



**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, April 14, 2025**  
**Train Depot, 614 Broad Street**

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**Call to Order/Pledge of Allegiance**

**Roll Call**

**Agenda Approval**

**Items of Consent**

- [1.](#) Meeting Minutes
- [2.](#) Resolution- Petition for Voluntary Annexation (2303 Highway 70, Beaufort)
- [3.](#) Residential Solid Waste Fee Increase
- [4.](#) FY 25 Budget Amendment #4 and Capital Reserve Fund Amendment #21
- [5.](#) Periwinkle Beer Mile Event
- [6.](#) BBA's Rock the Dock Event

**Public Hearing**

- [1.](#) Case #25-06; 625 W Beaufort Rd Rezoning (R-20 to R-8)

**Old Business**

- [1.](#) Ann Street Park
- [2.](#) Beaufort Waterfront Operations and Finance Committee Update

**Public Comment**

**New Business**

- [1.](#) Presentation of Grant Application for Resilient Coastal Communities Program Phase 3 – Professional Park Area Stormwater Improvements
- [2.](#) Pump Station No.7 Replacement and Funding Resolution
- [3.](#) Wastewater Allocation Request- 215 Rudolph Drive
- [4.](#) Appointments to the Historic Preservation Commission

**Manager Report**

**Mayor/Commissioner Comments**

**Adjourn**



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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, April 14, 2025**

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**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** Meeting Minutes

**REQUESTED ACTION:**

Approval of draft minutes for the following meetings:

- February 6-7, 2025, BOC Retreat
- February 24, 2025, Work Session
- March 10, 2025, Regular Meeting
- March 24, 2025, Work Session

**SUMBITTED BY:**

Elizabeth Lewis, Town Clerk



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**Board of Commissioners Retreat Minutes**  
**February 6-7, 2025**  
**Carteret Community College Culinary Arts School**  
**3915 US-70, Morehead City, NC 28557**

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**Call To Order- Day 1 (February 6, 2025)**

Mayor Harker called the meeting to order at 8:00 a.m.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

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

Mayor Harker shared the first order of business was to hire a new Town Manager.

Commissioner Cooper made a motion that Matt Zapp be employed by the Town of Beaufort as Town Manager, upon the terms and conditions negotiated between Matt Zapp and the Town, and that the Mayor and Clerk execute and deliver a contract for such employment.

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

Mayor Harker and Fountainworks facilitators explained the purpose of the retreat and went over the agenda for day one.

- 8:00 AM - Breakfast & Welcome
- 8:30 AM - Mainstreet Program Discussion
- 9:30 AM - Integrating Town Plans
- 10:15 AM - Break

10:30 AM - Sewer and I&I Discussion

12:00 PM - Lunch

1:00 PM - Beaufort Club Discussion

3:00 PM - Break

3:15 PM- Department Heads Q&A Session

5:00 PM - Adjourn

**Adjourn**

Commissioner Oliver made a motion to adjourn the meeting.

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

**Call To Order- Day 2 (February 7, 2025)**

Mayor Harker called the meeting to order at 8:00 a.m.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

PRESENT:

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

Mayor Harker and Fountainworks facilitators explained the purpose of the retreat and went over the agenda for day two.

8:00 AM - Breakfast & Welcome

8:30 AM - Future Use of 611 Front Street & Other Town Owned Property

10:00 AM - Break

10:15 AM - FY26 Budget Goals and CIP

12:00 PM - 1:00 PM - Lunch

1:00 PM - Creating a Revenue Policy Statement

2:00 PM - USDA Project/Roundabout Update

2:45 PM - Break

3:00 PM - Future Park Projects Discussion

4:30 PM – Adjourn

**Adjourn**

Commissioner Cooper made a motion to adjourn the meeting.

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

*As provided by the meeting facilitators, a detailed summary of the 2025 Board Retreat is attached and incorporated as part of the meeting minutes.*

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk

# TOWN OF BEAUFORT

# BOARD RETREAT SUMMARY

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# TOWN OF BEAUFORT BOARD OF COMMISSIONERS RETREAT EXECUTIVE SUMMARY | FEBRUARY 6-7, 2025

## RETREAT OBJECTIVES

- Reaching agreement on key funding priorities to guide the budget process for the upcoming year.
- Developing a formal policy on the allocation and use of revenue from the parking program moving forward.
- Ensuring the Board is well-informed about upcoming major decisions and priorities requiring attention.
- Enhancing understanding of the key priorities and resource needs of town departments as they prepare for the year ahead.

## KEY AGENDA ITEMS

- Mainstreet Program Discussion
- Integrating Town Plans
- Sewer & I&I Discussion
- Department Head Q&A
- FY26 Budget Goals and CIP
- Future Park Projects Discussion

## MAIN OUTCOMES

### Mainstreet Program

- The Board has agreed to move forward with exploring the Mainstreet program but has not yet made a final decision. A decision will be made after finalizing staffing plans and reviewing the application by the March work session.
- It was confirmed that there is a need for a dedicated economic development staff member to lead Mainstreet initiatives.

### Integrating Town Plans

- Better Communication: Staff will link project updates to town goals and provide early feasibility insights.
- Clearer Goals & Website Updates: The Board will set actionable goals for staff, and the website will be streamlined for clearer public updates.

### Sewer and I&I Discussion

- Permit modification requests must be filed by May 2025; sewer system updates will be completed by March 2026. A review of I&I sources, including unpermitted flows, will be conducted.
- Board to decide on moving forward with the copper limit study; explore reclaimed water solutions and regional sewer system improvements.

### Town-Owned Property

- 611 Front Street: Preserve the historic building, ensure riparian rights protection, and make property code-compliant. Long-term plan for a town welcome center.
- Live Oak: Conduct engineering study and use for debris composting. Secure DEQ approval.
- Lennoxville: Consider selling or converting to a conservation easement, with proceeds used for open space.
- Staff to review underused properties for board evaluation.

### FY26 Budget Goals and CIP

- Adjust CIP timeline for key projects (e.g., West Beaufort Road facilities, fire truck, Resilient Project).
- Review and adjust plans for the Water Treatment Plant and wells.
- Complete site and land plans on schedule.
- Address I&I issues in future budget cycles..

### Parking & Revenue Policy

- Start Date: Parking program begins May 5th. : Revisit the start date for the 2026 season in the third or fourth quarter of the year.
- Revenue Policy: Confirmed parking revenue will fund parking-related projects. No changes made to policy.



## Retreat Purpose

The Town of Beaufort Board of Commissioners convened for a retreat on February 6-7, 2025, with the primary goal of aligning on key decisions and priorities for the year ahead. Held at the Carteret Community College Culinary Arts School and facilitated by Warren Miller and Angel Padilla from Fountainworks, the retreat aimed to strengthen the Board's collaboration and ensure clarity around important funding and policy decisions.

The retreat provided the opportunity for deep discussions on critical issues facing the town, aligning on strategic objectives, and enhancing the Board's capacity to make informed decisions in the coming months.

**The agenda for the retreat included:**

**Day 1:**

- Welcome and Opening Remarks
- Mainstreet Program Discussion
- Integrating Town Plans
- Sewer and I&I Discussion
- Beaufort Club Discussion
- Department Heads Q&A Session

**Day 2:**

- Future Use of 611 Front Street & Other Town Owned Property
- FY26 Budget Goals and CIP
- Creating a Revenue Policy Statement
- USDA Project/Roundabout Update
- Future Park Projects Discussion

**Participants:**

- |  |                                |
|--|--------------------------------|
| • Sharon Harker, Mayor                 | • John LoPiccolo, Commissioner |
| • Charles "Bucky" Oliver, Commissioner | • Sarah Spiegler, Commissioner |
| • Melvin Cooper, Mayor Pro Tempore     | • Paula Gillikin, Commissioner |

## Town of Beaufort

### Board of Commissioners 2025 Retreat Summary



- Rachel Johnson, Public Information Officer/Parks & Events Coordinator/Deputy Clerk
- Barbara Cooper, Human Resources Manager
- Tony Ray, Fire Chief
- Kyle Garner, Planning & Inspections Director
- Paul Burdette Jr., Chief of Police
- Sam Bell, Town Engineer
- Mark Eakes, Public Works Manager
- Donovan Willis, Public Utilities Manager
- Charlie Burgess, Interim Town Manager
- Elizabeth Lewis, Assistant Town Manager / Town Clerk
- Christi Wood, Finance Director

## Mainstreet Program Discussion

During the retreat, Samantha Darlington met with the Board and discussed the potential benefits and considerations of joining the Mainstreet program, which is designed to help towns develop economic strategies and revitalization efforts for their downtown areas. The town has been working on an economic development plan over the past year and is now considering whether to apply for the Mainstreet program, which opens every two years.

### Key Points:

- **Economic Development Plan:** The completion of the economic development plan has set the foundation for the town’s participation in the Mainstreet program. The plan outlines strategies for sustainable growth, focusing on both residents and visitors, with an emphasis on revitalizing the downtown area.
- **Application Process:** The Mainstreet program application opens in June, and to apply, the town needs to demonstrate a commitment to economic development by having a clear strategic plan, such as the one they’ve just completed. Samantha emphasized that the application will be stronger if the town shows it has the necessary partnerships and organizational structures in place.
- **Staffing & Leadership:** A major point of discussion was the need for a dedicated economic development director to oversee the Mainstreet program and implement the town’s revitalization plans. The Board acknowledged that this role is vital for the program’s success, and there was debate on whether a full-time or part-time position would be needed. It was suggested that the program should have someone leading it with specific responsibilities,



possibly in collaboration with other partners like the Beaufort Business Association (BBA).

- **Collaborations:** Strong partnerships with local organizations, including the Beaufort Historic Association, Maritime Museum, and library, were highlighted as essential. There was a push to formalize a task force to ensure the program's long-term success, with an emphasis on leveraging community support and shared staffing resources. It was also noted that successful Mainstreet programs typically have a permanent, committed group to coordinate and monitor ongoing initiatives.

**Decisions Made:**

- The Board has agreed to move forward with exploring the Mainstreet program, but no final decision has been made yet. They need to finalize staffing plans and decide on the application by the March work session.
- The necessity of a dedicated economic development staff member to lead Mainstreet initiatives was confirmed.

**Future Discussion Needs:**

- Finalizing staffing roles and responsibilities for managing the Mainstreet program.
- Deciding which projects will fall under the Mainstreet focus, especially in distinguishing between downtown-specific initiatives and town-wide efforts.

**Next Steps:**

- Samantha will share Mainstreet application details and the director role requirements.
- The Board will review the economic development plan and assess their internal capacity to manage the initiatives.
- The March work session will serve as a critical decision point for whether to apply for the Mainstreet program.

## Integrating Town Plans

This segment focused on how to better integrate town plans, prioritize actions, and improve communication between staff and the board. The goal is to avoid duplicated efforts and align goals across various plans.



**Key Points:**

- **Staff Coordination:** Staff shared their efforts to coordinate projects using a cross-reference matrix that links various plans (e.g., ADA, resiliency). This tool helps ensure alignment and is especially useful for grant applications.
- **Communication with the Board:** It was emphasized that staff should better connect project updates to larger plans. More proactive communication from staff to the board is needed, especially when it comes to feasibility and addressing potential roadblocks early.
- **Staff and Board Collaboration:** The need for clearer, more specific goals from the board was highlighted. The board will work on providing better-defined priorities so staff can align their work accordingly.

**Decisions & Next Steps:**

- **Better Communication:** Staff will tie project updates to larger town goals and communicate early with the board about what’s feasible.
- **Clearer Goals:** The board will provide more specific, actionable goals to guide staff.
- **Website Updates:** The project section on the town website will be refined for clarity, ensuring the public gets relevant updates without being overwhelmed.

## Sewer and I&I Discussion

Greg Churchill, President of Rivers & Associates, Inc., presented a detailed update on wastewater capacity, inflow and infiltration (I&I), and the town's sewer system. The focus was on understanding current flow patterns, identifying potential issues, and planning for future capacity expansion or improvements.

### Key Points:

- **Wastewater Capacity & Flow Rules:**
  - The current wastewater capacity is 1.5 million gallons per day.
  - Municipalities must perform an engineering evaluation if flow exceeds 80% of capacity, and secure permits for expansion at 90%.
  - The state recommends starting planning when reaching 65% capacity (~1 million gallons per day).
  - Town's average is currently at 52% capacity, and though there have been occasional spikes (due to rainfall), it has not exceeded the capacity.
- **Inflow & Infiltration (I&I):**
  - I&I is a significant contributor to wastewater flow, particularly during wet weather. Approximately 32% of wastewater flow is attributed to I&I.
  - Recent estimates show that I&I ranges between 166,000 to 269,000 gallons per day. The town has made strides in reducing I&I through ongoing projects.
  - The USDA-funded sewer rehabilitation project aims to further reduce I&I. This project includes regular inspections and repairs, although some leakage will always occur due to the shifting nature of groundwater.
- **Future Expansion Considerations:**
  - The town may capture 12% of its capacity back by reducing I&I. However, as the population grows, more flow will need to be accommodated.
  - Plans to reduce I&I could help delay the need for capacity expansion.

- Rivers & Associates has suggested various studies to evaluate wastewater treatment, including a copper limit study (due by May 1, 2025) to ensure compliance with state regulations.
- **Recommendations:**
  - **Water Effect Ratio Study:** To assess the town's copper limits and potentially increase them.
  - **Sewer System Evaluation:** Update the 2010 sanitary sewer evaluation to measure the success of past efforts and further reduce I&I.
  - **Dye Study:** A study on wastewater effluent to determine if flow increases could be considered.
  - **Evaluation of Disposal Improvements:** Including strategies for increasing the copper limit and implementing corrective action if needed.
  - **Copper Dilution Model:** Assess methods to dilute copper to acceptable levels without additional treatment capacity.
  - **Wastewater Treatment Improvements:** Exploring options for improving the treatment process, including expanding discharge into Taylors Creek if necessary.
- **Timeline & Next Steps:**
  - **Permit Modifications:** If the town wants to modify copper limits, it must file by May 2025.
  - **Sanitary Sewer Update:** Scheduled for completion by March 2026.
  - **Dye Study & Copper Analysis:** To be pursued in parallel with other projects.
  - **Sewer Rehabilitation Follow-Up:** A post-project review is planned for May 2026 to ensure improvements have been made.

**Actionable Items:**

- **Board Consideration:** The board must decide if they wish to move forward with the copper limit study and other recommendations. Proposals will be presented for approval.

- **Investigate I&I Sources:** Look for unpermitted flow sources such as drainage from sump pumps and roofs.
- **Regional View:** Examine the sewer system regionally to identify broader issues and potential improvements.
- **Reclaimed Water Solutions:** Consider using reclaimed water for purposes like irrigation (e.g., golf courses).

## Beaufort Club Discussion

The developers, Dewitt, presented proposed changes to the originally approved Beaufort Club development to get the board's initial reactions. No decisions were made during the meeting—this was a preview of the changes, allowing the board to ask questions and offer suggestions.

### Key Points:

- **Proposed Changes:**
  - Dewitt wants to reduce the density of the original plan (1500 homes) by 34%, now proposing 1000 homes with higher quality materials and amenities.
  - The developer plans to support the local economy with preferred builders and contractors.
- **Amenities:**
  - The current golf club amenities are exclusive to residents, and the developer plans to offer additional amenities like a dog park and playground for residents only.
- **Affordable Housing:**
  - No current plans for affordable housing, but the developer is open to exploring it in the future.
- **Traffic & Connectivity:**
  - Concerns raised about access points and traffic, with discussions planned with the DOT. Flooding at the entrance is also being addressed.

- **Water System:**

- The developer seeks approval for water system upgrades, as the existing system needs additional development to handle the projected flow.

**Board Engagement:**

- The board asked questions, provided suggestions, and expressed concerns but no decisions were made. The developer is now expected to take feedback into account as they continue the planning process.

This was a preliminary discussion for the board to hear the developer's proposed changes, allowing them to offer initial input before formal decisions are made.

## Future Parks Projects Update

Rachel Johnson, the Parks and Recreation Director, provided updates on ongoing and upcoming projects, including public input efforts and plans for the future. She also discussed upcoming events and additional park initiatives.

**Key Points:**

- **Upcoming Timeline:**

- **Feb 13th:** Drop-in meeting with public input.
- **Feb 2025:** Receive additional public input.
- **March 2025:** Gain board and HBC approval for plans.
- **April 2025:** Tentative timeline to apply for grants and permits.

- **In-House Project Planning:**

- The department plans to carry out these projects in-house where possible, despite limited staffing and funding.

- **Upcoming Projects and Events:**

- **Pedestrian/Bike Path:** 10ft wide path to connect streets (details still being explored).
- **Arbor Day Cleanup:** Partnering with the county for an April 26th event.

- **Community Art Celebration:** Planned for May/June.
- **Additional Park Projects:**
  - More water access, dog park, adult senior programming, youth programming, and updated bike routes.
- **Future Goals (2025-2030):**
  - Focus on low-hanging fruit like a simple kayak launch and public access points.
  - Looking into adding pedestrian paths connecting to Beaufort-owned properties.
  - Continuing work on multi-modal access for pedestrians and cyclists to make Beaufort more walkable.
- **Beaufort Community Foundation:**
  - Separate nonprofit formed to support waterfront interests and parks/green spaces across the town. It will operate independently from the waterfront committee.
- **Challenges & Questions:**
  - Some community members have expressed concerns about the Town Creek Trail connections.
  - Planning to incorporate public outreach as required for grant applications.
  - Consideration to add more trail connections, bus routes, and development links.
  - Need for additional staff and external help to move forward with projects.

**Board Engagement:**

- **Excitement and Support:** The board showed enthusiasm for the upcoming projects and recognized the hard work of staff in pushing these initiatives forward.
- **Clarification on Trails:** There were questions about specific connections, including the Town Creek Trail, and how they fit into the larger vision of walkability in Beaufort.

- **Public Outreach Concerns:** Some board members raised concerns about the lack of extensive outreach to the public, particularly regarding the Town Creek Trail. It was noted that public input will become more integral once the grant application process begins, as it's a requirement.
- **Encouragement for Collaboration:** The board encouraged more collaborative efforts with local organizations, like the Beaufort Community Foundation, to ensure projects align with the town's broader waterfront and parks goals.
- **Multi-Modal Accessibility:** Discussions about multi-modal access focused on ensuring pedestrian and bike-friendly spaces. The board was interested in ensuring that the definition of "multi-modal" didn't just include pedestrians and cyclists but also addressed future needs for residents, such as access for mobility aids.

## Department Head Q&A

The Department Heads Q&A session aimed to foster a more collaborative and engaging atmosphere between staff and the board. The goal was to connect the two groups more directly, providing an opportunity for staff to share updates, highlight key projects, and discuss any challenges or priorities from the past year. This format was intentionally designed to move away from formal presentations and create an open, casual conversation, allowing for interactive discussions rather than one-way updates. The hope is to model this approach for future meetings, encouraging ongoing, dynamic exchanges between staff and the board.

- **Engineering**
  - Project Engineer position is still open.
  - Working on sewer projects, including Lipo Street and pump station 7.
  - Professional Parks Stormwater Study results to be shared soon.
  - Streets Rehabilitation Project - seeking board direction on funding (~\$6.5 million).
- **Finance**
  - Working on budget process; preparing to fill vacant positions.
  - Exploring grant management structure.

- The IT department is progressing with new help desk and digitizing records.
- Budget season begins mid-April, with board meetings scheduled.
- **Fire Department**
  - Applied for FEMA grant and supporting Fire Academy.
  - Staffing shortage; request for expansion in personnel.
  - 2026 response rating expected, aiming for class 4.
  - Response times are a concern in certain areas (Station 2, growth zones).
- **Human Resources (HR)**
  - Compensation study is complete. The Board of Commissioners will hear results soon and determine whether or not adjustments will be implemented in FY26 budget.
  - Focus on employee wellness programs (gym membership discounts, tuition reimbursement).
  - Need for succession planning and internal training.
- **Parks & Recreation / PIO**
  - Media contacts tracking initiated.
  - Continue website maintenance and updates.
  - The Citizen Academy could be online with tech skills assistance. Could also host community conversations once a month to alleviate the need for citizens academy.
- **Planning**
  - Working on FEMA reimbursement and updated flood ordinances.
  - Major upcoming projects: Boys & Girls Club, Beaufort Club, Harbor Environmental Assessment (EA).
  - **Code Enforcement**
    - Training new employees; working toward better compliance.

- Resilient Coastal Community Program to release grant opportunities soon.
- **Police**
  - 100% staffing; 85% have advanced training.
  - Space needs continue; purchasing a storage container.
  - Using moveable barriers for emergency access during events.
- **Public Works**
  - Town Hall renovations are complete, stormwater maintenance, and liquidated surplus vehicles.
  - Planning to construct a shelter for large vehicles and create a debris site.
  - Addressing sidewalk issues, with some sidewalks needing grinding for safety.
- **Utilities**
  - Ongoing PLC replacement project approved and in budget.
  - Resiliency measures in place, including generator installations.

## Town Owned Property Discussion

Elizabeth Lewis, Assistant Town Manager, and Charlie Burgess, Interim Town Manager, led a discussion focused on the future of three town-owned properties. The board emphasized the need to identify open space opportunities on the north side of town and asked staff to review unused or underused properties across the town. Staff will report back to the board with findings. Below are the takeaways from the discussion on the three specific properties.

### 611 Front Street Property

- The town is exploring potential uses, with an emphasis on preserving the historic value of the property.
- Discussions are ongoing about keeping the historic building and potentially subdividing the back building.
- There is a strong focus on ensuring riparian rights are protected, with staff tasked to begin this work soon.

- Short-term goals include making the property safe and compliant with building codes. Long-term, there is interest in using it as a town welcome center once the Town Hall moves.

### Live Oak Property

- A focus on creating an engineering study to assess the property’s development potential.
- The board is interested in planning, engineering, and securing funding for the site’s future use, potentially for expanded town facilities.
- Short-term use of the property may include a debris composting site, with plans in progress to get DEQ approval. Initial land plans are crucial to prevent reworking later.

### Lennoxville Property

- Currently used as a lay down yard for contractors doing the USDA work, but there are no future development plans.
- The Board discussed potential options such as selling the lot or contacting a nearby property owner that might be interested in a property swap.
- It was noted that selling the property could benefit the Town as far as collecting property taxes.

### Next Steps

- Staff is tasked with reviewing unused or underused properties across the town and will present findings for board review.

## FY26 Budget Goals and CIP

The Board was first asked to share their guiding principles for prioritizing projects. The Board discussed how they make decisions about which projects to focus on, and below is what they shared:

- **Is it a win for the people?** Does it directly benefit the community?
- **What is the environmental impact?** How sustainable are the projects, and do they align with environmental goals?

- **What is the economic impact?** Does it help businesses, jobs, and the workforce?
- **Does it respect staff and their capacity to get it done?** Will it require additional staffing?
- **Is this an essential service?**
- **Have we finished things we've already started?**
- **Are we maintaining the Town's financial resilience and sustainability?** Are there funding sources in place?
- **How does it affect quality of life?**
- **Can everyone in the Town benefit?** Is it accessible to all?
- **Does this balance short-term vs. long-term goals?**
- **Does this preserve the town's culture and character?**
- **Do we have housing to support it?** Is housing affected?

Then, Christi Wood, Finance Director, presented the staff's draft recommendations for the General, Utilities, and Stormwater Capital Improvement Plans (CIPs), focusing on the next five years. The Board reviewed them and also suggested changes and adjusted project timelines based on their review. The following reflects those suggested changes:

**General CIP:**

- **FY 26:**
  - Complete site plans/land plans for all facilities.
  - Move West Beaufort Road kayak and picnic facilities up to FY 26 as a low-priority, easily achievable project.
- **FY 27:**
  - Confirmed addition of fire mobile and portable radios.
  - Consider moving the Public Works facility to CVS property once the site plan is complete, likely in FY 27/28.
- **FY 28:**
  - Adjustments to the mid-size excavator, moving it from FY 28 to FY 29.

- Potential to move the RJ Park/Water Tower project up to FY 28 or 29 if the Public Works facility is expedited.
  - **FY 29/30/31:**
    - Fire station 3 pumper truck should be delayed to FY 31 or 32 due to timing concerns with the Beaufort Club development.
    - Fire watercraft moved to FY 31 with a suggestion to delegate operations to a private operator.
  - **Other Considerations:**
    - CAMA's new land use plan may need to begin a year earlier.
    - Lennoxville Road project should be kept in the planning stages for future consideration.
- 

**Utilities CIP:**

- **FY 27:**
  - Begin site planning for the Water Treatment Plant in FY 26 but move construction to FY 30/31 after evaluating alternative solutions.
  - Potable production wells timeline depends on loan expiration.
- **FY Outyears (30/31):**
  - Continue addressing Inflow & Infiltration (I&I) issues with HRIB and WWTP projects.
- **Other Considerations:**
  - CAMA's new land use plan may need to begin a year earlier.
  - The Lennoxville Road project should be considered in the hopper for future planning.

**Key Actions:**

- Move various projects within the CIP timeline (e.g., West Beaufort Road kayak facilities, fire pumper truck, Resilient Project).

- Review and adjust plans for the Water Treatment Plant and potable production wells.
- Ensure that all necessary site and land plans are completed in a timely manner for various projects.
- Continue addressing I&I issues in future budget cycles.

The Board then reviewed the **2024 priorities list**, which included the following key items:

- UDO (Unified Development Ordinance)
- Code Enforcement
- Staff/Board/Resident Communications
- Short-Term Rentals
- Multi-Year Financial Plan
- Parking Program Update
- Mainstreet Program
- Park and Rec Master Plan (Completed!)
- Affordable Housing Committee
- Arts Council (Removed)
- Update Town Values
- Facility Naming Policy

The Board heard updates from staff on the progress of these priorities.

Next, the discussion turned to the **2025 priorities**, which are key initiatives that the Board is focused on moving forward. These include:

- Strengthen social connectivity through storytelling and community gathering
- Parks and Rec: Adding signs and sound devices for the blind, expanding walking trails
- Continue implementation of the Parks and Rec plan, hire a staff member for Parks and Rec, with an emphasis on resilience and sustainability

- Emphasis placed on seeking continued grant opportunities

## Creating a Revenue Policy Statement

The Parking Program discussion centered on setting a start date. After deliberation, the board set May 5th as the start date for the parking program. In lieu of purchasing new signs, which might cost \$5,000 - \$7,000, the board suggested to place stickers on existing signs to reflect the new start date, reducing immediate costs. The board also agreed that no parking tickets would be issued during the July 4th parade, and it was recommended by staff that there be no parking along the Front Street parade route during this time due to safety concerns.

The program will be structured as a seasonal program to accommodate the needs of businesses during peak season while ensuring residents are able to park downtown during the off-season without difficulty. There was a clear intention to avoid employees and full-time residents from occupying downtown parking spaces all day. The parking purpose statement will remain unchanged and is listed on the Town's website.

The board directed Pivot to explore resident parking pass options for future parking seasons. If funds are available, the Board suggested staff consider investing in mobile barricades for managing parking during events. Staff will also focus on placing stickers on signs, or new sign designs to update the parking start date, and the board will review the start date decision for the 2026 season later in the year.

### Key Decisions & Action Items:

- **Start Date Set:** Parking program to begin **May 5th**.
- **Sticker on Existing Signs:** Place stickers on signs instead of purchasing new ones, if possible.
- **July 4th:** No tickets issued during parade. Consider no parking along Front Street parade route.
- **Seasonal Program:** Focus on balancing business needs during peak season and resident parking during the off-season.
- **Employee and Resident Parking:** Aim to avoid all-day parking by employees and full-time residents.

- **Resident Parking Passes:** Pivot directed to explore options.
- **Mobile Barricades:** If funding permits, explore mobile barricades for parking management during special events.
- **Parking Start Date Review:** Revisit the start date decision in the third or fourth quarter of the year.
- **Revenue Policy:** Affirmed that parking revenue will be used to fund projects in the downtown business district (maintenance, signage, boardwalk area, Christmas decorations, etc.). No changes to policy.

