



## **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](http://www.beaufortnc.org)

### **Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, February 03, 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting**

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#### **Call to Order**

#### **Roll Call**

#### **Agenda Approval**

#### **Minutes Approval**

- [1.](#) HPC Draft Minutes 010626

#### **Administration of Oaths**

#### **Items of Consent**

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

#### **New Business**

- [1.](#) Case # 26 - 02 618 Ann St - Side Porch Enclosure

#### **Commission / Board Comments**

#### **Staff Comments**

#### **Adjourn**



**Town of Beaufort, NC**  
701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
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**Town of Beaufort Historic Preservation Regular Meeting**  
**6:00 PM Tuesday, January 6<sup>th</sup> 2026 - Train Depot, 614 Broad Street, Beaufort, NC 28516**  
**Minutes**

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**Call to Order**

Chair McCune called the January 6<sup>th</sup>, 2026 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

**Roll Call**

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

Members Absent:, Marissa Morris, Jessica Sabiston

A quorum was declared with five members present.

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

**Agenda Approval**

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

**Minutes Approval**

1. HPC Draft Minutes 120225

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

**Administration of Oaths**

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

Secretary Anderson then administered the Oath to Kyle Garner.

**Items of Consent**

- 1. Approval of the Order for 314 Ann Street – Certificate of Appropriateness

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

**New Business**

- 1. Case # 25-37 – 217 Front Street – New Brick Walk & Steps

Chair McCune introduced Case #25-37 and asked for the Staff Report. Mr. Garner stated that the applicant wishes to remove the existing concrete walk and steps and replace them with brick and noted that Mr. Brian Daniel of Brian Daniel Construction was representing the applicant and had brought a brick sample board to show, which he passed to the commission members.

Mr. Garner explained that the current steps and walkway are solid concrete and the owners want to replace them with brickwork.

Secretary Anderson administered the Oath to Brian Daniel.

Chair McCune noted for the record that the brick board sample was of General Shale Buckingham Tudor.

Mr. Daniel added that they would be removing the walkway and the steps to the house and replacing them with brick, but leaving the steps down to the front sidewalk as is, putting a concrete base down and setting brick and not pavers. The wing walls on the stairs would be left or repaired as necessary.

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

*Chair McCune asked for a motion for a Finding of Fact for Case #25-37. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-37, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Landscaping Guidelines 8.1.9, 8.1.11.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-37.

*Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-37 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

Chair McCune then declared Case #25-37 closed.

## 2. Case #26-01 122 Queen St – Beaufort Style Fence

Chair McCune introduced Case #26-01 and asked if any members needed to recuse themselves. Seeing none, she asked Mr. Garner for an overview of the case.

Mr. Garner stated that this was a request for a Beaufort-style fence across the frontage of the property and the agenda packet contained specifics pertaining to type, color, and material. The request comes at the end of a major renovation at 122 Queen Street by Eddie Cameron Construction.

Secretary Anderson administered the Oath to Eddie Cameron.

Mr. Cameron stated that the homeowners had revised the fence plan from undulating to all level to match the houses on each side in order to fit in more with the neighborhood. The fence placement would go across the front, down the driveway, and then back to the house just past the porch.

Chair McCune clarified the change from the application which had stated varying heights not to exceed four feet high to the fence having no varying height, and Mr. Cameron agreed and added the fence would be 36 inches tall with 2 by 2 pickets painted white with a pyramid style top.

Chair McCune asked if there were any parties with standing who wished to comment.

Secretary Anderson administered the Oath to Kevin McHugh, 124 Queen Street.

Mr. McHugh stated that he had had concerns about the undulating fence design but gave his full support to the updated design.

*Chair McCune asked for a motion for a Finding of Fact for Case #26-01. Vice-Chair Hedrick made the following*

*motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-01, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Fences and Walls Guidelines 8.2.2, 8.2.3, 8.2.7 with the condition that the fence shall not exceed 36” in height and will be straight across and not undulating.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-01.

*Member Davis made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-01 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

Chair McCune then declared Case #26-01 closed.

### 3. Case #26-03 131 Turner Street – Signage, Paint, Windows & Glass Storefront

Chair McCune introduced Case #26-03 and asked if any members needed to recuse themselves. Seeing none, she asked Mr. Garner for an overview of the case.

Mr. Garner stated that this was a request to install a new 5.5 Sq. Ft. (36” X 22”) hanging sign and change the exterior color of the building for the new Watermark bookstore.

There was a short discussion regarding the acceptable size of the sign and the existing bracket where the sign would hang.

Secretary Anderson administered the Oath to John Engelhard.

There was further discussion on the sign material and Mr. Engelhard suggested the sign be made of hard density polyurethane but could be made of wood if the Commission preferred.

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

*Chair McCune asked for a motion for a Finding of Fact for Case #26-03. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #26-03, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Paint and Exterior Colors Guidelines 6.7.2, 6.7.4; Brickwork and Masonry Guidelines 6.3.9; Signage Guidelines 8.6.1, 8.6.2, 8.6.3, 8.6.5.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #26-03.

*Member Davis made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #26-03 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

**Commission / Board Comments**

Chair McCune and other commission members expressed their grief at the town’s loss of the historic Duncan House.

**Staff Comments**

Mr. Garner noted the HPC had an almost record number of cases during 2025. He also gave a quick update on the Standards subcommittee which would be meeting this Friday and has been making great progress towards updating the current Historic Guidelines. He noted that a draft to the commission would be forthcoming in the next few months.

**Adjourn**

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Kris Davis, Tyler Tennant*

Chair McCune declared the January 6<sup>th</sup>, 2025 meeting adjourned at 6:30 p.m.

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Chair, Joyce McCune

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Board Secretary, Laurel Anderson



**Town of Beaufort, NC**

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**Town of Beaufort Historic Preservation Commission  
6:00 P.M. February 3, 2026 – 614 Broad Street – Train Depot**

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**AGENDA CATEGORY:** Consent  
**SUBJECT:** Approval of the Order for 217 Front Street, 122 Queen Street & 131 Turner Street – Certificate of Appropriateness

**BRIEF SUMMARY:**

As part of the new General Statutes (160D), prior to Evidentiary Hearing Orders being signed and sent to the applicant/property owners, the Board in which conducted the hearing is to review the order for accuracy.

The staff has consulted with the Town Attorney and now asks that the Historic Commission Members review the orders for such accuracy and be prepared to make a motion to recommend approval of the Order or to approve with Commission recommended changes.

**REQUESTED ACTION:**

Review the order for such accuracy and be prepared to make a motion to recommend approval of the Order or to approve with Commission recommended changes.

**EXPECTED LENGTH OF PRESENTATION:**

0 Minutes (Presentation from Staff)

**SUBMITTED BY:**

Kyle Garner, AICP Planning Director

**BUDGET AMENDMENT REQUIRED:**

N/A



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February 3, 2026  
Owens Construction, Inc.  
828 West Beaufort Road  
Beaufort, NC 28516

RE: Case # 26-03 – 131 Turner Street – Signage, Paint, Windows & Glass Storefront

Dear Sirs:

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

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

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

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

Sincerely,

Joyce McCune, Chair  
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

CC: Watermark Book, LLC

Mayor Sharon Harker  
Commissioner Melvin Cooper • Commissioner Paula Gillikin  
Commissioner John LoPiccolo • Commissioner [redacted]ucky Oliver • Commissioner Sarah Spiegler  
Town Manager [redacted] 8 Matt Zapp



TOWN OF BEAUFORT, NC  
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on January 6, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Owens Construction Inc. for **CASE # 26-03 – SIGNAGE, PAINT, WINDOWS & GLASS STOREFRONT** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

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

*Paint and Exterior Colors Guidelines*

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

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

*Brickwork and Masonry Guidelines*

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

*Signage Guidelines*

861. Use traditional materials found in the district, such as wood and metal for new signage. Substitute materials that have the appearance of wood are allowed. Plastic signs, flashing signs, or portable mobile signs, except those listed in item 9, are not allowed in the historic district. Interior neon signs larger than 10” by 18” that are located within five (5) feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside are not allowed. INTERNAL GLASS MOUNTED SIGNS ARE NOT SUBJECT TO BHPC REVIEW.

862 Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Beaufort Zoning Ordinance may be inappropriate in the context of the building or site under review.

863 Signs on commercial buildings are preferred to be located in a signboard frieze located above the display windows. In this location the sign serves as a boundary between the upper and lower façade.

8.6.5 Use simple, clear graphics and lettering styles in sign design.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 26-03 – SIGNAGE, PAINT, WINDOWS & GLASS STOREFRONT**).

This the 3<sup>rd</sup> day of February, 2026.

