise covered under the policy as listed below and for which a specific coverage charge has been paid.		
Classification and description of activities and operations	Code no.	Basis of coverage charge
Mobile Equipment - Scheduled - Per Unit	15200	Number of units: 2
Guided Tours - Pedicab Tours	44235	Minimum premium
Loc. no.	Address	
1	15 Front Street Beaufort, NC 28516	
Optional limits: Limits and charges for non-liability coverage would remain the same (premium does not include fees or taxes).		
Option # 2	Per Person : 100,000 / Per Accident: 250,000 / Aggregate: 500,000 Premium: \$4,980 Other: / Other: / Other:	
Option # 3	Per Person : 250,000 / Per Accident: 500,000 / Aggregate: 1,000,000 Premium: \$7,950 Other: / Other: / Other:	
Option # 4	Per Person : 500,000 / Per Accident: 1,000,000 / Aggregate: 2,000,000 Premium: \$11,970 Other: / Other: / Other:	
Option # 5	Per Person : 1,000,000 / Per Accident: 1,000,000 / Aggregate: 2,000,000 Premium: \$17,985 Other: / Other: / Other:	
Producer: Evolution Insurance Brokers, LC.		

(F) A schedule of the rates and charges proposed by the applicant in the operation of the non-motorized vehicle business.

The rates will be \$10 per person per 10 minutes of travel on the pedicab. A flat rate not to exceed \$30 per ride to or from Beaucoast and to or from Beaufort Hotel.

May 12<sup>th</sup>, 2023

Thank you,

*Will Wooten*  
Will Wooten

**CHAPTER 116. VEHICLES FOR HIRE\***

**ARTICLE I. NON-MOTORIZED VEHICLES**

**Sec. 116.01. Purpose and authority.**

It is the purpose of this article to require that all vehicles with a primary means of propulsion being non-motorized operated for hire in the town be licensed and regulated as set forth in this article. This article is adopted pursuant to G.S. 160A-194 and 160A-300.

(1992 Code, § 19-26; Ord. passed 5-12-1986; Ord. passed 3-14-2011; Am. Ord. passed 4-10-2014)

**Sec. 116.02. Definitions.**

For the purpose of this article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

*Horse* means a horse and related horse family.

*Horse drawn carriage* means a vehicle transported or drawn by horse.

*Non-motorized vehicle* means a vehicle which utilizes a primary means of propulsion which is non-motorized, but utilizes a secondary or back-up means of propulsion that may or may not be motorized. Non-motorized vehicles may include, but are not limited, to the following:

*Pedicabs* means a cycle with three or more wheels operated by one person for the purpose of, or capable of, transporting passengers for hire in seats or on a platform made part of the pedicab.

*Rickshaw* means a two-wheeled vehicle pulled by one person for the purpose of, or capable of, transporting not more than two passengers for hire.

(1992 Code, § 19-27; Ord. passed 5-12-1986; Ord. passed 3-14-2011; Am. Ord. passed 4-10-2014; Res. of 3-13-2017(1))

**Sec. 116.03. Permit required.**

No person shall engage in the transportation of passengers and/or property for hire by non-motorized vehicle within the corporate limits of the town unless the person shall have first applied to and obtained from the Board of Commissioners a certificate or permit authorizing such operation, and it shall be unlawful for any person knowingly or willfully to operate a non-motorized vehicle business in any manner contrary to the provisions of this article.

The operation of horse drawn carriages, or any other vehicle for hire that is drawn or transported by any animal, is prohibited.

(1992 Code, § 19-41; Ord. passed 5-12-1986; Ord. passed 3-14-2011; Am. Ord. passed 4-10-2014; Res. of 3-13-2017(1))

**Cross reference**—Penalty, see § 116.99.

**\*Cross reference**—Traffic and motor vehicles, see Title VII.

**State law reference**—Boating and water safety, see G.S. 75A-1 et seq.

**Sec. 116.04. Permit application.**

Each applicant for a certificate or permit to operate a non-motorized vehicle business within the town shall submit in writing an application to the Board of Commissioners containing the following information:

- (A) The name, address and telephone number of the owner and operator of the business. If the applicant is a partnership or corporation, the names and addresses of the partners, if a partnership, or of the principal managing officers, if a corporation, shall be set forth;
- (B) A description of the vehicle to be used by the applicant in the business to include the arrangements for vehicle storage;
- (C) The names and address of the drivers and operators of the vehicle;
- (D) A general description of the stops and routes the vehicle would be taking within the town;
- (E) A certification of liability insurance coverage in the minimum amount of \$20,000.00 for property damage, \$50,000.00 for each claimant, and \$100,000.00 per occurrence. Additionally, the liability insurance coverage shall be increased to the same minimum limits as required of motor vehicles by G.S. Chapter 20, if the minimum coverage for motor vehicles should be increased hereafter; and
- (F) A schedule of the rates and charges proposed by the applicant in the operation of the non-motorized vehicle business.

(1992 Code, § 19-42; Ord. passed 5-12-1986; Ord. passed 3-14-2011; Am. Ord. passed 4-10-2014; Res. of 3-13-2017(1))

**Sec. 116.05. Permit application fee.**

Each applicant for a permit or certificate to operate a non-motorized vehicle business shall pay to the town a fee for processing the application.

(1992 Code, § 19-43; Ord. passed 5-12-1986; Ord. passed 3-14-2011; Am. Ord. passed 4-10-2014)

**Sec. 116.06. Permit hearing; approval.**

(A) Upon the filing of an application for a certificate or permit under this subsection, the Board of Commissioners shall establish a time and place for hearing the application. Notice shall be given to the applicant and any other interested parties. The application shall be approved if the applicant shows to the satisfaction of the Board that:

- (1) The applicant is fit, willing and able to properly perform the proposed service;
- (2) All the requirements of the application have been complied with;
- (3) The applicant is solvent and financially able to furnish adequate service on a continuing basis and has the necessary liability insurance required in this article; and
- (4) The proposed services will be carried out in a reasonably safe manner and so as not to interfere with the health, safety and welfare of pedestrians, motor vehicles and the general public, and the proposed service will not unreasonably interfere with the use of streets within the town.

(B) Each permit or certificate granted by the Board shall include the description of the vehicle, the number of vehicles covered by the permit and the statement: "Only one vehicle may be in operation at a time," routes and other specifics of the service so approved on behalf of the applicant, and the Board shall also have the authority to attach such other conditions to the permit as deemed necessary by the Board in the interest of the health, welfare and safety of the general public.

(C) Permits must renew annually with the renewal being considered by the town's administrative staff. If the request to renew is denied by administrative staff the applicant may appeal the decision to the Board of Commissioners for a final decision.

(1992 Code, § 19-44; Ord. passed 5-12-1986; Ord. passed 3-14-2011; Am. Ord. passed 4-10-2014; Res. of 3-13-2017(1))

**Sec. 116.07. Permit revocation.**

The Board of Commissioners may revoke a permit or certificate issued to any operator of a non-motorized vehicle upon the following grounds:

- (A) A violation of the terms and conditions of this article and a failure of the applicant to correct the same after due notice;
- (B) Violation of traffic laws or ordinances or a disregard for the safety of passengers and the general public;
- (C) The giving of any false information on the application for a permit, or a failure to promptly notify the town of any changes, amendments or revisions in the information given which may have resulted in the approval of the permit. It shall be required that the town be notified within seven days following any acts, events or occurrences which would cause an amendment or change to be made in the information given on the application; or
- (D) The cancellation or revocation of liability insurance coverage for the operator and its operations.

(1992 Code, § 19-45; Ord. passed 5-12-1986; Ord. passed 3-14-2011; Am. Ord. passed 4-10-2014)

**Sec. 116.08. Permit transfer.**

The permit or certificate issued pursuant to this article shall not be deemed transferable by the operator except with the written permission and approval of the Board of Commissioners.

(1992 Code, § 19-46; Ord. passed 5-12-1986 ; Ord. passed 3-14-2011)

**Secs. 116.09—116.11. Reserved.**

**Editor's note**—Res. of 3-13-2017(1) repealed §§ 116.09—116.11, which pertained to requirements for the safety of animals; prohibited acts, and derived from 1992 Code, § 19-47; Ord. passed 5-12-1986; Ord. passed 3-14-2011.



### NEW BUSINESS REGISTRATION \$50.00 APPLICATION FEE

Registration Date 05/12/2023  
 Business Name Beaufort Rickshaw  
 Physical Location 101 Middle lane Beaufort, NC 28516  
 Business Phone# (include area code) 252 - 450 - 9017  
 Business Email Beaufortrickshaw@gmail.com

Is your business home-based?  Yes  No

Describe your business Rickshaw/Pedicab three wheel bicycle transport service.

Name of Applicant William Byrd Wooten Jr.  
 Mailing Address 105 Front Street, Beaufort, NC 28516  
 Phone# (Home/Office/Cell) 252 - 450 - 9017 Email Wootenw22@students.ecu.edu

I hereby certify that I have made inquiry concerning the regulations of the Town of Beaufort and the business to be conducted will fully comply with the requirements and all Town Ordinances and State Laws regarding same. I understand that I am subject to periodic inspections in accordance with NC General Statutes.

#### FOOD AND LODGING ESTABLISHMENTS

Have you applied for the food service permit or lodging permit required by the Carteret County Health Department?  
 Yes  No Contact: Carteret Co. Environmental Health at (252) 728-8499

Will you be applying for an ABC license?  Yes  No -  Now  Future

Applicant Signature [Signature] Date 5/10/23

Property Owner Signature [Signature] Date 5/25/23  
*In lieu of the property owner's signature, a copy of a lease agreement may be submitted with your application.*

**TOWN OF BEAUFORT  
FIRE, BUILDING, & ZONING  
COMPLIANCE FORM**

**NOTICE:** No inspection will be scheduled without this completed application. Failure by applicant to submit all forms will cause delays in processing and scheduling. To schedule an inspection please contact the Planning & Inspections Department at 252-728-2142.

Name of Applicant William Byrd Wooten Jr. Phone # 252-450-9017

Name of Business Beaufort Rickshaw

Location of Business 101 Middle lane Beaufort, NC 28516

Email address beaufortrickshaw@gmail.com

**PLANNING/ZONING COMPLIANCE**

Zoning District: \_\_\_\_\_

Legal Nonconforming

Compliant

Noncompliant

Planner's (Printed) Name: \_\_\_\_\_ Date: \_\_\_\_\_

Planner's Signature: \_\_\_\_\_

**BUILDING INSPECTIONS COMPLIANCE**

Compliant

Noncompliant

Inspector's (Printed) Name: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_

**FIRE DEPARTMENT COMPLIANCE**

Compliant

Noncompliant

Inspector's (Printed) Name: \_\_\_\_\_ Date: \_\_\_\_\_

Inspector's Signature: \_\_\_\_\_

NOTES:

**BEAUFORT POLICE DEPARTMENT**  
**COMMUNITY POLICING TEAM**  
**BUSINESS EMERGENCY CONTACT FORM**

Business Name Beaufort Rickshaw  
Physical Location 101 Middle lane Beaufort, NC \_\_\_\_\_  
Business Phone# (include area code) 252-450-9017  
Business Email beaufortrickshaw@gmail.com

**\*EMERGENCY CONTACT NUMBERS**  
*Please give area code with phone number*

Contact #1: Ford Everett Phone: 919-830-9576  
Contact #2: Will Wooten Phone: 252-450-9017  
Contact #3: Ben Corey Phone: 252-809-2530  
Contact #4: Michael Grafhinger Phone: 919-805-7559

- \*In the event the **Emergency Contact Person(s)** information changes, please contact the Beaufort Police Department at 252-728-4561 and Town Hall at 252-728-2141 in order to update this information.
- The information on this form is in the event of an emergency situation at your business and will only be used by the Town's Police Officers as needed.