## USDA Project/Roundabout Update

The purpose of this segment was to update the Board on the USDA Projects and the roundabout. Staff have been actively communicating with the public to provide updates on the ongoing USDA projects. These include improvements to wastewater collection, water distribution, and stormwater drainage systems. Currently:

- **Contract 1** (Wastewater Collection System Rehabilitation) is on track.
- **Contract 2** (Water Distribution System Improvement) is behind schedule.
- **Contract 3** (Stormwater Drainage System Improvement) is also behind schedule.

Delays with the contractor may result in fines for missed project completion deadlines. Staff will continue to keep the board and public updated on progress, particularly regarding street closures.

### Roundabout Update:

- The roundabout project is scheduled to go out for bid by the Department of Transportation (DOT) in July 2025, with completion expected by late 2026.
- The roundabout will be pedestrian-friendly and ADA-compliant.

### Key Actions:

- Continued public communication regarding project delays and closures.
- Monitor progress and enforce fines as needed.
- Ensure updates on roundabout project timeline and design compliance.

## Wrapping Up

In conclusion, the retreat was a success in fostering meaningful engagement between the staff and board, creating an opportunity to step outside of day-to-day operations and collaborate on key issues. The discussions were productive, with clear decisions made and action items identified. Moving forward, there is a shared commitment to continuing this type of open, interactive communication between the Board and staff to enhance collaboration and ensure progress on the town's initiatives.



**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**  
**4:00 PM Monday, February 24, 2025**  
**Train Depot, 614 Broad Street**

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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
- Commissioner Gillikin
- Commissioner LoPiccolo
- Commissioner Oliver

**ABSENT:**

- Commissioner Cooper
- Commissioner Spiegler

**Agenda Approval**

Commissioner Oliver made a motion to approve the agenda.

The motion carried unanimously.

**Items for Discussion and Consideration**

1. Piedmont Triad Regional Council- 2024 Pay Study Results

The Board received a pay study presentation from David Hill with the Piedmont Triad Regional Council. He explained the results from the Town's recent pay study and shared the expected study outcomes were to determine and make recommendations regarding the geographic market placement for the Town of Beaufort to support employee recruitment and retention initiatives. He shared all employees participated in the study and noted several market comparison examples. His presentation highlighted the overall averages for pay grade ranges were 0.49% above market average and employees salaries were 2.73% above the market average. He shared recommendations which include eliminating the hire rate in the current pay plan, as it is no longer competitive in the market. He also suggested assigning each position to the market supported pay grade

and establishing employee salaries utilizing one of two implementation options: years of service option or equal weight to TIP and YOS

The Board discussed the results and took no action on the proposed implementation options. It was noted this would be a going discussion topic during budget preparation, as ideally if a plan was adopted it would be effective July 1, 2025.

2. 400 Pollock Street Update

The Board discussed the status of 400 Pollock Street and the owner who purchased the property through Preservation North Carolina. Mr. Burgess shared his understanding was that the hold up on any improvements to the building was related to an encroachment agreement for the covered porch area on the second story of the building, which hangs over the Town's sidewalk. He noted that there was not a timeline for renovations, even after he asked Preservation North Carolina as well as the property owner. The group discussed they and the community were ready to see movement on the renovations.

Mr. Grady shared his suggestions related to a proposed encroachment agreement, noting the importance of construction deadlines and other milestones related to the properties improvement. Mr. Garner shared that he was under the impression the owner wanted to apply for the building to be on the National Register of Historic Places and the state would require the porch be there due the the architectural features of the building and that is why they are asking for an encroachment agreement.

Mayor Harker confirmed there was no guarantee the building would be placed on the National Registry and pointed out the application had not been submitted. The Board discussed the idea of a universal development agreement that would have specific goals to be met by the property owner within a set time or they could face repercussions. It was noted the structure was still considered condemned, but the demolition order was revoked in 2021, according to Board action. Staff explained the demolition process should they decide to go that route again in the future.

Mayor Harker shared she was not happy at the pace the owner and/or Preservation North Carolina has taken to redevelop the building. She expressed the need to reach some type of agreement to move the project along and shared her dissatisfaction with Preservation North Carolina's position throughout the entire process.

Mr. Grady summarized the discussion by noting that the Town is willing to sign an encroachment agreement, with specific outlines of the redevelopment plan provided by the owner and/or Preservation North Carolina. He discussed the need for the owner to provide liability insurance to the Town for the area associated with the overhanging porch.

The Board suggested the Town was showing good faith by considering an encroachment agreement, but they needed to have a detailed timeline showing how and when the property is going to be rehabilitated. The Board instructed staff and the Town Attorney to move forward with facilitating an encroachment agreement, to include appropriate deadlines and conditions as discussed, with failure of those terms to result in moving forward with demolition of the property. The importance of collecting and monitoring any liability insurance policies associated with the area would also be part of that documentation process.

3. George Aswad's Request for a 10-year, 3 Slip Commitment on Beaufort Waterfront

Mr. Burgess explained that George Aswad was requesting a 10-year lease commitment to operate three ferry vessels, associated with Island Express Ferry Service LLC, from Beaufort waterfront as he currently operates. The request comes following the recent National Parks Service Prospectus to operate as concessionaire to Cape Lookout and Shackleford. Mr. Burgess noted he anticipated a contract would be drafted and discussed at the March 10th Regular Meeting, if it was the Board's desire to move forward with the request.

The Board discussed the economic impact of the ferry service and the need to ensure market rates for dock usage. Commissioner Oliver suggested the contract includes the option of operating from Gallants Channel.

Mr. Burgess noted that Mr. Aswad would be assuming responsibility for the maintenance of the docks as well as the additional insurance and those factors should be considered when discussing monthly rates.

The Board suggested staff research the market rate further and bring a proposed contract to the next meeting, if possible.

4. Notice to Proceed with Design/Installation Details for Fuel Tanks on Beaufort Waterfront

Mr. Burgess shared the fuel tank interview committee rated four different companies and ranked IPSFV as the number one respondent. He asked for approval from the Board to move forward with the design and permitting processes. He noted the west parking lot was the ideal choice for the fuel tanks to be installed.

The Board confirmed notice to proceed with the next steps as explained by Mr. Burgess. He noted the associated legal documents would be coming before them as quickly as possible.

**Staff Comments**

Mr. Bell shared information on the Professional Park Stormwater Study web portal and asked the Board provide feedback at their convenience.

Mr. Garner provided a quarterly update on the progress of the Compass Hotel. He noted the contractors were at least a month ahead of schedule.

Ms. Lewis shared the Town received an application for voluntary annexation and sewer allocation from the County for 2303 Highway 70, a proposed location for the new jail site.

**Adjourn**

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

The motion carried unanimously.

\_\_\_\_\_  
Sharon E. 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, March 10, 2025**  
**Train Depot, 614 Broad Street**

**Call to Order/Pledge of Allegiance**

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

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

- Mayor Harker
- Commissioner Gillikin
- Commissioner LoPiccolo
- Commissioner Oliver
- Commissioner Spiegler

**ABSENT:**

Mayor Pro Tem Cooper

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

The motion carried unanimously.

**Agenda Approval**

Mayor Harker asked for a motion to amend the agenda to remove Item #7 (Lease with Island Express Ferry Service LLC) from Items of Consent and relocate it to Item #4 under New Business.

Commissioner Spiegler made a motion to approve the amended agenda.

The motion carried unanimously.

Commissioner Spiegler also noted she had spoken to Interim Manager Charlie Burgess prior to the meeting and would like to move the Beaufort Waterfront Operations and Finance Committee Update to the beginning of the agenda, before the public hearing items. She also shared that Vic Fasolino would be providing a presentation during that update.

The consensus of the Board was to move the update and presentation up on the agenda.

**Volunteer Board Recognitions**

Mayor Harker recognized several volunteer board members for their service to the Town of Beaufort. The list of recognitions are as follows: Ann Carter (Board of Adjustment); Jonathan Hass (Historic Preservation Commission); Tammy Hunsucker (Historic Preservation Commission); Michael Rave (Parks & Recreation Advisory Board); Barbara Francis-Heckman (Parks & Recreation Advisory Board); Dianne Meelheim (Planning Board).

**Items of Consent**

- 1. Meeting Minutes- January 27th & February 10th
- 2. Wooden Boat Show Event Application
- 3. Lions Club Bridge Run 2025 Event Application
- 4. FY 2025 Audit Contract
- 5. Pivot Parking Contract Amendment
- 6. NCBIWA Resolution

Commissioner LoPiccolo made a motion to approve the Items of Consent (1-6).  
The motion carried unanimously.

**Old Business**

- 1. Beaufort Waterfront Operations and Finance Committee Update

Vic Fasolino made a presentation on underground storage tanks related to the waterfront project. He shared the four contractors interviewed indicated that it would be a tight schedule to have the fuel tank installation complete by December 1, 2025. He shared the recommendations from the Beaufort Waterfront Operations and Finance Committee as follows:

- One 20,000 gal diesel tank now. Possibly one 6,000 gallon gasoline tank in the future.
- Two separate locations- diesel in west parking lot now and future gas in the east parking lot.
- Diesel tank just behind sidewalk in west parking lot, midway east and west.
- After tank installation, remainder of west lot becomes new greenspace or is repaved and restored to parking with tanker access. The contractor will need an answer as tank installation proceeds.

Commissioner Gillikin explained that the committee came to the recommendation of pursuing the diesel first in the west parking lot because the idea of the hybrid tanks cost more and there was a longer lead time of fabrication.

Commissioner Spiegler shared there would be an upcoming community conversation event related to the project, and the question of turning the west parking lot into greenspace or restoring it to a parking area with tanker access would be a point of topic where the committee would be asking for feedback.

Commissioner LoPiccolo asked how many parking spots would be lost if the tanks were placed in the west parking lot.

Mr. Fasolino shared only the place where the tanker would need to fill, maybe one parking space.

Commissioner Oliver noted there were other options for facilitating gas in the area. He shared his support for the idea of the fuel tanks being in the west parking lot and the need

for fuel delivery during a time that is not busy, such as early morning or late night. He suggested moving forward with the installation of the tanks as soon as possible.

Mr. Burgess shared the design aspect was being worked on now and the pricing would follow. He shared there had been some questions related to the selected firm and further discussions were needed to determine if that was the company they wished to move forward with. He shared there was not a current contract with any firm, but the Town had accrued cost associated with the design work.

Commissioner LoPiccolo made a motion that the Town place the diesel fuel tanks in the west parking lot and to allow the Beaufort Waterfront Operations and Finance Committee to bring back a final recommendation of a vendor and quote for installation.

The motion carried unanimously.

Mayor Harker thanked Mr. Fasolino for his presentation and said they would continue to discuss the topic in the coming weeks.

**Public Hearing**

1. Case #25-01 (FDPO Text Amendment)

Commissioner LoPiccolo made a motion to open the public hearing.

The motion carried unanimously.

Michelle Eitner, Town Planner, shared the request was a staff-initiated text amendment to reflect current Flood Insurance Rate Maps (FIRMs). She explained the purpose for the amendment, as provided in the meeting packet, and noted the amendment proposes to provide 160D-style map adoption language in advance of future map changes.

Mayor Harker opened the floor for public comments. There were no comments.

Commissioner Gillikin made a motion to close the public hearing.

The motion carried unanimously.

Commissioner Gillikin made a motion to approve Case #25-01, adopting the Flood Damage Prevention Ordinance (FDPO) amendments as proposed.

The motion carried unanimously.

2. Case #25-04 (1113 Live Oak Rezoning R8 to RS-5)

Commissioner Oliver made a motion to open the public hearing.

The motion carried unanimously.

Ms. Eitner shared that property owner Terry Allen has applied for a rezoning of his property at 1113 Live Oak Street. The requested rezoning is from the current R-8 Residential Medium Density District to the RS-5 Residential Single-family 5 Development District. She noted the application materials were included in the agenda packet for reference along with the staff report and maps.

Commissioner LoPiccolo asked if there was any paperwork on file regarding Loftin Lane homeowners who might govern the road.

Ms. Eitner said she did not have any HOA documents, but staff had spoken to property owners in a prior matter and felt they considered the road to be private. She noted there was uncertainty about how ownership of the road was structured.

Commissioner LoPiccolo noted this request had been before a prior Board and asked if the addition to the home could be made without changing the zoning.

Ms. Eitner shared the request in 2022 fell under a different land use plan, noting the future land use classification was being looked at differently.

Commissioner Oliver noted the permitted uses were similar in both classifications and suggested the main difference was dimensional standards changing in this case.

Mr. Allen explained his intension was to build a detached garage on the back of his lot. He noted there was currently a guide wire pole obstructing access and if the building could be moved to the back of the property, there would not be any access issues.

Mayor Harker opened the floor for public comments. There were none.

Commissioner Oliver made a motion to close the public hearing.

The motion carried unanimously.

Commissioner Oliver made a motion to approve the rezoning request as presented in Case #25-04, along with the statement of consistency and reasonableness as provided in the agenda packet.

The motion carried unanimously.

**Public Comment**

**Cindy K Smith: 277 Steward Drive (Beaufort, NC 28516)**

Ms. Smith shared her support of Island Express Ferry Service and the importance to have their presence on the Beaufort Waterfront. She noted the variety of people who visit Beaufort and utilize the ferry service year round. She discussed the revenue impact these visitors have on Beaufort.

**Julie Owens: 357 Wayland Ct (Gloucester, NC 28528)**

Ms. Owens expressed her support of Island Express Ferry Service and the potential impact the visitors have in the Beaufort area. She shared the importance of preserving Beaufort's history. She discussed the vital impact of leaving the ferry service on Front Street.

**Nan Bejian: 111 Planters Way (Beaufort, NC 28516)**

Ms. Bejian shared her experience utilizing Island Express Ferry Service, complimenting the staff and owners. She noted her and her family always shop, eat, and drink after their trip on the ferry. She suggested it was in the Town's best interested to successfully negotiated a contract to keep Island Express Ferry Service on the Beaufort Waterfront.

**Jimmy Piner: 699 Seagate Drive (Newport, NC 28570)**

Mr. Piner shared that he was a captain for Island Express Ferry Service. He shared the importance of keeping the ferry service on Beaufort Waterfront and the benefits associated with the well established company. He noted the sizable impacts related to revenue, history and other businesses in the area.

**New Business**

1. UDO Draft Vision Statement

Ms. Eitner introduced consultants from White Smith Cousino and shared that the UDO Steering Committee met earlier in the day to discuss vision for growth, guiding principles and UDO goals.

Kelly Cousino shared background on the UDO project and explained they were there to receive additional feedback on the draft vision statement, guiding principles and goals for the new UDO.

She shared the current vision for growth: *A future that reflects the history and potential of Beaufort's neighborhoods and our thriving natural resources and community.*

Commissioner LoPiccolo suggested a couple different versions as referenced below:

"A future that honors the history and potential of Beaufort's neighborhoods, while celebrating its thriving natural resources and strong community", or "A future of thoughtful sustainable growth, that honors the history and potential of Beaufort's neighborhoods while preserving its natural resources and strengthening its community".

Ms. Cousino explained she would capture all of the feedback from the Board and send back a revised document for review.

She shared the draft Principles Guiding Development of the UDO as follows:

1. Consistency with the 2023 Town of Beaufort Comprehensive and CAMA Land Use Plan and other adopted Town plans.
2. Implementing relevant aspects of the CAMA Plan's eight Community Goals and the Character areas drawn on the Future Land Use Map.
3. Outreach and opportunities are inclusive of all community members, businesses, and industries, including members of the development community.
4. Development of standards that recognize and give equal measure to all communities and areas within the Town's jurisdiction.
5. Discussions and opportunities for participation reflect minority representation consistent with the Town's demographics.
6. Standards and regulations consistent with the Town's authority under North Carolina law.
7. Policy options and standards generate community support and balance multiple aspects relevant to each subject area.
8. A format within the final, adopted UDO that is readily accessible to all users, including in hardcopy form as well as online.

Commissioner Gillikin suggested more consistency in the structure of the sentences.

Ms. Cousino shared the draft Goals of the Town's UDO as follows:

1. Alignment of future growth with the availability of infrastructure and the carrying capacity to serve it.
2. Increased housing options attainable to those living and working in Beaufort, in particular year-round residents.
3. Protection of the character of residential neighborhoods by limiting short-term rentals and allowing only limited and compatible non-residential uses.
4. Ensuring quality development and redevelopment of commercial and mixed-use areas in all areas of the Town.
5. Facilitating growth and building design that reduces impacts on natural resources and habitats, including forests, streams, wetlands and marshes, rivers, and creeks.
6. Locating new infrastructure and expansion of existing infrastructure outside of floodplain areas and the Non-Intensification Zone.
7. Including building standards and locations that will mitigate damage and facilitate recovery from storms.
8. Recognition of the changing shorelines that are predicted over time due to sea level rise.
9. Protection of the historic and cultural fabric of the Town including, but not limited to, the historic downtown neighborhoods and vulnerable communities.

10. Administrative processes that are as efficient as possible for those using the UDO, including homeowners and small and local businesses, while also achieving important Town objectives and its Vision.
11. Zoning and subdivision techniques that encourage efficient development patterns and modes of transportation directed to areas with existing infrastructure or areas in which existing infrastructure can be readily and economically expanded.

Ms. Cousino noted the goals for short-term rentals need to be clarified. She also shared several word changes as recommended by the steering committee.

Commissioner Oliver commented on goal number one, suggesting it reads as follows, "Alignment of future growth and services with the caring capacity of infrastructure to serve it". He also commented on number four, suggesting it should be tied to building code control, rather than ensuring quality development.

Commissioner Spiegler suggested number one includes both natural and built infrastructure.

Commissioner Oliver asked if the word infrastructure was defined anywhere.

Ms. Cousino said it would be in the UDO.

Commissioner Oliver shared his concerns about number six. He suggested there be further clarity on terms such as infrastructure and floodplain. He said as a community, he is concerned about the impact the term "Non-Intensification Zone" means in Town. He noted the Non-Intensification Zone encompasses a tremendous amount of area in Town. He explained that he did not believe number six was reasonable, with the number of different flood plains in the community and the Non-Intensification Zone. He went on to explain he specifically did not think it was reasonable unless they addressed the long-term methods of mitigation that have been historically used in the community. He said there is currently a large parcel in Town that is being developed using mitigation.

Commissioner Oliver noted the overall importance of the number six goal and explained he was in favor of the UDO review and the process but emphasized the importance of the foundation being discussed. He suggested mitigation must be addressed and they should be careful of the leading paragraphs that would guide the Town in the future. He suggested the term floodplain should be removed or defined. He noted the importance of being able to inject the capability to mitigate the effects of the conditions with approved methods of mitigation.

Commissioner LoPicollo noted the importance of truly understanding the Non-Intensification Zone and the impacts it has on the community.

Commissioner Oliver suggested the conversations with every property owner outside of the boundary are extremely important, so it does not appear to be an unannounced taking. He said he was very interested to involve every one that is affected directly and to have ways to legally mitigate throughout the process.

Commissioner Gillikin noted the importance of recognizing the goal was both inspirational and aspirational. She explained it would be in front of the document and the goals were not legally binding.

Commissioner Oliver agreed but explained the importance of the guidelines.

Commissioner Gillikin shared she would be open to reviewing other versions of the statement and noted the spirit was to be more resilient.

Commissioner Spiegler shared it was important to keep in mind that the Non-Intensification Zone is large but much of it is land that cannot be developed. She pointed out the spirit of goal number six was coming from the 2023 CAMA Land Use Plan, where

the community provided feedback to incorporate the objectives in the UDO update as well.

Commissioner Oliver added that mitigation capabilities have been incorporated in the CAMA Land Use Plan. He suggested that goal number eight should be tied to a specific type of methodology, such as NOAA.

Commissioner LoPiccolo agreed that there should be a designation on records used to track sea level rise.

Ms. Cousino shared the steering committee suggesting adding another goal, one to encourage multi modal transportation connectivity and recreational components.

Commissioner Oliver suggested goal number ten should have deleted words, "homeowners and small local businesses" or change it to read, "including but not limited to". On number eleven, Commissioner Oliver said the terms readily and economically expanded do not narrow down or define the goal. He suggested there be additional direction provided in that subject area.

Ms. Cousino provided a review of the next steps for the project. She explained the community outreach process as well as meeting with the development community. She noted the first draft of the document would go to staff and the steering committee and then the Planning Board and Board of Commissioners for review and input.

Mayor Harker asked for a motion to take a short recess.

Commissioner Gillikin made a motion to recess.

The motion carried unanimously.

Approximately five minutes after the recess, Mayor Harker reconvened the meeting.

2. Sewer Allocation Reservation Request- Beaufort EMS Steel Tank Substation

Sam Bell, Town Engineer, shared the applicant, Beaufort Rescue & EMS Inc, is requesting that 200 gallons per day (gpd) of sewer treatment capacity be allocated for the proposed Steel Tank Rd substation. The capacity being requested is for 2 staff / 2 shifts at 50 gpd/person/shift. The location at the corner of Steel Tank Rd and HWY-101 is outside of Town Limits and outside of Town water service area. Water service will be provided by Carolina Water. The proposed sewer connection will be via a low-pressure pumping system into the existing low pressure sewer service line that serves Beaufort Fire Station #2. Applicable sewer tap fee, system development fee, and monthly service will be charged at out-of-town rates which are twice in-town rates.

Commissioner LoPiccolo asked if the Town would be responsible for any repairs to the sewer line.

Mr. Bell said the lines leading up to the right of way would be privately owned and maintained. He suggested the Town would be responsible for a small portion beyond the property line where the lines tie in. He noted the Town does not provide water in that area; it is served by Carolina Water Service.

Commissioner Oliver noted the importance of providing this service to this applicant, given their emergency service role in the community. He shared his concern related to providing sewer service to ongoing request outside of the Town's corporate limits.

Mayor Harker asked for clarity on the water service piece.

Mr. Bell said the applicant would be billed by the privately owned company, Carolina Water Service, and the Town would bill the applicant for the sewer service separately.

Alan Foley, with Stroud Engineering represented the applicant and shared that the total length located in the Town's right of way would be about 8-feet.

Commissioner Oliver made a motion to approve the 200 gpd sewer allocation request, recognizing the approval is based on the emergency services provided by Beaufort EMS.

The motion carried unanimously.

3. Case # 25-05 (Palmetto Plantation Phase 3 - Final Plat)

Kyle Garner, Planning Director, shared the applicant was The Cullipher Group and they were requesting to subdivide a 3.34 acre tract into 9 lots on Professional Park Drive. He noted recreation fees of \$1,757.42 and a bond amount of \$36,187.50 for incomplete infrastructure.

Commissioner LoPiccolo made a motion to approve the final plat as submitted for Case #25-05.

The motion carried unanimously.

4. Lease with Island Express Ferry Service LLC

After discussion amongst the Board in closed session, Mayor Harker explained they would work to finalize a lease agreement with Island Express Ferry Service and have it ready for approval at the March 24th Work Session. She noted the importance of the ferry service presence in Beaufort and thanked the owners of Island Express Ferry Service for working with the Board to fine tune several details in the document.

**Manager Report**

Mr. Burgess shared the Town received four responses to the advertisement for management of the Beaufort Town Docks: Beaufort Town Yacht Center LLC, ExplorUS, F3 Marina, and Latitude Marina.

Mr. Bell shared the Professional Park Stormwater Study public input session will be March 18, 2025, 4-7 p.m. at One Harbor Church East. He also shared the Town would be applying for the Hazard Mitigation Grant Program for funding assistance with design and construction of the Beaufort Waterfront Project. He explained why it was a better option than moving forward with the Building Resilient Infrastructure and Communities grant, noting the funds would be available sooner, there was not a match, and it could be used for design and construction.

**Mayor/Commissioner Comments**

Commissioner LoPiccolo spoke of the highly successful Mardi Gras Event. He acknowledged the recent loss of community member Patti Owens and asked the Board to take a few moments to remember her.

Commissioner Gillikin echoed Commissioner LoPiccolo's comments about Ms. Patti Owens and her positive contributions to the community.

Commissioner Spiegler shared there were a couple of BWOFF Committee members in Raleigh working to include the legislative appropriation request of 12 million dollars for the Waterfront Project. She also spoke about the Resilient Coastal Communities Program (RCCP) grant which recently opened, and she would be working with staff to identify Town projects that align with the application.

Mayor Harker thanked the audience for participating in the meeting.

**Closed Session**

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

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

The motion carried unanimously

**Adjourn**

Commissioner Spiegler made a motion to adjourn the meeting.

The motion carried unanimously.

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



**Town of Beaufort, NC**  
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252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Board of Commissioners**  
**Work Session**  
**4:00 PM Monday, March 24, 2025**  
**Train Depot, 614 Broad Street**

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**Call To Order**

Mayor Pro Tem Cooper called the meeting to order at 4:00 p.m.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

- Mayor Pro Tem Cooper
- Commissioner Gillikin
- Commissioner LoPiccolo
- Commissioner Spiegler
- Commissioner Oliver

**ABSENT:**

- Mayor Harker

**Agenda Approval**

Commissioner Oliver made a motion to approve the agenda.

The motion carried unanimously.

**Presentations**

1. Carteret County Tax Department  
Ryan Vincent provided a presentation of the property. He went through the process of reappraisal which included data collection and sales analysis. It was noted that new property values will be reflected in tax bills in summer of 2025 and the notices would be mailed out on March 26, 2025. He also provided information related to the appeals process.

**Items for Discussion and Consideration**

1. Lease with Island Express Ferry Service LLC

Arey Grady, Town Attorney, shared the most updated version of the draft lease between the Town of Beaufort and Island Express Ferry Service LLC. He explained the relocation concept, specifically noted in Section 11 of the draft. He noted the tenant had agreed to provide a breakdown of ridership data to the Town, as reported to the NPS, and captured in the lease agreement.

Commissioner Gillikin asked for clarification on the piece about mutually agreeing to relocate to Gallants Channel.

Mr. Grady explained the tenant would have to agree to it

Commissioner Spiegler thanked the representatives from Island Express Ferry Service for their willingness to report data as requested by the Town.

Commissioner LoPiccolo requested a word be revised on page five of the draft document, suggesting it be changed from "shall" to "may".

Mr. Grady confirmed with the tenant's council they were agreeable to the word change.

Commissioner Gillikin acknowledged Island Express Ferry Service as being an asset to the downtown area and provided further background as to why the language in Section 11 of the draft was important.

Commissioner Oliver made a motion to approve the lease, pending the requested word change, and to authorize Mayor Harker to execute the final document once produced.

The motion carried unanimously.

2. Parks & Recreation Advisory Board Appointment

Commissioner Oliver made a motion to open the floor for nominations.

The motion carried unanimously.

Commissioner Cooper made a motion to nominate Victoria Sullivan.

Commissioner Spiegler made a motion to close the floor for nominations.

The motion carried unanimously.

By acclamation, the Board appointed Victoria Sullivan to fill the term on the Parks & Recreation Advisory Board ending on September 30, 2027.

3. NC Main Street Program

Kyle Garner, Planning Director, shared that he recently met with the economic committee that worked to put together the Town of Beaufort Economic Development Strategic Plan. He explained there was a discussion regarding whether the Town should apply to be in the Main Street Program in the current cycle. He noted the application deadline had been moved up to April 2025 and it would be a tight turn around for submission. He shared that the committee recommended to hold off on applying for the Main Street Program this year and instead work with Bruce Naegelen to prepare the Town for a stronger application in the future. Mr. Naegelen works with NC Department of Commerce, Rural Economic Development Division and can help the Town move forward with implementing the Economic Development Strategic Plan and understanding more about the NC Main Street Program in regards to a future application and partnerships.

The Board discussed the recommendation and agreed to pause on applying for the Main Street Program in the current calendar year. They suggested exploring the alternative option to work with Mr. Naegelen to strengthen relationships with non-profits and other stakeholders around town to better prepare for a future Main Street application. They instructed Mr. Garner to follow up with Mr. Naegelen to determine next steps in that process.

**Project Updates**

1. FY23 Streets Project

Sam Bell, Town Engineer, shared the FY23 Streets Project has been completed.

2. Ann Street Park

Rachel Johnson, PIO/Parks and Events Coordinator, provided a recap of the Ann Street Park Project thus far and noted a full presentation and recommendation would be given to the Board of Commissioner's April 14th Regular Meeting. She shared that staff would continue to work on permitting and grant funding options.

**Staff Comments**

Mr. Grady shared that he reached out to Sandy Smith, owner of 400 Pollock Street, to engage in a conversation regarding the encroachment agreement and renovation timeline. He noted he had yet to receive a response.