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Joyce McCune, Chair  
Beaufort Historic Preservation Commission

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



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February 3, 2026

Eddie Cameron Construction  
P.O. Box 1647  
Morehead City, NC 28557

RE: Case # 26-01 122 Queen Street – Beaufort Style Fence

Dear Mr. Cameron:

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

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

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

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

Sincerely,

Joyce McCune, Chair  
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

cc: Jack & Allison McNairy



TOWN OF BEAUFORT, NC

ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on January 6, 2026, to consider a Certificate of Appropriateness (“COA”) application submitted by Eddie Cameron Construction for **CASE # 26-01 122 QUEEN STREET – BEAUFORT STYLE FENCE** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

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

*Fences and Walls Guidelines*

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

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

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 26-01 122 QUEEN STREET – BEAUFORT STYLE FENCE WITH THE CONDITION THAT THE FENCE WILL NOT EXCEED 36” TALL AND THAT THE TOP OF THE FENCE WILL BE STRAIGHT ACROSS OF CONSISTENT HEIGHT, NOT UNDULATING.**

This the 3<sup>rd</sup> day of February 2026

\_\_\_\_\_  
Joyce McCune, Chair  
Beaufort Historic Preservation Commission

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



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February 3, 2026

Brian Daniel Construction, Inc.  
224 Florida Park Road  
Newport, N.C. 28570

RE: Case # 25-37 217 Front Street – New Brick Walk and Steps

Dear Sirs:

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

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

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

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

Sincerely,

Joyce McCune, Chair  
Beaufort Historic Preservation Commission

Enclosed: COA Certificate  
CC: Wilco Holdings, LLC

Mayor Sharon Harker  
Commissioner Melvin Cooper • Commissioner Paula Gillikin  
Commissioner John LoPiccolo • Commissioner [redacted]ucky Oliver • Commissioner Sarah Spiegler  
Town Ma [redacted] 13 [redacted]att Zapp



TOWN OF BEAUFORT, NC  
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on January 6, 2026 to consider a Certificate of Appropriateness (“COA”) application submitted by Brian Daniel Construction, Inc. for Case # 25-37 217 Front Street – New Brick Walk and Steps and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

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

*Landscaping Guidelines*

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

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for Case # 25-37 217 Front Street – New Brick Walk and Steps

This the 3<sup>rd</sup> day of February, 2026.

\_\_\_\_\_  
Joyce McCune, Chair  
Beaufort Historic Preservation Commission

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



**Town of Beaufort, NC**

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

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 26 - 02 618 Ann St - Side Porch Enclosure

**BRIEF SUMMARY:**  
The applicant wishes to install a side porch enclosure (Pollock Street Side) at 618 Ann Street.

**REQUESTED ACTION:**  
Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**  
10 Minutes

**SUBMITTED BY:**  
Kyle Garner

**BUDGET AMENDMENT REQUIRED:**  
N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Kyle Garner, Planning Director  
**Date:** January 26, 2026  
**Case No.** Case # 26 - 02 618 Ann St - Side Porch Enclosure

**Request:** Enclose Side Porch – Pollock Street Side

**Applicant:** Owens Construction, Inc.  
 828 West Beaufort Road  
 Beaufort, NC

**Property Information:**

**Owners:** Judy Currin  
**Location:** 618 Ann Street  
**PIN#:** 730506295942000

**Project Information:**

According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 618 Ann Street, circa 1910. **E. R. Guthrie House.** 2-Story, gable and wing, Queen Anne house with plain siding, 2 interior brick chimneys, and 2/2 sash. Front pedimented gable has 2- story cutaway bay. 1-story porch has turned posts and railing and roof balustrade.

- The only information we have on file is from 1997.

**Proposed work:**

- See Attachment from Applicant

**Material:**

- See Information from Applicant.

**Color:**

See Attached Description from Applicant.

**Attachments:**

- Vicinity Map
- List of adjacent property owners used for mailing notifications.
- COA application and supporting materials supplied by applicant.

**Porches and Entrances Guidelines**

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

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

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

**Window and Door Guidelines**

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

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

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

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

## Decks on Historic Buildings Guidelines

- 7.9.1 Locate decks. only on the rear ground level of historic buildings or other ground-floor level where the deck is not visible from public view.
- 7.9.2. Design decks to eliminate physical or visual damage to significant historic architectural features.
- 7.9.3. Decks should be attached to the historic building so that they may be removed without significant damage.
- 7.9.4. Provide proper flashing and other details to reduce or eliminate moisture damage to the historic structure.

## Landscaping Guidelines

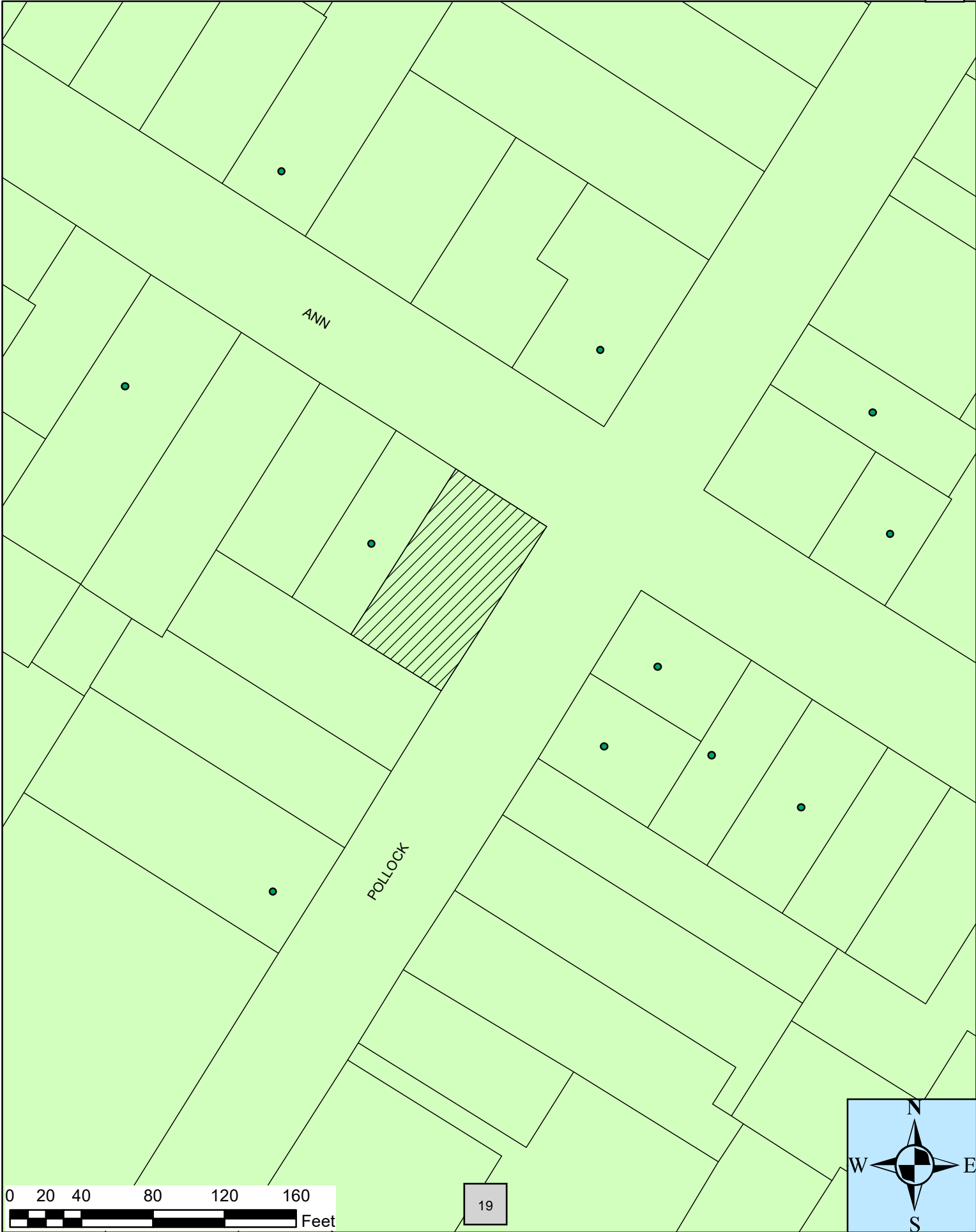
- 8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

## Additions to Historic Buildings Guidelines

- 7.8.1 Where possible, locate new additions at the side or rear so that they have a minimal impact on the façade and other primary elevation of the affected building or adjacent properties.
- 7.8.2. The overall proportions of a new addition should be compatible with the existing building in height, scale, size and massing so as not to over power it visually. A new addition should never be taller or wider than the original structure unless required by code or a non-aesthetic functional requirement. Observe the principle of “additive massing” where the original structure remains dominant and the additions are adjoining and smaller masses.
- 7.8.3. The design elements of a new addition should be compatible with the existing building in terms of materials, style, color, roof forms, massing proportion and spacing of doors and windows, details, surface texture, and location. Contemporary adaptations of the original which clearly look like an addition and reflect the period of construction are encouraged.
- 7.8.4. Additions should be constructed so that they can be removed from the original building in the future without irreversible damage to significant features.
- 7.8.6. Wood windows are most appropriate for new additions within the historic district; however, substitute window materials are acceptable for new additions provided the proposed windows meet the requirements set forth in the WINDOWS AND DOORS guidelines.
- 7.8.7. Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the original building.