Please complete and mail to: **BEAUFORT POLICE DEPARTMENT**  
**ATTN: COMMUNITY POLICING TEAM**  
**P. O. BOX 268**  
**BEAUFORT, N. C. 28516**

Or you may drop this form off at the Beaufort Police Department or Town Hall during regular business hours.

**Please contact the Police Department at 252-728-4561 if you have any questions.**  
If this form is dropped off with your application, it will be faxed to the Police Department and retained at Town Hall with your application. Thank you.

Town of Beaufort  
Planning and Inspections  
701 Front Street  
Beaufort, NC 28516  
252-728-2142



**PERMIT #: 23-00271**

**Permit Type: COMMERCIAL**

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**Applicant**

Name: BEAUFORT RICKSHAW LLC  
Address: 101 MIDDLE LN  
BEAUFORT, NC 28516

Phone: (252)450-9017

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**Parcel and Owner Information**

Parcel #: 7306.17.10.3186000

Parcel Loc: 101 MIDDLE

Twp/Neighborhood:

Flood Zone: Cert Needed: No

Property Description:  
PART L17 18 TOWN OF BEAUFORT

Name: FLYBRIDGE VENTURES LLC

Address: 5309 SENSATION WEIGH  
BEAUFORT, NC 28516

Phone: (252)728-2690

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**Contractors**

Type: COMMERCIAL  
Name: BEAUFORT RICKSHAW LLC  
Address: 101 MIDDLE LN  
BEAUFORT, NC 28516

State License No:  
Phone: (252)450-9017

Type: MISC  
Name:  
Address:

State License No:  
Phone:

Type:  
Name:  
Address:

State License No:  
Phone:

**Contractors**

Type: State License No:  
 Name: Phone:  
 Address:

Type: State License No:  
 Name: Phone:  
 Address:

**Description of Work**

Structure Use: Building Height: 0.00 ft  
 Purpose: B Business Accessory Height: 0.00 ft  
 Construction Value: \$ 0.00 NC Lien Entry No:  
 Heated Space: sq ft  
 Unheated Space: sq ft  
 Total Structure Area: 0 sq ft  
 Zoning District: 000500

**Work Description:** New business: Beaufort Rickshaw

**NOTICE: INSPECTIONS SHALL BE CALLED FOR WHAT IS APPLICABLE FOR THIS PERMIT WHICH MAY INCLUDE THE FOLLOWING:**

Temporary Pole/Electric	Electrical Rough-in	Final Electrical/Temporary Power
Footing	Mechanical Rough-in	Finals
Foundation	Plumbing Rough-in	Certificate of Compliance/Occupancy
Slab Plumbing	Fuel Line Rough-In	Zoning
Slab	Sheathing	
Framing	Insulation	

The applicant shall comply with the above defined permit as approved and with the provisions of all Town of Beaufort ordinances and all building codes for the State of North Carolina. Misinformation, lack of information, statements made in error, or any falsehoods could result in this permit being revoked and the applicant at risk of litigation in the process. Construction shall commence within 180 days of permit issuance.

*Jillie B. [Signature]*  
Building Inspector, Town of Beaufort

5-31-2023  
Date



**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 Board of Commissioners Meeting  
6:00 PM Monday, June 12, 2023 – 614 Broad Street Train Depot**

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**AGENDA CATEGORY:** Quasi-Judicial Hearing

**SUBJECT:** Case #23-03 Special Use Permit for an Accessory Dwelling Unit at 308 Moore Street

**BRIEF SUMMARY:**

The applicant wishes to apply for a Special Use Permit for an Accessory Dwelling Unit for 308 Moore Street in a rear structure on the property to also house a garage.

**REQUESTED ACTION:**

- Conduct Quasi-Judicial Hearing
- Decision based on Finding of Fact
- Decision on Special Use Permit

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A

# BOARD of COMMISSIONERS STAFF REPORT

**To:** Board of Commissioners  
**From:** Kyle Garner, AICP, Planning Director  
**Date:** May 26, 2023  
**Case No.:** 23-03

**THE REQUEST:** Special Use Permit for Accessory Dwelling Unit

**BACKGROUND:**

Location: 308 Moore Street  
Owner: Ben & Tamara Lapsley  
Applicant: Owner  
Requested Action: Decision on Special Use Permit for Accessory Dwelling Unit  
CAMA Land Use: Medium Density Residential  
PIN: 730617113608000  
Size: 0.301 acres  
Existing Land Use: Vacant Lot  
Adjoining Land Use & Zoning: North - Single-Family Residence; Zoned R-8  
South – Single-Family Residence – Zoned R-8  
West – Single Family Residence - Zoned R-8  
East – Single-Family Residence; Zoned R-8

**SPECIAL INFORMATION:** In March of this year this property was issued a Certificate of Appropriateness from the Historic Commission to construct a single-family dwelling with detached garage.

**Public Utilities:** Water Existing Service  
Sanitary Sewer Existing Service

**ACTION:**

1. Conduct Quasi-Judicial Hearing
2. Decision on Findings of Fact
3. Decision on Special Use Permit



**PLANNING BOARD COMMENTS:**

At their May 15<sup>th</sup> meeting the Planning Board unanimously recommended approval of the Special Use Permit Application.

**STAFF COMMENTS:**

- This application is for a Special Use Permit for an Accessory Dwelling Unit per the R-8 Zoning District.
- The property owner has been through the Historic Commission and obtained a Certificate of Appropriateness for the Garage structure.
- Accessory Dwelling Units are not uncommon in the historic district as there are several within two to three blocks of this property.
- The request is consistent with the current Land Use Plan – (*See Application*)

**SECTION 20 Special Use Permit (*Town of Beaufort Land Development Ordinance*)**

**E) Required Findings**

1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:

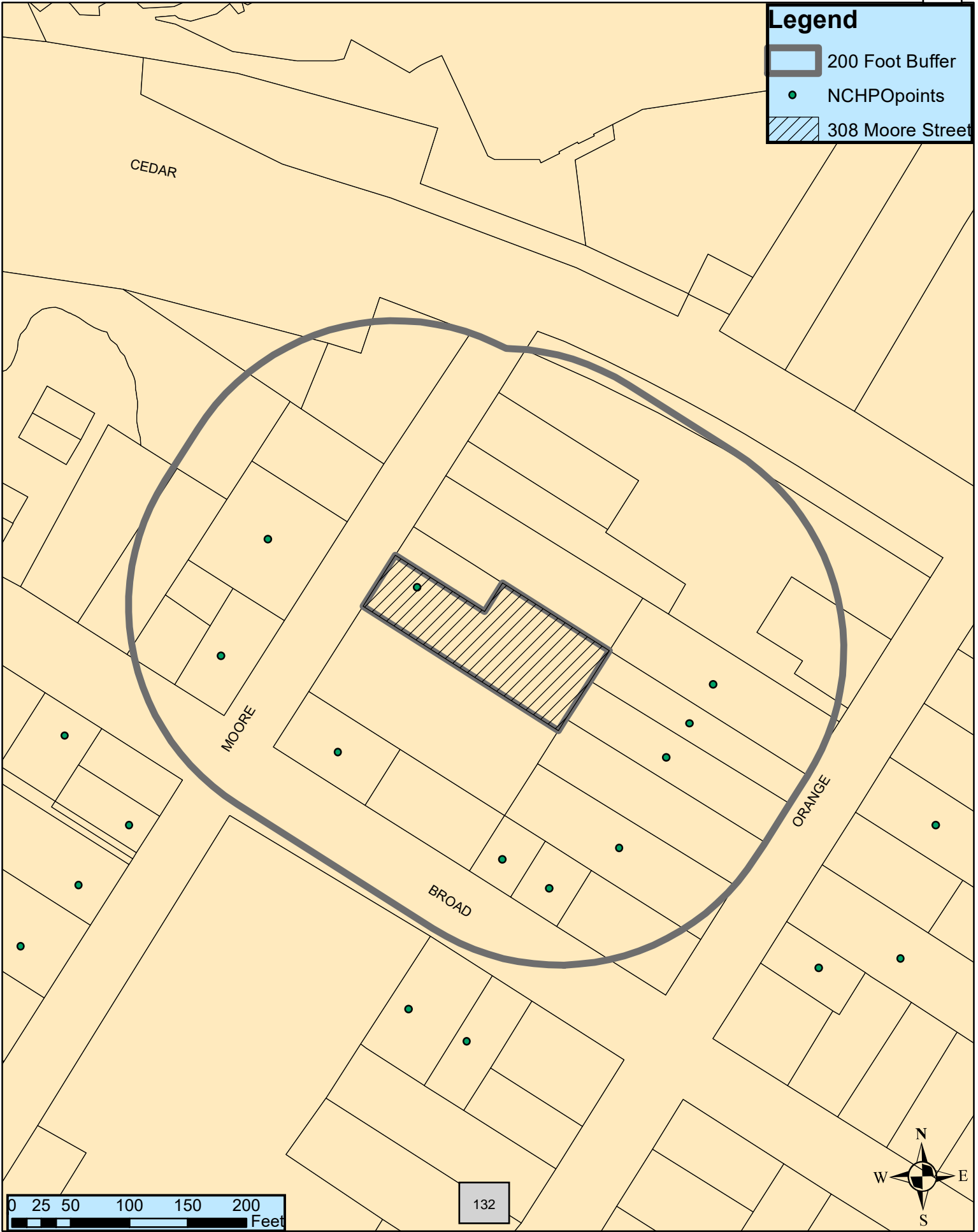
- a) The proposed use is an allowable special use in the zoning district it is being located within.
- b) The application is complete.
- c) The location and character of the use will be in conformity with the Town’s land use plan and other comprehensive planning elements.
- d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use.
- e) The proposed special use will not substantially injure the value of adjoining or abutting properties.
- f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
- g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.