Mr. Bell shared the public engagement session for the Professional Park Stormwater Study was successful and he was in the process of reviewing the public's feedback.

Mr. Burgess said he expected to have the fuel tank preliminary design and cost estimates by the end of the month.

He also shared that the Mayor, Commissioner Gillikin and Town Staff had met with Carteret County leaders to discuss the upcoming jail project. He noted the project was preliminary, they do not have a design but hope it will be a safety center concept up front with a detention center in the back, if funds allow. He added the annexation application had been submitted and the Board would see it at their next meeting.

Ms. Johnson announced the next Community Conversation event would take place on April 15th on Beaufort Waterfront to discuss the Beaufort Town Docks Project.

**Adjourn**

Commissioner Oliver made a motion to adjourn the meeting at 5:15 p.m.

The motion carried unanimously.

\_\_\_\_\_  
Sharon E. 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, April 14, 2024**

---

**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** Resolution- Petition for Voluntary Annexation (2303 Highway 70, Beaufort)

**BRIEF SUMMARY:**

Sharon Griffin, Interim Carteret County Manager, submitted a petition for voluntary annexation of 2303 Highway 70 in Beaufort, NC. The first step in this process involves Board action to instruct the Town Clerk to investigate the sufficiency of the annexation request. The Town Clerk will report back to the Board of Commissioners at their next regularly scheduled meeting with findings related to the annexation request.

**REQUESTED ACTION:**

Adopt the attached draft Resolution instructing the Town Clerk to investigate the petition for voluntary annexation as submitted by Carteret County.

**SUBMITTED BY:**

Elizabeth Lewis, Town Clerk

**BUDGET AMENDMENT REQUIRED:**

N/A



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)

**APPLICATION FOR VOLUNTARY ANNEXATION REQUEST**

**Instructions:** Please complete the form below and include all required attachments, including the **\$350 application fee (to The Town of Beaufort)** and return to the Planning Department, Town Hall, 701 Front St., PO Box 390, Beaufort, NC, 28516. Incomplete applications will not be processed and returned to the applicant. Please contact Town Hall at (252) 728-2141 with any questions.

Applicant Name: County of Carteret  
Applicant Address: 302 Courthouse Square, Beaufort, NC 28516  
Phone Number: 252-728-8410 Email: sharon.griffin@carteretcountync.gov

Property Owner Name: County of Carteret  
Address of Property: 2303 Highway 70, Beaufort, NC 28516  
Phone Number: 252-728-8410 Email: sharon.griffin@carteretcountync.gov

**PROPERTY INFORMATION**

Property Address: 2303 Highway 70, Beaufort, NC 28516 Current Zoning: R-20  
15 Digit Pin: 731703016821000 Size of Property (Square Feet or Acres): 40.98

Is the property Contiguous to the City Limits:  Yes  No;

If Not Contiguous please indicate how many miles it is to the City Limits: \_\_\_\_\_

Current Use of Property:

- Residential
- Commercial
- Vacant
- Other: \_\_\_\_\_

Sharon Griffin Date: 02/18/2025  
Applicant Signature

**OFFICE USE ONLY**

Revised 7/22

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

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

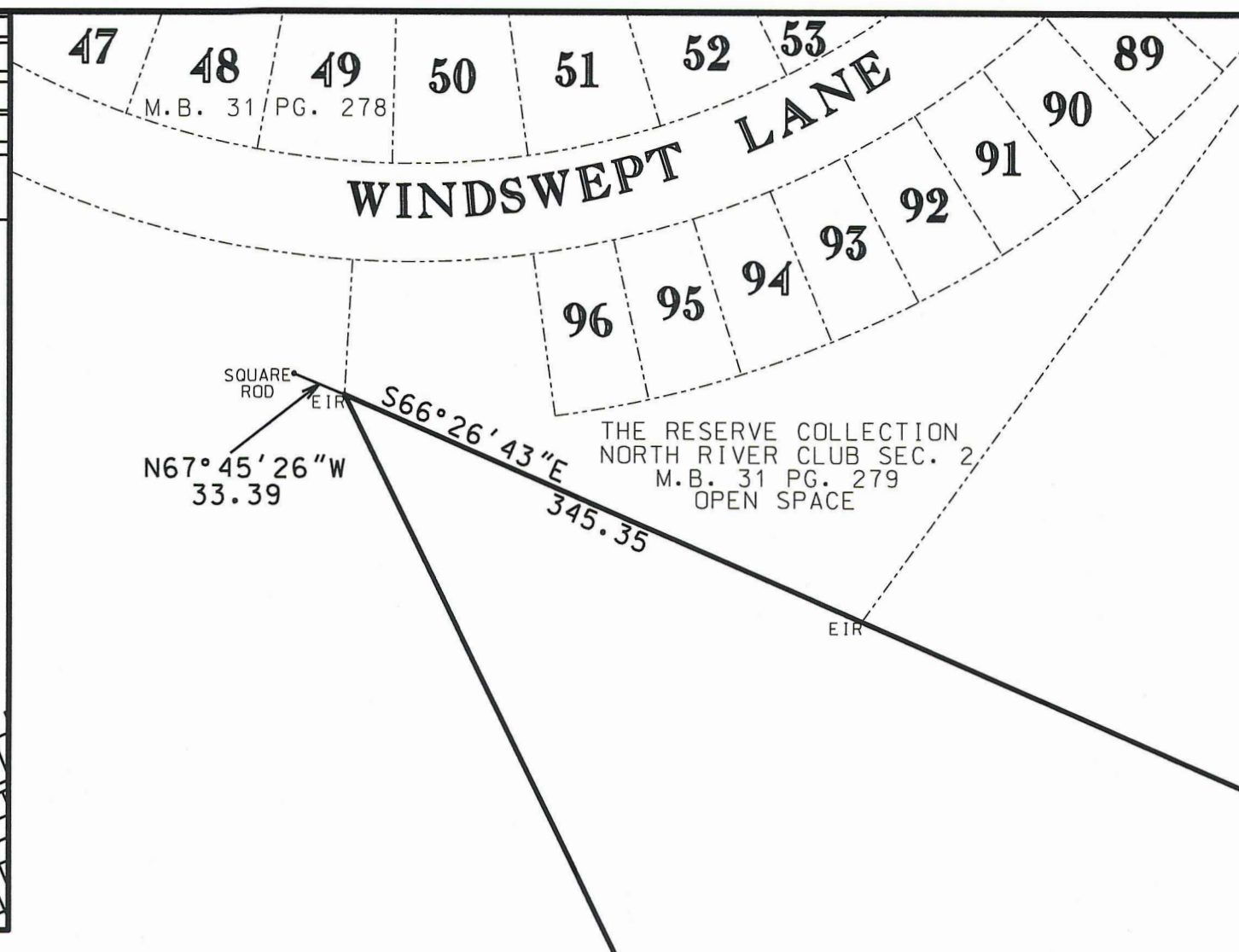
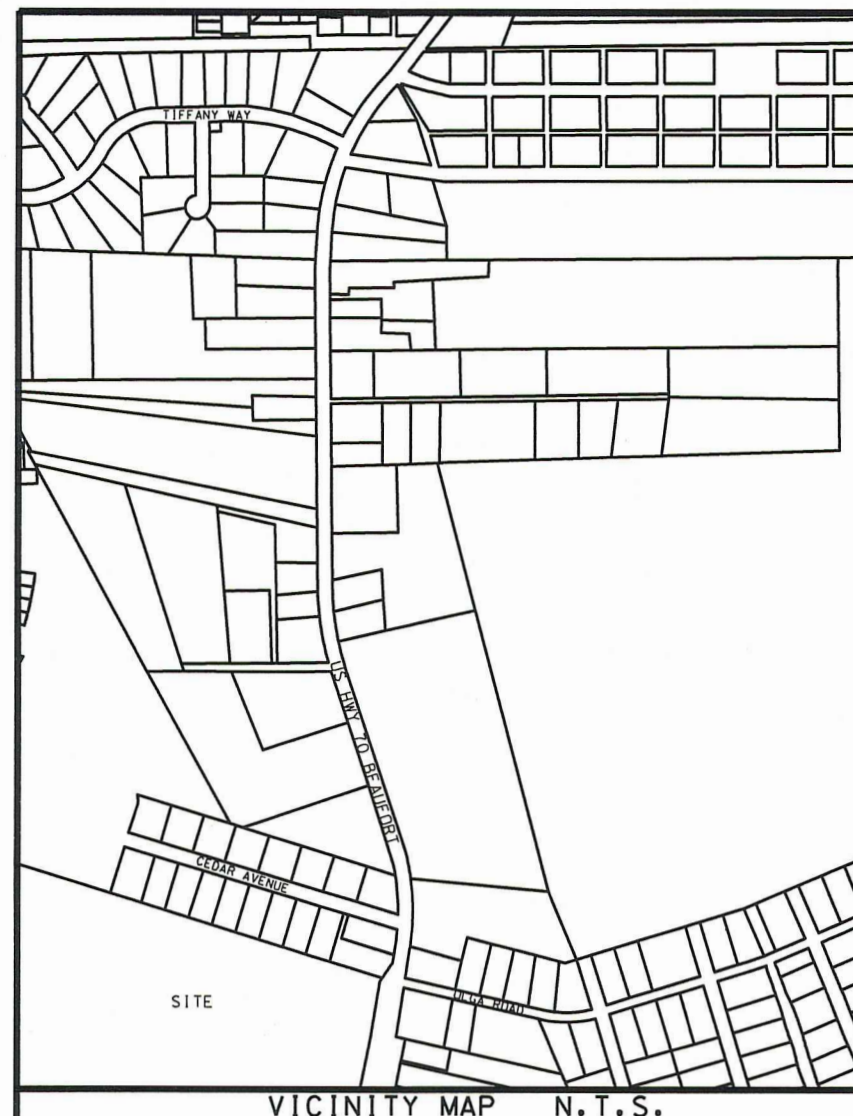
\_\_\_\_\_ Date: \_\_\_\_\_  
Property Owner Signature (if different than above)

**A fee of \$350 to the Town of Beaufort must accompany this application.**

**REQUIRED ATTACHMENTS FOR A VOLUNTARY ANNEXATION REQUEST**

**Please provide the following as attachments to the voluntary annexation request form:**

- 1. Copy of the Annexation Survey (suitable for recording)
- 2. Copy of all the deeds for the area to be annexed to verify ownership
- 3. A TYPED list of adjoining property owners
- 4. Carteret County Tax Parcel Card (Included should be parcel number and tax value)
- 5. Anticipated impact to city services including estimated gallons of water/sewer per day



- NOTES:
1. AREA BY COORDINATES.
  2. PROPERTY IS LOCATED IN FLOOD ZONE SHADED X & X.
  3. TRACT AREA = 41.08 ACRES.
  4. TRACT IS VACANT.
  5. THIS SURVEY IS OF AN EXISTING PARCEL OF LAND.
  6. NO RECORDED EASEMENTS FURNISHED FOR OVERHEAD ELECTRIC, DITCHES OR UTILITIES ALONG RIGHT OF WAY.

NORTH  
DB 1829 PG 237

**SURVEYOR'S CERTIFICATE**

I, E. GLENN CORBETT, CERTIFY THAT THIS PLAT WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED IN BOOKS REFERENCED); THAT THE BOUNDARIES NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM INFORMATION FOUND IN BOOKS REFERENCED ON THE FACE OF THIS PLAT; THAT THE RATIO OF PRECISION AS CALCULATED IS 1:10,000+; THAT THIS SURVEY WAS PREPARED IN ACCORDANCE WITH GS 47-30 AS AMENDED. WITNESS MY ORIGINAL SIGNATURE, LICENSE NUMBER, AND SEAL THIS 26TH DAY OF MARCH A.D. 2025. I ALSO CERTIFY THAT THIS SURVEY IS OF AN EXISTING PARCEL OF LAND.

PRELIMINARY PLAT NOT FOR RECORDATION, CONVEYANCE OR SALE, FOR REVIEW ONLY.  
PROFESSIONAL LAND SURVEYOR L-3407

**CERTIFICATE OF OWNERSHIP**

I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON WHICH PROPERTY IS WITHIN THE SUBDIVISION JURISDICTION OF THE TOWN OF BEAUFORT, AND THAT I (WE) FREELY ADOPT THIS PLAN OF ANNEXATION.

OWNER \_\_\_\_\_ DATE \_\_\_\_\_  
OWNER \_\_\_\_\_ DATE \_\_\_\_\_

**ANNEXATION CERTIFICATE**

I, \_\_\_\_\_, THE TOWN CLERK OF THE TOWN OF BEAUFORT, DO CERTIFY THAT THE BEAUFORT BOARD OF COMMISSIONERS APPROVED THIS MAP AND THE SITE HAS BEEN APPROVED FOR ANNEXATION AND RECORDING IN THE OFFICE OF THE REGISTER OF DEEDS.  
DATE: \_\_\_\_\_  
BEAUFORT TOWN CLERK: \_\_\_\_\_

ADOPTED BY THE TOWN OF BEAUFORT BOARD OF COMMISSIONERS  
ORDINANCE # \_\_\_\_\_ DATED \_\_\_\_\_  
EFFECTIVE DATE OF ORDINANCE: \_\_\_\_\_

**REVIEW OFFICER CERTIFICATION**

COUNTY OF CARTERET  
I, \_\_\_\_\_, REVIEW OFFICER OF CARTERET COUNTY CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION IS AFFIXED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.

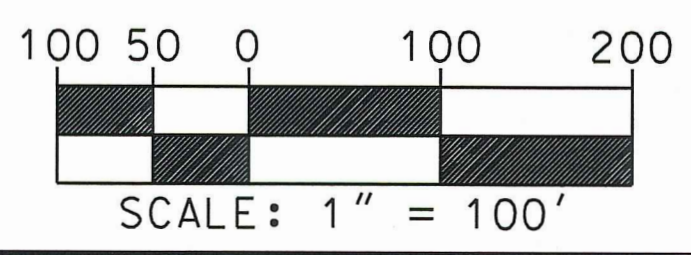
REVIEW OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

**REGISTER OF DEEDS CERTIFICATION**

FILED FOR REGISTRATION AT \_\_\_\_\_ O'CLOCK ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2025.  
RECORDED IN MAP BOOK \_\_\_\_\_ PAGE \_\_\_\_\_  
KAREN S. HARDESTY, REGISTER OF DEEDS

BY: \_\_\_\_\_ DEPUTY

- LEGEND**
- ETR EXISTING IRON ROD
  - EIP EXISTING IRON PIPE
  - EPK EXISTING PK NAIL
  - ECM EXISTING CONC. MON.
  - EARS EXISTING R/R SPIKE
  - SIR SET IRON ROD
  - CP CALCULATED POINT
  - MHW MEAN HIGH WATER
  - N/F NOW OR FORMERLY
  - MB MAP BOOK
  - DB DEED BOOK
  - PG PAGE
  - LP POWER POLE
  - LIP LIGHT POLE
  - OE OVERHEAD ELECTRIC
  - ELEC ELECTRICAL PEDESTAL
  - TRANS ELEC. TRANSFORMER
  - TEL TELEPHONE PEDESTAL
  - TV CABLE TV PEDESTAL
  - WM WATER METER
  - CD CLEAN OUT
  - MBL MINIMUM BUILDING LINE
  - SSMH SANITARY SEWER MANHOLE
  - WV WATER VALVE
  - FH FIRE HYDRANT



PROJECT No. PM100-20

N/F BEAUFORT MINING, LLC  
D.B. 1626 PG. 352  
NCPIN 730704920139000

N/F CEDRIC BEACHEM  
D.B. 1758 PG. 305  
NCPIN 731703005601000

N/F PAMELA KELLY  
D.B. 470 PG. 265  
M.B. 21 PG. 11  
NCPIN 731703007898000

N/F HENRY PETERSON  
D.B. 1643 PG. 373  
M.B. 21 PG. 11  
NCPIN 731703015154000

N/F PAMELA KELLY  
D.B. 470 PG. 265  
M.B. 21 PG. 11  
NCPIN 731703007898000

N/F ELAINE JUSTICE  
D.B. 1441 PG. 63  
NCPIN 731703113403000

N/F JOHNNY SOKOLOSKY  
D.B. 837 PG. 410  
NCPIN 731703111354000

N/F ADRIENNE GILLIKIN  
D.B. 409 PG. 457  
NCPIN 73170311129000

N/F ADRIENNE GILLIKIN  
D.B. 1506 PG. 63  
NCPIN 731703110094000

REVISIONS:

No.	BY	DATE	DESCRIPTION

REFERENCES:  
OWNER: N/F CARTERET COUNTY  
D.B. 1829 PG. 237  
NCPIN 731703016821000  
ADDRESS: 2303 HWY 70 BEAUFORT

BOUNDARY FOR SATELLITE ANNEXATION INTO TOWN OF BEAUFORT

**2303 HIGHWAY 70 BEAUFORT**

BEAUFORT TOWNSHIP, CARTERET COUNTY, NORTH CAROLINA

CLIENT: CARTERET COUNTY  
C/O SHARON GRIFFIN  
ADDRESS: 302 COURT HOUSE SQUARE  
BEAUFORT, NC 28516  
PHONE: 252-728-8485

THE CULLIPHER GROUP, P.A. C-4482  
ENGINEERING & SURVEYING SERVICES  
151-A NC HIGHWAY 24  
MORHEAD CITY, NC 28657  
(252) 778-0080  
E. GLENN CORBETT, P.L.S.

SURVEYED:  
TH 03/26/25  
DRAWN:  
ECC  
APPROVED:  
ECC  
DATE:  
03/26/25  
SCALE:  
1" = 100'

Beaufort Annexation Application  
List of Adjoining Property Owners to 2303 Highway 70 Beaufort  
PIN: 731703016821000

Directly Adjacent:

Pearce, Thomas Matthew ETUX  
103 Cedar Avenue

Lewis, Jennie Lynne  
105 Cedar Avenue

Fulton, Charles III ETUX Katie  
107 Cedar Avenue

Metz, Hillary Etal Thompson TR  
109 Cedar Avenue

Struyk, Russell B, ETUX Shelli  
111 Cedar Avenue

Hewitt, Dortha Gillikin  
113 Cedar Avenue

Taylor, George A ETUX Maria  
115 Cedar Avenue

Morton, Dereck ETUX Tiffany  
117 Cedar Avenue

Nelson, Curtis G. ETUX Linda  
119 Cedar Avenue

Stallings, Carrie D  
121 Cedar Avenue

Beaufort Cove, LLC  
3301 Benson Drive, Ste. 103  
Raleigh, NC 27603

The North River Club Owners Association, Inc.  
7578 Caratoke Highway  
Jarvisburg, NC 27947

Beaufort Mining, LLC  
3301 Benson Drive, Ste. 103  
Raleigh, NC 27603

Beachem, Cedric D Trustee  
2181 Live Oak Street

Kelly, Pamela Ann Smith  
153 Kelly Drive

Peterson, Henry W Jr, ETUX Lisa  
167 Kelly Drive

Gillikin, Adrienne Wade Trustee  
2255 Highway 70 Beaufort

Gillikin, Adrienne Wade Trustee  
2263 Highway 70 Beaufort

Sokolosky, Johnny Etux Traci  
2275 Highway 70 Beaufort

Justice, Elaine Sokolosky  
2291 Highway 70 Beaufort

Beachem, Cedric D Trustee  
2181 Live Oak Street

**ACROSS the Road (Hwy 70)**

Gleason, Gregory C Etal Reisz  
101 Olga Rd.

Kosmidis, Georgios  
2326 Highway 70 Beaufort  
2328 Highway 70 Beaufort

Beacham, Mildred M L/T  
2322 Highway 70 Beaufort

Garner, Dianne S Etvir Eugene  
2308 Highway 70 Beaufort

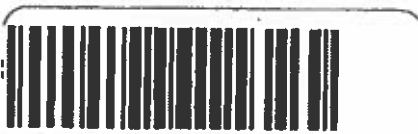
Becker, Mary Margaret  
2306 Highway 70 Beaufort

Raspatello, Steven A Etux Tracy  
2300 Highway 70 Beaufort

Lewis, Curtis W Etux J. Green  
2286 Highway 70 Beaufort







FILE # 1829237

FOR REGISTRATION REGISTER OF DEEDS  
Karen S. Hardesty  
Carteret County, NC  
June 13, 2024 12:47 PM  
MARY DEED 6 P  
FEE: \$28.00  
NC REVENUE STAMP: \$4,000.00  
FILE # 1829237

✓ Rt. Wheatly

NORTH CAROLINA GENERAL WARRANTY DEED

Excise Tax: \$4000.00

Parcel Identifier No. 731703016821000 Verified by Carteret County on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

By: \_\_\_\_\_

Mail/Box to: Wheatly Law Group, PA, 710 Cedar Street, Beaufort, NC 28516

This instrument was prepared by: C. R. Wheatly, III

Brief description for the Index: 2303 HWY 70

THIS DEED made this 4 day of June, 2024, by and between

GRANTOR

GRANTEE

James Judson Piner and wife, Gina Kathleen Piner  
3209 CR 919  
Burleson, TX 76028

And

Bradford Hancock Piner and wife, Donna Jean Piner  
1915 Front Street  
Beaufort, NC 28516

And

Margaret Piner Risser, widow  
118 Moore Street  
Beaufort, NC 28516

Each having a 1/3 Undivided Interest

The County of Carteret  
A Body Politic  
210 Turner Street  
Beaufort, NC 28516

Enter in appropriate block for each Grantor and Grantee: name, mailing 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

6

lot or parcel of land situated in the Beaufort Township, Carteret County, North Carolina and more particularly described as follows:

**SEE ATTACHED EXHIBIT "A"**

All or a portion of the property herein conveyed does not include the primary residence of a Grantor.

The property hereinabove described was acquired by Grantor by instrument recorded in Book 1607, Page 324, Carteret County Registry.

A map showing the above described property is recorded in Plat Book \_\_\_\_, Page \_\_\_\_, Carteret County Registry.

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:

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

Signature Pages to Follow

James Judson Piner (SEAL)  
James Judson Piner

Gina Kathleen Piner (SEAL)  
Gina Kathleen Piner

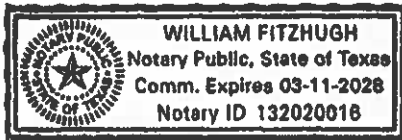
State of Texas  
County of TARRANT

I, the undersigned Notary Public of the County and State aforesaid, certify that James Judson Piner and Gina Kathleen Piner 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 04 day of JUNE, 2024.

My Commission Expires:  
03-11-2028  
(Affix Seal)

William Fitzhugh  
Notary Public



Bradford Hancock Piner (SEAL)  
Bradford Hancock Piner

Donna Jean Piner (SEAL)  
Donna Jean Piner

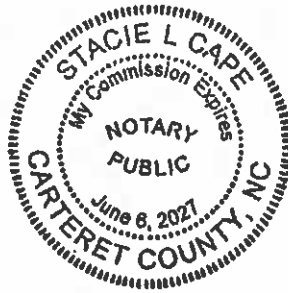
State of North Carolina  
County of Carteret

I, the undersigned Notary Public of the County and State aforesaid, certify that Bradford Hancock Piner and Donna Jean Piner 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 10 day of June, 2024.

My Commission Expires:  
June 6, 2027  
(Affix Seal)

Stacie L. Cape  
Notary Public



Margaret Piner Risser (SEAL)  
Margaret Piner Risser

State of North Carolina  
County of Carteret

I, the undersigned Notary Public of the County and State aforesaid, certify that Margaret Piner Risser 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 7 day of June, 2024.

My Commission Expires:  
June 6, 2027  
(Affix Seal)

Stacie L Cape  
Notary Public



EXHIBIT A

Parcel Number: 731703016821000

Lying and being in Beaufort Township, Carteret County, North Carolina and being more particularly described as follows:

Beginning at an iron stake in the western right of way of U.S. Highway 70, the Old Jessie Wade Tracts northeast corner and runs thence with the Wade line N 69-00 W, 306 feet to an iron stake; thence continuing with the Wade tract S 20-15 W, 566 feet to an iron stake in the Thomas Gooding and Cedric Beechman line N 55-00 W, 262 feet to an iron stake; thence continuing with the Beechman line N 60-30 W, 666 feet to an iron stake; thence continuing with the Beechman line N 26-30 W 1647 feet to an iron stake, D. T. Lewis' corner; thence with the Lewis line S 66-00 E, 2,378 feet to an iron stake in the western right of way of U. S. Highway 70; thence with the western right of way of U.S. No. 70 S 16-00 W, 588 feet to the Beginning. Containing 41.8 acres according to a map entitled "Elbert Dudley Land" by J. G. Hassell, Registered Land Surveyor, dated January 1958.



**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER G.S. 160A-31  
RESOLUTION NO. 25-\_\_\_\_\_**

**WHEREAS**, a petition requesting annexation of an area described in said petition (2303 Highway 70) was received on February 20, 2025 by the Town of Beaufort; and

**WHEREAS**, G.S. 160A-31 provides that the sufficiency of the petition shall be investigated by the Town Clerk before further annexation proceedings may take place; and

**WHEREAS**, the Board of Commissioners of the Town of Beaufort deems it advisable to proceed in response to this request for annexation;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Town of Beaufort that:

The Town Clerk is hereby directed to investigate the sufficiency of the above described petition and to certify as soon as possible to the Board of Commissioners the result of this investigation.

Adopted this \_\_\_\_ day of April 2025.

\_\_\_\_\_  
Sharon E. 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, April 14, 2025**  
**Train Depot, 614 Broad Street**  
**Beaufort, NC 28516**

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**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Residential Solid Waste Fee Increase  
**BRIEF SUMMARY:**

Per our residential service agreement, with Waste Industries (GFL) the monthly fee shall be adjusted on an annual basis to reflect the annual adjustment based on the Consumer Price Index for All Urban Consumers (CPI-U): South Region as published by US Department of Labor. Effective April 1, 2025, the rates will be increased by 2.8% for residential services. The notice from GFL is attached.

The change in the residential solid waste fee is from \$23.17 to \$23.82 (an increase of \$0.65 per month or \$7.80/annually).

The rate increase for the WBD district is 2.8% and will be effective July 1, 2024. The WBD District requested fee change will be part of the Fee Schedule presented with the FY 26 Budget.

**REQUESTED ACTION:**  
Approve Residential Solid Waste Fee Change

**EXPECTED LENGTH OF PRESENTATION:**  
Items of Consent

**SUBMITTED BY:**  
Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**  
No



March 4, 2025

Christi Wood  
Finance Officer  
Town of Beaufort  
701 Front Street  
Beaufort, North Carolina 28516

Dear Ms. Wood,

Per our Residential service agreement, the monthly fee shall be adjusted on an annual basis to reflect the annual adjustment based on the Consumer Price Index for All Urban Consumers (CPI-U): South Region as published by US Department of Labor. Effective April 1, 2025, your rates will be increased by 2.8%.

Our recycle processing charge will remain the same at \$105.00 per ton.

As always, thank you for allowing Waste Industries dba GFL to provide these services. Please let me know if you have any questions or concerns.

Respectfully,

Norma Yanez  
Government Contracts Manager



March 4, 2025

Christi Wood  
Finance Officer  
Town of Beaufort  
701 Front Street  
Beaufort, North Carolina 28516

Dear Ms. Wood,

Per our Compactor/Front End service, the monthly fee shall be adjusted on an annual basis to reflect the annual adjustment based on the Consumer Price Index for All Urban Consumers (CPI-U): South Region as published by US Department of Labor. Effective July 1, 2025, your rates will be increased by 2.8%.

As always, thank you for allowing Waste Industries dba GFL to provide these services. Please let me know if you have any questions or concerns.

Respectfully,

Norma Yanez  
Government Contracts Manager



**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, April 14, 2025**  
**Train Depot, 614 Broad Street**  
**Beaufort, NC 28516**

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**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** FY 25 Budget Amendment #4 & Capital Reserve Fund #21

**BRIEF SUMMARY:**

FY 25 Budget Amendment #4

The budget amendment requests an overall decrease of \$306,953 in General Fund as follows:

Revenues

- Intergovernmental (\$518,430) – decrease -RAISE grant not received
- Sales and Service \$162,223 – increase in dredge funds, property leases and sale of surplus property
- Other Revenue \$49,254- increase donation received for Christmas decorations

Expenditures

- Fire Department \$56,000 – increase vehicle maintenance
- Non-Departmental (\$362,953) – decrease grant match (\$632,430), increase WBD projects \$49,254, increase general adjustments \$220,223.