Case # 26 - 02 618 Ann St - Side Porch Enclosure

1.



19

**OWNER**

**Mailing Address**

BRASIER CHRIS E	2807 DEVON RD DURHAM, NC 27707
CURRIN JAMES BARON ETUX JUDY H	618 ANN STREET BEAUFORT, NC 28516
GURLEY MILLIE ADAMS	3400 WINDSOR WAY DURHAM, NC 27707
MOORE VIRGINIA CHADWICK L/T	114 POLLOCK STREET BEAUFORT, NC 28516
OXHOLM REBECCA B	7301 BAY HILL COURT RALEIGH, NC 27615
PEAL MARGARET ELIZABETH	619 ANN ST BEAUFORT, NC 28516
RAWLINS BENJAMIN III ETUX JUDI	6416 LAKEREST CT RALEIGH, NC 27612
REED G GRAY ETUX DEBORAH	122 DRAKE ROAD HAMPSTEAD, NC 28443
TILLER GABRIEL CODY	3929 BROWNING PLACE RALEIGH, NC 27609



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

Re: 618 Ann St  
Currin Residence - Statement of Work

Owens Construction wanted to give a further in-depth statement regarding the work to be performed at the above-mentioned address. It is our intention to expand on the existing deck located on the side of the home. That expansion will not increase further than the existing footprint of the home on that side, meaning, it will not extend past the corner of the main portion of the home nor will it extend further than the corner of the existing addition. Second, it is our intention to increase the living space of the existing addition of the home by enclosing in an additional 5 ft. This is the reason for expanding the porch area around it. Lastly, it should be noted, the handrail above our newly enclosed space is purely cosmetic to bring a symmetry in look and style to what exists on the front of the home, just further adding continuity and minimizing the appearance of an add-on. Our goal is to make it appear as this has always been apart of the original home.

Respectfully,

A handwritten signature in black ink that reads 'John Engelhard' in a cursive script.

John Engelhard  
Project Manager



Curin Residence Addition.dwg, A101, 6/10/2025, 16:38:05

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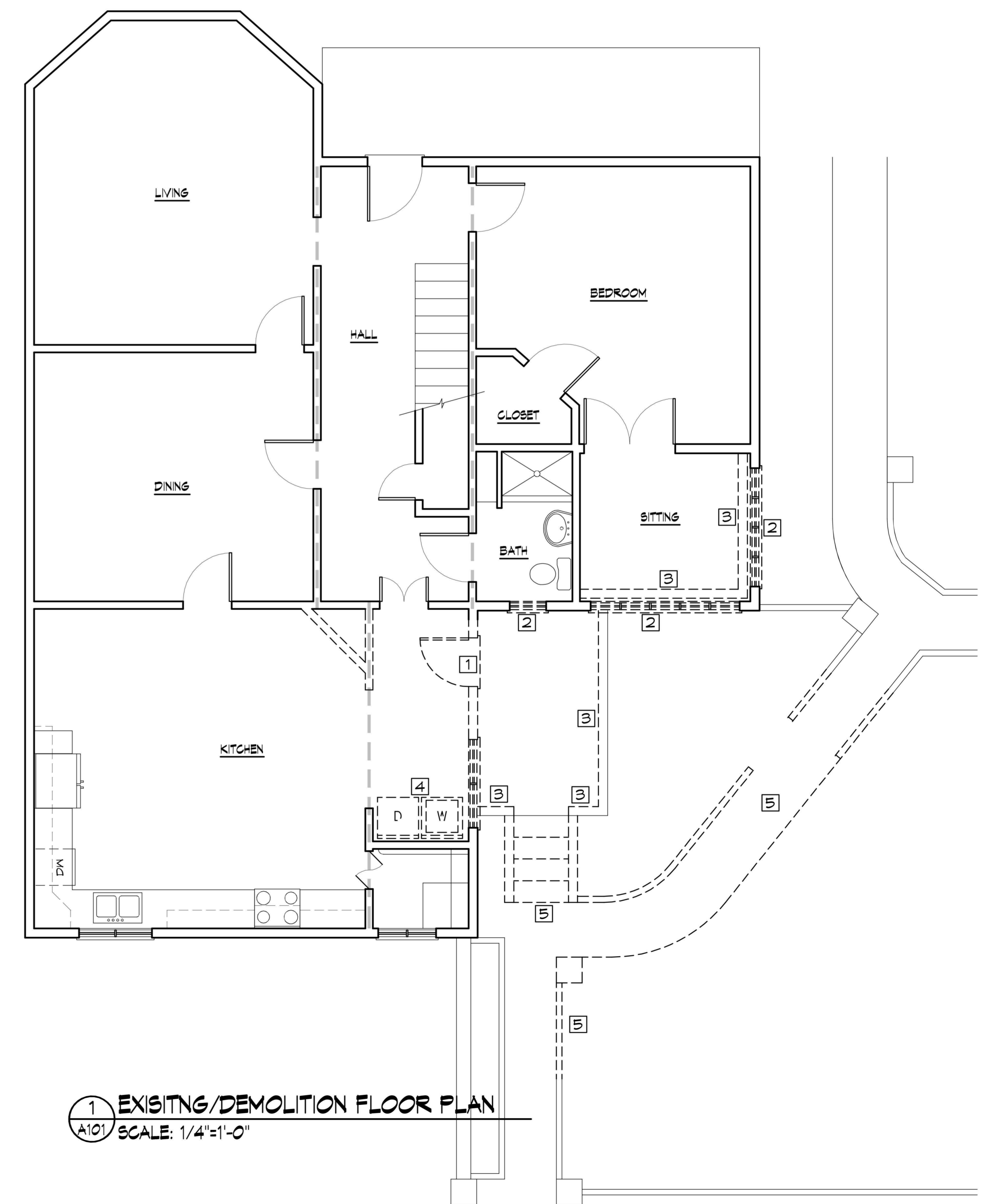
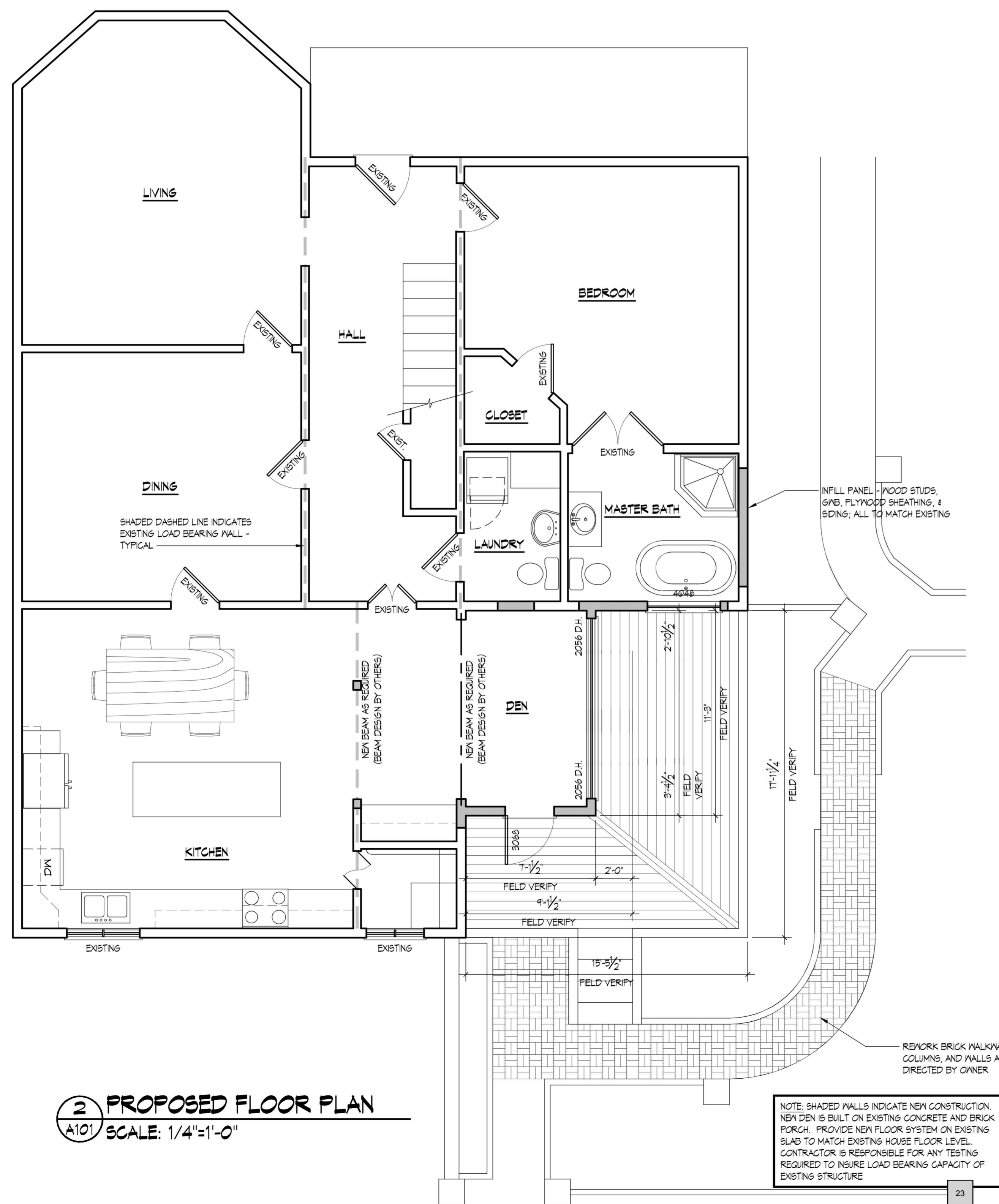
PROJECT NO.  
**2020004**