**Exhibits:**

- B- Vicinity Map
- C - Zoning Map
- D - CAMA Land Use Map
- E – List of Property Owners within 200 feet
- F – Special Use Permit Application to include Site Plan
- G - Section 20 Special Use Permit Information

# Case # 23-03 Special Use Permit - Owners Within 200 Feet - 308 Moore Street

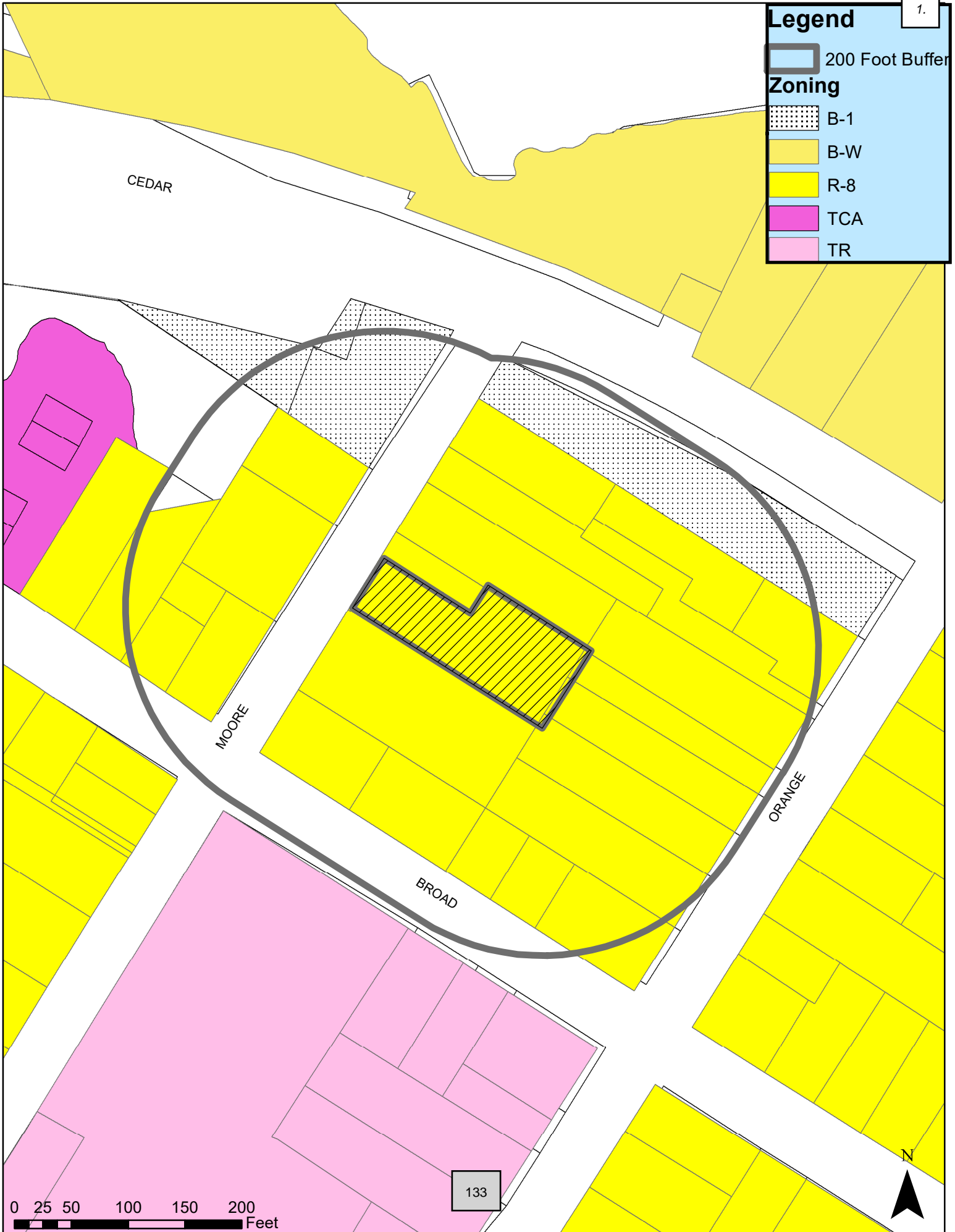


# Case # 23-03 Special Use Permit - Zoning Map - 308 Moore Street

1.

**Legend**

- 200 Foot Buffer
- Zoning**
- B-1
- B-W
- R-8
- TCA
- TR



0 25 50 100 150 200 Feet

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# Case # 23-03 Special Use Permit - Owners Within 200 Feet - 308 Moore Street

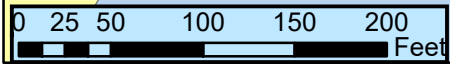
**Legend**

**Future Land Use**

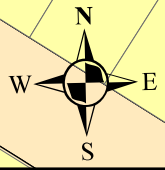
- Mixed Use
- Public & Institutional
- Medium Density Residential

**Legend**

- 200 Foot Buffer
- NCHPOpoints
- 308 Moore Street



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<u>OWNER</u>	<u>AIL HOU:</u>	<u>MAIL ST</u>	<u>MAIL CITY</u>	<u>L ST</u>	<u>AIL Z</u>	<u>MAIL ZI</u>	<u>MAIL ADD2</u>
BEAIRD,TOM ETUX CAROL	113	BROAD STREET	BEAUFORT	NC	2108	28516	
BEAUFORT PARTNERS LLC			NEW BERN	NC		28561	PO BOX 14165
CURRIER,ANNE R	115	BROAD ST	BEAUFORT	NC		28516	
FAULKNER,CHRISTOPHER L ETAL TR	1823	W. FRIENDLY AVE	GREENSBORO	NC		27403	
FLOWERS,JOHN D ETUX KAREN S	321	ORANGE STREET	BEAUFORT	NC	1820	28516	
HAMILTON,JULIAN CRAIG	795	SEASHORE DRIVE	ATLANTIC	NC		28511	
HAMRICK,RICHARD L ETUX JENNIFE	2234	THE CIRCLE	RALEIGH	NC	1448	27608	
HAUS,THOMAS REILLY ETUX MARY B	801	OAKLAWN AVE	WINSTON SALEM	NC	2221	27104	
HOLLAND,LAURA ELLEN	305	MOORE STREET	BEAUFORT	NC	1814	28516	
LAPSLEY,BENJAMIN ETUX TAMARA	102	LIONS MOUTH COURT	CARY	NC		27518	
LAWRENCE,EARLENE R	600	NORTH 35TH STREET	MOREHEAD CITY	NC		28557	UNIT 301
MILLS,STEPHEN D ETUX ETAL			SNOW CAMP	NC		27349	PO BOX 520
PATTERSON,ELIZABETH F ETAL DON	206	EAST GRAVERS LANE	PHILADELPHIA	PA		19118	
PICKERING,SANDRA ET VIR JEFFREY	203	BROAD ST	BEAUFORT	NC		28516	
SOUND SHORE CONSTRUCTION INC	1913	FRONT STREET	BEAUFORT	NC		28516	
SOUTHGATE MANAGEMENT LLC	305	MOORE STREET	BEAUFORT	NC		28516	
TAYLOR,PAULA J	217	BROAD STREET	BEAUFORT	NC	2110	28516	
TUTTLE,JOHN R JR ETUX NANCY			ATLANTIC BEACH	NC		28512	PO BOX 83
ULRICH,ROBERT G ETUX LISA B	213	BROAD STREET	BEAUFORT	NC		28516	
VANDOVER,CINDY LEE	201	BROAD STREET	BEAUFORT	NC		28516	
VICK,WILLIAM TEMPLE	144	NORTH HARBOR DRIVE	BEAUFORT	NC		28516	
WIGGINS,IRMA BEST	1677	WEST NEW HOPE ROAD	GOLDSBORO	NC		27534	
WILSON,MAMRE	302	MOORE STREET	BEAUFORT	NC		28516	

## SECTION 20 Special Use Permits

### A) *General.*

Special uses are practices which are not permitted by right in any zoning district in the Town of Beaufort, but may only be granted after due consideration by the Board of Commissioners (BOC). The consideration of a special use application is a quasi-judicial function requiring evidentiary hearings and specific findings of fact. Special use permits may only be granted by the BOC following a recommendation by the planning board and the quasi-judicial review process as stipulated in this section.

### B) *Special Use Permit Application Procedures.*

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of section 1-M of this Ordinance and all applicable administrative regulations. The application shall include:
  - a) A proposed use site plan which contains information documented in section 18-C of this Ordinance and the specific information features below:
    - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
    - ii) A legend identifying all symbols on the map;
    - iii) A North arrow and a scale;
    - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
    - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
    - vi) The map book, page number, and deed book information;
    - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
    - viii) Any other related information requested by Town staff, the planning board, or the BOC.
    - ix) All required environmental permit improvements needed for the property.
  - b) The special use permit sought; and,
  - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.
- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
  - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
  - b) The submitted site plan shall also include all street front architectural elevation drawings to insure the building(s) compatibility with the surrounding residential structures; and,

*Land Development Ordinance for the Town of Beaufort*

- c) Additionally, the BOC and town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by town staff and submitted with comments and recommendation to the planning board for review. After the planning board makes its recommendation, the application shall be forwarded to the BOC for consideration.

**C) *Quasi-Judicial Proceeding Notification Requirements.***

The Town shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and planning board review by providing public notice no more than thirty days after receipt of the completed application. The notice of a quasi-judicial proceeding shall be given using the standards set forth in section 3-E of this Ordinance with the exception of the following:

- 1) The notice shall be given once a week for two successive calendar weeks and published in a newspaper having general circulation within Town. The first publishing shall not be less than ten days or not more than twenty-five days before the date affixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included as documented.
- 2) All property owners within two hundred feet (200') of the lot boundaries on all sides of the subject lot as listed in the county tax records shall be mailed by the Town a notice of the quasi-judicial proceeding on the proposed special use application by first class mail at the address listed for such owners on the county tax abstracts. The notice shall identify the location and briefly describe the proposed special use. Section 3-E (2) of this Ordinance gives direction on when the notices shall be mailed.
- 3) The Town shall prominently post a sign giving notice of the quasi-judicial proceeding on or immediately adjacent to the subject area reasonably calculated to give public notice of the proposed special use public hearing not more than ten days prior to the hearing date. The wording of such sign should be similar to what is in section 3-E (4) of this Ordinance.

**D) *Procedures on Special Use Applications.***

In considering whether to approve an application for a special use permit, the BOC shall proceed as follows:

- 1) The BOC shall hold the quasi-judicial proceeding and consider relevant information regarding whether the required findings under subsection E of this section exist and whether the special use is appropriate in the proposed location. The BOC shall hear relevant information from the applicant, adjoining property owners, the Town Manager, the planning board, planning officials, and any interested or affected members of the public. Parties may appear in person, by designee, or by attorney to present information relevant to the requirements of the Ordinance.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in subsection E of this section. The BOC need not make the required findings at the time of the hearing and may call for additional information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under subsection E of this section have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in subsection E of this section.
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the quasi-judicial proceeding for the proposed special use application.

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The BOC need not issue a decision at the time of the hearing if additional information is needed and may continue said hearing until a later date.

- 4) If the application is found not to be in compliance with one or more of the required findings of subsection E of this section or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet. It shall be conclusively presumed the application complies with all requirements not noted by the BOC in their motion to deny the application.
- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under subsection E of this section. The BOC may place an expiration date on the special use permit if a building permit is not secured within a certain period of time. If the special use permit is not renewed periodically by the recipient of the permit, it will expire on the date given to the permit by the BOC.
- 6) After the BOC renders its decision on the special use permit application, the reasons for granting or denying the application shall be made in writing. A written copy of the conclusion(s) of the BOC about the facts of the case and the board's corresponding decision shall be forwarded to the applicant within ten days.

**E) Required Findings.**

- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
  - a) The proposed use is an allowable special use in the zoning district it is being located within;
  - b) The application is complete;
  - c) The location and character of the use will be in conformity with the Town's land use plan and other comprehensive planning elements;
  - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
  - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
  - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
  - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent evidence" as described in N.C.G.S. 160A-393 (k) and will be cognizant the statute provides in part "competent evidence" shall not be deemed to include the opinion testimony of lay witnesses as to any of the following:
  - a) The use of property in a particular way would affect the value of other property.
  - b) The increase in vehicular traffic resulting from a proposed development would pose a danger to the public safety.