This budget amendment requests a decrease in the Stormwater Fund of (\$294,815). These funds were for the LASII grant for Professional Park-Meeting Street and they were recorded in the project fund.

Capital Reserve Fund #21

- This amendment receives funds that are budgeted in the FY 25 General Fund annual budget, \$200,00 for Future Street Projects.

**REQUESTED ACTION:**

Approve FY 25 Budget Amendment #4 & Capital Reserve Fund #21

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED: Yes**



**TOWN OF BEAUFORT  
FY 2025 BUDGET AMENDMENT #4**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2025 Budget through Ordinance on June 10, 2024, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2025 Budget as follows:

**SECTION I: GENERAL FUND**

The budget amendment requests an overall decrease of \$306,953 in General Fund as follows:

Revenues

- Intergovernmental (\$518,430) – decrease -RAISE grant not received
- Sales and Service \$162,223 – increase in dredge funds, property leases and sale of surplus property
- Other Revenue \$49,254- increase donation received for Christmas decorations

Expenditures

- Fire Department \$56,000 – increase vehicle maintenance
- Non-Departmental (\$362,953) – decrease grant match (\$632,430), increase WBD projects \$49,254, increase general adjustments \$220,223.

**A. REVENUE**

<b><u>INCREASE/(DECREASE)</u></b>	
INTERGOVERNMENTAL.....	(\$518,430)
SALES AND SERVICE.....	\$162,223
OTHER REVENUE.....	\$ 49,254
<b>TOTAL DECREASE.....</b>	<b>(\$306,953)</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>INCREASE/(DECREASE)</u></b>	
NON-DEPARTMENTAL.....	(\$362,953)
FIRE.....	\$ 56,000
<b>TOTAL DECREASE.....</b>	<b>(\$306,953)</b>



**SECTION III: STORMWATER FUND**

This budget amendment requests a decrease in the Stormwater Fund of (\$294,815). These funds were for the LASII grant for Professional Park-Meeting Street and they were recorded in the project fund.

**A. REVENUE**

<b><u>DECREASE</u></b>	
INTERGOVERNMENTAL.....	(\$294,815)
<b>TOTAL DECREASE.....</b>	<b>(\$294,815)</b>

**B. EXPENDITURES AUTHORIZED BY DEPARTMENT**

<b><u>DECREASE</u></b>	
STORMWATER.....	(\$294,815)
<b>TOTAL DECREASE.....</b>	<b>(\$294,815)</b>

**SECTION VI: DISTRIBUTION**

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

Adopted this 14th day of April, 2025.

ATTEST:

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

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



## TOWN OF BEAUFORT CAPITAL RESERVE FUND AMENDMENT #21

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 in the Capital Reserve Fund that were budgeted in the FY 25 General Fund annual budget of \$200,00 for Street Projects.

### SECTION I: REVENUE

**INCREASE**

TRANSFER IN FROM GENERAL FUND .....	\$ 200,000
<b>TOTAL INCREASE</b> .....	<b>\$ 200,000</b>

### SECTION II: EXPENDITURES

**INCREASE**

FUTURE CAPITAL OUTLAY FOR STREET PROJECT .....	\$ 200,000
<b>TOTAL INCREASE</b> .....	<b>\$ 200,000</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 14th day of April, 2025.

ATTEST:

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

\_\_\_\_\_  
Sharon E. 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, April 14, 2025**

**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Beer Mile by Periwinkle

**REQUESTED ACTION:** Consider approval of the event application for The Periwinkle to host a Beer Mile event on May 24, 2025 as a fundraiser for the Boys & Girls Club's Torch Club. The event is scheduled to start at 2 p.m. and to be complete by 3 p.m.

The event involves competitors running four .25 mile laps. In between each lap, they will consume a low ABV beer at The Periwinkle, 110 Middle Lane. Competitors will complete 4 laps. The world record is 4 minutes.

The event will involve a temporary road closure of Middle Lane. While the event will only be an hour or less, the PD may need to block Middle Lane from 6 a.m. until the end of the event.

Beaufort Public Safety has reviewed the event and worked with the organizer on the run route and has submitted their approval of the proposed route.

As no alcohol will be consumed on Town property and the road closures are minimal, no extra Town staffing is anticipated at this time.

Other than the temporary road closures and assistance of on-duty public safety staff during the closure period, no other Town resources or requests are involved.

**EXPECTED LENGTH OF PRESENTATION:**

None

**SUBMITTED BY:**

Rachel Johnson, Parks & Events Coordinator

Date Application Received  
**3/14/25**  
 Permit Number:



**TOWN of**  
**BEAUFORT**  
 NORTH CAROLINA

**APPLICATION FOR SPECIAL EVENT PERMIT**

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort  
 701 Front Street  
 P.O. Box 390  
 Beaufort, NC 28516  
 Phone: (252) 728-2141 Email: [rjohnson@beaufortnc.org](mailto:rjohnson@beaufortnc.org)

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

**EVENT BASICS**

Event Name: 2nd Annual Beer Mile  
 Location of Event Site: 110 MIDDLE LANE Beaufort NC 28516

(If more than one site is being requested please be specific and list each one individually below)

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The event will serve as a fundraiser event for the Boys and Girls Club of the Coastal Plain, Torch Club.

In this traditional, safe and popular event : competitors consume a low Abv beer, run .25miles, for a total of 4 laps to complete a 'beer mile' the consumption of alcohol will take place ONLY at 110 MIDDLE LANE on the PERIWINKLE property.ing lot of the periwinkle. The world record is 4minutes, the event shouldn't take longer than 30-45 Minutes but feel that closing the street for 1 hour is plenty of time. We can reopen ASAP as the last runner completes.

ROUTE : close only MIDDLE LANE and do down and backs between TURNER and CRAVEN

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Run by: the periwinkle

Applicant (Organizer) Name: beckie davis Contact # 252 229 3553

Day of Event Contact #: 252 229 3553 Email: theperiwinklenc@gmail.com Type of Event:

- Festival
- Parade
- 5K Race **RACE but 1 mile run**
- 10K Race
  
- Other

Music Event

Actual Event Date(s): 4 Time of Event: 2 pm- 8pmish RACE at 2pm

Set-Up Date: 5.24 Start Time: **1pm race at 2pm**

Tear Down Date: 5.24 End Time: 8pm

Estimated Attendance: 5- 100 ppl Admission Fees: free/ racers pay donation registration fee

Event Description:

4 - .25 legs of a one mile run. race route up for approval of TOWN.

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**ORGANIZER/APPLICANT INFORMATION**

**Name of Organization:** the periwinkle bottle shop and social space

**Primary Contact Person:** beckie davis

**Mailing Address:** 110 MIDDLE LANE

**Email:** theperiwinklenc@gmail.com

**Daytime Phone #:** 252 229 3553 **Cell Phone #:**

**Alternate Contact Person:** kris davis **Phone #:** 252 675 1065

**Is your group a non-profit organization? no**  **If yes**  **we provide documentation with your application.**

# SITE PLAN

## Site Plan Attached

- Yes
- No

(If you need help, please set up a meeting with the Town of Beaufort’s Events Coordinator)

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

# PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other Please list:

**Specific Requirements:** (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule.

(Trash/Recycling Carts: \$10 each, Electricity: \$50)

ROUTE MIDDLE LANE CLOSURE from 1-3pm	1pm	2pm	3pm	3pm

*If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.*

**Emergency Vehicle Access Requirements:** *A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.*



Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$18 per day per space in the East & West parking lots and \$9 per on street parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures **MUST** be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Will there be canon/re-enactment fire during your event? no If yes, please coordinate with the Beaufort Fire Department for safety procedures.



Does your event require a road closure? xYES NO Please provide

specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
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Parade Assembly Area: Time:

Parade Dismissal Area: Time:

Parade Start Time:



Route Map Attached:  YES  NO (Please note a route map is required) Designated Emergency

personal/liaison (onsite): beckie davis

Cell #: 252-229-3553 Other Contact:

How will your event staff react to severe weather?

We will monitor any severe weather and cancel or postpone if needed.

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location)

Bicycle Parking: Yes sx No

Additional Handicap Parking: Yes No Location:

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):





Will there be food served at your event? YES x NO If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections? YES NO



Will there be vendors selling items at your event? Yes xNo

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.



Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- o Tent Permit
- o Detailed Site Plan
- o Detailed Route Map (Parade/5K/10K)
- o Map of Road Closures
- o ABC Permit
- o Health Inspection Documentation
- o Insurance
- o Non-profit documentation
- o Private property parking permission letter
- o List of food vendors
- o List of vendors
- o Application Fee
- o Application Signature

I/We the event organizer beckie davis , on behalf of

The periwinkle , the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising either directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other property in accordance with the provisions contained in this

policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature *becki davi* Date 3.10.2025





**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, April 14, 2025**

**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Rock the Dock

Kristen Prescott on behalf of the Beaufort Business Association, has submitted an event application requesting to host 18 Rock the Dock (formerly Music in the Park) events in John Newton Park. These events would take place from 4-8 p.m. and would be free to the public. They would take place every Thursday from May 1, 2025-August 28, 2025 with the possibility of extending into September and October. The application includes a request for an alcohol waiver for all of events as the BBA would sell beer and wine in the park.

**Requested 2025 Dates:**

- May 1, 8, 15, 22 & 29
- June 5, 12, 19 & 26
- July 3, 10, 17, 24 & 31
- Aug. 7, 14, 21 & 28

The BBA will need to utilize Town electricity for these events. The BBA has requested consideration of a reduced electrical rate from \$50/event to \$50/month

They have also requested lighting in the park for the early and late months. Additional lighting is not available beyond what is already provided in this location on a regular basis. Event organizers are welcome to provide additional lighting during their events in accordance with Town event guidelines.

The request for the presence of alcohol on Town property during an event triggers the Town’s alcohol/security requirement for event organizers to hire 2 officers at the for-hire rate for the duration of the event. This would be 2 officers per event at \$50/hour for 3 hours at 18 events. The Town and the Police Chief have historically agreed to waive this requirement with the understanding that if the crowd size/nature of the event changes, this requirement could be reinstated at any time. The Police Chief has agreed to waive this requirement for 2025 with the outlined understanding. To date the police department has been able to safely accommodate the Rock the Dock events utilizing on-duty staff.

Staff doesn’t foresee any issues with the above requests.

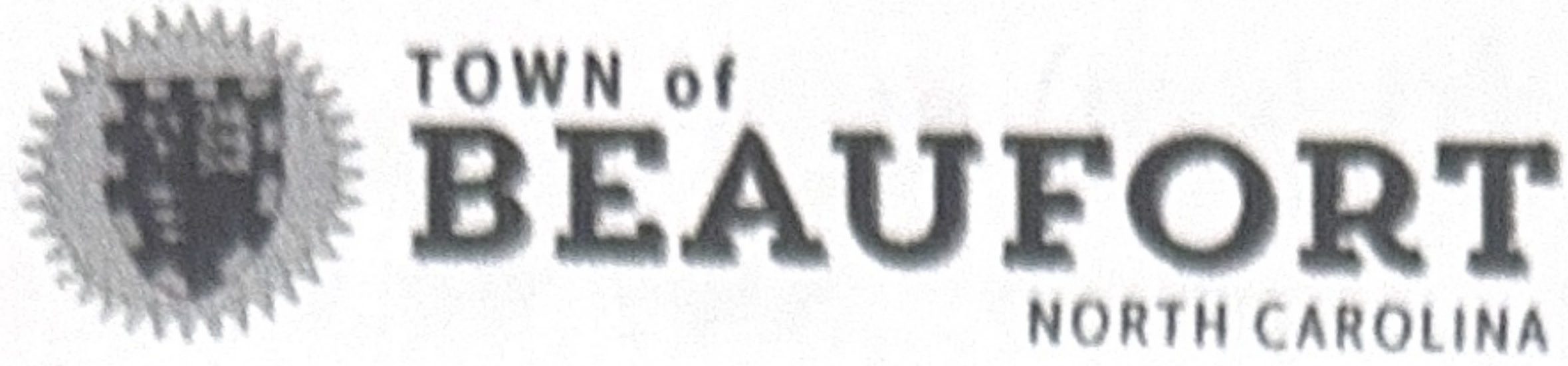
**REQUESTED ACTION:** Approve the event application as presented with the waiver of the security requirement and a reduced electricity rate to \$50/month.

**EXPECTED LENGTH OF PRESENTATION: 0 minutes**

**SUBMITTED BY:** Rachel Johnson, Events Coordinator

Date Application Received:

Permit Number:



**APPLICATION FOR SPECIAL EVENT PERMIT**

Please return completed application form with permit fee and paperwork to:

Events Coordinator, Town of Beaufort  
701 Front Street  
P.O. Box 390  
Beaufort, NC 28516  
Phone: (252) 728-2141 Email: [r.johnson@beaufortnc.org](mailto:r.johnson@beaufortnc.org)

Applications submitted late or incomplete may not receive approval and may not be issued a permit.

**EVENT BASICS**

Event Name: ROCK THE DOCK

Location of Event Site: JOHN NEWTON PARK

(If more than one site is being requested please be specific and list each one individually below)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Run by: BEAUFORT BUSINESS ASSOCIATION

Applicant (Organizer) Name: SUSAN SANDERS Contact #: (252) 241-4485

Day of Event Contact #: (252) 241-4485 Email: ~~susan@sanders@gmail.com~~

Type of Event:

- Festival
- Parade
- 5K Race
- 10K Race

Kristen Prescott  
252-675-9231

Kristendprescott@  
gmail.com

Music Event

Other

5/1 - 8/28 (may extend)

Actual Event Date(s): THURSDAYS ~~7/1-10/24~~ Time of Event: ~~2-8 PM~~ 4-7 PM

Set-Up Date: DAY OF EVENT Start Time: 4 PM

Tear Down Date: DAY OF EVENT End Time: 8 PM

Estimated Attendance: 50-75 Admission Fees: FREE

Event Description:

LIVE MUSIC IN JOHN NEWTON PARK. BBA WILL SELL WINE, BEER, & WATER. ATTENDEES BRING LAWN CHAIRS OR USE PARK BENCHES. FAMILY FRIENDLY EVENT. GOAL: GET PEOPLE TO BEAUFORT TO SHOP & DINE.

### ORGANIZER/APPLICANT INFORMATION

Name of Organization: BEAUFORT BUSINESS ASSOCIATION (BEAUFORT DEVELOPMENT ASSO.

Primary Contact Person: ~~SUZAN SANDERS~~ Kristen Prescott

Mailing Address: ~~PO BOX 516~~ BEAUFORT, NC 28516

Email: ~~Suzan.sanders@gmail.com~~ Kristendprescott@gmail.com

Daytime Phone #: (252) ~~347 4455~~ 075-9231 Cell Phone #: same

Alternate Contact Person: ~~NELSON DWENIS~~ Phone #: ~~(252) 347-1427~~

Is your group a non-profit organization? YES If yes, please provide documentation with your application.

### SITE PLAN

Site Plan Attached

Yes

No

(If you need help, please set up a meeting with the Town of Beaufort's Events Coordinator)

Power → Baldwin → 12211

A detailed site plan must be included with your event application. The following, should they be relevant, must be included in your Site Plan.

- Location of all tents and temporary structures
- Location of requested barricades and road closures
- Emergency exits
- Fire extinguishers, propane storage
- Location of command post, medical & first aid station, emergency vehicle access points and all exits and entrances (both emergency and for the public)
- Fencing, staging, bleachers, stages, inflatables, etc.
- Food/refreshment tent vendors, refreshment tents
- Food Trucks
- Location of Restrooms
- 5K/10K race routes

If the Site Plan is not submitted with the event application, the deadline is 45 days before the event, otherwise a permit will not be issued.

### PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- East Parking Lot
- West Parking Lot
- Craven Street Parking
- Middle Lane
- John Newton Park
- Lynn Eury Park
- Grayden Paul Park
- Topsail Marine Park
- Other Please list: \_\_\_\_\_

**Specific Requirements:** (Extra trash cans/recycling/electrical etc.) Please be specific and include each item on the Site Plan for the desired location. Please note extra charges may apply in accordance to the fee schedule. (Trash/Recycling Carts: \$10 each, Electricity: \$50)

NEED ELECTRICITY FOR BAND. NEED LIGHTING IN THE PARK FOR THE EARLY AND LATE MONTHS. ANY CHANCE FOR A BREAK ON THE ELECTRICITY SINCE EACH EVENT ONLY LASTS 4 HOURS ??

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ken

**Boardwalk and Docks**

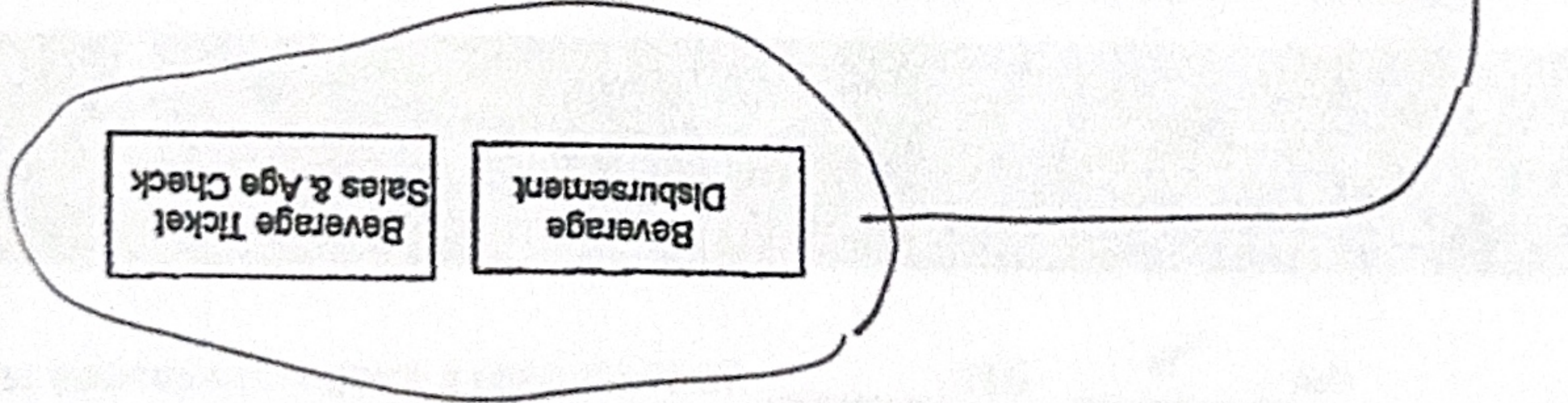
**Dockhouse  
Restaurant**

**Band  
Location**

**John Newton Park**

**Beverage Disbursement**

**Beverage Ticket  
Sales & Age Check**



The diagram shows a central area with two boxes: 'Beverage Disbursement' and 'Beverage Ticket Sales & Age Check'. These boxes are enclosed in a hand-drawn oval. Two arrows originate from the right side of this oval and point towards the 'John Newton Park' label.

**Beaufort  
Docks  
Office**

**Restrooms**

**West Parking Lot  
on Front Street**

**Front Street**

**Live on Thursdays/Music in the Park**

11/11/11 5:12 PM

Order → Baldwin → 132"

### OTHER EVENT DETAILS

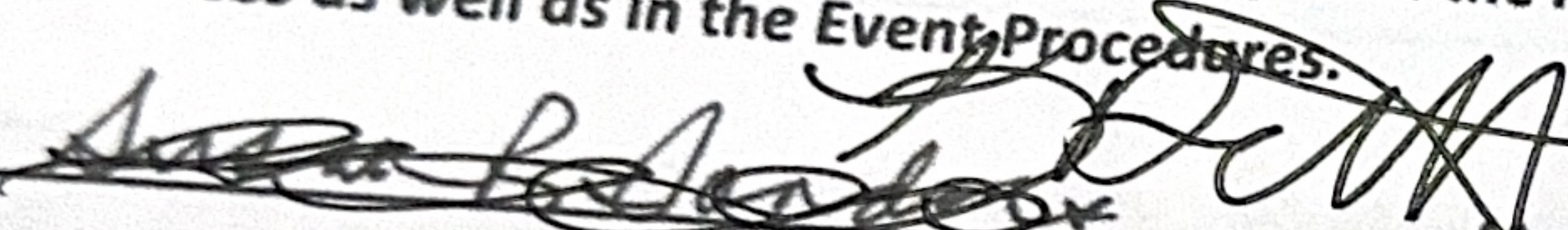
Please provide the name and contact information of all outside companies who are providing services during your event. IE: Tent Rentals, Inflatable Rentals, Port-A-Pottie Rentals, etc.

Will there be canon/re-enactment fire during your event? \_\_\_\_\_ If yes, please coordinate with the Beaufort Fire Department for safety procedures.

### ALCOHOL

Alcohol at the event YES  NO  Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of \$50 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

*I/we have read, understand and will comply with the rules outlined by the Town of Beaufort in the Town Code of Ordinances as well as in the Event Procedures.*

x  (Applicant's Signature)

### ROAD CLOSURES

Does your event require a road closure? \_\_\_\_\_ YES  NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time

If a road closure has any impact on area businesses and/or residents, the applicant will be required to inform all residents and/or businesses in the area of the road closure, by letter or hand-delivered flyer at least 14 days in advance of the event, of the particulars of the approved temporary road closure and any detour route available.

**Emergency Vehicle Access Requirements:** A road may be closed to regular traffic during an event, but an unobstructed fire lane must be left open at all times for emergency vehicles.

Order → Baldwin → 137" (1)

### PARKING/PARKING LOTS

Parking lots required for Event set-up: (Please mark on the site map if applicable) (Please note charges may apply. The rate is \$18 per day per space in the East & West parking lots and \$9 per on street parking space per day for special event closure during Pay-To-Park season).

Please list all parking lots and spaces you are requesting. Spaces are numbered so please be specific. Also please note that parking space closures MUST be approved by the Board of Commissioners. Event organizers are not permitted to acquire additional spaces without Town permission prior to an event.

Please list off-site Parking Location for Vendors & Event Staff: A letter of permission is required for the use of private property per the event procedures. Please include this with your event application.

Bicycle Parking: Yes \_\_\_\_\_ No \_\_\_\_\_

Additional Handicap Parking: Yes \_\_\_\_\_ No \_\_\_\_\_ Location: \_\_\_\_\_

Event Parking: (Please outline your plan for day of parking for event attendees. Please include parking lot locations and the name/contact information for any shuttle/trolley service):

### PARADE/WALK INFORMATION

Parade Assembly Area: \_\_\_\_\_ Time: \_\_\_\_\_

Parade Dismissal Area: \_\_\_\_\_ Time: \_\_\_\_\_

Parade Start Time: \_\_\_\_\_

### EMERGENCY MANAGEMENT

Route Map Attached: \_\_\_\_\_ YES  NO (Please note a route map is required)

Designated Emergency personal/liaison (onsite): ~~SUGAN SANDERS~~ Kristen Prescott

Cell #: (252) ~~241-4485~~ 675-9231 Other Contact: ~~NELSON OWENS (252) 242-1437~~ Virginia Yopp 919-812-2355

Order → Baldwin → 132" (10)

How will your event staff react to severe weather? CANCEL THE EVENT DAY

How will you alert visitors to the event to evacuate the site? (If multiple sites are being requested, a plan must be submitted for each location) USE PA SYSTEM TO DISBURSE CROWD

**RISK ASSESSMENT**

It is important for Event Organizers to identify risks and hazards associated with their event and know how to prevent these risks. Please identify possible risks for your event and list below (weather, food, fire, etc.) Please provide details. THUNDER STORMS, LIGHTNING

What training will you provide to your volunteers/staff/participants regarding emergencies? WILL MONITOR WEATHER VISUALLY & DIGITALLY AND ANNOUNCE EVACUATION VIA PA SYSTEM

**TENTS**

Will you have tents at your event?  YES  NO

Please list the tent sizes: 10x10 POP UP TENTS (IF NEEDED)  
If your event includes tents, you must make arrangements with the Beaufort Fire Department for a tent permit. There is a \$50 fee. Please contact Tammy Turek at (252) 728-4325 to make arrangements. The Tent Permit Application and a list of requirements are available online at [www.beaufortnc.org](http://www.beaufortnc.org).

**FOOD**

Will there be food served at your event?  YES  NO

If yes, please provide a detailed list of all food vendors.

If yes, have you contacted the Carteret County Health Department to set up inspections?  YES  NO

All food vendors must have proper licensing, inspections, etc.

# VENDORS

Will there be vendors selling items at your event? Yes  No  Just BBA Selling Beer + Wine

Please note vendors are only permitted to sell during the event hours listed on this application. Any vendor selling before or after the listed hours is in violation and subject to being shut-down.

All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

# CHECKLIST

Please submit the following documents with your event application. Once all forms (if applicable) are received and the event is approved an Event Permit will be issued.

- Tent Permit
- Detailed Site Plan
- Detailed Route Map (Parade/5K/10K)
- Map of Road Closures
- ABC Permit
- Health Inspection Documentation
- Insurance
- Non-profit documentation
- Private property parking permission letter
- List of food vendors
- List of vendors
- Application Fee
- Application Signature

I/We the event organizer Kristen Prescott ~~SUSAN R. SANDERS~~, on behalf of BEAUFORT BUSINESS ASSOC, the party requesting the use of the Town of Beaufort facilities noted in the above application do hereby hold and save harmless and agree to indemnify the Town of Beaufort and its elected officials, directors, officers, employees, servants, agents, contractors and their respective heirs, executors, successors with respect to any and all liability, actions, debts, suits, demands, costs, damages and expenses whatsoever arising wither directly or indirectly as a result of the use of the Town of Beaufort's facilities, park, road or other and in accordance with the provisions contained in this policy. I/We have read and understand this application, the event procedures and the requirements placed upon this applicant and organization. I agree to abide by the Town of Beaufort rules, regulations and ordinances.

Applicant's Signature ~~Susan R. Sanders~~ Date ~~2/15/24~~  
Kristen Prescott 4/7/25

### Internal Use Only

Permission is granted to the applicant and/or sponsoring organization to use the streets/facilities/parks as listed in the application for the special event described.

Permit Issue Date: \_\_\_\_\_  
Authorized Signature: \_\_\_\_\_

Insurance Certificate: Yes  No   
 Permit Fee: Yes  No   
 BOC Approval Date: \_\_\_\_\_  
 Police Chief Approval: \_\_\_\_\_  
 Fire Chief Approval: \_\_\_\_\_



**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, April 14, 2025  
614 Broad Street- Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case #25-06; 625 W Beaufort Rd Rezoning (R-20 to R-8)

**BRIEF SUMMARY:**

The applicant wishes to rezone 625 West Beaufort Road which is currently zoned R-20 and contains 0.688 acres to R-8. The proposed rezoning is consistent with the adopted CAMA Land Use Plan of December 2023. At their March 17, 2025, meeting the Planning Board unanimously recommended approval of the rezoning.

**REQUESTED ACTION:**

Discussion and decision on Proposed Rezoning with Consistency Statement.

**EXPECTED LENGTH OF PRESENTATION:**

20 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A



Attachment - A

# Staff Report

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

**Date:** 3/28/2025  
**Meeting Date:** 4/14/2025

## Case Number 25-06

**Summary of Request:** Rezone 625 West Beaufort Road from R-20 to R-8

### Background

**Location(s) & PIN** 625 West Beaufort Road (Pin # 730615530655000)

**Owners** HOLLINSHED PROPERTIES LLC  
**Applicant**

**Current Zoning** R-20

**Lot(s) Size & Conformity Status** .688 Acres (29,000 sq. ft. approx.) Conforming

**Existing Land Use** Two dilapidated structures

**Adjoining Land Use & Zoning**  
**North** Developed property zoned R8-MH (Mobile Home)  
**South** Undeveloped property zoned – R-8  
**East** Single Family zoned – R-20  
**West** Single Family zoned – R-20

**Special Flood Hazard Area**  Yes  No

**Public Utilities**  
Water  Available  Not Available  
Sewer  Available  Not Available

**Additional Information** See Staff Comments

**Requested Action** Discussion.  
Decision on Request with Consistency Statement to:  
• Approve the request; • Deny the request; or  
• Recommend more restrictive zoning district

**Comments**

- In February 2011 a request (Case # 20 11-01) to rezone 625 West Beaufort Road from R-20 to B-1 was denied as adjacent property owners spoke out about the property being converted to commercial usage and the Board of Commissioners agreed.
- There are currently two primary structures on the property which render it non-conforming as only one primary use is permitted. (Section 1 – General Provisions – R [page 6 of UDO])
- Both existing structures are also non-conforming as they do not meet the side yard setbacks for structures in the R-20 district (Section 7 – A -Table 7-2 Interior Lot Requirements for R-20 zone.