REVIEWS  
REVIEW 1 - 12/22/2020  
REVIEW 2 - 04/26/2021  
REVIEW 3

ISSUED DATE:  
dd month yy

REVISION

- DEMOLITION NOTES**
- EXISTING WALL TO REMAIN
  - - - EXISTING WALL TO BE REMOVED
  - 1 REMOVE & DISCARD DOOR
  - 2 REMOVE & DISCARD WINDOW
  - 3 REMOVE & DISCARD GUARDRAIL
  - 4 REMOVE & DISCARD WASHER AND DRYER
  - 5 REMOVE & DISCARD EXISTING MASONRY STEPS AND SIDEWALK AS REQUIRED FOR ADDITION.



**Curin Residence Renovation & Addition**  
618 Anne Street  
Beaufort, North Carolina 28516

**Christoph H. Hintze**  
105 Banks Street  
Morehead City, North Carolina 28557  
252-732-6083  
email: chh.drafting@gmail.com

**Christoph H. Hintze**  
Drafting Service  
CHH  
First Floor Plan & Existing Floor Plan

SHEET NO.  
**A101**

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**2020004**

REVIEWS  
REVIEW 1 - 12/22/2020  
REVIEW 2 - 04/26/2021  
REVIEW 3

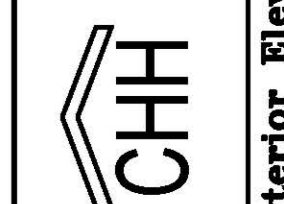
ISSUED DATE:  
dd month yy

REVISION

**Currin Residence Renovation & Addition**  
**618 Anne Street**  
**Beaufort, North Carolina 28516**

**Christoph H. Hintze**  
105 Banks Street  
Morehead City, North Carolina 28557  
252-732-6083  
email: chh.drafting@gmail.com

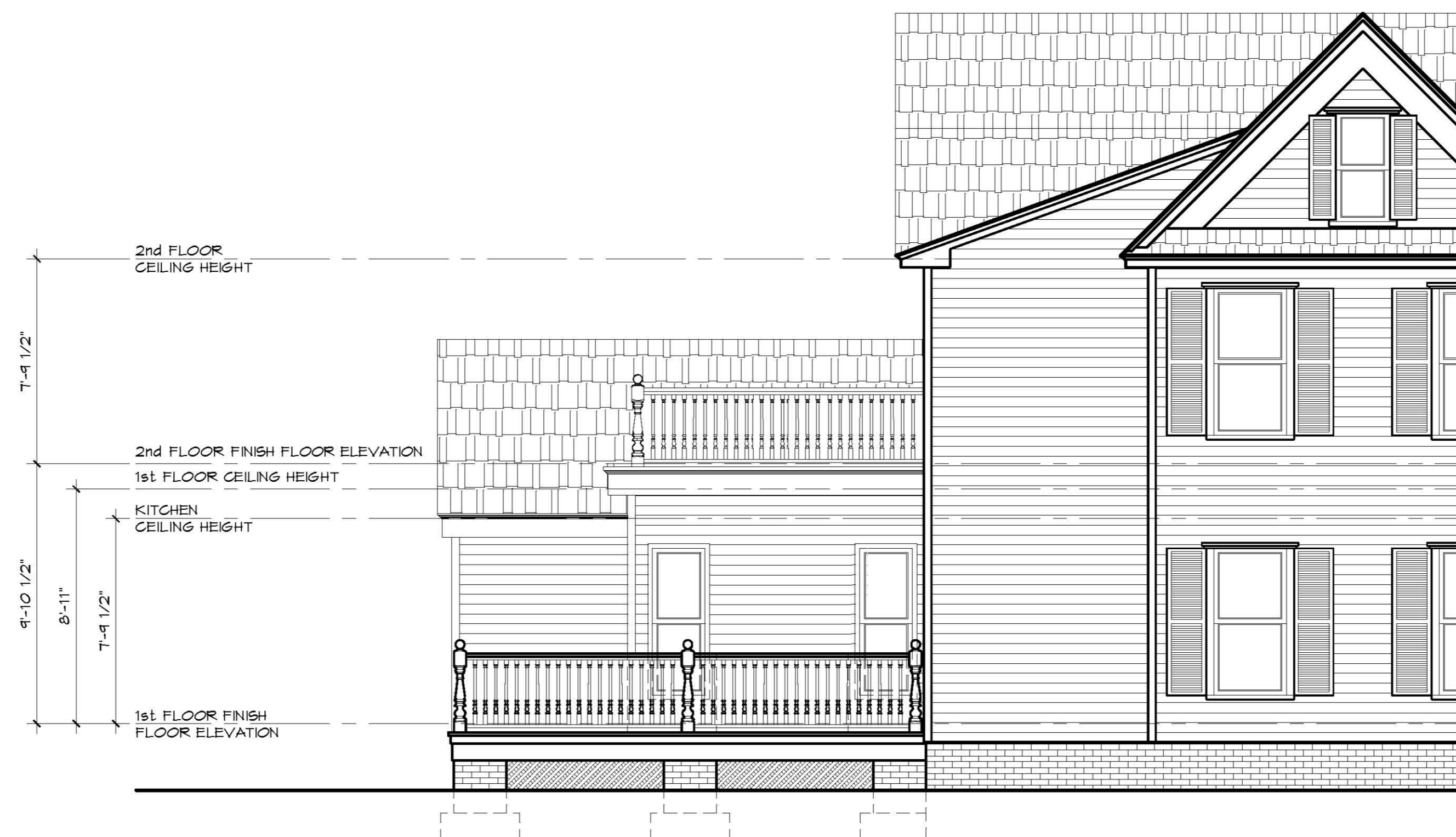
**Christoph H. Hintze**  
Drafting Service



SHEET NO.

**A201**

OF



**2 PARTIAL SIDE ELEVATION**  
SCALE: 1/4"=1'-0"

**WATER INTRUSION PREVENTION NOTES:**

1. WHERE BUILDING PAPER IS ABOVE FLASHING, PAPER SHALL LAP OVER TOP OF FLASHING.
2. WHERE BUILDING PAPER IS BELOW FLASHING, FLASHING SHALL LAP OVER TOP OF PAPER.
3. BUILDING PAPER SHALL LAP OVER TOP OF FLASHING ABOVE WINDOWS AND DOORS.
4. DO NOT CAULK THE BOTTOM FLANGE OF SELF FLASHING WINDOWS.
5. CAULKING SHALL BE SONNEBORN NP-1.
6. PROVIDE COPPER FLASHING ABOVE ALL EXTERIOR DOORS & WINDOWS, EXTERIOR ENVELOPE PENETRATIONS, ROOF/WALL INTERSECTIONS, AND AT ALL LOCATIONS REQUIRED TO PROVIDE PROTECTION, AND A WEATHER TIGHT STRUCTURE.
7. SEAL AROUND THE MOUNTING BOXES OF ALL EXTERIOR LIGHT FIXTURES WITH CAULK SUCH THAT WIND DRIVEN RAIN CAN NOT PENETRATE BEHIND THE BUILDING PAPER OR SHEATHING.
8. PROVIDE WEATHER STRIPPING AT EXTERIOR DOORS.
9. DO NOT CAULK BOTTOM EDGE OF SIDING BOARDS.
10. DO NOT CAULK BOTTOM EDGE OF EXTERIOR WINDOW TRIM AT SILL.



**1 REAR ELEVATION**  
SCALE: 1/4"=1'-0"



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



**Instructions:**

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

**APPLICANT/OWNER INFORMATION**

*Please print!*

Applicant Name: Owens Construction, Inc.

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

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

Property Owner Name: Judy Currin

Address of Property: 618 Ann St

Phone Number: 252-717-9861 Email/Cell: judyhcurrin@gmail.com

**PROJECT INFORMATION**

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

Enclosure of side porch entrance of home.