- c) Matters about which only expert testimony would generally be admissible under the rules of evidence.
- 3) Compatibility Standards for Special Uses in Residential Zones:  
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
  - a) Size (footprint);
  - b) Height;
  - c) Proportion and scale;
  - d) Roof shape(s);
  - e) Setbacks;
  - f) Location, size, and number of openings (doors and windows);
  - g) Materials;
  - h) Color; and,
  - i) Texture.

F) **Special Use Guidelines.**

1) Adult Establishments.

- a) No building, structure, or any portion thereof nor any portion of a lot or parcel or property shall be used for an adult establishment at a location closer than one thousand feet (1000') from any other adult establishment; or closer than one thousand feet (1000') from any residentially zoned property, pre-school, child care, nursery school, day care, K-12 school, public playground, or church situated within the Town limits or the ETJ.
- b) Plans are required and must show:
  - i) Locations of buildings and signs and the size of the plan;
  - ii) Proposed points of access and egress and patterns of circulation;
  - iii) Layout of parking spaces;
  - iv) Lighting plan inclusive of wattage and illumination; and,
  - v) Landscape plan.

2) Day Care Centers (Including Kindergarten).

- a) One parking space shall be provided for each adult attendant and one parking space provided for every six children or fraction thereof.
- b) Section 19 of this Ordinance gives the screening/buffering and fencing guidelines required for this application.
- c) Plans are required and must show:
  - i) Location and approximate size of all existing and proposed structures and buildings within the site and on the lots adjacent thereto;
  - ii) Proposed points of access and egress and pattern of circulation;
  - iii) Layout of parking spaces;
  - iv) Location and extent of open play area(s);
  - v) Day care center shall provide one hundred square feet (100 ft<sup>2</sup>) of play area space per pupil.

*Land Development Ordinance for the Town of Beaufort*

- vi) Outdoor play area shall be enclosed by a solid or open fence or wall at least four feet (4') in height. Where the outdoor play area is directly adjacent to a residentially used or zoned lot, a solid fence or wall at least six feet (6') high or the maximum applicable fence or wall height limitation for the district or an open fence at least four feet high (4') and a screen planting designed to grow three feet (3') thick and six feet (6') high shall be created. The BOC may at its discretion, require additional screening/buffering and/or fencing elements to be located adjacent to abutting nonresidential land uses.
- vii) In residential districts, a day care center shall not be operated between the hours of 7:00 p.m. and 7:00 a.m. unless with written approval by the BOC.
- viii) Landscape plan.

3) Radio or Television Transmitter.

- a) Minimum lot area – at least three acres in area.
- b) One parking space is required at the site.
- c) Plans are required and must show:
  - i) Location and approximate size of all existing and proposed structures within the site and within one thousand linear feet in all directions;
  - ii) Proposed points of access and egress;
  - iii) Proposed off-street parking spaces; and,
  - iv) Protective fencing at least six feet (6') high with three stands of barbed wire turned out and ten feet (10') from the perimeter of the antenna base shall be established.

4) Telecommunication Tower.

- a) Guy-wire towers shall not be permitted.
- b) Co-location towers shall be permitted.
- c) Height of communication towers shall be regulated by the Federal Aviation Administration (FAA).
- d) Communication towers are prohibited in front yards and shall be in compliance with the Telecommunication Act of 1996.
- e) Local governments have no ability to prohibit towers on the basis of environmental or health issues according to the Federal Radio Frequency Emission Standards.
- f) The BOC may deny a permit based upon a tower's influence on property value or aesthetics.
- g) A minimum lot size of one-half acre per tower shall be met; however, the Telecommunication Tower shall be placed on a lot of sufficient size, and in a position on the lot, if the tower falls, no part of it will fall onto adjacent property. Variances shall not be allowed.
- h) Landscaping and screening/buffering are required as approved by the planning board and according to section 15 and section 19 of this Ordinance.
- i) A six-foot (6') high protective barrier shall be required around the base of the tower. The barrier shall be a masonry wall, chain link fence, solid wood fence, or opaque barrier as described in section 19 of this Ordinance.
- j) Setback requirements shall be according to the district in which the tower is located.
- k) Towers shall be lighted to satisfy the FAA requirements.

*Land Development Ordinance for the Town of Beaufort*

- l) Towers shall be removed within ninety days following abandonment of such towers.
- m) Towers shall be removed by the property owner within one hundred eighty days following damage or termination of operation resulting in inoperable towers or towers where the owner of the tower shows no intent to repair said tower. Blown over towers shall also be removed by the owner of such tower under this guideline.
- n) Any advertising signage is strictly prohibited on towers.
- o) Towers shall be painted blue or gray if not otherwise required by the FAA.
- p) The owner must provide adequate insurance coverage for any potential damage caused by or caused to the tower.
- q) For permitting purposes, site plans are required as defined in section 18 of this Ordinance and shall show all of the following additional features:
  - i) Identification of intended user of tower.
  - ii) Documentation by registered engineer shows tower has sufficient structural integrity to accommodate more than one user.
  - iii) Statement from owner indicating his intent to allow shared use of the tower and how others will be accommodated.
  - iv) Evidence the property owners of residentially zoned/used property within three hundred feet of the base of the proposed tower, would be notified prior to the special use application being heard by the BOC.
  - v) Documentation which shows towers over a certain height are absolutely necessary for the provision of service (i.e., a tower up to one hundred ninety-six feet (196') cannot provide a reasonable level of service).
- r) The BOC shall determine if a tower is in harmony with the area and compatible with adjacent properties and may consider the aesthetic effects of the tower as well as mitigating factors concerning aesthetics. The BOC may disapprove a tower based on the grounds the aesthetic effects are unacceptable and a new site should be proposed. The following factors shall be considered:
  - i) Protection of the view in scenic areas, unique natural features, scenic roadways, historic sites, etc.
  - ii) Prevention of a concentration of towers in one certain area; and,
  - iii) Height, design, placement, and other characteristics could be modified to have a less intrusive visual impact.

5) Marinas.

The requirements below are for marinas and for proper disposal of sewage from boats:

- a) All slips over thirty feet (30') shall provide a permanent pump-out connection so a hose of not more than thirty feet (30') can reach the mid-point of the slip.
- b) Any vessel with a permanently installed marine sanitation devise shall be located so the holding tank can be pumped-out using a hose not to exceed thirty feet (30').
- c) Mobile pump-out equipment may not be used to meet the requirements of subsections 5a) and 5b) of this section.
- d) A marina may not charge marina tenants an additional fee to pump-out their holding tanks.
- e) When a T-head of a dock is unoccupied during regular business hours, the marina shall provide public access to the pump-out facility for a nominal fee.

6) Office: Small Business.

Property owners may be granted a special use permit for an Office: Small Business in a Residential Zoning District if identified as a *Small Business* as defined in section 4 of this Ordinance.

- a) In addition to application requirements outlined in subsection B of this section, special use permit applications must include the following:
  - i) Detailed narrative describing the activities associated with the requested use;
  - ii) Number of employees requested to work on site;
  - iii) Requested business hours of operation;
  - iv) Estimated number of clients served on site per day; and,
  - v) Detailed drawing or photographs, including measurements, of signage if requested.
- b) Signage will be reviewed by the BOC at the time of the special use permit and will meet the following standards:
  - i) Not more than one sign is permitted;
  - ii) Sign will not exceed an area of two square feet (2 ft<sup>2</sup>);
  - iii) Colors will be compatible with those of the structure and will not detract from the residential characteristics of the structure;
  - iv) Sign will be affixed flatly against the building; and,
  - v) Directly lighted and/or neon signage is not permitted.
- c) Conditions: The BOC may impose reasonable conditions as it deems necessary for the protection of the public health, general welfare, and public interest regarding:
  - i) Compatibility. The compatibility of the proposal, regarding both use and appearance, with the surrounding neighborhood;
  - ii) Hours of Operation. The frequency and duration of indoor/outdoor activities and the impact of the surrounding area;
  - iii) Noise. The added noise level created by activities associated with the request;
  - iv) Parking. The request will not generate a need for additional parking; and,
  - v) Appearance. The general appearance will not be adversely affected by the location of the proposed use on the property.

**Ben & Tamara Lapsley  
102 Lions Mouth Ct  
Cary NC 27518**

Kyle Garner  
Town of Beaufort Planning Department  
701 Front St.  
Beaufort, NC 28516

RE: 308 Moore Street Special Use Permit

Dear Kyle,

As we have discussed, we plan to include a bedroom and finished space above the garage in our proposed plan for 308 Moore Street. Since purchasing the lot, we've hoped to have a space we could use to proactively invite our family and friends from 30 years in Cary to visit. Down the road, it could also enable us to support in-home care arrangements when those become needed.

Under our current plan, the space would match the characteristics described below so would require a Special Use Permit

***Accessory Dwelling Units/Structures.*** *Accessory Dwelling Units/Structures* are commonly understood to be a separate additional living unit or structure, including kitchen, sleeping, and bathroom facilities, attached to or detached from the primary residential unit, on a single-family lot. (Land Development Ordinance, page 16)

Attached are the materials supporting the Special Use Permit application. Could you please include this application in the next Planning Board meeting?

Thanks for your assistance and please contact me if anything is missing or unclear.

Regards,

*Ben*

Ben Lapsley  
919-632-3710

### **Comments in Support of Findings Required**

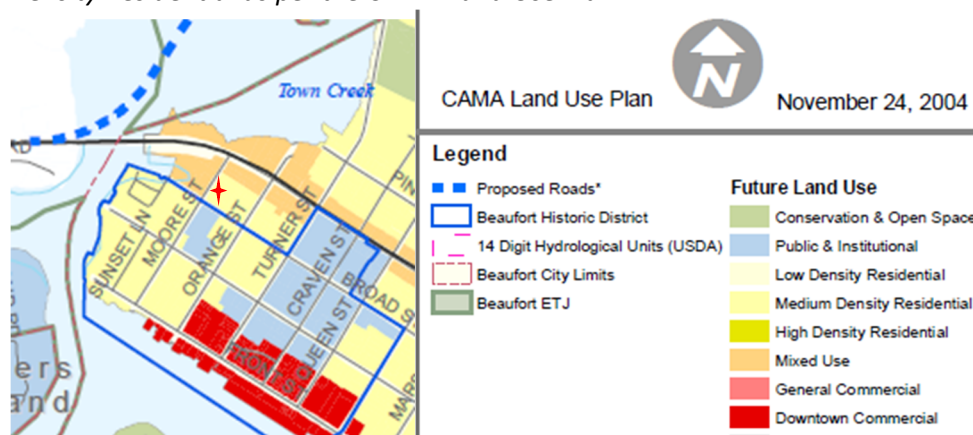
We considered below the findings required per Section 20 of the Land Development Ordinance:

**a) The proposed use is an allowable special use in the zoning district it is being located within;**  
*The property is within the R-8 Zoning District, and Accessory Dwelling Units are listed as a special use item with the Land Development Ordinance (page 82)*

**b) The application is complete;**

**c) The location and character of the use will be in conformity with the Town’s land use plan and other comprehensive planning elements;**

*This will make 4 bedrooms on a relatively large lot. The proposed site design is consistent with Medium Density Residential as per the CAMA Land Use Plan*



**d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;**

*We have proposed a site plan with typical residential driveway and off-street parking space.*

**e) The proposed special use will not substantially injure the value of adjoining or abutting properties;**  
*Inclusion of kitchen space under the special use will not change the planned building footprint or any of the exterior designs.*

**f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,**

*We understand there are a number of accessory dwelling units in the downtown area and have designed the garage accessory building to be compatible with the main house and nearby homes.*

**g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.**

*The proposed use is allowed per the Town of Beaufort, NC Land Development Ordinance, and the CAMA Core Land Use Plan.*



## **APPLICATION FOR A SPECIAL USE PERMIT**

### **Instructions:**

Please complete the form below including all required attachments, a **\$400.00 application fee**, and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

### **APPLICANT INFORMATION**

Applicant Name: Benjamin Lapsley

Applicant Address: 102 Lions Mouth Ct, Cary NC 27518

Phone Number: 919-632-3710 Email: blapsley@bellsouth.net

Property Owner Name: Benjamin & Tamara Lapsley

Address of Property Owner: 102 Lions Mouth Ct, Cary NC 27518

Phone Number: 919-632-3710 Email: blapsley@bellsouth.net

### **PROPERTY INFORMATION**

Property Address: 308 Moore Street, Beaufort NC 28516

15-Digit PIN: 730617113608000 Lot/Block #: \_\_\_\_\_

Size of Property (in square feet or acres): .301 ac Current Zoning: R-8

Current Use of Property: Vacant lot Requested Use: Single family residential

An application fee of **\$400.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Land Development Ordinance**, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

The town's website address is [www.beaufortnc.org](http://www.beaufortnc.org).