<b>Table 7-1 Interior Lot Requirements</b>	<i>Front Setback</i>	<i>Rear</i>	<i>Side</i>	<i>Building Height</i>
<i>District</i>	<i>(Right-of-Way)</i>	<i>Setback</i>	<i>Setback</i>	<i>Limitation</i>
R-20	30 feet	25 feet	15 feet	40 feet
<b>Estimated Existing Setbacks</b>			3-5 feet	

- A rezoning would NOT change the non-conforming status of the structures as they would still not meet the side yard setbacks for R-8 zoning classification of 8 feet.
- A rezoning to R-8 would allow for the potential subdivision of the lot as there is enough street frontage and total square footage to split the parcel and create two lots.
- At their March 17, 2025, meeting the Planning Board recommended approval based on the adjacent zoning of R-8 and that the request was consistent with the CAMA Land Use Plan as Suburban Residential.

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

In accordance with NCGS § 160D-604(d), when conducting a review of proposed zoning text or map amendments the Planning Board shall advise and comment on whether the proposed action is consistent with the Town of Beaufort Comprehensive and CAMA Land Use Plan that has been adopted and any other officially adopted plan that is applicable.

The Planning Board has provided a written recommendation to the BOC that addresses plan consistency and other matters as deemed appropriate by the Planning Board.

The recently adopted CAMA Land Use Plan identifies this property as **Suburban Residential** which is consistent with the rezoning request to R-8. (See Land Use Map & Attached Land Use Description

**Attachments:**

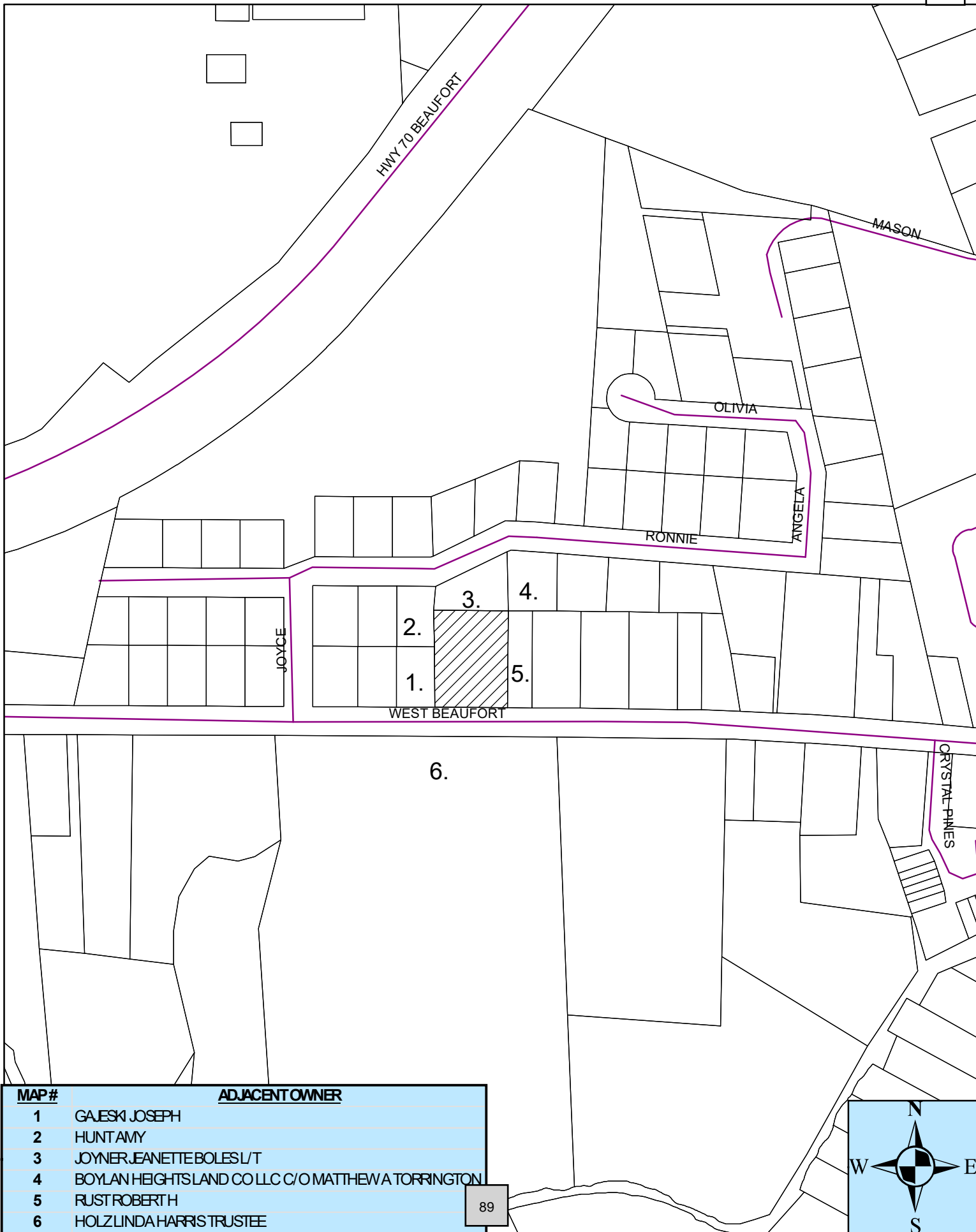
- Attachment B - Vicinity & Adjacent Owners Map
- Attachment C - Zoning Map
- Attachment D - CAMA Map
- Attachment E – CAMA Description
- Attachment F - Application Package
- Attachment G - CAMA Consistency Statement
- Attachment H - LDO Sections (R20 & R-8)
- Attachment I - Abutting Property Owners
- Attachment J - 625 West Beaufort Road Photos
- Attachment K - Draft Ordinance

### Comparison of Zoning Standards Existing R-20 to Proposed R-8

<b>Item</b>	<b>Existing (R-20)</b>	<b>Proposed (R-8)</b>
<b>Minimum Lot Size</b>	20,000 sq. ft.	8,000 sq. ft.
<b>Lot Width</b>	100' Minimum	60' Minimum
<b>Front Setback</b>	35 feet	25 feet
<b>Side Setback</b>	15 feet	8 feet
<b>Rear Setback</b>	25 feet	30 feet
<b>Building Height</b>	35 Feet	35 Feet

# Case 25-06 - 625 W Beaufort Road - Vicinity & Adjacent Owners Map

1.









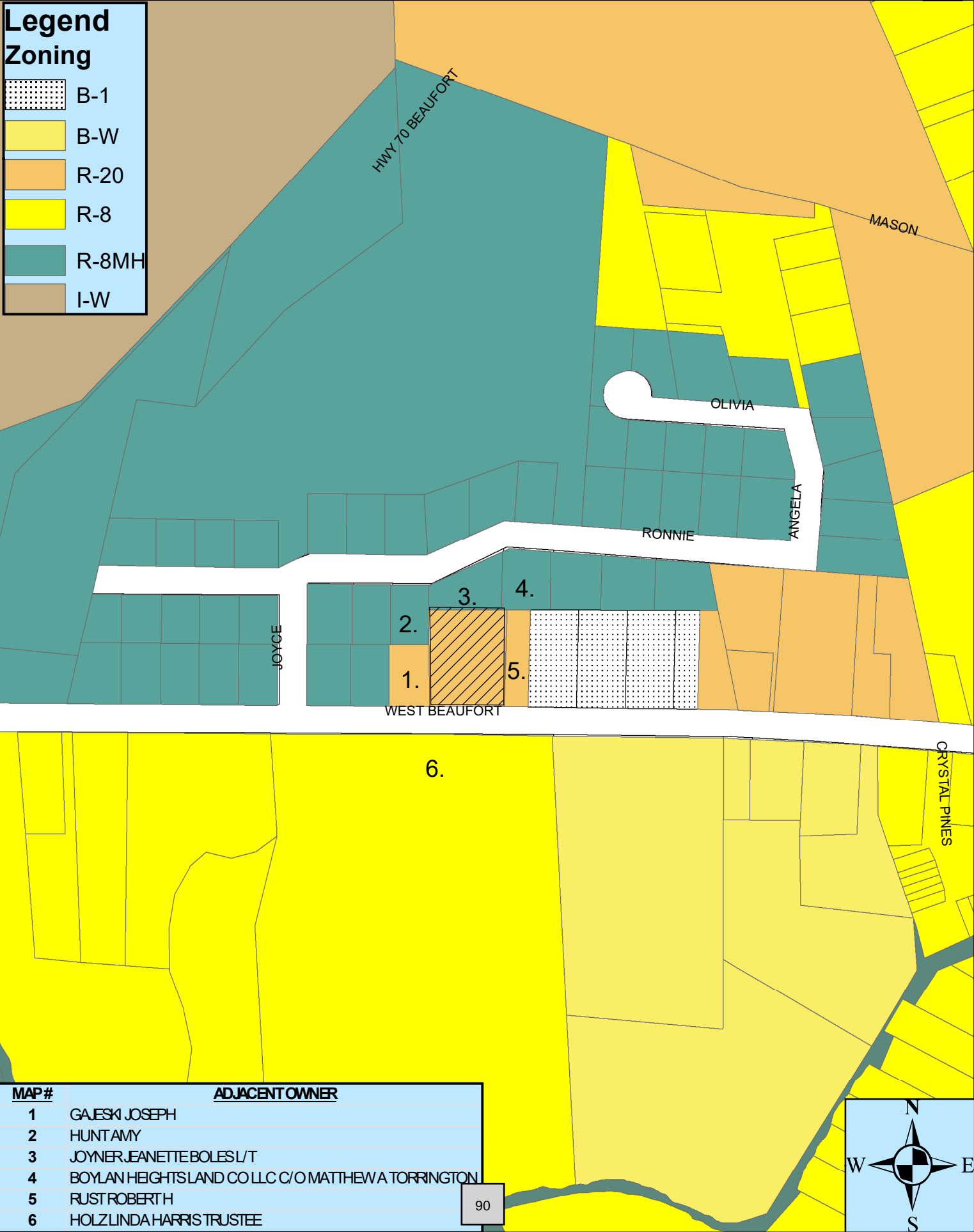
MAP#	ADJACENT OWNER
1	GAJESKI JOSEPH
2	HUNT AMY
3	JOYNER JEANETTE BOLES L/T
4	BOYLAN HEIGHTS LAND CO LLC C/O MATTHEW A TORRINGTON
5	RUST ROBERT H
6	HOLZ LINDA HARRIS TRUSTEE

# Case 25-06 - 625 W Beaufort Road - Zoning Map

1.

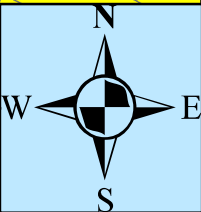
**Legend**  
**Zoning**

-  B-1
-  B-W
-  R-20
-  R-8
-  R-8MH
-  I-W













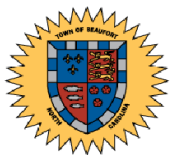
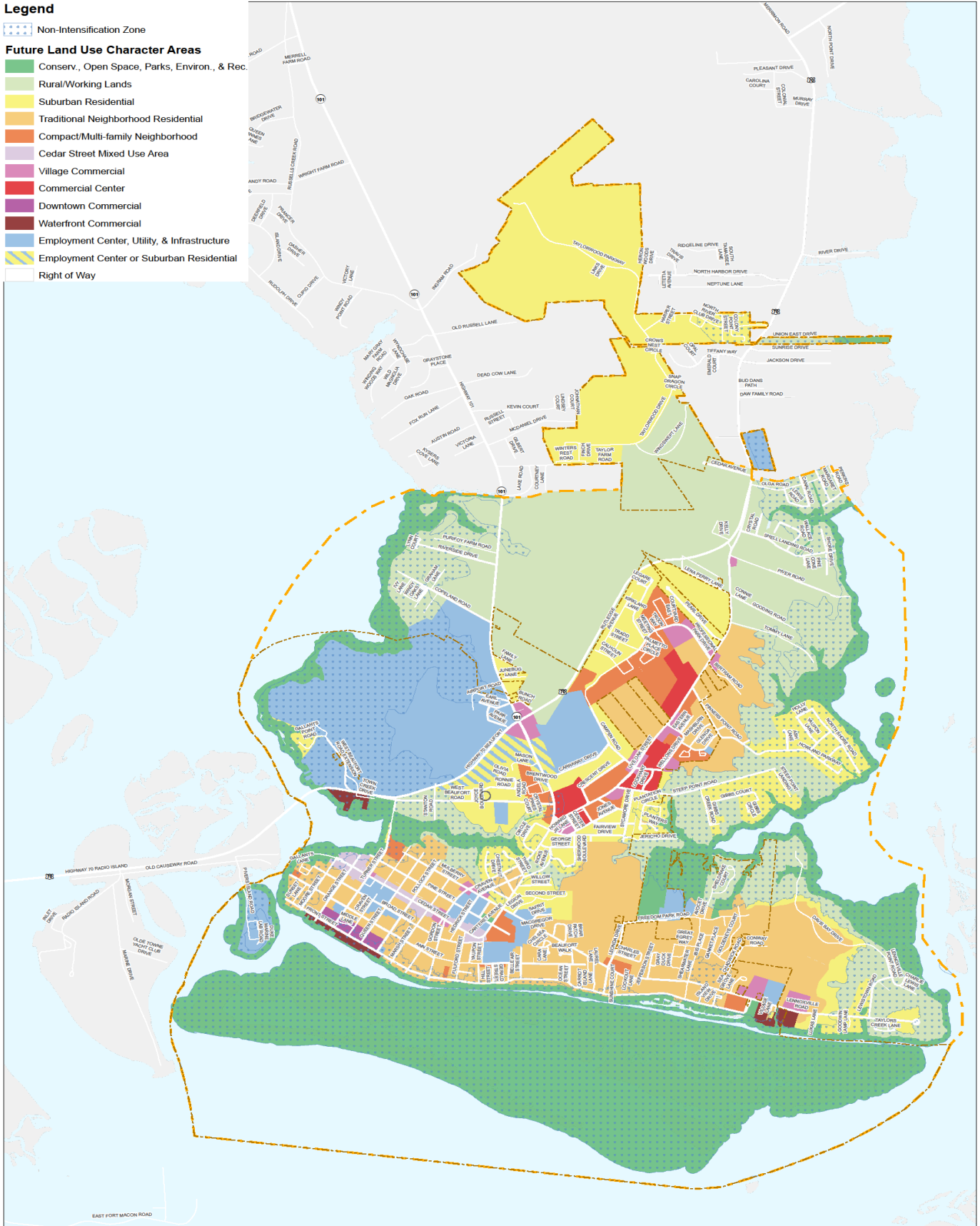
MAP#	ADJACENT OWNER
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3	JOYNER JEANETTE BOLES L/T
4	BOYLAN HEIGHTS LAND CO LLC C/O MATTHEW A TORRINGTON
5	RUST ROBERT H
6	HOLZ LINDA HARRIS TRUSTEE

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**Legend**

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



# Beaufort NC Comprehensive and CAMA Land Use Plan



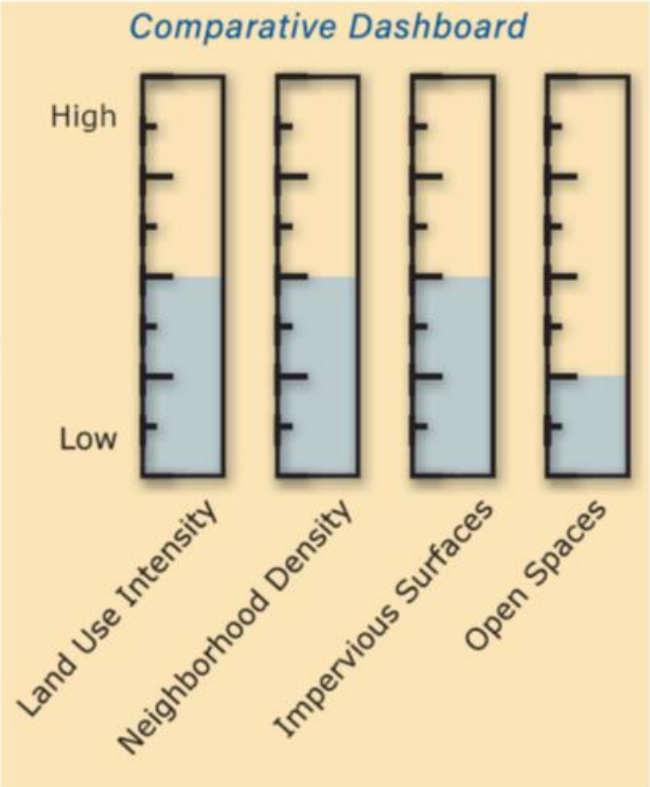
Date: 2/21/2025

DISCLAIMER: This map was created using the best available data, and is provided without warranty of any representation of accuracy or completeness. The information herein does not necessarily represent a legal survey. This data is dynamic and in a constant state of maintenance.

# Suburban Residential

## General Description:

These neighborhoods typically have larger lots or shared open spaces and common areas with a lower overall residential density than in the Traditional Neighborhood. The neighborhoods are still walkable from house to house, but most households probably depend primarily on automobiles for daily trips. Off-street parking is typical of a suburban residential neighborhood and various configurations exist. Residential densities typically range from around 1-3 dwellings per acre, although some developments will exceed that either in localized areas (especially if there are shared open spaces, amenities, or common areas) or overall. In neighborhoods with larger lots, open space is generally on private lots rather than communal.



## Streets and Circulation:

These neighborhoods have medium levels of connectivity with low volume, low speed routes. Effort should be made to increase connectivity except in instances where it would excessively harm environmentally sensitive areas. Block lengths should not exceed 650' on a side unless absolutely unavoidable. Pedestrian facilities should be provided on at least one side of every street. Bicycles can share lanes on low volume streets, but on arterials dedicated (and preferably separated) facilities should be provided.

## EXAMPLE USES:

### Typical Uses

Primarily single family detached residential, with an occasional mix of other highly compatible residential uses scattered throughout, including duplexes, accessory dwellings, and garage apartments. Sometimes, but more rarely, there may also be duplex neighborhoods.

### Uses if Context Appropriate

- » Institutional uses (churches, schools, hospital, government, etc)
- » Accessory dwellings
- » House-scale multi-family residential, patio homes, or small townhome developments - very occasionally.



Town of Beaufort  
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516  
252-728-2141 • 252-728-3982 fax  
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: Nicholas B Brown  
Applicant Address: PO Box 301, Morehead City, NC, 28557  
Phone Number: (252) 298-5077 Email: nick@soundccnc.com

Property Owner Name: Hollinshed Properties LLC  
Address of Property Owner: 306 Ann St, Beaufort, NC, 28516  
Phone Number: n/a Email: tshed62@gmail.com

**PROPERTY INFORMATION**

Property Address: 625 West Beaufort Road, 631 West Beaufort Road  
15-Digit PIN: 730615530655000 Lot/Block Number: L 16 18 Davis Park  
Size of Property (in square feet or acres): 0.6880 acres  
Current Zoning: R-20 Requested Zoning: R-8

Current Use of Property:  Residential  Vacant  Commercial  Other: \_\_\_\_\_

Nick Brown  
Applicant Signature

2/14/2025  
Date of Applicant's Signature

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

2/14/2025  
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: \_\_\_\_\_

**Statement to the Planning Department of the Town of Beaufort, NC**  
**Subject: Consistency of Proposed Zoning Amendment with the Beaufort Land Use Plan**  
**Subject Property: 625 West Beaufort Road, 631 West Beaufort Road**

Dear Members of the Planning Board,

The applicant believes that the proposed Zoning Map change aligns with the 2023 Comprehensive and CAMA Land Use Plan. The proposed rezoning from R-20 Residential Single-Family District to R-8 Residential Medium Density District is consistent with the Future Land Use Map and the Suburban Residential character area designated for this zone. Additionally, the proposed change is in harmony with the existing zoning classifications of adjacent/abutting properties and other areas in the general vicinity to the subject property.

Thank you for your time and consideration.

**Statement to the Planning Department of the Town of Beaufort, NC**  
**Subject: How this zoning amendment will promote the public health, safety and general welfare of the Town of Beaufort**  
**Subject Property: 625 West Beaufort Road, 631 West Beaufort Road**

Dear Members of the Planning Board,

The applicant believes that the proposed zoning amendment will enhance public health, safety, and the general welfare of the Town of Beaufort. The proposed zoning of the subject property will enable its redevelopment in alignment with the goals outlined in the 2018 Small Area Plan. Currently underutilized, this property is situated in an opportunity area that would benefit from thoughtful change to contribute to the vision of a vibrant, walkable community.

Given its proximity to historic downtown and Cedar Street, additional residential use will foster greater accessibility to shopping areas, parks, and other key amenities. This zoning amendment aligns with the town’s broader objectives for growth and community engagement.

Thank you for your time and consideration.



FILE # 1802092

FOR REGISTRATION REGISTER OF DEEDS  
Karen S. Hardesty  
Carteret County, NC  
June 20, 2023 04:33 PM  
CHELSEA DEED 4 P  
FEE: \$26.00  
NC REVENUE STAMP: \$350.00  
FILE # 1802092

*Rt. Wheary*

*The property does not include a primary residence.*

*The attorney preparing this deed has not examined the title and makes no certification as to the title to the property herein described.*

NORTH CAROLINA  
CARTERET COUNTY

Prepared by Richard F. Landis, II  
COMMISSIONER'S DEED  
Tax Stamps: \$350.00  
Parcel No.: 7306155306550000

THIS COMMISSIONER'S DEED, made and entered into this 16<sup>th</sup> day of June, 2023, by and between RICHARD F. LANDIS, II, acting as Commissioner of Court as hereinafter stated, party of the first part, whose mailing address is P.O. Box 3557, Kinston, NC 28502; and HOLLINSHED PROPERTIES, LLC, a North Carolina limited liability company, a party of the second part, whose mailing address is P.O. Box 41105, Fayetteville, NC 28309;

WITNESSETH:

THAT WHEREAS, in a certain special proceeding entitled, "JoAnn N. Woodard, Administratrix of the Estate of Charles David Cavett, Deceased, and JoAnn N. Woodard, Individually vs. Namon Anthony Nassef, et al., Respondents", brought and pending before the Clerk of Superior Court of Carteret County, North Carolina, under File No. 23-SP-31, an Order was made by said Court on the 10th day of May, 2023, appointing said party of the first part as Commissioner of the Court to sell at private sale, subject to the confirmation of the Court, that certain real property which is described in the Petition and hereinafter described;

AND WHEREAS, said party of the first part, acting as Commissioner of Court as aforesaid, on the 11th day of May, 2023, reported to said Court the sale of the real property hereinafter described to Thomas Hollinshed, as the Buyer in a certain Offer to Purchase and Contract attached

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to the Petition (the "Contract"), for the price of One Hundred Seventy Five Thousand Dollars (\$175,000.00) and recommended that said sale be confirmed by the Court in the absence of an upset bid;

AND WHEREAS, said report of sale has remained open for ten days and no higher or upset bid was filed;

AND WHEREAS, on the 26th day of May, 2023, said Court entered a certain "ORDER CONFIRMING PRIVATE SALE" and directing said party of the first part, as Commissioner of Court, to make, execute and deliver to said Buyer a good and sufficient deed for said real property described in the Petition upon payment of said One Hundred Seventy Five Thousand Dollars (\$175,000.00) purchase price;

AND WHEREAS, in accordance with Paragraph 8(h) of the Contract, said Thomas Hollinshed as the Buyer therein has directed said Commissioner to make the deed to the party of the second part, the said Hollinshed Properties, LLC;

AND WHEREAS, said purchase price has now been fully paid;

NOW, THEREFORE, said party of the first part, acting as Commissioner of Court, and under authority of said ORDER CONFIRMING PRIVATE SALE and in consideration of payment of said purchase price of One Hundred Seventy Five Thousand Dollars (\$175,000.00), has bargained and sold, and by these presents does bargain, sell, and convey unto Hollinshed Properties, LLC, the said party of the second part, its successors and assigns, that certain real property lying and being in Beaufort Township, Carteret County, North Carolina, and more particularly described on Exhibit A attached hereto and incorporated herein by reference.

TO HAVE AND TO HOLD said real property together with all privileges and appurtenances thereto belonging to said Hollinshed Properties, LLC, the said party of the second part, its successors and assigns, in as full and ample a manner as said party of the first part, as Commissioner of Court as aforesaid, is authorized and empowered to convey the same.

IN TESTIMONY WHEREOF, the said party of the first part, acting as Commissioner of Court as aforesaid, has hereunto set his hand and seal as of the day and year first above written.

 (SEAL)

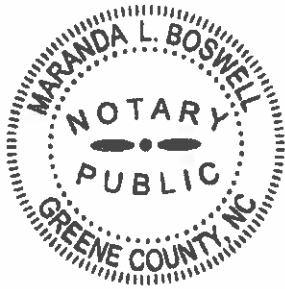
Richard F. Landis, II,  
Commissioner of Court

STATE OF NORTH CAROLINA

COUNTY OF LENOIR

I, Maranda L. Boswell, a Notary Public, does hereby certify Richard F. Landis, II appeared before me this day, being personally known to me or identified by satisfactory evidence, and acknowledged to me his due voluntary execution of the foregoing instrument in the capacity indicated for the purposes therein expressed.

Witness my hand and Notarial Seal this 16<sup>th</sup> day of June, 2023.



Maranda L. Boswell  
Notary Public

Maranda L. Boswell  
Printed name of notary public  
My commission expires: 08/16/2023

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ATTACHMENT TO COMMISSIONER'S DEED by and between Richard F. Landis, II, acting as Commissioner of Court, party of the first part; and Hollinshed Properties, LLC, a North Carolina limited liability company, party of the second part, dated June 16<sup>th</sup>, 2023.