Estimated Cost of Project: \$ 105,000

Year House Built: 1910

John Engelhard  
Applicant Signature

16 December 2025  
Date

Judy Currin  
Property Owner Signature (if different than above)

16 December 2025  
Date

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

**OFFICE USE ONLY**

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

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

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

Deemed Completed and Accepted: \_\_\_\_\_

# **REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)**

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

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

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

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

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

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

- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign and on the post or hanging apparatus if applicable.

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

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

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

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

# DESIGN GUIDELINES FOR THE BEAUFORT HISTORIC DISTRICT & LANDMARKS

1994, REVISED 2008



# DESIGN GUIDELINES FOR BEAUFORT HISTORIC DISTRICT & LANDMARKS

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

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

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

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

ACKNOWLEDGEMENT: THE NANCY DUFFY RUSSELL PRESERVATION TRUST AND AN ANONYMOUS PRIVATE RESIDENT HAVE GENEROUSLY CONTRIBUTED TO THE WRITING OF THIS PUBLICATION. THE ACTIVITY THAT IS THE SUBJECT OF THIS PUBLICATION HAS BEEN FINANCED IN PART WITH FEDERAL FUNDS FROM THE NATIONAL PARK SERVICE, DEPARTMENT OF THE INTERIOR. HOWEVER, THE CONTENTS AND OPINIONS DO NOT NECESSARILY REFLECT THE VIEWS OR POLICIES OF THE DEPARTMENT OF THE INTERIOR, NOR DOES THE MENTION OF TRADE NAMES OR PRODUCTS CONSTITUTE ENDORSEMENT OR RECOMMENDATION BY THE DEPARTMENT.

## Frequently Asked Questions

**Who should use the Beaufort Historic District Guidelines?** Anyone who owns, rents, leases, sells or buys property, or who owns or operates a business in the locally designated Beaufort Historic District, or who owns an individual historic landmark should consult these guidelines. They are used by Town staff and the Beaufort Historic Preservation Commission. The guidelines are written for laymen, as well as for architects and other design professionals, contractors, builders, developers, real estate agents, business owners, and all those who have an interest in the preservation of Beaufort’s historic architectural heritage.

**Is my property within the locally designated Beaufort Historic District?** There are two historic districts in Beaufort—one of the National Register of Historic Places and one has been designated by the Beaufort Town Commissioners. Because listing in the National Register does not involve local regulation, these guidelines are for use only within the locally designated historic district. To verify whether a property is located within one or both Beaufort Historic Districts, please consult Chapter 2.

**What is the Historic Preservation Commission (HPC)?** The HPC, composed of seven Beaufort residents with a knowledge of and interest in historic preservation, is appointed by the Town Commissioners for three-year terms. There are five regular members and two alternate members. The HPC reviews and regulates changes in the locally designated historic district, including buildings and their setting, new construction and demolitions, major landscaping and tree removal, and all signs in the historic district. See Chapter 4.

**What is a Certificate of Appropriateness (COA)? What is the application process?** A COA is required before work can begin on exterior changes to buildings, their setting, and all signs in the historic district, as well as (but not limited to) such actions as new construction and demolitions, major landscaping and tree removal, and utility work in the historic district. The COA application is filed upon such time as all applicable town permits have been secured, with the exception of a building permit. The COA application can be obtained at Town Hall or downloaded from the Town’s website at <http://www.beaufortnc.org/Town+Departments/Planning+and+Inspections/default.aspx>. The completed application is reviewed by the Historic Preservation Commission at one of its regular meetings, where it can be approved, denied, or tabled for further investigation. See Chapter 3 for a detailed description and an easy-to-follow flow chart of the COA application process.

**I want to install storm doors and windows on my historic house. Do I need a COA?** There are some actions (including installation of storm doors and windows, window air conditioners, certain types of gutters, and side and rear fences), known as Minor Work Items that an owner can undertake under a simplified COA approval process. See Chapter 4 for a list of Minor Work Items.

**Are the rear of buildings and back yards in the historic district regulated?** In general, the HPC has purview over features (building facades, driveways and walks, and yards) visible from a public right-of-way. Actions occurring on the rear or non-visible sides of the property that are deleterious to the overall building or setting may come under HPC review.

**What style is my building? What architectural styles are common in Beaufort?** There are a number of prevalent historic architectural styles in Beaufort as well as vernacular house forms unique to Beaufort. Your house may be one or a combination of these. Consult Chapter 4 for illustrated examples of common historic architectural styles and forms in Beaufort.

**I hear a lot about Beaufort’s historic waterfront and other important vistas. What are these and why do they need to be preserved?** Beaufort’s waterfront and the vistas along many of its historic streets are among the most important defining features of the Beaufort Historic District and their preservation and protection are an important responsibility of the HPC. See Chapter 5 for a description of Beaufort’s waterfront and historic vistas and those factors property owners need to consider to protect these vistas for all of Beaufort’s citizens and visitors.

**I want to know what materials and features are typical for my building’s age in Beaufort.** Consult Chapter 6 for a discussion of what materials and architectural features are typical for such components as roofs, windows, doors, and porches on historic buildings in Beaufort.

**Is the installation of new vinyl or aluminum siding permitted in the historic district? What about cement fiber siding?** The use of substitute siding such as vinyl and aluminum on visible elevations of buildings and for new construction in the historic district is not allowed. However, the HPC will consider use of cement fiber siding on a case-by-case basis.

**What specific guidelines apply to commercial storefronts in the historic district?** See Chapter 6 for a discussion of the special features of commercial storefronts and their preservation.

**I want to add a wing to my house. Is this permitted?** Old buildings often grow to adapt to changing uses and circumstances. However, the changes should not destroy or detract from the architectural features that make the building significant in the first place. Consult Chapter 7 for guidelines on how to make your addition sensitive to the historic building and its surroundings.

**I’m building a new house in the historic district. Does it have to “look old?”** Effective historic district guidelines do not dictate certain architectural styles to be used for new construction in the Beaufort Historic District. Instead, they seek to encourage good contemporary design that is sensitive to its surroundings and Beaufort’s special architectural character. Consult Chapter 7 for a discussion of such features as scale, materials, rhythm, and proportion that go into designing a new building in the historic district.

**Are the Guidelines concerned with only buildings, or are such features as driveways, lighting, and signs regulated too?** The Beaufort Historic District is more than just a collection of old buildings. Thus, features of the overall setting of the historic district such as driveways and walks, fences, public landscaping, docks, and lighting also fall within the purview of the HPC. Consult Chapter 8 for a discussion of those items that contribute to the setting of the Beaufort Historic District

**Can individual landmarks and buildings within the historic district be demolished?** In certain circumstances, yes, although demolition is strongly discouraged. Consult Chapter 10 for actions a property owner can take to avoid this drastic action.

**I’m not familiar with such terms as a hip roof, portico, or Ionic column.** Consult Chapter 4 for a discussion of architectural styles in Beaufort; Chapter 6 for illustrations of the components of a residential building, a church, and a commercial building; and the Glossary of architectural terms.



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

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# Chapter 1. Introduction

## Purpose of Design Guidelines

As one of the older towns in North Carolina, Beaufort holds a special place in both state and national history. Its historic core has been placed on the National Register of Historic Places, the nation’s listing of buildings, structures, and districts considered historically and architecturally significant. The National Register nomination written in 1974 for the Beaufort Historic District states:

*“The small town (Beaufort) extending back from the water in a traditional compact grid is remarkable for its undisturbed atmosphere, plan, and scale, and for its consistent and distinctive architectural fabric . . . The town is a unique and important part of the history and architectural character of America’s eastern seaboard.”*

Beaufort, and particularly the residents and business owners within its historic district, derive numerous benefits from historic district designation. These include the maintenance of an attractive and aesthetically pleasing built environment, an economically vibrant and attractive commercial district, retention of residential property values, protection against harmful and inappropriate land uses, and preservation of an established sense of community, basic to the health of any society. Residents also enjoy exceptional vistas of townscapes, seascapes, and the Beaufort waterfront that in many places have changed little over several centuries.

To protect the irreplaceable architectural character of the Beaufort Historic District, the Town of Beaufort, with the support of its citizens, has enacted a historic preservation ordinance, created a Historic Preservation Commission (HPC) to oversee changes and alterations within the historic district, and funded the writing and publication of historic design guidelines. These guidelines, revised in 2008, are used by the HPC, Town officials/staff, property owners, design professionals, contractors, builders, developers, business owners, and real estate agents in Beaufort.

These design guidelines for the Beaufort Historic District and Landmarks were developed to provide general recommendations and to outline procedures to guide the property owner, as well as the HPC, in the ongoing goal of historic preservation in Beaufort. The intent is to *guide* design decisions within the historic district. In addition, it is the intention of these guidelines, with the full support of the HPC, to promote excellence of design in both new construction and in the preservation and rehabilitation of existing historic buildings.

## How to Use the Design Guidelines

Users of these guidelines are encouraged to read them in their entirety. They can also reference selected sections in order to answer specific questions about the Beaufort Historic District and its administration; the repair, alteration, and rehabilitation of Beaufort's historic architecture; and new construction within the historic district.