Ben R. Lapsley  
Applicant Signature

4/20/23  
Date of Applicant's Signature

\_\_\_\_\_  
Property Owner Signature (if different than above)

\_\_\_\_\_  
Date of Owner's Signature

OFFICE USE ONLY

Revised 8/2020

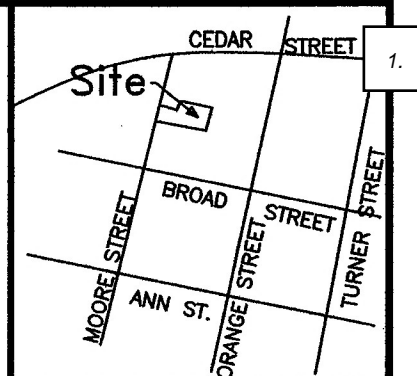
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Reviewed for Completeness By: \_\_\_\_\_

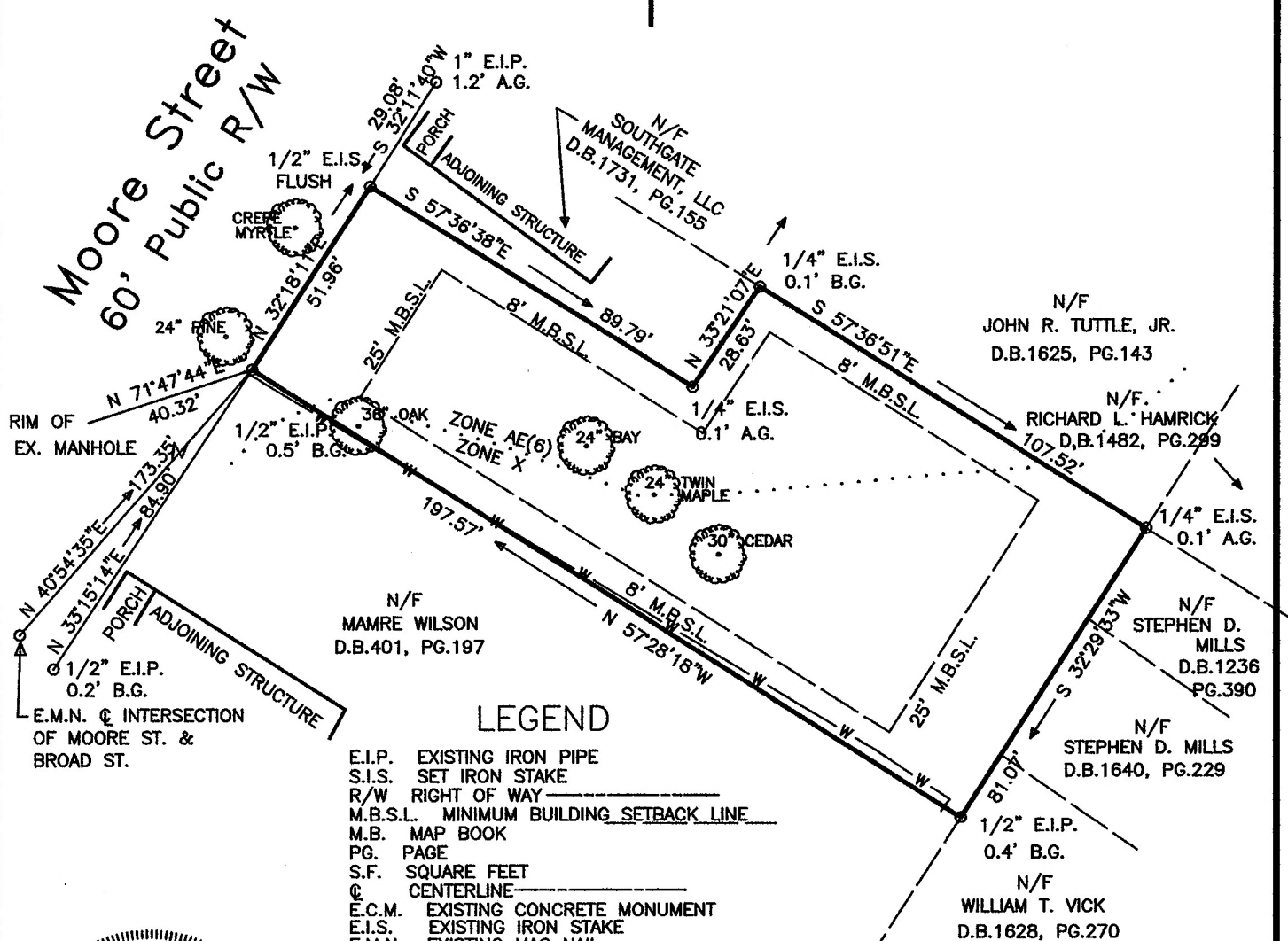
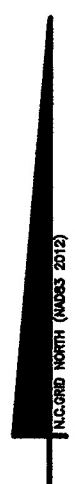
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145

Date Deemed Complete and Accepted: \_\_\_\_\_



Vicinity Map  
not to scale

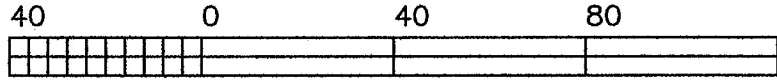


**LEGEND**

- E.I.P. EXISTING IRON PIPE
- S.I.S. SET IRON STAKE
- R/W RIGHT OF WAY
- M.B.S.L. MINIMUM BUILDING SETBACK LINE
- M.B. MAP BOOK
- PG. PAGE
- S.F. SQUARE FEET
- © CENTERLINE
- E.C.M. EXISTING CONCRETE MONUMENT
- E.I.S. EXISTING IRON STAKE
- E.M.N. EXISTING MAG NAIL
- S.M.N. SET MAG NAIL
- A.G. ABOVE GRADE
- B.G. BELOW GRADE
- U.P. UTILITY POLE
- G.A. GUY ANCHOR
- C.P. COMMUNICATION PEDESTAL
- W.M. WATER METER
- W.V. WATER VALVE
- S.S. SANITARY SEWER
- BOUNDARY LINE
- ADJOINER LINE
- BUILDING LINE
- WOOD FENCE
- N/F NOW OR FORMERLY

**NOTES**

- 1.) AREA = 13,401.85 S.F.(BY COORDINATE COMPUTATION).
- 2.) CLOSURE = 1:10,000+
- 3.) REFERENCE : D.B.1749, PG.21.
- 4.) P.I.N. 730617113608.
- 5.) FLOOD ZONE : ZONES SHOWN PER F.I.R.M. 3720730600J, 7-16-2003.
- 6.) FINAL MAP RECORDED : N/A
- 7.) THIS PROPERTY IS SUBJECT TO ALL EASEMENTS, AGREEMENTS, AND RIGHTS OF WAY OF RECORD PRIOR TO THE DATE OF THIS PLAT.
- 8.) ADDRESS: 308 MOORE STREET



GRAPHIC SCALE - FEET  
**THIS MAP IS NOT FOR RECORDING.**

"I certify that this map was drawn by me from an actual survey made under my supervision (see description recorded in Book 1749, Page 21 or other reference source) that the boundaries not surveyed are indicated as drawn from information in Book \_\_\_\_\_, Page \_\_\_\_\_ or other reference source SEE MAP; that the ratio of precision is 1:10,000+; and that this map meets the requirements of The Standards of Practice for Land Surveying in North Carolina (21 NCAC 56.1600)." This 16th day of November, 2022.

*John A. Odom*  
Professional Land Surveyor License No. **L-3062**

SURVEYED BY REB DATE SEPTEMBER 8, 2022  
FIELD BOOK N/E47 DRAWN BY JAO  
PAGE 22

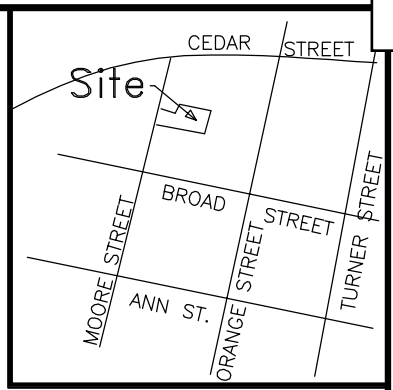
SURVEY FOR  
**Benjamin Lapsley  
and wife  
Tamara Lapsley**

LOT PER D.B.1749, PG. 21  
A PORTION OF LOTS 115,116 TOWN OF BEAUFORT

COUNTY	CARTERET	CITY	BEAUFORT, NC
TOWNSHIP	BEAUFORT		
SCALE	DATE	PROJECT NO.	
1"=40'	NOVEMBER 16, 2022	2022130	

**Prestige**  
Land Surveying, P.A.

501 W. B. McLean Blvd. - Cape Carteret  
Swansboro, North Carolina 28584  
Corporation License Number C-0980  
252-393-2129 [prestigesurveying@embarqmail.com](mailto:prestigesurveying@embarqmail.com) (Fax)252-393-3075