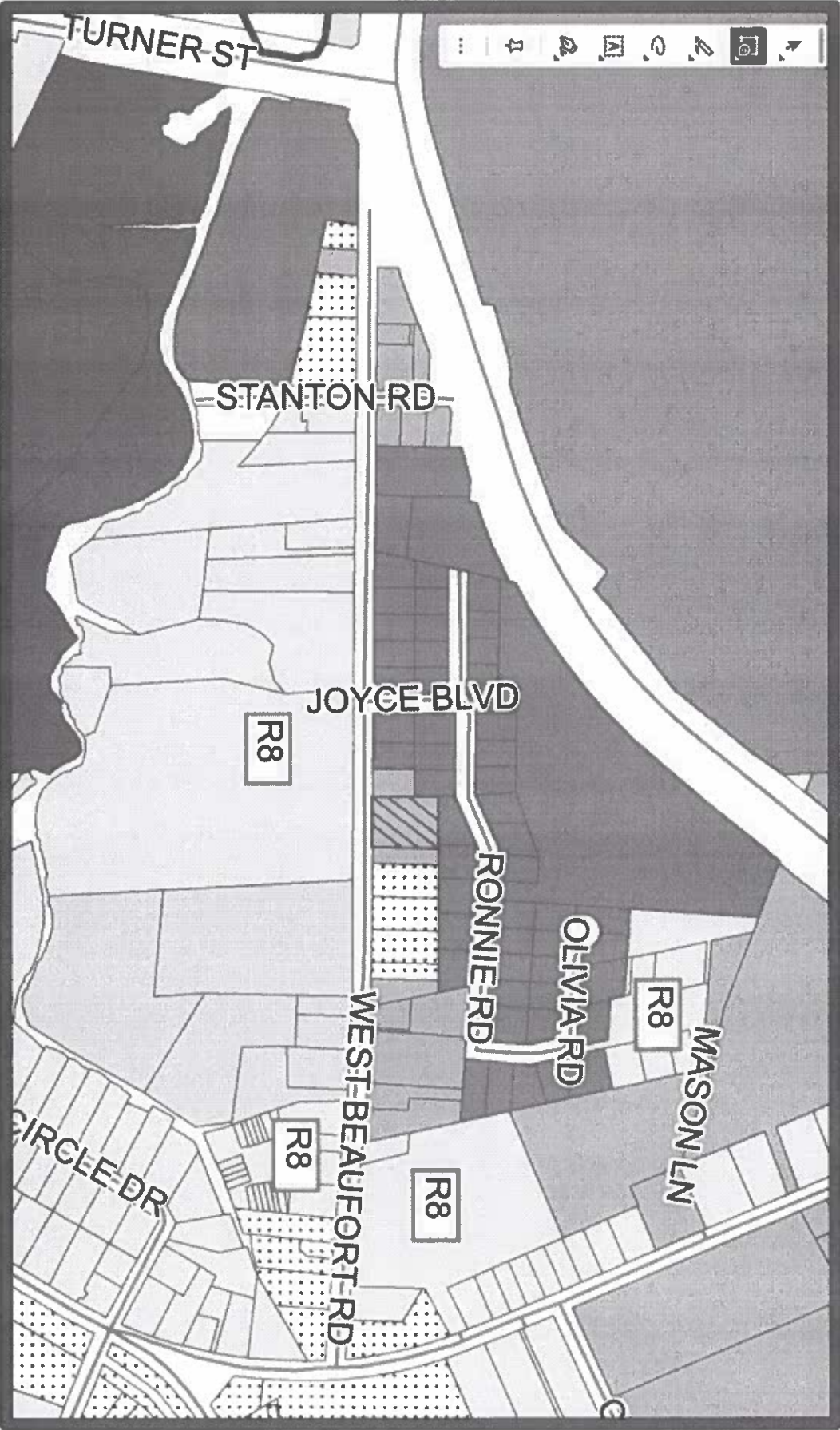
## EXHIBIT A

631 West Beaufort Road, Beaufort, NC (Parcel ID No. 730615530655000) lying on the North side of the West Beaufort Road, and being all of Lot Number Sixteen (16), and all of Lot Number Seventeen (17), and all of Lot Number Eighteen (18) in the "Davis Park Subdivision" according to the map of the same prepared by Philip K. Ball, Engineer, in September, 1946, which property is the same land as that conveyed to George C. Morris and Dollie Morris by those deeds appearing of record in Book 138, Page 170; Book 212, Page 291; and Book 212, Page 293, Carteret County Registry, to which conveyances reference is made for a more particular description. And being the same property described in that Trustee's Deed from T. Michael Satterfield, Substitute Trustee, to Wallace Eugene Cavett dated August 21, 1992, recorded in Book 695, Page 106, Carteret County Registry.

Also see Wallace Eugene Cavett Estate File No. 12E676 and Gertrude Cole Cavett Estate File No. 15E379 in the Carteret County Clerk's Office.



Other R-8 zoning classification in the vicinity of subject property



**Adjacent and Abutting Properties**

<b>OWNER:</b>	GAJESKI JOSEPH
<b>Addresses:</b>	619 WEST BEAUFORT ROAD 621 WEST BEAUFORT ROAD

<b>OWNER:</b>	HUNT AMY VOLIVA DIANNE WILLIAMS L/T
<b>Addresses:</b>	204 RONNIE ROAD

<b>OWNER:</b>	JOYNER JEANETTE BOLES L/T
<b>Addresses:</b>	206 RONNIE ROAD

<b>OWNER:</b>	BOYLAN HEIGHTS LAND CO LLC C/O MATTHEW A TORRINGTON
<b>Addresses:</b>	208 RONNIE ROAD

<b>OWNER:</b>	RUST ROBERT H
<b>Addresses:</b>	635 WEST BEAUFORT ROAD

<b>OWNER:</b>	HOLZ LINDA HARRIS TRUSTEE
<b>Addresses:</b>	

Property not addressed



**TOWN OF BEAUFORT  
PLANNING BOARD**

**RESOLUTION ADVISING THAT PROPOSED AMENDMENT  
TO THE TOWN OF BEAUFORT ZONING MAP IS IN ACCORDANCE  
WITH ALL OFFICIALLY ADOPTED PLANS;  
IS REASONABLE; AND IS 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, of which the zoning map is part, for the purpose of promoting the health, safety, morals, and general welfare of its citizens;


WHEREAS, N.C.G.S. §160D-604(d) requires the Town of Beaufort Planning Board shall advise and comment on whether the proposed action is consistent with the Town of Beaufort CAMA Core Land Use Plan that has been adopted and any other officially adopted plan that is applicable, and provide a written recommendation to the Board of Commissioners that addresses plan consistency and other matters as deemed appropriate by the Planning Board; and

WHEREAS, the Planning Board has in fact met to consider and evaluate the proposed zoning map amendment; and


NOW THEREFORE, BE IT HEREBY RESOLVED, that the Planning Board finds that the proposed amendment to the zoning map is in accordance with all officially adopted Town plans for the reasons stated in the Staff Report for Case 25-06 and therefore recommends adoption by the Board of Commissioners. The Planning Board finds that the proposed amendment reasonable and in the public interest because it allows the continuation of single-family residential use, and is in furtherance of the Town plans, ordinances and regulations.

This Resolution is effective upon its adoption this 17<sup>th</sup> day of March 2025.

**TOWN OF BEAUFORT  
PLANNING BOARD**

  
\_\_\_\_\_, Chairman

ATTEST:

  
\_\_\_\_\_, 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**

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

**Table 7-2 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>
R-20	30 feet	30 feet	25 feet	15 feet	40 feet

**Table 7-3 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 Setback</i>	<i>Building Height Limitation</i>
R-20	30 feet	25 feet	15 feet	40 feet

4) Accessory Building Setback Requirements.

All accessory buildings shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) **Permitted Uses.**

- Agritourism
- Antenna Co-Location on Existing Tower
- Aquaculture
- Assisted Living
- Athletic Field, Public
- Athletic Field, Private
- Carport
- Club, Lodge, or Hall
- Community Garden
- Dock
- Dwelling, Single-Family
- Family Care Homes
- 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* requirements 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

o) Management of the Recreational Vehicle Park.

- i) It shall be unlawful for a person to park or store a manufactured home in a recreational vehicle park for longer than seven days. However, one manufactured home may be allowed within an RV park to be used as an office and/or residence of the persons responsible for the operation and maintenance of the park.
- ii) It shall be the duty of the operator of an RV park to keep an accurate ledger containing a record of all occupants of the RV park. The operator shall keep the ledger available at all times for inspection by law enforcement officials, public health officials, and other officials whose duties necessitate acquisition of the information contained in the ledger.
- iii) The ledger shall contain the following information:
  - Name and permanent address of the occupants of each space;
  - Dates entering and exiting the park; and,
  - The vehicle license plate number with the state of issuance for the license plate, make, and type of vehicle for each car, truck, camping vehicle, etc. staying within the RV park.

C) ***R-8 Residential Medium Density District.***

This residential zoning district is established as a medium density zoning district in which the principle use of the land is for single-family dwelling units. The regulations of this zoning district are intended to provide areas of the community for those persons desiring residences in relatively medium density areas. No buildings, houses, or structures, excepting noncommercial docks or piers as specified in Section 2(H) of this Ordinance, will be erected on the south side of Front Street in this district. Uses in this district which require potable water or sanitary sewer must be connected to both municipal water and municipal sewer.

1) Minimum Lot Size.

All lots in the R-8 district shall be a minimum of eight thousand square feet (8,000 ft<sup>2</sup>).

2) Minimum Lot Width.

All lots in the R-8 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 7-9 Interior 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>
R-8	25 feet	25 feet	8 feet	35 feet

**Table 7-10 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>
R-8	25 feet	20 feet	25 feet	8 feet	35 feet

**Table 7-11 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 Setback</i>	<i>Building Height Limitation</i>
R-8	25 feet	15 feet	8 feet	35 feet

Where a lot extends across Front Street, the above setbacks shall apply to the portion of the lot north of Front Street. The docks or piers permitted on the south side of Front Street will be subject to an eight feet (8') side setback, or any more restrictive setback required by CAMA or the regulations promulgated thereunder.

4) Accessory Building Setback Requirements.

All accessory buildings shall comply with all setback provisions of this Ordinance, including but not limited to Section 2(F), Section 6 and Section 15 of this Ordinance.

5) Permitted Uses.

- |  |   |
|--|---|
| Antenna Co-Location on Existing Tower                      | Neighborhood Recreation Center, Indoor/Outdoor, Private |
| Athletic Field, Public                                     | Neighborhood Recreation Center, Public                  |
| Carport  | Park, Public  |
| Community Garden   | Public Utility Facility                                 |
| Dock   | Resource Conservation Area                              |
| Dwelling, Single-Family                                    | Shed  |
| Family Care Homes  | Swimming Pool (Personal Use)                            |
| Garage, Private Detached                                   | Temporary Construction Trailer                          |
| Government/Non-Profit Owned/Operated Facilities & Services | Utility Minor   |
| Group Home   | Vehicle Charging Station                                |
| Home Occupation  |   |

6) Special Uses (*Special Uses* requirements may be found in Section 20 of this Ordinance).

- |                                       |                               |
|---------------------------------------|-------------------------------|
| Accessory Dwelling Unit               | Marina                        |
| Athletic Field, Private               | Outdoor Amphitheater, Public  |
| Bed & Breakfast                       | Preschool                     |
| Cemetery/Graveyard                    | Produce Stand/Farmers' Market |
| Club, Lodge, or Hall                  | Public Safety Station         |
| Concealed (Stealth) Antennae & Towers | Religious Institution         |
| Day Care/Child Care Home              | Satellite Dish Antenna        |
| Golf Course, Privately-Owned          | School, Post-Secondary        |
| Golf Driving Range                    | Utility Facility              |



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)

**Notification Certification**  
**Case #25-06 625 West Beaufort Road Abutting Neighbors**  
**Rezoning Request for R-20 to R-8**

BOYLAN HEIGHTS LAND CO LLC C/O MATTHEW A TORRINGTON 10800 GARFIELD AVE CULVER CITY, CA 90230	JOSEPH GAJESKI 621 WEST BEAUFORT RD BEAUFORT, NC 28516
HOLLINSHED PROPERTIES LLC C/O THOMAS HOLLINSHED PO BOX 41105 FAYETTEVILLE, NC 28309	HOLZ LINDA HARRIS TRUSTEE 808 SOUTH IRVING STREET ARLINGTON, VA 22204
AMY HUNT 109 CIRCLE DR BEAUFORT, NC 28516	JOYNER JEANETTE BOLES L/T 805 FRONT STREET BEAUFORT, NC 28516
ROBERT H RUST 810 BROAD STREET BEAUFORT, NC 28516	

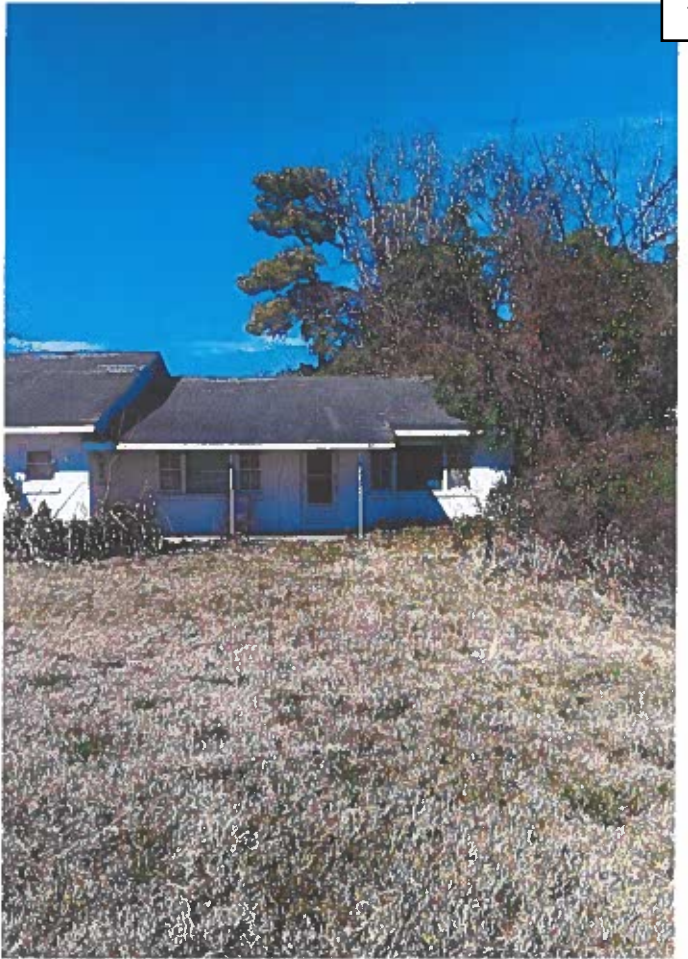
I, *Kyle Garner*, Planning Director for the Town of Beaufort do hereby certify the above subject property owners, applicants, and adjacent property owners were each mailed a letter and vicinity map on March 28, 2025, regarding a request for a rezoning at 625 West Beaufort Road. A sign was posted on the subject property on February 21, 2025 regarding the same. The rezoning request will be heard at the April 14, 2025 Board of Commissioners meeting at the Train Depot, 614 Broad Street, Beaufort, NC, at 6:00 p.m.

Signed \_\_\_\_\_

\_\_\_\_\_

Date

Mayor Sharon Harker  
Commissioner Bucky Oliver • Commissioner Melvin Cooper  
Commissioner Paula Gillikin • Commissioner John LoPiccolo • Commissioner Sarah Spiegler  
Interim Town Manager Charles Burgess



**BEAUFORT BOARD OF COMMISSIONERS  
AN ORDINANCE TO REZONE  
625 WEST BEAUFORT ROAD FROM R-20 TO R-8  
ORDINANCE NO. 25-\_\_\_**

Owner: HOLLINSHED PROPERTIES LLC  
Location & PIN: 625 West Beaufort Road (Pin # 730615530655000)  
Lot Size: 0.688 acres  
Existing District: R-20 (Residential Agricultural District)  
Requested District: RS-8 (Medium Density Residential)  
Meeting Date: April 14, 2025

**WHEREAS**, the property owner HOLLINSHED PROPERTIES LLC has submitted a request to rezone 625 West Beaufort Road from R-20 to R-8; and

**WHEREAS**, the Beaufort Planning Board has convened to consider and prepare a recommendation and consistency statement on the request at its meeting on March 17, 2025, at which time the Planning Board unanimously recommended approval of the request; and

**WHEREAS**, a notice of public hearing to be held during the April 14, 2025 Beaufort Board of Commissioners regular meeting was published in the Carteret County News-Times on April 2, 2025 and April 6, 2025; and

**WHEREAS**, the Beaufort Board of Commissioners conducted a public hearing on April 14, 2025, 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:

- The proposed zoning of R-8 at 625 West Beaufort Road is consistent with surrounding land use patterns and zoning in the area and allows these conditions to continue.
- The proposed zoning of R-8 at 625 west Beaufort Road is consistent with the Suburban Residential Future Land Use Classification in the Future Land Use Map of the Beaufort Comprehensive and CAMA Land Use Plan,
- The proposed zoning of R-8 at 625 West Beaufort Road is reasonable and in the public interest.

**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 625 West Beaufort Road (PIN 730615530655000) 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 14<sup>th</sup> day of April 2025

TOWN OF BEAUFORT

---

Elizabeth Lewis, Town Clerk

---

Sharon E. 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, April 14, 2025**

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Ann Street Park

**Beaufort Parks & Recreation Advisory Board Recommendations to the BOC**

After carefully reviewing all of the public input received over the past few months regarding a park at the West end of Ann Street, the Beaufort Parks & Recreation Advisory Board unanimously recommends a park design that includes an observation deck at Ann Street Park.

The park conversations brought forward the community’s desire for additional kayak access locations in Beaufort. The Board recommends that due to multiple factors involving the current at the Ann Street Park location that the Town look into adding additional kayak launches at the end of Moore Street, on the Town-owned property on West Beaufort Road and consider other Town-owned street ends such as Fulford Street. The West Beaufort Road location has also been identified by the advisory committee as a potential location for the addition of kayak storage racks.

The Parks & Recreation Advisory Board recommends that these projects move forward as soon as possible in order to address the public’s request for additional kayak launch locations. There are currently kayak launch points on Front Street to include Fisherman’s Park, Grayden Paul Park, Curtis Perry Park, and Derwood’s Landing. Carteret County Parks & Recreation operates a kayak launch on Town Creek.

The recommendation is to consider Ann Street Park as a Passive Pocket Park containing open green space, native plantings, a rain garden, and an observation deck. All Town of Beaufort park rules would apply to include noise and hours of operation regulations. Park Rules & Regulations governing Town parks are outlined in Chapter 96 of the Town of Beaufort Code of Ordinances. They are also attached below for quick reference. The Parks & Recreation Advisory Board feels the existing ordinance adequately addresses many of the community's concerns regarding parking, noise, and litter.

Public Input for the project has been received in multiple ways to include in person during a community conversation forum, a site visit, public comments during Parks & Rec meetings from October 2024-April 2025, emails, handwritten notes, and phone calls to staff. All of the input was shared with the Parks & Recreation Advisory Board so that every comment was taken into consideration in the process of making the above recommendations.

The Park would be completed in 2 phases. Phase 1 is the land side of the park and can be completed almost entirely in-house utilizing Town staff and funded from the existing Park

Improvements Project Fund. Phase 2 includes the observation deck and the bulkhead/living shoreline portion. Staff is in the process of applying for grants to fund this portion of the project. Staff needs the BOC's approval of the proposed concept design in order to move forward with Phase 1 & 2.

The concept design has been updated and reviewed by the committee several times. Additional recommendations not captured by the concept design include:

- Use of backless benches in Phase 2
- Incorporate irrigation throughout the entire park
- Use of dark sky lighting
- Use of native plants & grasses
- Open green lawn space
- Exploration of donations in the form of memorial benches and possibly brick pavers

**Town of Beaufort Code of Ordinances Chapter 96: Parks and Recreation**

Sec. 96.03. - General prohibitions applicable to all parks and recreation facilities.

Within the limit of any Town of Beaufort park or within any recreational facility, it is unlawful for any person to:

- (1) Litter;
- (2) Use profane or abusive language;
- (3) Use illegal drugs;
- (4) Possess alcohol, except by permit;
- (5) Smoke;
- (6) Possess glass containers;
- (7) Amplify sound, except by permit;
- (8) Solicit or panhandle;
- (9) Engage in commercial activity, except by permit;
- (10) Obstruct entrances to the park;
- (11) Dump household/business trash into public receptacles;
- (12) Vandalize property;
- (13) Leave vehicles overnight;
- (14) Camp;
- (15) Light fires or fireworks, except by permit (park grills not included);
- (16) Gamble;
- (17) Possess weapons. This does not prohibit concealed handgun permit holders from legally carrying a concealed handgun in accordance with N.C.G.S. 14-415.11.
- (18) Golf, hunt, skateboard, roller blade, operate ATVs or drones;
- (19) Park in the grass; or
- (20) Possess off-leash pets, owners must pick up and dispose of pet waste.

**REQUESTED ACTION:**

Approval of the Ann Street Park Design Concept Map as presented or to approve with suggested updates.

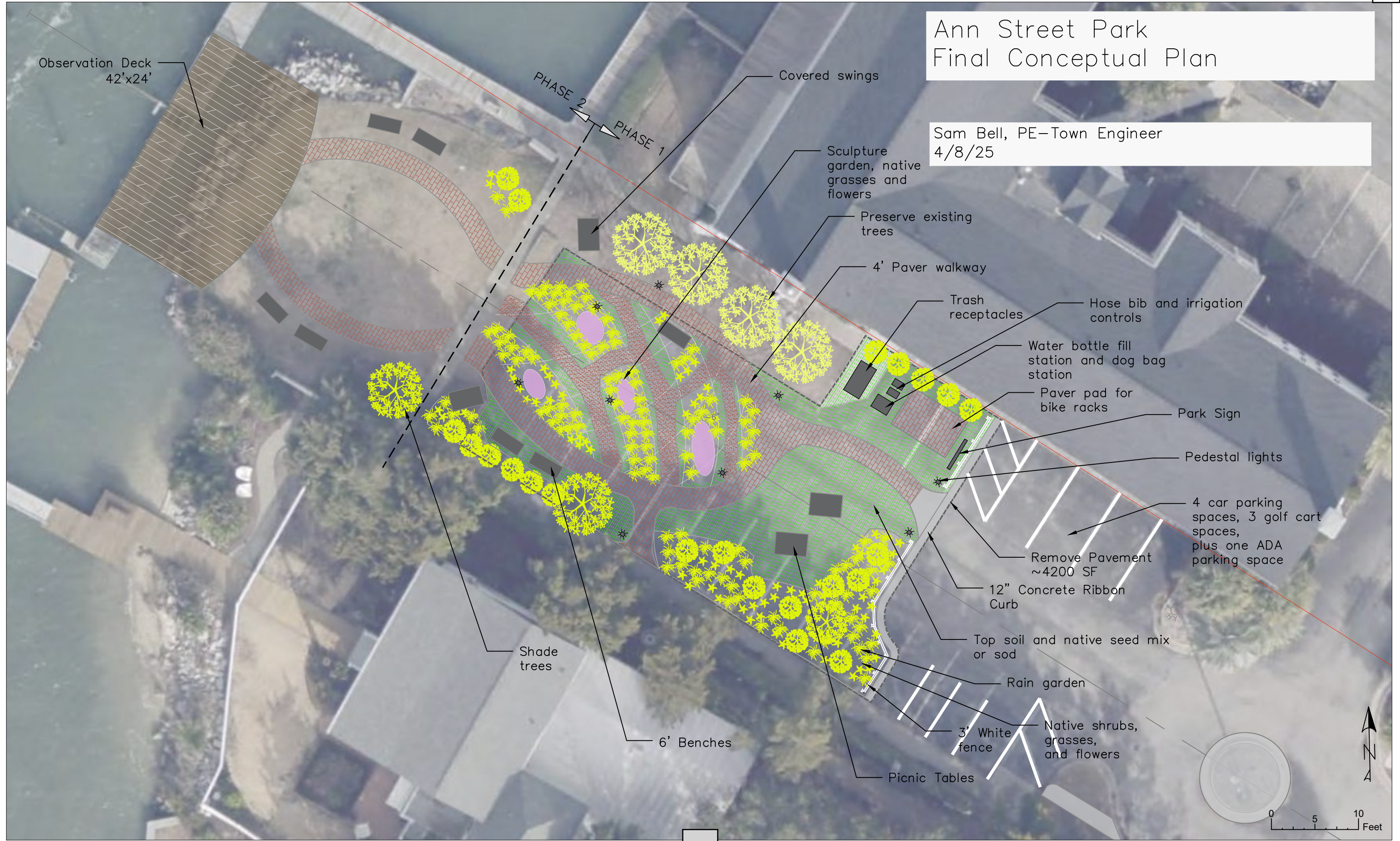
Approval for staff to apply for grants for the completion of Ann Street Park.

Approval for staff to develop park projects at Moore Street, West Beaufort Road, and potentially at additional town-owned street ends such as Fulford Street.

**EXPECTED LENGTH OF PRESENTATION: 15-20 minutes**

# Ann Street Park Final Conceptual Plan

Sam Bell, PE—Town Engineer  
4/8/25



# Community Conversations: Ann Street Park

## Public Input Review

Compilation of all the comments and feedback received at the February 2025 event. Participants were asked to write their comments on sticky notes and/or directly on the maps provided. In addition staff received several emails from residents who could not attend the meeting. This input has also been included. Two residents submitted their own drawn design suggestions.

**Attendance:** Approximately 100 (includes email input)

**Staff Present:** Parks Coordinator/PIO Rachel Johnson, Town Engineer Sam Bell, Interim Town Manager Charlie Burgess, Assistant Town Manager/Town Clerk Elizabeth Lewis, Fire Chief Tony Ray, Finance Director Christi Wood and Police Chief Paul Burdette.

**Mayor/BOC Present:** Mayor Sharon Harker, Commissioner Melvin Cooper, Commissioner John LoPiccolo

**Parks & Recreation Advisory Board Members Present:** Sheresa Elliot, Doug Williams, Carol Baird, Ron Dupuis, Lora Fasolino and Taylor McCune

Participants were asked to weigh in on having a floating dock as a part of the final design or not. All comments were in favor of an observation dock at this location.

### Observation Dock Only Design: 28

18 people commented that the current in this location is strong and dangerous

3 people commented that a floating dock would be a duplication of existing Town facilities offered at nearby locations

- Current is dangerous
- Current is fast
- Current is strong
- Current cranks through here
- Floating dock is expensive & redundant
- There is already a kayak launch nearby
- Redundant with the Broad Street dock so close
- Ask Bonehenge Maritime Museum for input
- The current is strong and difficult to maneuver in small boats and kayak. I know this from experience with friends who couldn't get back to our dock next door.
- Taylor's Creek is better for kayaking.

### Observation Dock with a Floating Dock Design: 18

9 people made comments specific to the desire to add a kayak launch

3 people made comments requesting kayak storage racks

- Please include a floating dock for kayaking and short-term tie-ups to pick up/drop off passengers.
- Safe water access
- Give access to boaters – let them decide if they can do it safely or not
- Not including a floating platform will not keep people from trying to access the water, it will just make it more dangerous for people who do.

**Other comments/suggestions/requests by topic**

**Parking**

- Golf cart parking - 4 spaces suggested
- No parking spaces needed
- Just need a car drop off area and no parking spaces
- How many days a year will there be 7 cars?
- Beaufort is bigger than folks in the historic area, parking is a must.
- No parking – vagrant issues already
- Parking is needed
- Concerned that the hotel is 50-100 parking spaces short of what they need.

**Lighting**

- 5 requests for Dark Sky Lighting
- 3 suggestions for lights with shades to draw down light
- Lighting on path & sculptures/art

**Vegetation/Plants/Trees/Gardens**

- No trees on left side facing the water  
(Gate access required – left side by water)
- Bee/butterfly friendly flowers and bushes
- No trees – Keep the view
- Preserve the open vista
- Don't obstruct the view
- Open lawn area
- Oak Bosque Maples
- Native trees
- Flowering trees
- Plant different color grasses
- Trees around the parking area
- Leave the existing crepe myrtles
- Recreate a maritime forest
- Are the gardens historic?