- **Chapter 2** familiarizes readers with the physical boundaries of Beaufort's two historic districts, one nationally and the other locally designated.
- **Chapter 3** provides a useful overview of Beaufort's architectural history and an illustrated summary of its prevalent historic architectural styles.
- **Chapter 4** defines the responsibilities of the Beaufort Historic Preservation Commission (HPC), outlines the process of applying for a Certificate of Appropriateness (COA), and provides a flow-chart and check-list to guide property owners in this process.
- **Chapter 5** discusses the importance of historic vistas in Beaufort.
- **Chapter 6** provides guidelines for proposed changes to individual landmarks and buildings in the Beaufort Historic District.
- **Chapter 7** provides guidance for new construction and its integration within the Beaufort Historic District.
- **Chapter 8** discusses the setting of the historic district and individual landmarks and their preservation.
- **Chapters 9 and 10** discuss the topics of demolition and relocation within the Beaufort Historic District.
- The **Glossary** contains definitions of commonly used architectural terms.

## Some Principles of Historic Design

While these architectural design guidelines establish the context in which new construction and changes to buildings in the Beaufort Historic District are reviewed, they are meant to be applied on a case-by-case basis. Since circumstances vary from property to property, the HPC allows for a certain amount of flexibility. Nonetheless, a few principles form the basis for these historic architectural design guidelines:

- All design decisions about individual properties should be made in conjunction with what is appropriate for the surrounding properties and the historic district as a whole.
- Alteration of an historic structure should be consistent with the design of the original structure and of any later additions that are architecturally significant in their own right. Whenever possible, retention and maintenance of original features are encouraged over restoration and/or removal.
- Additions to a historic structure should be compatible with the characteristic massing and architectural features of that structure, and the characteristic structures of its immediate environs, and shall not destroy the main character defining elements of the structure. Any additions should be clearly distinguishable from the historic fabric and should be reversible.
- New construction should be designed to be compatible with its immediate historic surroundings. This is not done by prohibiting modern architectural design or by dictating one or two preferred historical styles for Beaufort. Instead, new construction should reflect the characteristic scale, massing, rhythm, proportions, and building traditions of the environs. Excellence of new design is always preferred to false pretences of antiquity.
- Demolition of individual landmarks and historic structures that contribute to the overall scale and significance of an historic district is strongly discouraged. Likewise, moving historic structures should be considered only as a last resort.

The character of Beaufort's Historic District is defined by both its many individual historic buildings (left) and streetscapes (right).



## Porches and Entrances

### Characteristics

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

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



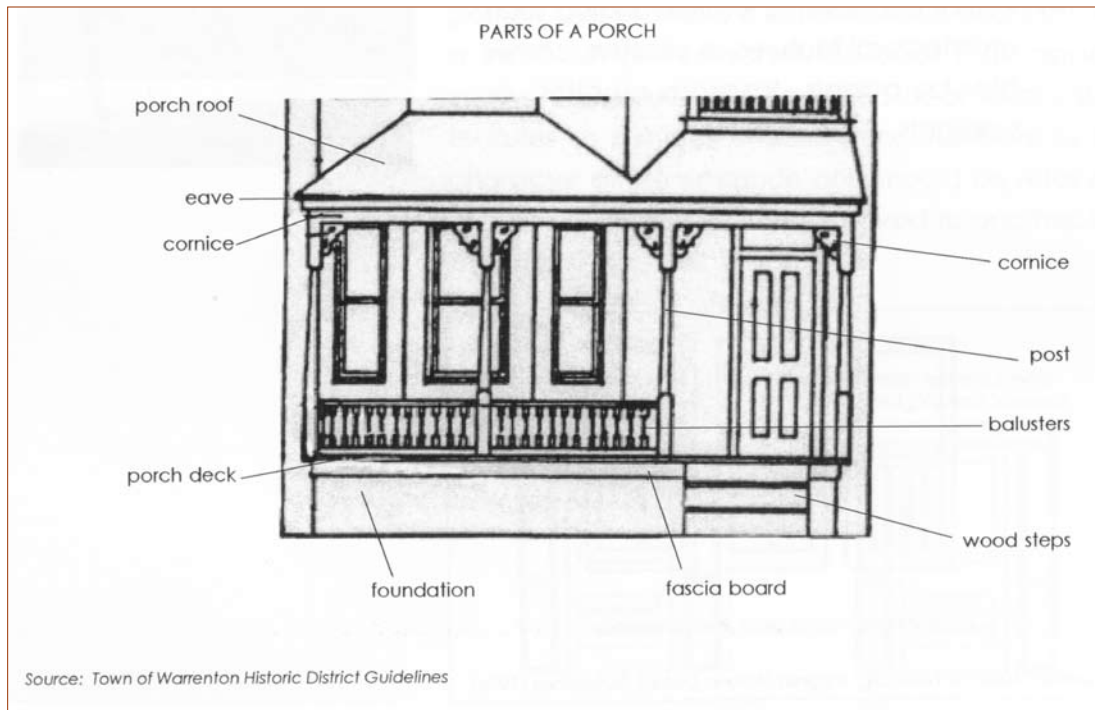
The typical porch of a coastal cottage is created by the roof extension on the front façade, such as in this 18<sup>th</sup> century house on Ann Street.



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

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

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



Elements of a typical porch

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



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

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

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

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

## Porches and Entrances Guidelines

- 6.5.1. Retain and preserve historic porches, entrances and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements.
- 6.5.2. Repair, rather than replace, historic porch and entrance elements, wherever feasible. Use repair techniques which preserve historic material, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, color, and texture.
- 6.5.3. Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.
- 6.5.4. The enclosure or other alteration of original or historic front porches is not appropriate in the historic district. The enclosure of porches at the rear, or other areas not seen from the public view, is appropriate if the enclosure is designed and constructed in a manner that preserves the historic character and features of the porch.
- 6.5.5. Covering a porch with non-historic material such as vinyl or metal siding, or “winterizing” a screened porch by permanently attaching plastic sheeting is not permitted.
- 6.5.6. Using indoor-outdoor carpeting to weather-proof a porch floor is not permitted.
- 6.5.7. Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20<sup>th</sup> century porch, is not appropriate.
- 6.5.8. Removing a porch that is not repairable and not replacing it, or replacing it with a new porch that does not convey the same visual appearance on contributing historical properties is not permitted.
- 6.5.9. Reconstruct missing porches or porch details based on accurate documentation of such features. Such documentation may include: evidence found on the subject building; historic photographs; or compatible details found on another porch in the district of the same period and general style. The owner shall provide the commission with such documentation in the application for a Certificate of Appropriateness.
- 6.5.10. It is not appropriate to add new porches, entrances, or balconies to primary elevations or other areas of a building that are seen from the public view if none existed historically.

- 6.5.11. Collapsible gates on porches to restrain pets or young children are reviewed by the HPC on a case-by-case basis and should be truly temporary and removal. Permanent gates are reviewed by the HPC. Gates of any kind at the foot of porch steps create an unnecessary visual barrier and are not appropriate.
- 6.5.12. New handicapped access ramps and other modifications to improve access shall be designed so that the modifications are reversible and do not damage or obscure the buildings' architectural features or diminish its historic character. (SEE GUIDELINES FOR ACCESSIBILITY AND LIFE SAFETY).