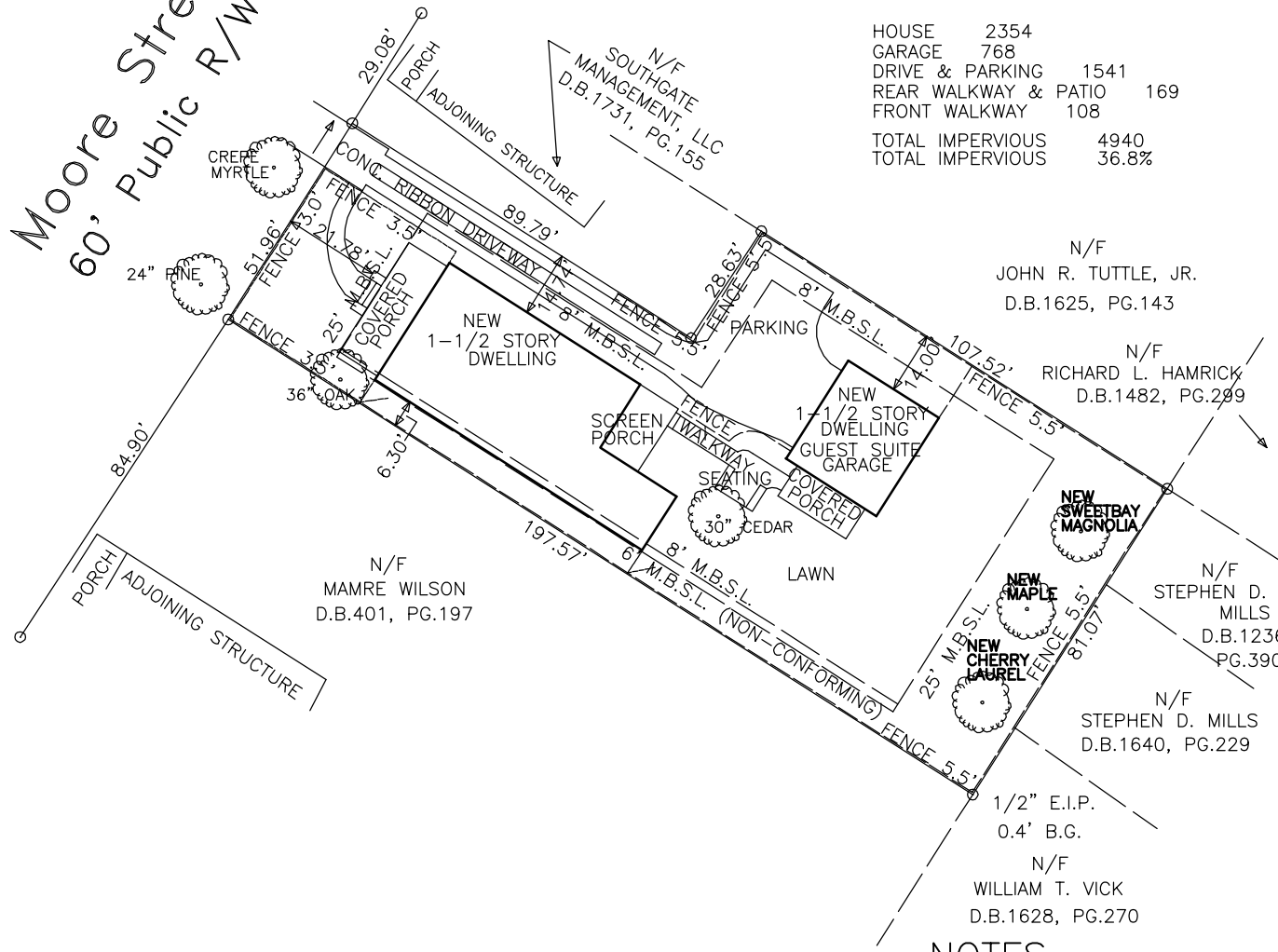


Vicinity Map  
not to scale



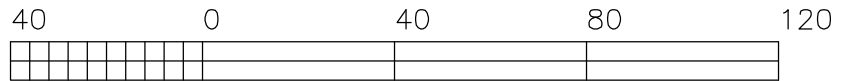
Moore Street  
60' Public R/W

HOUSE	2354
GARAGE	768
DRIVE & PARKING	1541
REAR WALKWAY & PATIO	169
FRONT WALKWAY	108
TOTAL IMPERVIOUS	4940
TOTAL IMPERVIOUS	36.8%



NOTES

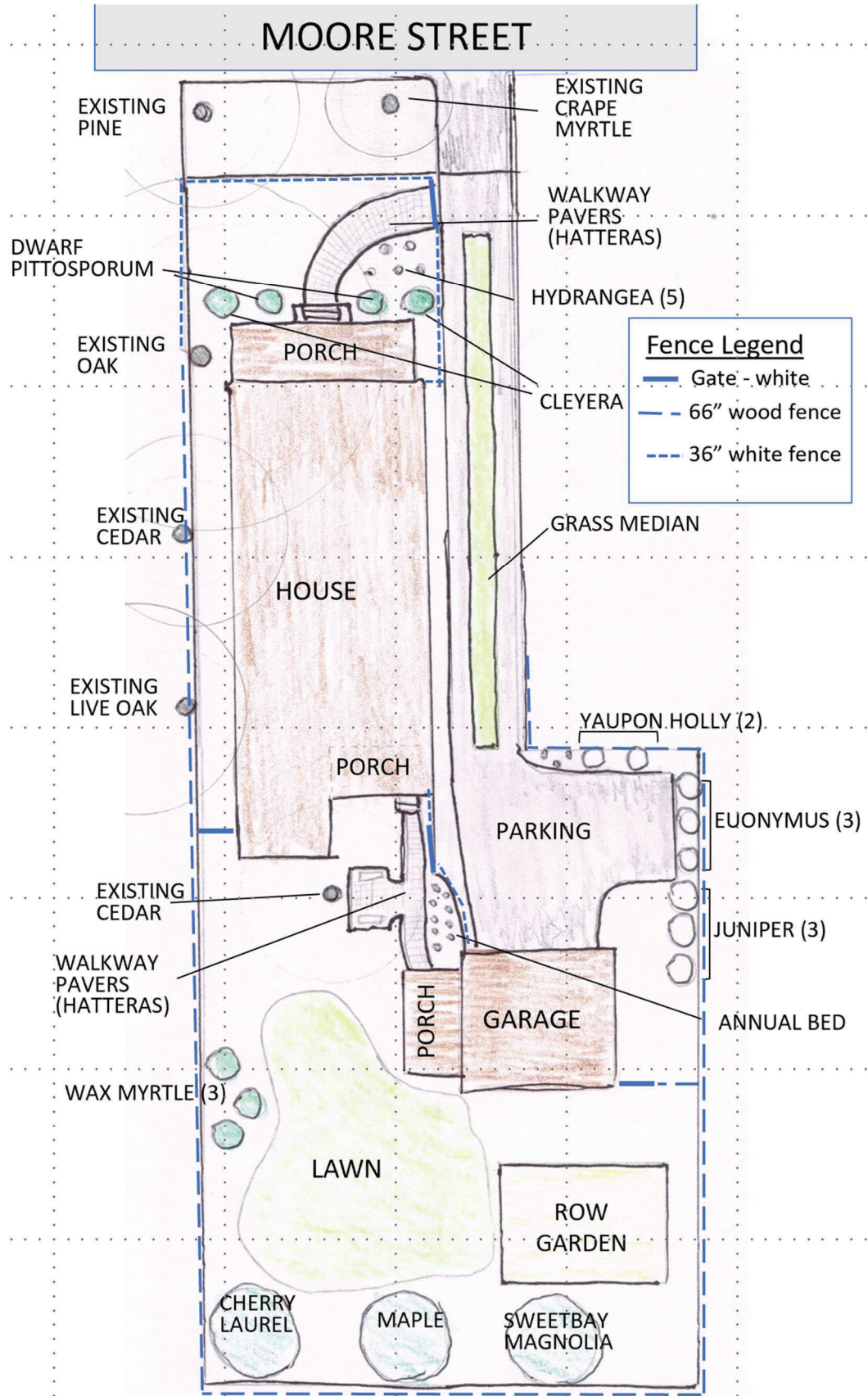
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- 2.) CLOSURE = 1:10,000+
- 3.) REFERENCE : D.B.1749, PG.21.
- 4.) P.I.N. 730617113608.
- 5.) FLOOD ZONE : ZONES SHOWN PER F.I.R.M. 3720730600J, 7-16-2003.
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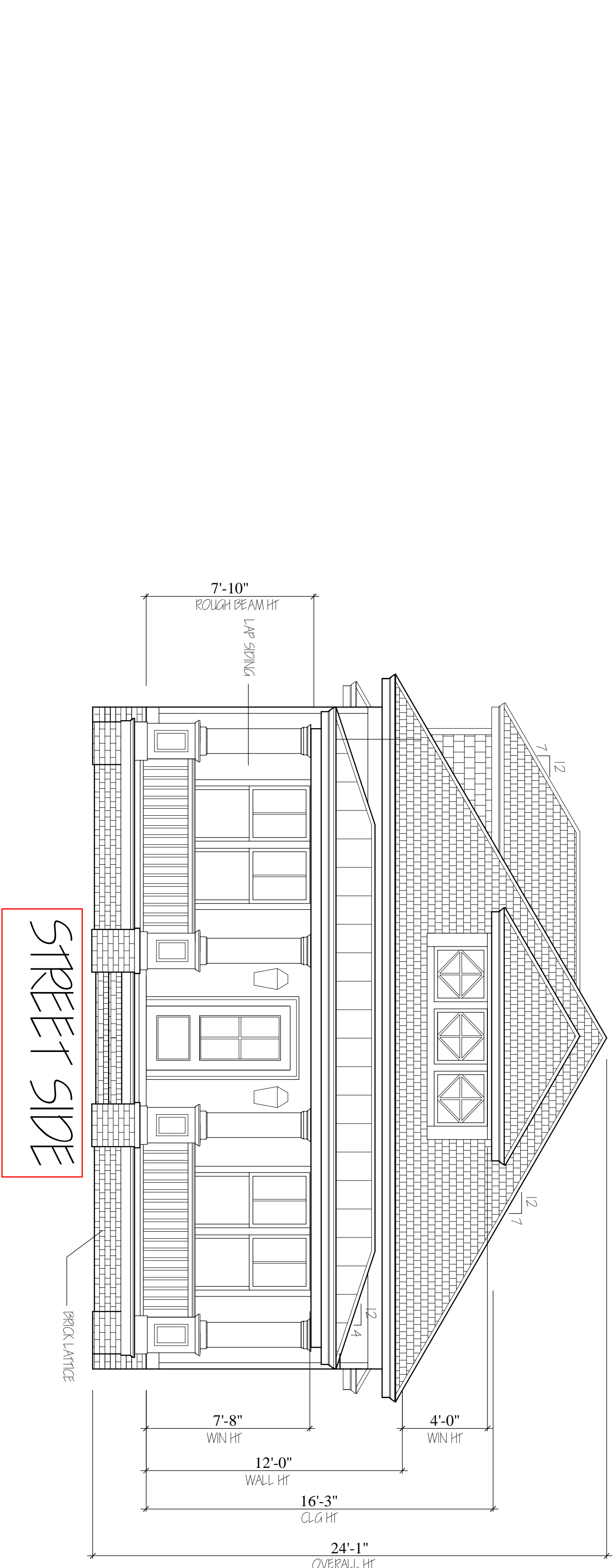


GRAPHIC SCALE - FEET  
**THIS MAP IS NOT FOR RECORDING.**

<p><b>Benjamin Lapsley and wife Tamara Lapsley</b></p> <p>LOT PER D.B.1749, PG. 21 A PORTION OF LOTS 115,116 TOWN OF BEAUFORT</p>			
<b>COUNTY</b>	CARTERET	<b>CITY</b>	BEAUFORT, NC
<b>TOWNSHIP</b>	BEAUFORT		
<b>SCALE</b>	<b>DATE</b>	<b>PROJECT NO.</b>	
1"=40'	NOVEMBER 16, 2022	2022130	
<p><b>PLOT PLAN</b></p>			
<b>SURVEYED BY</b>	<b>DATE</b>		
REB	SEPTEMBER 8, 2022		
<b>FIELD BOOK</b>	<b>DRAWN BY</b>		
N/E47 PAGE 22	JAO		