**Water Source**

- Sprinklers – If no, don't use sod

- Hose bibs
- Water source for plants
- Irrigation

### **Art/Sculpture/Memorials/Signs**

- 2 requests for Memorial Pavers
- Memorial Garden
- Pathways & paved areas serve as memorial gardens (donated/inscribed by community members) – Same for benches & structures
- Beaufort Oyster Industry plaque
- Historical plaque commemorating the original bridge location
- Plaque about the fishing industry
- Sculptures by local artists and/or from Beaufort schools
- Use local artists for art and sculptures
- Include a sculpture garden
- Informational signs about local aquatic life/birds/geography and land use
- More sculpture pads and rotating exhibits
- Install sculpture base slabs with standard bolt patterns – Arts in Beaufort

### **Shade**

- Don't obstruct the view
- No shade structure on dock
- 6 people request shade sails on the dock
- Shaded area
- Preserve the view

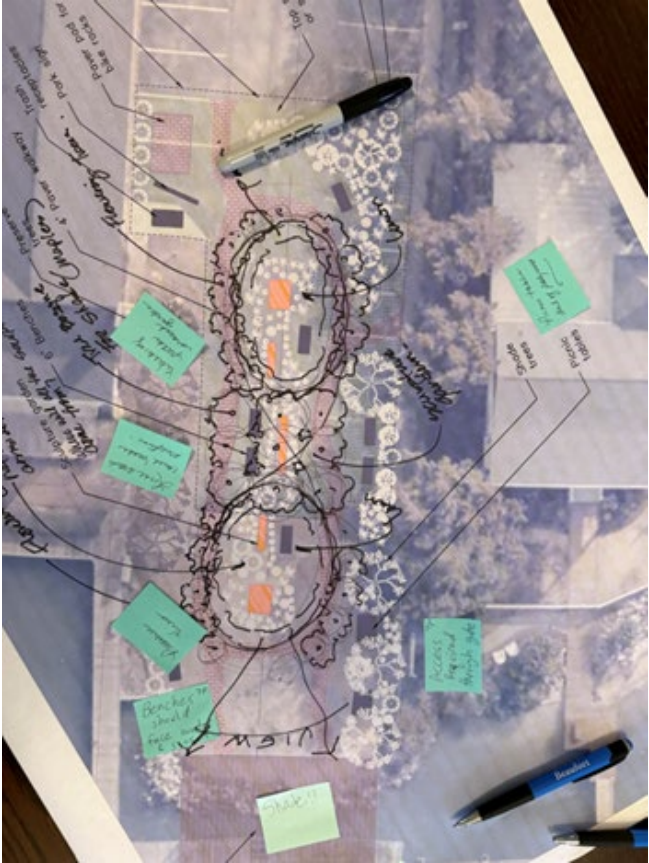
### **Other:**

- 2 requests for covered swings facing the water
- Hammock area
- Picnic tables made of Plywood
- 2 requests for benches to face the water/sunset
- Walking paths around gardens
- Public participation through donations: plant/paint/participate
- No covered swings
- Two requests that if there are trash cans that they must be emptied twice a day
- Remove trash cans
- 4 people requested benches and tables built into the dock
- 2 people requested restrooms – 2 gender neutral with changing tables
- Gazebo
- No gazebo
- Historically correct benches
- Flooding mitigation for stormwater

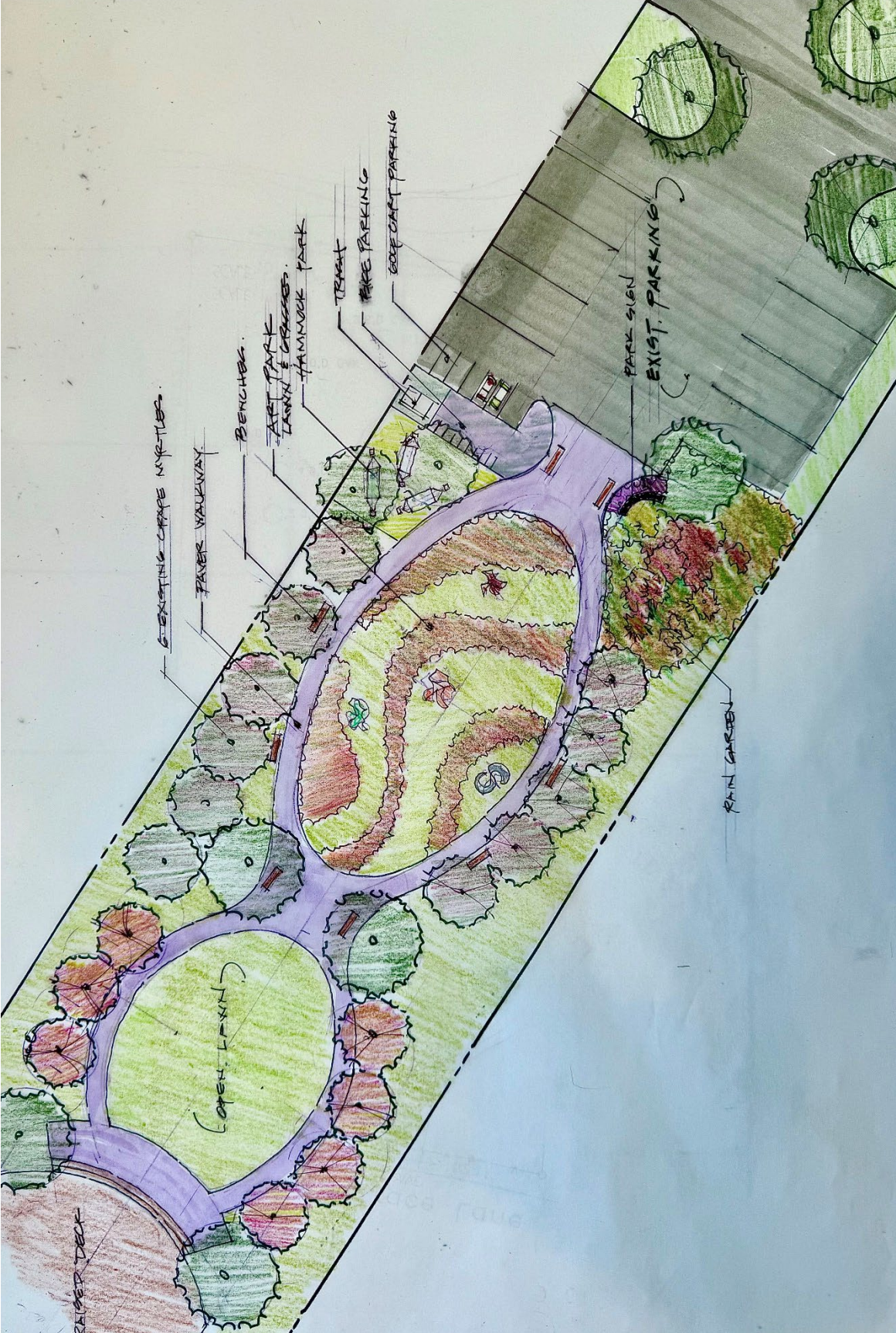
- Place circular benches around large shade trees
- Hire local woodworkers to make benches/dock/paths/plant trees/garden/etc
- Add more benches (donated) & trash/recycling bins near the picnic tables
- Add 2-3 drinking fountains with dog bowls located along the pathway
- Park is in close proximity to numerous residences – worried about noise during the day and especially at night. Suggest a no noise rule and an early curfew.
- Potential to enhance quality of life but could have unintended consequences.
- Concern about people playing loud music.

2 residents submitted their own concept renderings.

George Stanziale Submission:



Drawing during Community Conversation.





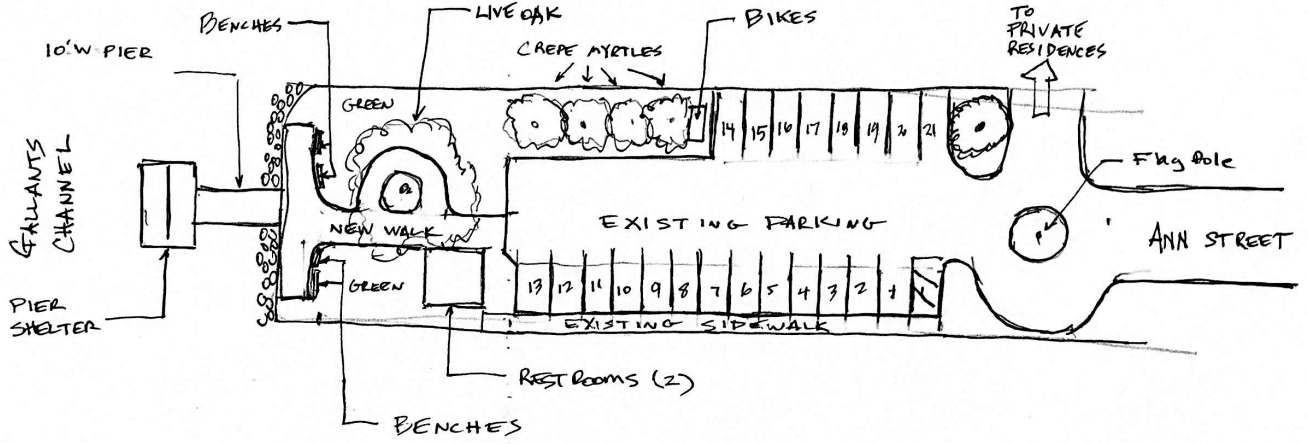
Ann Street Park

Preliminary Conceptual Plan  
V1—observation deck only

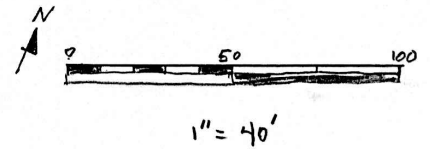
Sam Bell, PE—Town Engineer  
2/13/25

Submitted via Email by Ralph Merrill:

# ANN STREET PARK CONCEPT

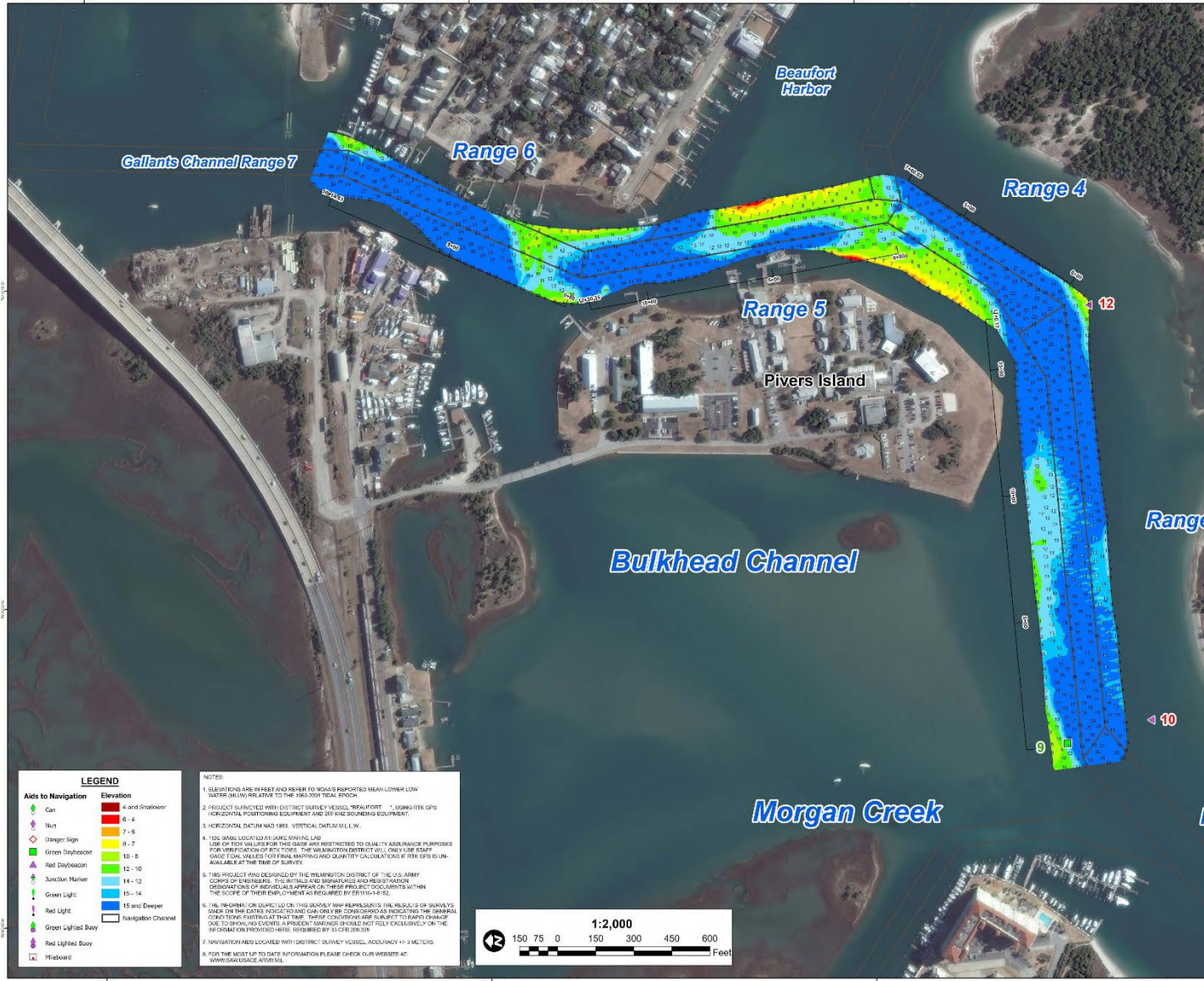


PROPOSED BY RALPH MERRILL  
312 CRAVEN AVE. 2/12/2025



### Channel Information

Based on the map from the Army Corps of Engineers (January 2025) the channel is right at the end of the former pier and the depth is approximately 20 feet +/- per the map.



### Public Safety Feedback:

The Police Department deferred to the Fire Department (FD) as the FD conducts water rescues.

The FD cannot endorse having a floating dock at proposed Ann Street Park. Please find a few concerns below:

1. The waterway has swift moving currents, especially during tide changes making docking challenging.
2. Swift currents through the waterway would add to the challenges of water rescue.
3. This is a busy waterway with commercial and recreational boating traffic adding to docking challenges.
4. Who would be responsible for policing boaters docking for extended periods of time, even potentially abandoning vessels at dock?
5. Would a floating dock encourage use as a dinghy dock for “Harbor of Safe Refuge.”
6. Increased Town insurance liability.

**Coastal Fed Meeting Discussion Items:**

- Strong Current
- Deep Water
- Riprap removal
- Living Shoreline Options
- Some shoreline options are only available with an observation dock only
- Upland plantings
- Natural route
- Stormwater outfall

# Moore Street Water Access



This location was identified by staff in early 2017 as a potential location for public water access to include a dock and kayak launch. The 2019 estimate for an ADA compliant kayak launch was \$45,300. The Parks & Recreation Advisory Board has a significant interest in preserving this location for public access as encroachment has been a repeated topic of conversation at this location. In June of 2017, the Town Board of Commissioners voted to approve a citizen request for encroachment at the end of Moore Street. The encroachment agreement is for pilings. The encroachment’s legal agreement states, “it is stipulated and agreed the encroachments may continue until such time as the

town determines that the encroachments interfere with use of the Town’s property. Upon such determination the Town shall provide..30 days’ notice of its intent to terminate this agreement and require removal of the encroachments.”

Upon the approval of the first encroachment, the Town was approached for a second encroachment agreement at the Moore Street location as an adjacent property owner found they were also encroaching on Town property. The same agreement was made between the Town and the second property owner in the fall of 2017.

**Recommendation:** Put emphasis on a project to build a public water/kayak access dock/launch at Moore Street and to protect public water access.

Below is a rendering of a potential handicap accessible kayak launch.



**✓ READY TO GO**



**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, March 10, 2025**

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**AGENDA CATEGORY:** Old Business

**SUBJECT:** Beaufort Waterfront Operations and Finance Committee Update

**SUMMARY:**

Commissioner Spiegler and Commissioner Gillikin will provide an update from the Beaufort Waterfront Operations and Finance Committee.

Meeting dates and other information related to the committee can be found on the Town’s website: <https://www.beaufortnc.org/boardofcommissioners/page/beaufort-waterfront-operations-finance-committee>

**SUBMITTED BY:**

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

**Beaufort Board of Commissioners Regular Meeting  
6:00 PM Monday, April 14, 2025 – 614 Broad Street- Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** Presentation of Grant Application for Resilient Coastal Communities Program Phase 3 – Professional Park Area Stormwater Improvements

**BRIEF SUMMARY:**

The N.C. Resilient Coastal Communities Program aims to facilitate a community-driven process for setting coastal resilience goals, assessing existing and needed local capacity, and identifying and prioritizing projects to enhance community resilience to coastal hazards. The Town of Beaufort is proud to be one of the first communities to work with the Division of Coastal Management to complete Phases 1 and 2 to create our Resilient Beaufort plan (2022). The Town continued this partnership and was awarded a Phase 3 grant in 2024 to develop ordinances to further resilience. The UDO project is underway and addresses resilience measures at the outset in coordination with this program.

The Planning and Inspections Department and Public Services Department have teamed up to apply for grant funding under Phase 3 of the RCCP for engineering and design of a prioritized structural project component of the Resilient Beaufort plan – Stormwater System Maintenance and Retrofits. The Meeting Street area is identified as a hotspot that experiences recurring flooding in the Stormwater Capital Improvements Plan (2019) and is part of the Professional Park Drive Area Stormwater Study (2025) conducted by WK Dickson. The study identifies several alternatives to address stormwater flooding, for which the Town would need to have designed by an engineering firm prior to installation.

Staff requests that the Commissioners identify which alternative(s) of the study should be pursued for grant funding for engineering & design. The amount of grant funding requested will align with the selected alternative(s).

Staff is submitting two RCCP applications and will identify this project as the Town’s second priority after the Phase 4 application for Lift Station #7 Replacement. No resolution is necessary until after the grant is awarded.

**REQUESTED ACTION:** Select alternative(s) for grant application

**SUBMITTED BY:** Michelle Eitner, Town Planner

**BUDGET AMENDMENT REQUIRED:** N/A



**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, April 14, 2025**

**AGENDA CATEGORY:** New Business

**SUBJECT:** Pump Station No.7 Replacement and Funding Resolution

**BRIEF SUMMARY:**

The Pump Station No.7 Replacement project has been identified in the Resilient Beaufort Plan and Wastewater Asset Management Plan as a top priority to improve the level of service and longevity of Town wastewater infrastructure. This crucial infrastructure project will replace a 50+ year old antiquated sewer lift station with a modern system with a generator. This project has already been designed by Rivers & Associates and is ready to put out to bid for construction.

The Preliminary Opinion of Project Cost for Lift Station #7 is \$2,917,445.

A Capital Project Fund was set up for this project in November 2021. The funds available in the project fund for this project are \$985,000.

Several sources have been identified to fund the difference of \$1,932,445 (\$2,917,445- \$985,000).

- Resilient Coastal Communities Program (Grant) - The Town is requesting the funding maximum \$750,000 to offset the anticipated cost, which has increased significantly since this project was identified in the Wastewater Asset Management Plan (2021). Staff is submitting two RCCP applications and identifying this project as the Town’s priority over the Phase 3 application for Professional Park Area Stormwater Improvements Design.
- NCDEQ- Division of Water Infrastructure, Clean Water State Revolving Fund (loan and possible grant portion) - This program can fund construction projects related to wastewater treatment, wastewater collection, reclaimed water, stormwater control measures (SCMs), stream restoration, and energy efficiency projects. These projects may be funded by low-interest loans or Principal Forgiveness (PF). As of February 2025, the base interest rate is approximately 2%.
- Utility Fund- Fund Balance- Per the Financial Policy, approximately \$2,500,000 of funds are available to be used at the Board’s discretion.

Town Staff recommend applying for NCDEQ Division of Water Infrastructure funding in the amount up to \$2M. This application is due before the RCCP grant is awarded. If approved for the NCDEQ

loan/grant the amount needed can be adjusted if the Board determines to proceed with the loan funding. To apply for this funding a resolution is required.

**REQUESTED ACTION:**

Consider adopting the resolution requesting that the State of North Carolina provide financial assistance in the amount of up to \$2M for the construction of Pump Station No.7 Replacement.

**EXPECTED LENGTH OF PRESENTATION:**

10 minutes

**SUBMITTED BY:**

Sam Bell, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No-not at this time



**TOWN OF BEAUFORT RESOLUTION REQUESTING FUNDING  
FROM NCDEQ DIVISION OF WATER INFRASTRUCTURE  
RESOLUTION NO. 25-\_\_\_\_\_**

**WHEREAS**, the Town of Beaufort desires to seek funding for the replacement of wastewater Pump Station No.7 including related site work, construction, and professional services to replace aging vital infrastructure thus increasing resilience of Town services;

**NOW, THEREFORE, BE IT RESOLVED THAT:**

- 1) The Board of Commissioners requests the State of North Carolina to provide financial assistance to the Town of Beaufort for Pump Station No.7 Replacement in the amount of up to \$2,000,000 depending on final accepted bid amount and grant funds awarded;
- 2) The Board assumes full obligation for payment of the balance of project costs;
- 3) The Board will obtain all necessary State and Federal permits;
- 4) The Board will comply with all applicable laws governing the award of contracts and the expenditure of public funds by local governments.
- 5) The Board will supervise construction of the project to assure compliance with permit conditions and to assure safe and proper construction according to approved plans and specifications;
- 6) The Board will obtain suitable spoil disposal areas as needed and all other easements or rights-of-way that may be necessary for the construction and operation of the project without cost or obligation to the State;
- 7) The Board will assure that the project is open for use by the public on an equal basis with no restrictions;
- 8) The Board will hold the State harmless from any damages that may result from the construction, operation and maintenance of the project;
- 9) The Board accepts responsibility for the operation and maintenance of the completed project.

Adopted by the Town of Beaufort Board of Commissioners this 14<sup>th</sup> day of April 2025.

Elizabeth Lewis  
Town Clerk

Sharon Harker  
Mayor

\_\_\_\_\_  
Town Clerk (Signature)

\_\_\_\_\_  
Mayor (Signature)

	<p style="text-align: center;"><b>Division of Water Infrastructure Funding Program Highlights</b></p> <p style="text-align: center;"><i>Last updated: February 2025</i></p>	<p style="text-align: center;"><b>Spring 2025</b></p>
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**Application deadline is 5:00 p.m. on Wednesday, April 30, 2025. Applications may be submitted at:**  
<https://edocs.deq.nc.gov/Forms/Spring2025FundingApplication>

**Clean Water State Revolving Fund (CWSRF)**

**What types of projects can this program fund?**

This program can fund construction projects related to wastewater treatment, wastewater collection, reclaimed water, stormwater control measures (SCMs), stream restoration, and energy efficiency projects. These projects may be funded by low-interest loans or Principal Forgiveness (PF).

**Who can apply for this funding?**

Any local government unit (LGU) may apply for this funding. LGUs include counties, cities, towns, sanitary districts, water and sewer authorities, etc.

**How much funding is available this round?**

Division staff anticipate having approximately \$90 million available, including \$13 million in PF.

**What types of targeted funding are available?**

The Division offers PF based upon the grant/PF percentage calculated by the Affordability Criteria (see Affordability Calculator under the Application Forms tab of the website), or if a project documents that it provides a direct benefit to a disadvantaged area. The PF portion of a SRF loan does not have to be repaid.

**What are the interest rates related to the CWSRF?**

Interest rates are ½ market rate of the 20-year Bond Index. At this time, the base interest rate is approximately 2%. The interest rate will be set when the Local Government Commission approves the loan and will be the lower of the interest rates determined at either the application due date, or at the time of LGC approval.

For projects that are eligible for 75% or 100% PF, any repayable portion of the loan will have a 0% interest rate. For loans that are eligible for 50% or 25% PF, any repayable portion of the loan will have an interest rate of 1% less than the half-market rate (e.g., approximately 1%).

All projects funded under the CWSRF Green Project Reserve will have an interest rate of 1% less than the half-market rate (e.g., approximately 1%).

**What are the funding limits for my LGU?**

Per application round, LGUs are limited to \$35 million.

Overall, any LGU may carry a total of approximately \$200 million in CWSRF debt.



ENGINEERS

PLANNERS

SURVEYORS

LANDSCAPE ARCHITECTS

**Town of Beaufort - Lift Station #7 Replacement  
Preliminary Opinion of Probable Project Cost  
March, 2025**

Item No.	Qty.	Unit	Description	Unit Price	Cost	Alternate
1.	1	LS	Mobilization and Bonding (not to exceed 3%)		\$ 70,300.00	
2.	1	LS	Pump Station and Sitework (Base Bid)		\$ 1,950,000.00	
2a.	1	LS	Pump Station and Sitework w/ Flygt Pumps			\$ 2,180,000.00
3.	1	EA	New 4' Watertight Manhole (8' - 10')		\$ 14,000.00	
4.	2	EA	New 4' Watertight Manhole (10' - 12')		\$ 16,000.00	
5.	1	EA	New 4' Watertight Manhole (12' - 14')		\$ 18,000.00	
6.	17	LF	8" PVC Gravity Sewer Pipe (8' - 10')	\$ 200.00	\$ 3,400.00	
7.	15	LF	8" PVC Gravity Sewer Pipe (10' - 12')	\$ 225.00	\$ 3,375.00	
8.	27	LF	10" PVC Gravity Sewer Pipe (8'-10')	\$ 220.00	\$ 5,940.00	
9.	202	LF	10" PVC Gravity Sewer Pipe (10'-12')	\$ 245.00	\$ 49,490.00	
10.	51	LF	10" PVC Gravity Sewer Pipe (12'-14')	\$ 350.00	\$ 17,850.00	
11.	68	LF	8" RJPVC Forcemain	\$ 150.00	\$ 10,200.00	
12.	105	LF	8" PVC Forcemain	\$ 100.00	\$ 10,500.00	
13.	1	EA	Manual Air Release Valve	\$ 2,500.00	\$ 2,500.00	
14.	1	EA	Tie-In Existing 6" Forcemain to New 8" Forcemain	\$ 12,000.00	\$ 12,000.00	
15.	1	EA	Tie-In Existing MH (7-1) to New 4' Manhole (7-39)	\$ 14,500.00	\$ 14,500.00	
16.	52	LF	Abandon 8" Gravity Sewer w/Flowable Fill	\$ 60.00	\$ 3,120.00	
17.	3	EA	Cap and Abandon 8" Gravity Sewer	\$ 3,000.00	\$ 9,000.00	
18.	50	SY	Asphalt Pavement Replacement	\$ 170.00	\$ 8,500.00	
19.	400	LF	Silt Fence	\$ 6.00	\$ 2,400.00	
20.	3	EA	Silt Fence Outlet	\$ 250.00	\$ 750.00	
21.	1	EA	Straw Wattle	\$ 175.00	\$ 175.00	
22.	1	EA	Pipe Inlet Protector	\$ 250.00	\$ 250.00	
23.	1	EA	Temporary Construction Entrance	\$ 2,500.00	\$ 2,500.00	
24.	1,000	LBS	Additional Ductile Iron Fittings	\$ 8.00	\$ 8,000.00	
25.	20	CY	Stabilization Stone	\$ 60.00	\$ 1,200.00	
26.	100	CY	Select Backfill	\$ 30.00	\$ 3,000.00	
27.	1	LS	Bypass Pumping		\$ 150,000.00	
28.	1	LS	Electrical Service Allowance		\$ 10,000.00	
29.	1	LS	Testing Allowance		\$ 15,000.00	
				<b>CONSTRUCTION SUBTOTAL</b>	<b>\$ 2,411,950.00</b>	
				<b>CONTINGENCY (10%)</b>	<b>\$ 241,195.00</b>	
				<b>CONSTRUCTION TOTAL</b>	<b>\$ 2,653,145.00</b>	
				<b>TOTAL ALTERNATES</b>		<b>\$ 2,180,000.00</b>
<b>ENGINEERING COSTS</b>						
PRELIMINARY HYDRAULIC EVALUATIONS, SURVEY & DESIGN				\$	157,600.00	
BIDDING				\$	10,000.00	
CONSTRUCTION ADMINISTRATION				\$	102,800.00	
CONSTRUCTION OBSERVATION				\$	152,500.00	
WARRANTY				\$	9,000.00	
<b>ENGINEERING SUBTOTAL</b>				<b>\$</b>	<b>431,900.00</b>	
<b>PROJECT TOTAL</b>				<b>\$</b>	<b>3,085,045.00</b>	



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Session Meeting  
6:00 PM Monday, April 14, 2025**

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Wastewater Allocation Request  
215 Rudolph Drive

**BRIEF SUMMARY:**

The applicants William and Elizabeth Teague are requesting that 180 gallons per day (gpd) of sewer treatment capacity be allocated for the proposed 3-bedroom single-family residence at 215 Rudolph Dr. Town pump station #25 that serves the Deerfield subdivision was initially designed for 29 existing home lots, 1 marina building, plus 15 additional 3-bedroom lots for a total design flow of 18,040 GPD based on the old allocation amount of 120 GPD per bedroom (since reduced to 60 gpd/bedroom). 26 of the original 30 allocated lots are occupied and 7 approved lots outside of the original 30 are currently connected to the system. 12 more un-built lots outside of the original 30 have been identified as possible future connections for a total of 19 additional connections. The current avg daily flow of 2,000 GPD plus 4 obligated and 12 future 3-bedroom houses comes out to 2,880 GPD which is well below the original design capacity of 18,040 GPD.

An annexation request will not be required. The property is outside of the existing service area and additional low pressure force main will need to be constructed within the ROW to reach the existing system. Water service will be provided by Carolina Water Service. Billing information will need to be coordinated with Carolina Water Service.

Applicable sewer tap fee, system development fee, and monthly service will be charged at out of town rates which are 2x in town rates. Additional permits, encroachment agreements, and system design approvals will be needed as well.