# 618 Ann St.

# Adjacent Property

# Owners

**REED GRAY**

Physical Address: 616 Ann St., Beaufort, NC 28516

Mailing Address: 122 Drake Rd., Hampstead, NC 28443

**GABRIEL TILLER**

Physical Address: 113 Pollock St., Beaufort, NC 28516

Mailing Address: 3929 Browning Place., Raleigh, NC 27609

# 618 Ann Street

# Property Photos

South Facing Front of Home



North Facing back porch



East Facing back porch



Former Porch enclosure



# RENOVATION AND ADDITION FOR JUDY CURRIN 618 ANNE STREET BEAUFORT, NORTH CAROLINA

**GENERAL NOTES:**

- GENERAL CONTRACTOR TO CHECK & VERIFY ALL DIMENSIONS, CLEARANCES, & CONDITIONS IN FIELD BEFORE BEGINNING CONSTRUCTION.
- COORDINATION OF MATERIALS, INSTALLATION REQUIREMENTS, STRUCTURAL, MECHANICAL AND ELECTRICAL SYSTEMS SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR.
- ALL EXTERIOR WALLS TO BE OF 2x6 CONSTRUCTION AND ALL INTERIOR WALLS TO BE OF 2x4 CONSTRUCTION.
- INTERIOR FINISH TO BE PAINTED 3/8" GYPSUM WALL BOARD (GWB) UNLESS OTHERWISE DIRECTED BY THE OWNER. PROVIDE WATER RESISTANT GWB IN ALL WET AREAS: BATHROOMS, ETC.
- PROVIDE CONSTRUCTION JOINTS IN CONCRETE SLAB AS REQUIRED.
- PROVIDE R-19 INSULATION IN ALL EXTERIOR WALLS.
- PROVIDE R-19 INSULATION BETWEEN ALL FLOORS.
- COORDINATE & VERIFY WINDOW SIZES & ARRANGEMENTS WITH OWNER PRIOR TO PURCHASE.
- WINDOWS MUST MEET N.C. WIND LOAD CODE REQUIREMENTS.
- THE CONTRACTOR SHALL COORDINATE ALL HVAC, PLUMBING, & ELECTRICAL REQUIREMENTS WITH THE OWNER IN ADVANCE OF CONSTRUCTION & INSTALLATION OF THESE SYSTEMS.
- CAULK ALL WINDOWS & DOORS. PROVIDE FLASHING IN ALL LOCATIONS REQUIRED TO MAKE HOUSE WEATHER TIGHT & PROTECT MATERIALS.
- ALL WORK SHALL CONFORM TO N.C. BUILDING CODE & ALL ORDINANCES & REGULATIONS OF THE TOWN OF NEW BERN, N.C.
- MAINTAIN MINIMUM 8'-0" HEAD HEIGHT AT ALL STAIRS.
- ALL EXTERNAL SIDING & TRIM SHALL BE FASTENED BY STAINLESS STEEL NAILS.
- ALL CONSTRUCTION MUST MEET THE REQUIREMENTS OF THE N.C. RESIDENTIAL BUILDING CODE, INCLUDING WIND AND COASTAL CONSTRUCTION STANDARDS.

**NOTE:**

STRUCTURAL, HVAC, PLUMBING & ELECTRICAL DESIGN & LAYOUTS SHALL BE PREPARED BY THE GENERAL CONTRACTOR & SHALL CONFORM TO N.C. BLDG. CODE & LOCAL ORDINANCES.

**GENERAL STRUCTURAL NOTES:**

- CONTRACTOR SHALL VERIFY DIMENSIONS TO CONFORM WITH DESIGN DRAWINGS, ETC.
- CONTRACTOR SHALL NOTIFY THE ENGINEER IMMEDIATELY OF ANY DISCREPANCIES OR PROBLEMS RESULTING FROM THESE DOCUMENTS.
- CONSTRUCTION SHALL FOLLOW NORTH CAROLINA STATE BUILDING CODE AND ALL LOCAL ORDINANCES AND REGULATIONS.
- CONTRACTOR IS RESPONSIBLE FOR ADEQUATE BRACING OF STRUCTURAL MEMBERS, WALLS, AND NONSTRUCTURAL ITEMS DURING CONSTRUCTION.
- ALL REFERENCED STANDARDS REFER TO LATEST EDITION.
- ALL RAFTERS AND ROOF BEAMS SHALL BE SECURED TO THE STRUCTURE WITH HURRICANE TIES AT EACH END.
- WOOD COLUMNS CONNECTING TO ROOF STRUCTURE SHALL BE SECURED TO ROOF WITH HURRICANE TIES OR EQUIVALENT AND SHALL BE SECURED TO FLOOR STRUCTURE AND FOUNDATION BY MEANS OF GALVANIZED POST ANCHOR OR THRU BOLT.
- PROVIDE SOLID DOUBLE FLOOR TRUSSES UNDER ALL WALLS THAT ARE PARALLEL TO FLOOR JOISTS.
- ALL BEAM TO BEAM AND TRUSS TO BEAM HANGER CONNECTIONS SHALL BE MADE WITH GALVANIZED HANGERS BY SIMPSON OR EQUAL.
- ALL EXPOSED STRUCTURAL METAL BOLTS, AND FABRICATIONS SHALL BE HOT DIPPED GALVANIZED OR Z-MAX FINISH PER SIMPSON MFG.
- DETAILS OF CONNECTIONS FOR ALL L.V.L. AND WOOD I-BEAMS SHALL BE IN STRICT ACCORDANCE WITH MANUFACTURER'S RECOMMENDATIONS & ENGINEERING CALCULATIONS.
- IF GALVANIZED BOLTS HAVE TO BE CUT, TREAT CUT AREAS WITH ZRC COLD GALVANIZING OR EQUAL.
- PROVIDE DOUBLE TRUSSES UNDER ALL BATH TUBS.
- ALL DECK FRAMING SHALL BE PRESSURE TREATED LUMBER.
- SEE ORIGINAL DESIGN DRAWINGS FOR BALANCE OF DETAILS, NOTES, DIMENSIONS, ETC.

**SOIL:**

- ALLOWABLE SOIL BEARING PRESSURE IS CONSIDERED AT 1500 PSF. IF FOUND LESS THAN 1500 PSF FOOTING MAY NEED TO BE REDESIGNED.
- EXCAVATE FOOTINGS UNTIL ALL VEGETATION, TREE ROOTS, ETC., ARE REMOVED BEFORE PLACING CONCRETE.
- BACKFILL TO DESIGNATED GRADE WITH MATERIAL FREE FROM CONSTRUCTION, VEGETATIVE DEBRIS AND OTHER UNSUITABLE OBJECTS AS REQUIRED.
- COMPACT BACKFILL MATERIAL TO 95% STANDARD PROCTOR TEST.

**CONCRETE:**

- CONCRETE SHALL HAVE A MINIMUM COMPRESSIVE STRENGTH OF 3000 PSI @ 28 DAYS.
- CONCRETE CONSTRUCTION SHALL BE IN CONFORMANCE WITH ACI-318 LATEST REVISION AND N.C. STATE BUILDING CODE.
- REINFORCING STEEL SHALL CONFORM TO ASTM A-615 GRADE 60.

**LUMBER:**

- ALL LUMBER SHALL CONFORM TO SOUTHERN PINE INSPECTION BUREAU (SPIB), AMERICAN WOOD-PRESERVERS' ASSOCIATION (AWPA), AMERICAN SOCIETY OF TESTING MATERIALS (ASTM), AMERICAN NATIONAL STANDARDS INSTITUTE (ANSI), AND AMERICAN PLYWOOD ASSOCIATION (APA). CONSTRUCTION SHALL CONFORM TO PRACTICE PRESCRIBED BY AMERICAN INSTITUTE OF TIMBER CONSTRUCTION & SHALL CONFORM TO N.C. STATE BUILDING CODE.
- ALL FRAMING LUMBER SHALL BE GRADE MARKED & NOT EXCEED 19% MOISTURE CONTENT.
- PROVIDE BUILDING HARDWARE IN SIZES, TYPES & SPACINGS AS RECOMMENDED BY THE PRODUCT MANUFACTURERS OR AS SPECIFIED.

**STEEL:**

- ALL BOLTS TO BE PER DRAWING DETAILS AND HOT-DIPPED GALVANIZED (HDS).
- ALL OTHER STEEL SHALL COMPLY WITH A307 OR A36 SPECIFICATIONS PER AMERICAN INSTITUTE OF STEEL CONSTRUCTION (AISC).
- ALL FABRICATION SHALL BE IN COMPLIANCE WITH AISC STANDARDS.

**INDEX TO DRAWINGS**

TS101	TITLE SHEET
A101	FIRST FLOOR PLAN & EXISTING FLOOR PLAN
A201	EXTERIOR ELEVATIONS
A301	SECTIONS
S101	STRUCTURAL PLANS

Christoph H. Hintze *Drafting Service*  
105 Banks Street  
Morehead City, North Carolina 28557