# LANDSCAPING PLAN



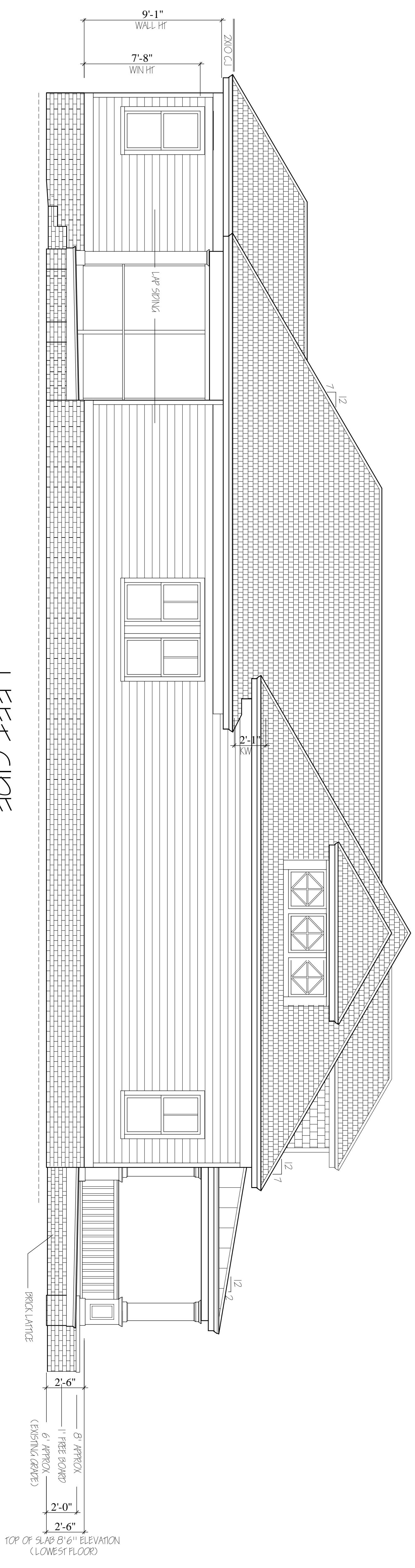


STREET SIDE

149

LAPSELY RESIDENCE  
 308 MOORE STREET  
 BEAUFORT, NC  
 DRAWN BY: CG  
 FEBRUARY 3, 2023  
 SCALE: 1/4" = 1'0"

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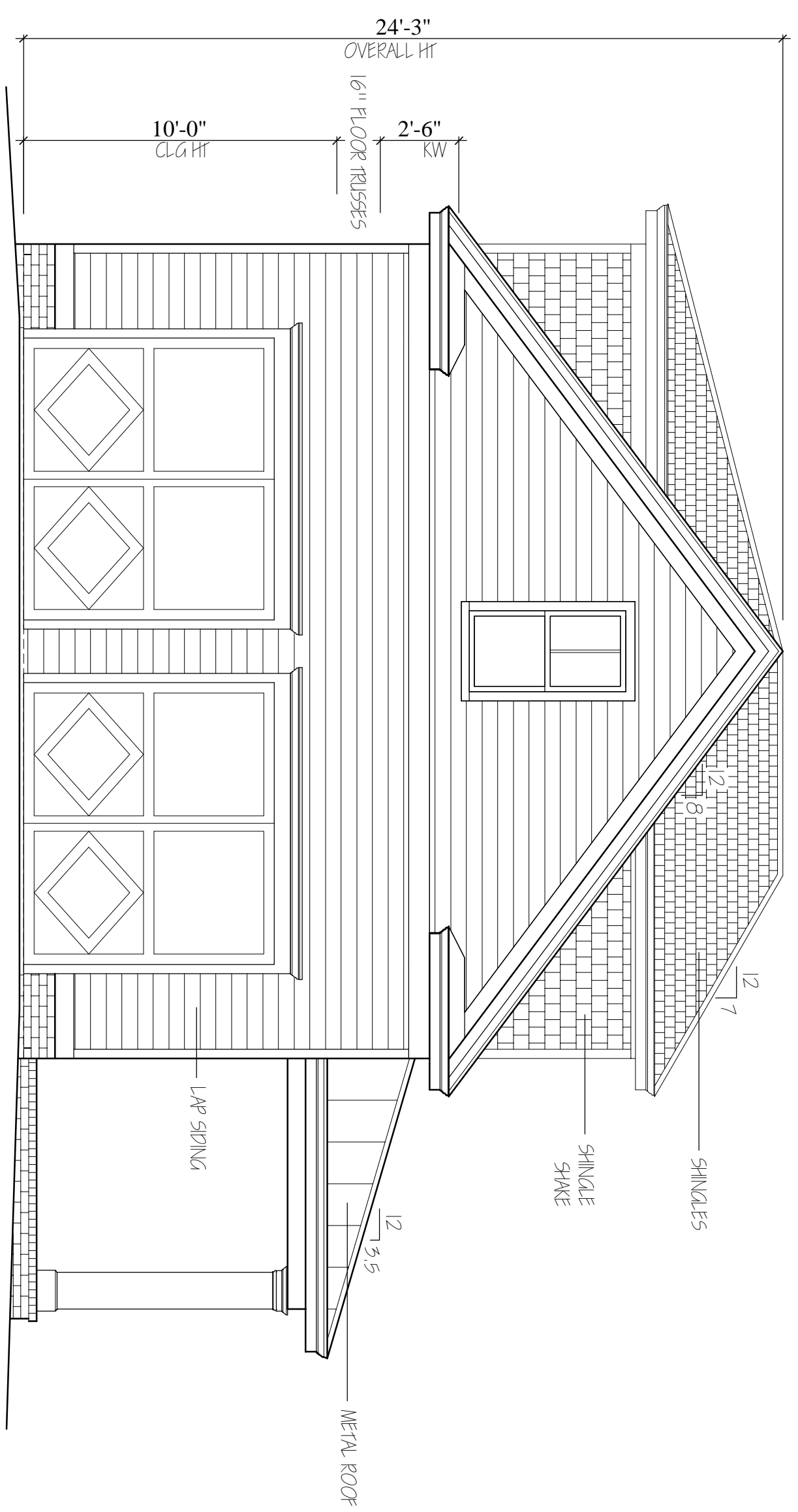
LEFT SIDE

Main House  
 FRONT & LEFT SIDE ELEVATION

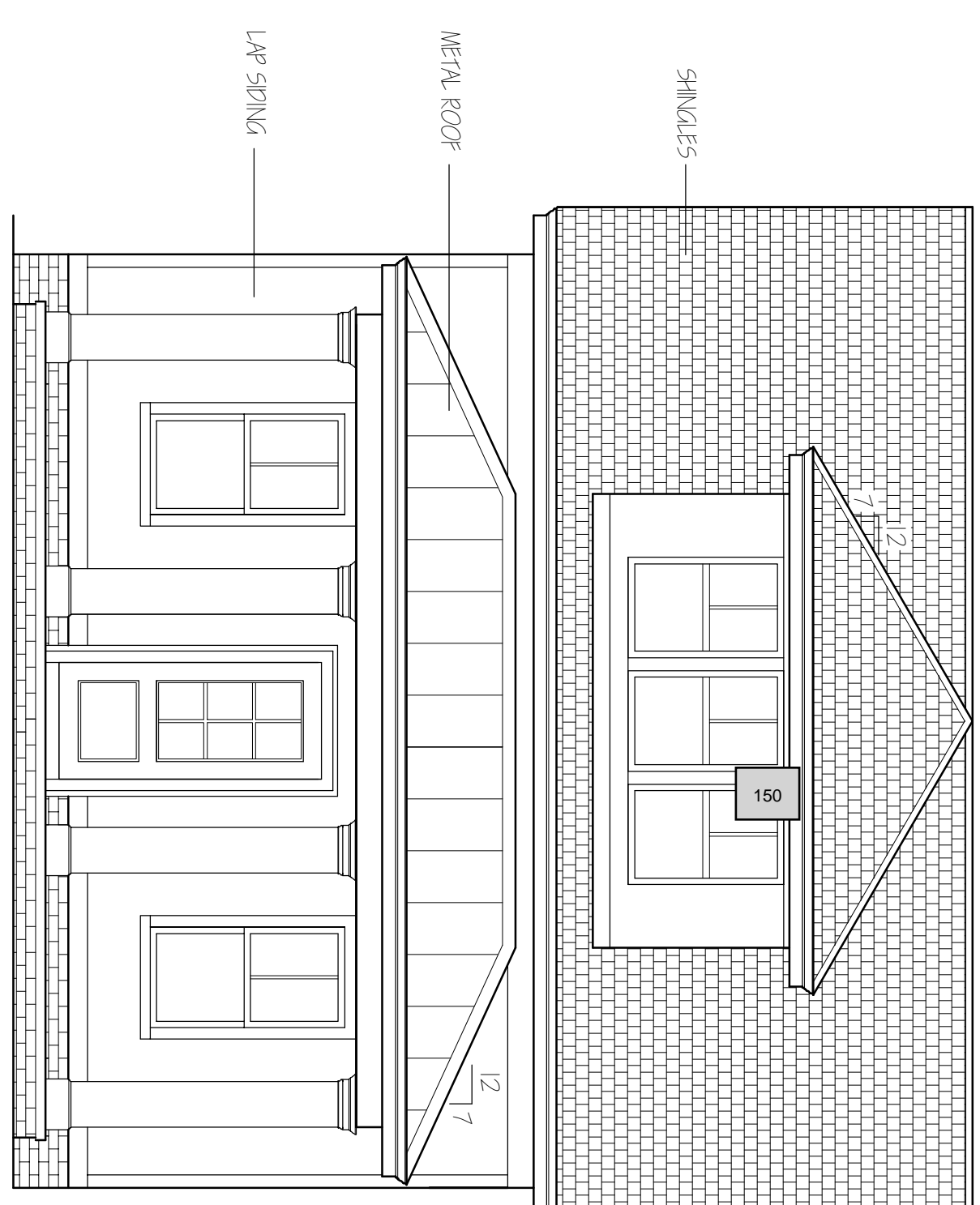
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Craven Gardner Designs & Build

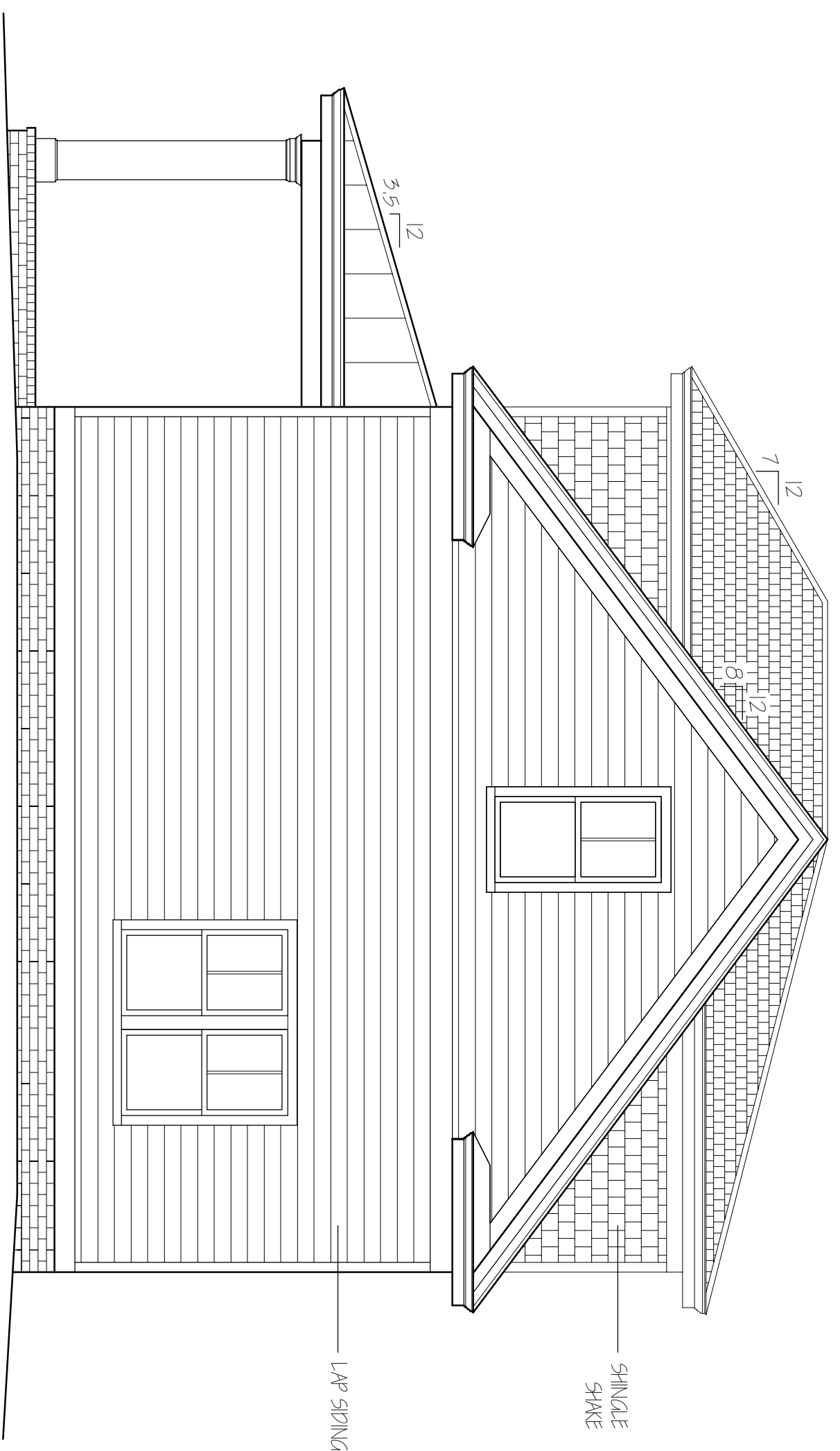
301 E. Fort Macon Rd. Atlantic Beach, NC 28512  
 (252) 247-0111 craven@gardner.com



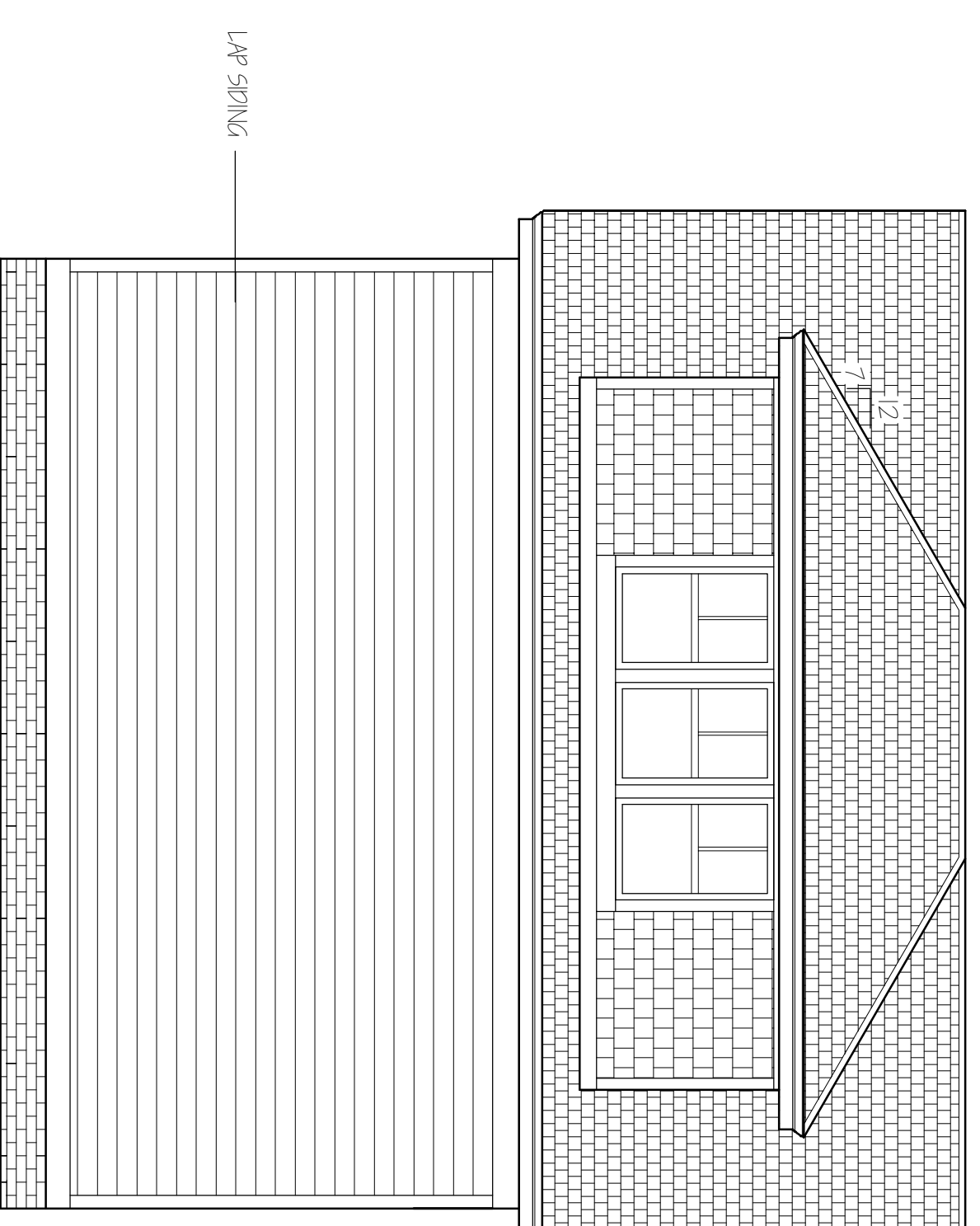
STREET VIEW



RIGHT SIDE



REAR



LEFT SIDE

LAPSELY RESIDENCE

308 MOORE STREET

BEAUFORT, NC

DRAWN BY: CG

FEBRUARY 3, 2023

SCALE: 1/4" = 1'0"

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# CRAVEN GARDNER DESIGN & BUILD

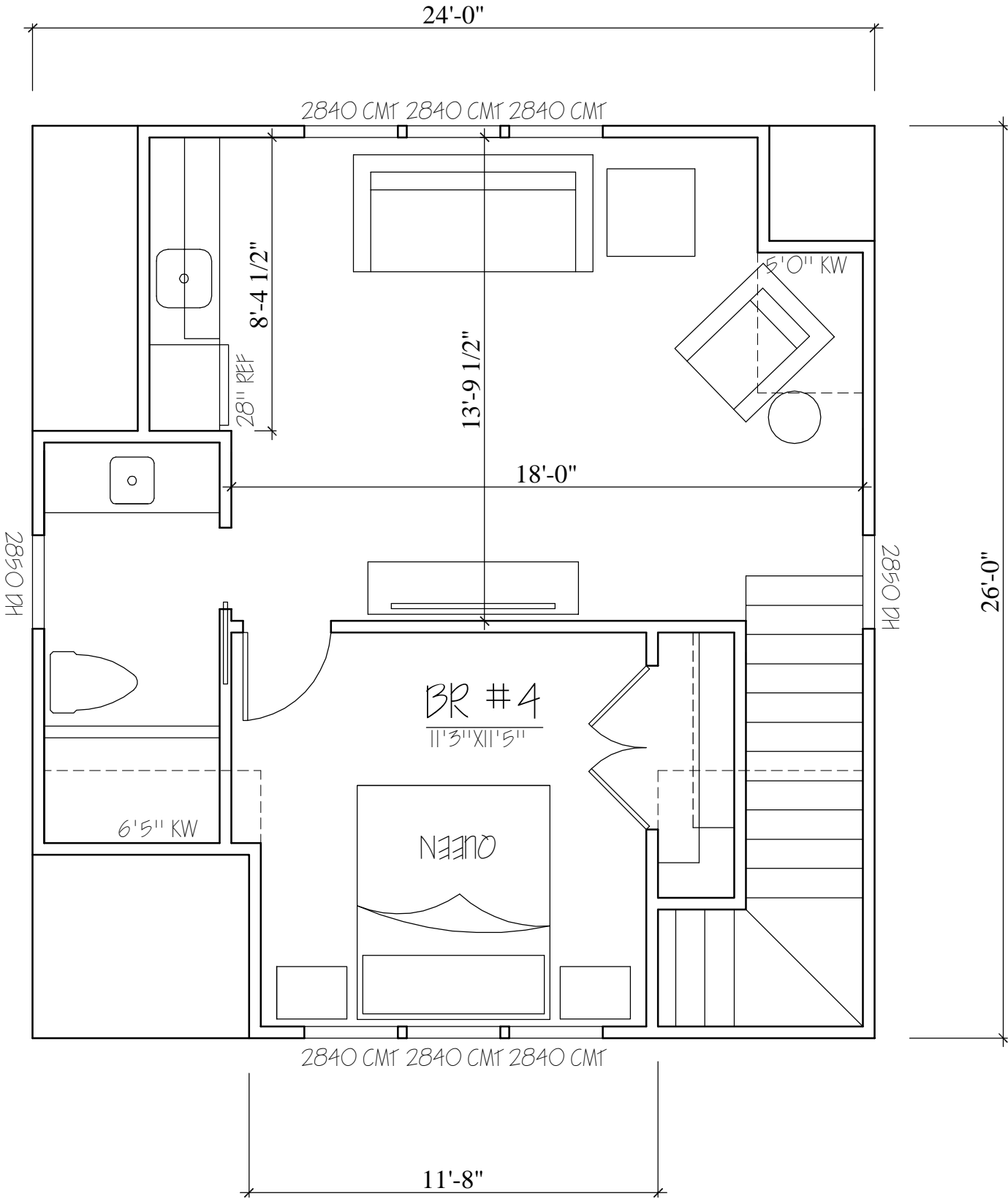
301 E. Fort Macon Rd. Atlantic Beach, NC 28512

(252) 247-0111 craven@cravengardner.com

GARAGE ELEVATIONS

A1.3

Garage @nd Floor



**Photographs of the streetscape and nearby homes**

302 Moore Street (immediate south of property)



310 Moore Street (immediate north of property – adjoins front portion)



312 Moore Street (immediate north of property – adjoins rear portion)



314 Moore Street



316 Moore Street



305 Moore Street (across Moore Street)



309 Moore Street (across Moore Street)