PROJECT NO.  
**2020004**

REVIEWS  
REVIEW 1 - 12/22/2020  
REVIEW 2 - 04/26/2021  
REVIEW 3

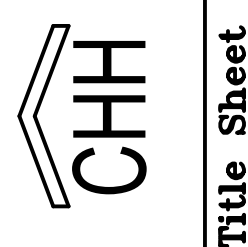
ISSUED DATE:  
dd month yy

REVISION

**Curin Residence Renovation & Addition**  
**618 Anne Street**  
**Beaufort, North Carolina 28516**

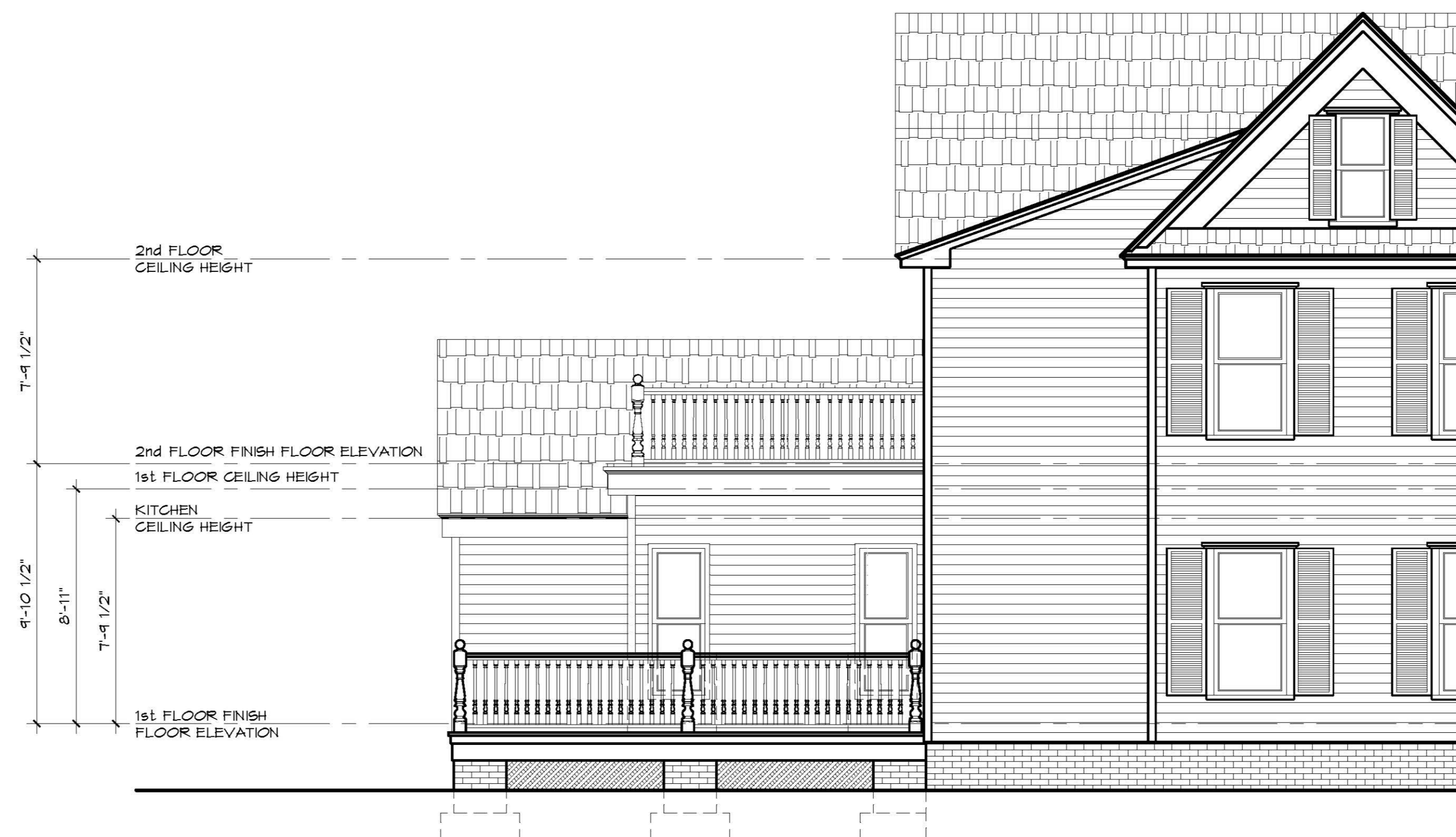
**Christoph H. Hintze**  
105 Banks Street  
Morehead City, North Carolina 28557  
252-732-6083  
email: chh.drafting@gmail.com

**Christoph H. Hintze**  
*Drafting Service*



SHEET NO.  
**TS101**  
OF





**WATER INTRUSION PREVENTION NOTES:**

1. WHERE BUILDING PAPER IS ABOVE FLASHING, PAPER SHALL LAP OVER TOP OF FLASHING.
2. WHERE BUILDING PAPER IS BELOW FLASHING, FLASHING SHALL LAP OVER TOP OF PAPER.
3. BUILDING PAPER SHALL LAP OVER TOP OF FLASHING ABOVE WINDOWS AND DOORS.
4. DO NOT CAULK THE BOTTOM FLANGE OF SELF FLASHING WINDOWS.
5. CAULKING SHALL BE SONNEBORN NP-1.
6. PROVIDE COPPER FLASHING ABOVE ALL EXTERIOR DOORS & WINDOWS, EXTERIOR ENVELOPE PENETRATIONS, ROOF/WALL INTERSECTIONS, AND AT ALL LOCATIONS REQUIRED TO PROVIDE PROTECTION, AND A WEATHER TIGHT STRUCTURE.
7. SEAL AROUND THE MOUNTING BOXES OF ALL EXTERIOR LIGHT FIXTURES WITH CAULK SUCH THAT WIND DRIVEN RAIN CAN NOT PENETRATE BEHIND THE BUILDING PAPER OR SHEATHING.
8. PROVIDE WEATHER STRIPPING AT EXTERIOR DOORS.
9. DO NOT CAULK BOTTOM EDGE OF SIDING BOARDS.
10. DO NOT CAULK BOTTOM EDGE OF EXTERIOR WINDOW TRIM AT SILL.

**2 PARTIAL SIDE ELEVATION**  
A201 SCALE: 1/4"=1'-0"

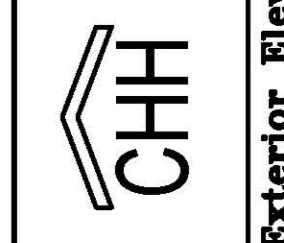


**1 REAR ELEVATION**  
A201 SCALE: 1/4"=1'-0"

**Curran Residence Renovation & Addition**  
618 Anne Street  
Beaufort, North Carolina 28516

**Christoph H. Hintze**  
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**Christoph H. Hintze**  
Drafting Service



Exterior Elevations

SHEET NO.

**A201**

OF



# 110 Orange Street

## MATERIALS

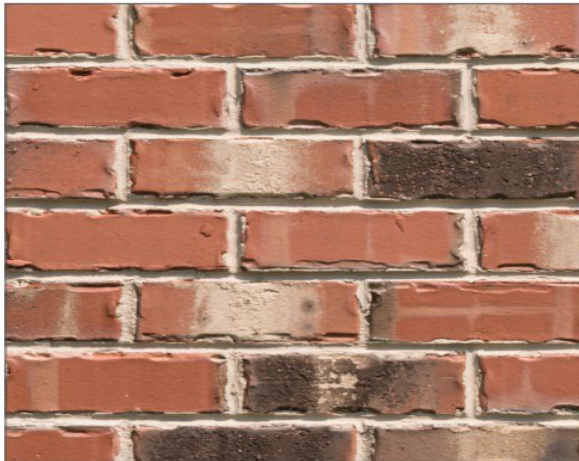
The roofing will be asphalt shingles matching both color and design as the existing.

All siding will match existing

Handrails and balusters will be wood.

Brick walkways will be Savannah brick:

### SAVANNAH



Photography is intended to show the general appearance of the brick color.

#### A piece of the past.

Evocative of the worn cobblestone streets of Historic Savannah, GA, our Savannah brick is a gorgeous historic brick with a smooth red base, and charred black and off-white accents.

This tumbled brick is offered as part of Triangle Brick Company's Premium tier, providing our customers with a superior level of product quality and consistency unmatched by our competitors.

#### BRICK SPECIFICATIONS

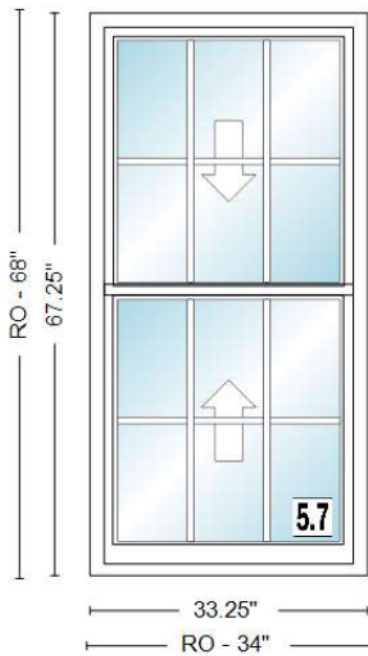
BRICK SIZE	DIMENSIONS INCHES (H x W x L)	NUMBER OF BRICK PER CUBE	APPROX DRY WEIGHT (each)	APPROX # PER SQ.FT.
FACE BRICK				
MODULAR	2 1/4 x 3 9/16 x 7 5/8	510	3.8 lbs	7
ENGINEER	2 3/4 x 3 9/16 x 7 5/8	410	4.7 lbs.	5.75

Complies with ASTM C-216, Grade SW, Type FBS. All brick are pre-blended then packaged using our Half Pack™ Technology.

# 110 Orange Street

## MATERIALS (continued)

Windows to be used are Anderson A Series



Room: None Assigned

Item	Qty	Operation
100-1	3	AA

RO Size = 34" x 68"

Unit Size = 33 1/4" x 67 1/4"

Comments:

A Series Double-Hung, Low-E4 SmartSun, Standard , Grilles: Finelight, Specified Equal Light, Contour Finelight Grille Profile, No Simulated Check Rail, 3/4", White, White, 3W2H

Instructions to Manufacturer:

Unit #	U-Factor	SHGC	ENERGY STAR
A1	0.27	0.18	YES

Clear Opening/Unit #	Width	Height	Area (Sq. Ft)
A1	29.1875	29.0000	5.88000