**REQUESTED ACTION:**

Consider allocation request of 180 gpd of sewer capacity to 215 Rudolph Drive for single family home within Deerfield subdivision.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Sam Bell, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No



**TOWN OF Beaufort**  
Public Services Department  
701 Front Street, Beaufort, NC 2816  
P.O. Box 390, Beaufort, NC 28516  
Phone: 252-728-2141

# WASTEWATER ALLOCATION REQUEST

The Town of Beaufort, in an effort to manage and maintain the sewer and water capacity for the Town, requires that this application be completed and submitted to the Town for consideration of a utility allocation. Review fee is due upon submittal of request.

Wastewater Allocation Request Review Fee: \$50

## SITE INFORMATION

Name of Project: Teague Residence Acreage of Property: 0.485  
County Tag Number: N/A NC PIN: 639702976307000  
Address/Location: 215 Rudolf Dr.  
Beaufort NC  
Zoning District: Deerfield Shores L33 S2  
Location Status:  Town Limits  Existing Out-of-Town Service Area  
 Out-of-Town Service Approval/Agreement

## APPLICANT INFORMATION

Applicant: William M. and Elizabeth S. Teague  
Mailing Address: ~~000~~ 401 Oberlin Rd Apt 202 Raleigh NC 27602  
Phone Number: 919-619-7946 Fax: \_\_\_\_\_  
Contact Person: Bill Teague  
Email Address: billteague2020@gmail.com

## PROPERTY OWNER INFORMATION

Name: William M and Elizabeth S. Teague  
Mailing Address: 401 Oberlin Rd Apt 202 Raleigh NC 27605  
Phone Number: 919 619 7946 Fax: \_\_\_\_\_  
Email Address: billteague2020@gmail.com

## FOR OFFICE USE ONLY

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

File Number/Name: \_\_\_\_\_

# PROJECT INFORMATION

Use:  New  Expanded  Change      Use Type:  Residential  Commercial

Proposed Use(s): sewer      Existing Use(s): \_\_\_\_\_

Developer Name: Archie Davis

Mailing Address: \_\_\_\_\_

Phone Number: 252-241-1199      Fax Number: \_\_\_\_\_

Email Address: archie@adcinc.org

## ALLOCATION REQUEST (See instructions on page 3 regarding use of Professional Engineer)

The following supplemental information is required:

- > Complete development proposal for Priority Levels 1, 2 or 3 allocation request
- > Preliminary plan or sketch plan for Priority Level 4 allocation request meeting requirements for site plans as established on the Town's Building Permit Application or as described for sketch plans by the Town's Subdivision Ordinance
- > If a phasing schedule is proposed, include as an attachment

Residential:

Gross Acreage: .485

Single Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units	<u>1</u>	<u>180 gal(?)</u>	
>3 Bedroom Units			
<b>Total</b>	<u>1</u>	<u>-----</u>	

Multi-Family	# of Units	GPD per Unit	Total Requested GPD
1-2 Bedroom Units			
3 Bedroom Units			
>3 Bedroom Units			
<b>Total</b>		<u>-----</u>	

Non-Residential: (Design Flow Guideline provided as Appendix A)\*

*\*If design flow deviates from the flow rates presented in Appendix A, provide supporting documentation/justification as an attachment in the form of 12 months of water bills demonstrating gallons per day utilized.*

Gross Acreage: n/a

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
<b>Total</b>			<u>-----</u>	

TOTAL REQUESTED GALLONS PER DAY: \_\_\_\_\_

# APPLICANT AFFIDAVIT

*I/We, the undersigned, do hereby make application and petition to the Town of Beaufort to approve the subject Wastewater Allocation. I hereby certify that I have full legal right to request such action and that the statements or information made in any paper or plans submitted herewith are true and correct to the best of my knowledge. I understand this application, related material and all attachments become official records of the Planning Department of the Town of Beaufort, North Carolina, and will not be returned.*

Bill Teague  
Print Name

*Bill Teague*  
Signature of Applicant

3-11-25  
Date

# ENGINEER'S CERTIFICATION

*The allocation request data provided on page 2 of this form shall be provided by a Professional Engineer for all requests except single lot residential infill requests and commercial requests equal to or less than 360 gallons per day. The certification statement below shall be completed by the Professional Engineer providing the data.*

I, \_\_\_\_\_ hereby attest that the total requested allocation and the values used to derive the total are to the best of my knowledge, accurate and complete having been prepared in accordance with the instructions of this form while also adhering to applicable State laws, regulations, and rules, concerning the determination of design daily wastewater flows from facilities served by public wastewater collection and treatment systems.

\_\_\_\_\_  
Signed and Dated Professional Engineer Seal

\_\_\_\_\_  
Firm Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone No.

\_\_\_\_\_  
Email Address

**TOWN OF BEAUFORT OFFICE USE ONLY:**

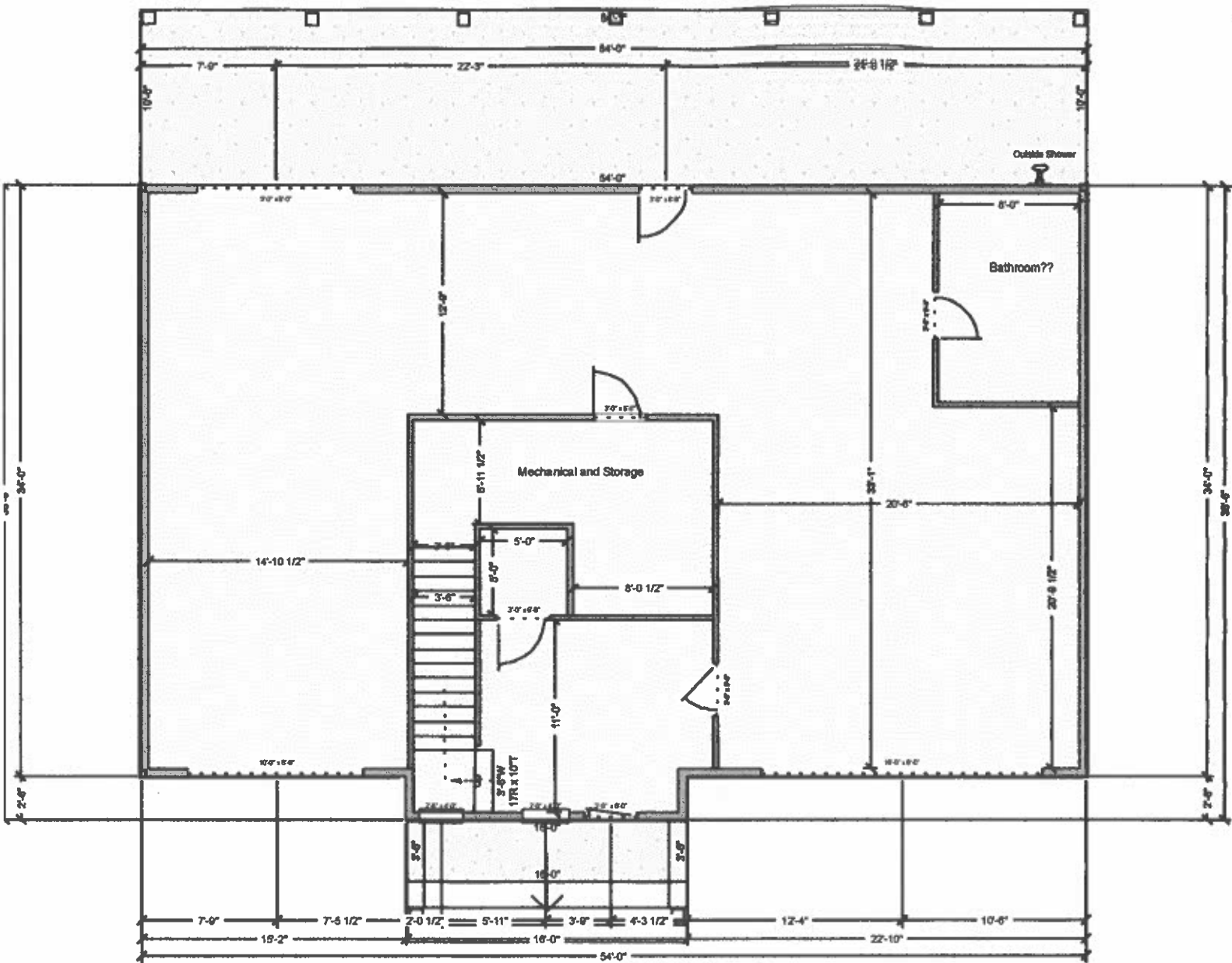
Approved by:  Town Engineer  
 Board of Comissioners

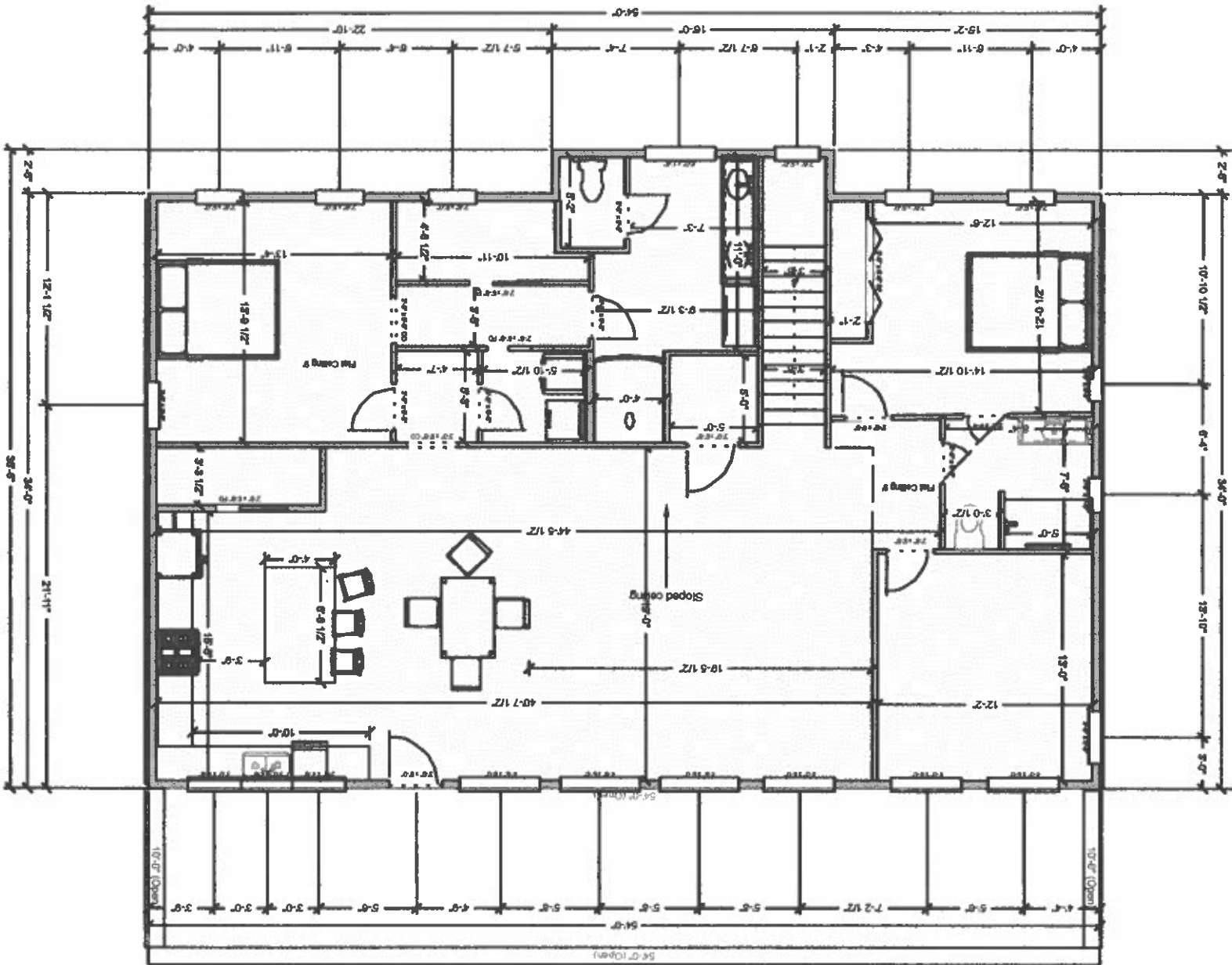
Allocation approved: \_\_\_\_\_ gallons per day

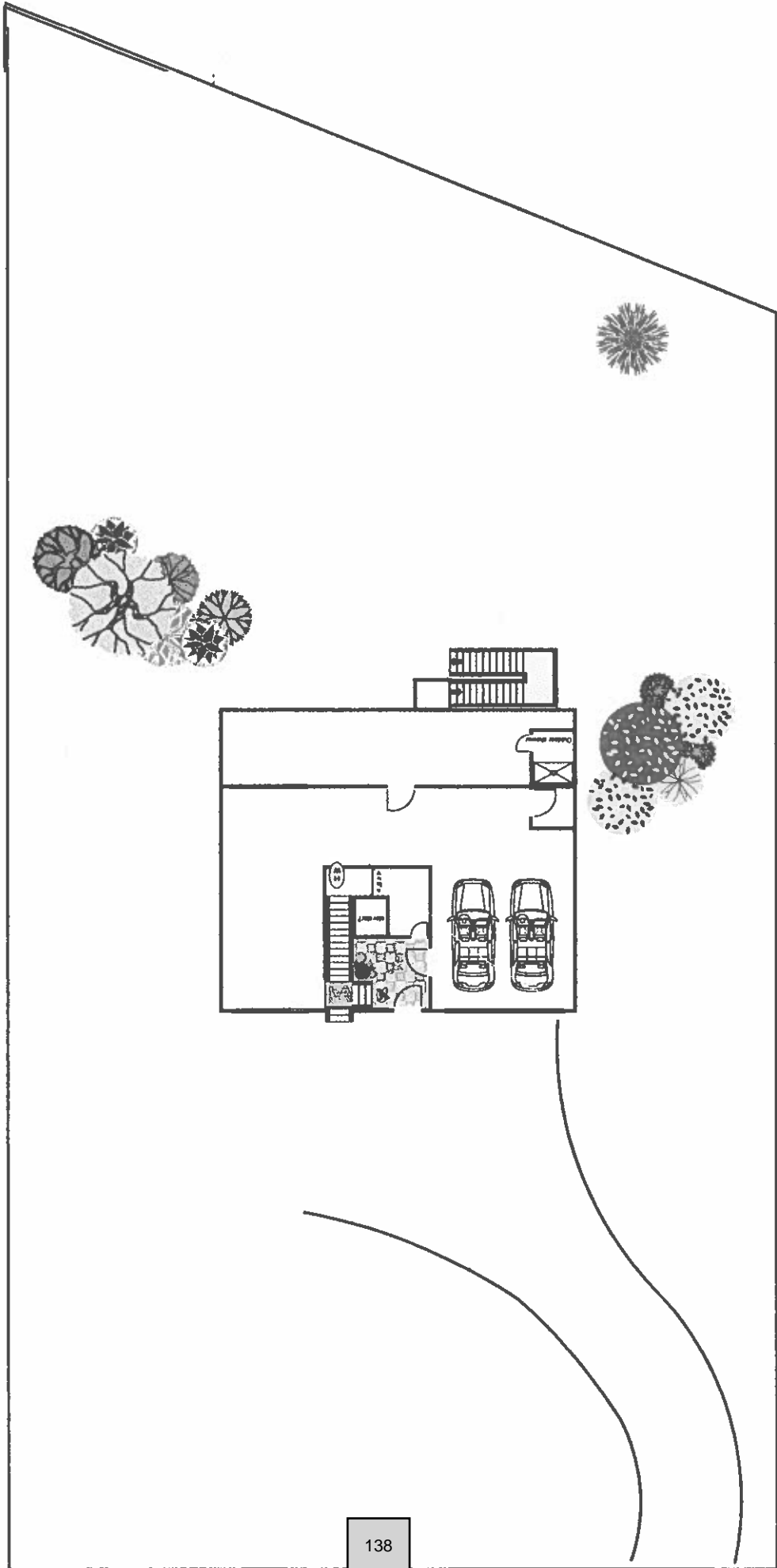
Date of Approval: \_\_\_\_\_

Confirmation signature by:

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

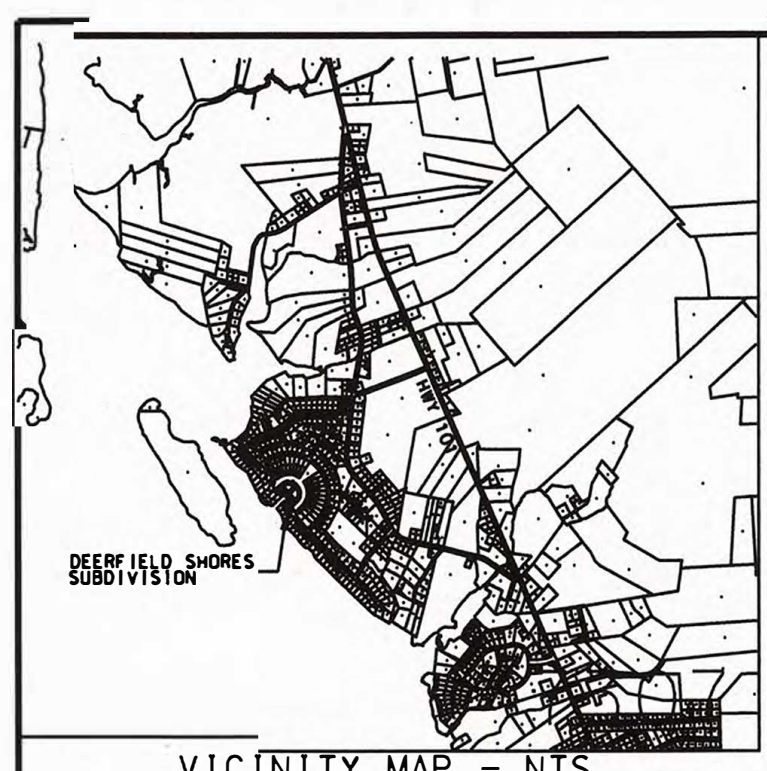








April 4, 2025



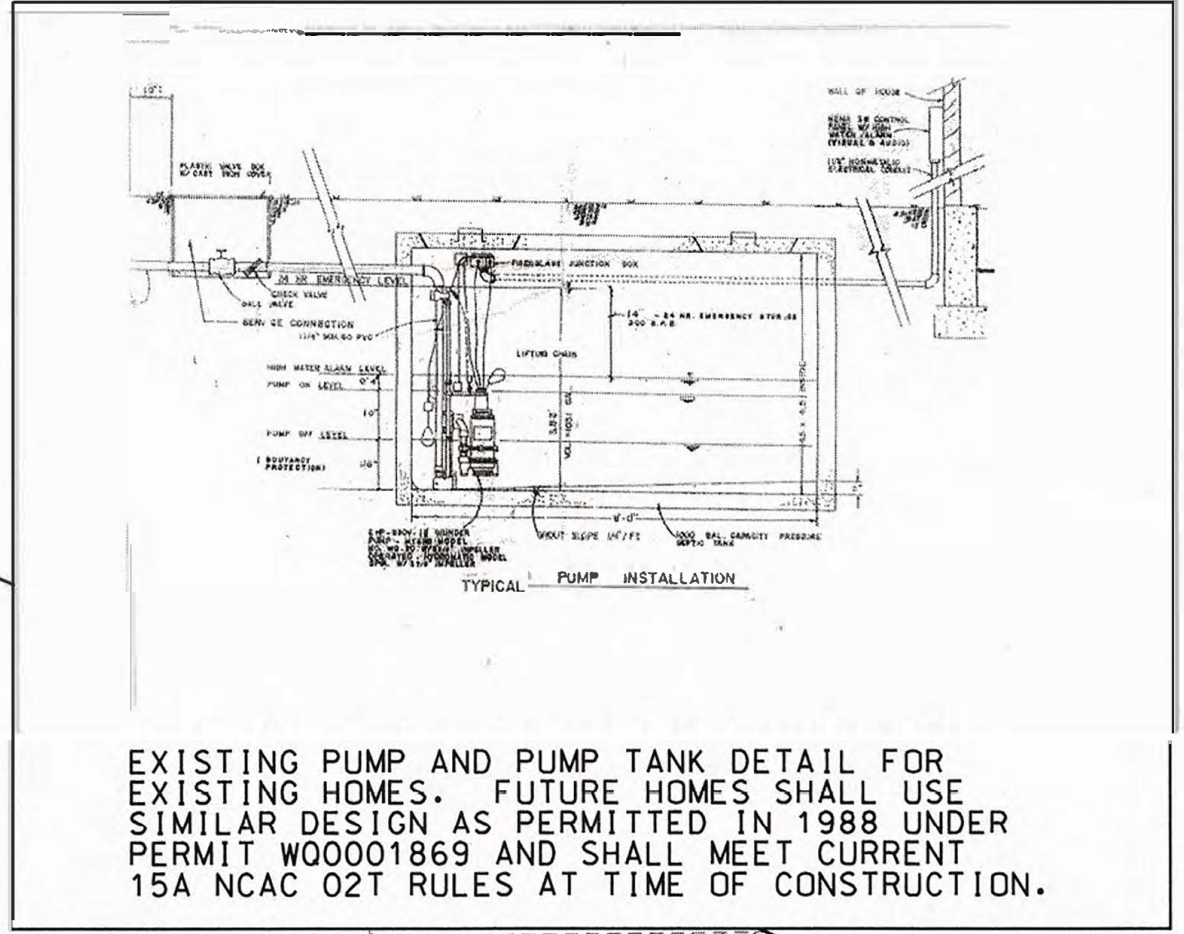
FUTURE SERVICE CONNECTIONS 6 THRU 15 ARE RESERVED FOR LATER USE.

**SHEET INDEX**

- C1 - OVERALL UTILITY PLAN
- C2 - PLAN & PROFILE 'A'
- C3 - PLAN & PROFILE 'B'
- C4 - PLAN & PROFILE 'C'
- C5 - PLAN & PROFILE 'D'
- C6 - LIFT STATION DETAILS
- C7 - DETAILS
- E1 - ELECTRICAL PLAN & RISER
- E2 - ELECTRICAL SCHEDULES & DETAILS

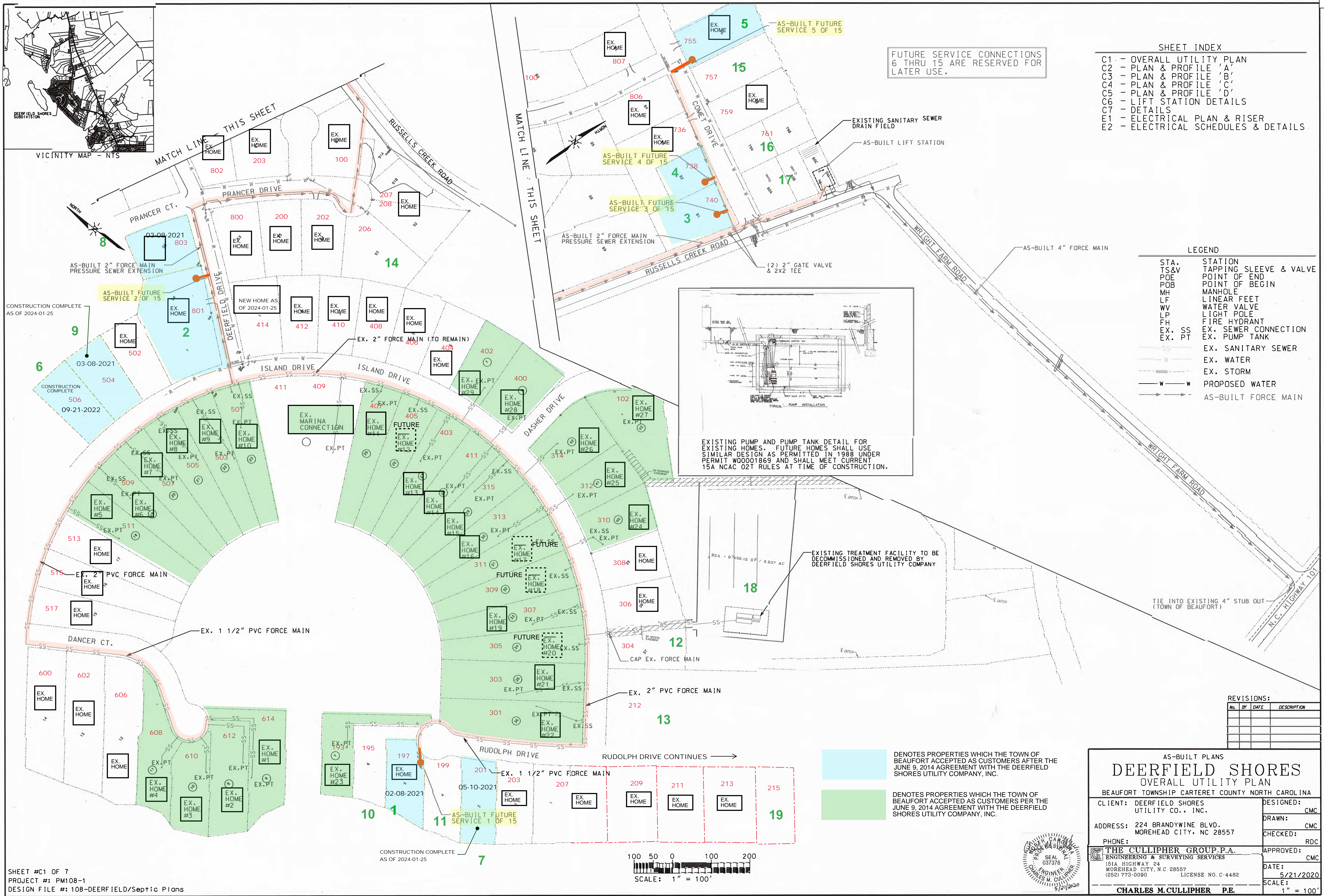
**LEGEND**

STA.	STATION
TS&V	TAPPING SLEEVE & VALVE
POE	POINT OF END
POB	POINT OF BEGIN
MH	MANHOLE
LF	LINEAR FEET
WV	WATER VALVE
LP	LIGHT POLE
FH	FIRE HYDRANT
EX. SS	EX. SEWER CONNECTION
EX. PT	EX. PUMP TANK
SS	EX. SANITARY SEWER
W	EX. WATER
S	EX. STORM
W-W	PROPOSED WATER
—	AS-BUILT FORCE MAIN



EXISTING PUMP AND PUMP TANK DETAIL FOR EXISTING HOMES. FUTURE HOMES SHALL USE SIMILAR DESIGN AS PERMITTED IN 1988 UNDER PERMIT W0001869 AND SHALL MEET CURRENT 15A NCAC 02T RULES AT TIME OF CONSTRUCTION.

EXISTING TREATMENT FACILITY TO BE DECOMMISSIONED AND REMOVED BY DEERFIELD SHORES UTILITY COMPANY

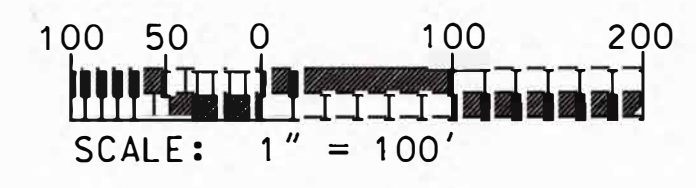


**REVISIONS:**

No.	By	Date	Description

■ DENOTES PROPERTIES WHICH THE TOWN OF BEAUFORT ACCEPTED AS CUSTOMERS PER THE JUNE 9, 2014 AGREEMENT WITH THE DEERFIELD SHORES UTILITY COMPANY, INC.

■ DENOTES PROPERTIES WHICH THE TOWN OF BEAUFORT ACCEPTED AS CUSTOMERS PER THE JUNE 9, 2014 AGREEMENT WITH THE DEERFIELD SHORES UTILITY COMPANY, INC.



SHEET #C1 OF 7  
PROJECT #: PM108-1  
DESIGN FILE #: 108-DEERFIELD/Septic Plans

AS-BUILT PLANS  
**DEERFIELD SHORES**  
OVERALL UTILITY PLAN  
BEAUFORT TOWNSHIP CARTERET COUNTY NORTH CAROLINA

CLIENT: DEERFIELD SHORES UTILITY CO., INC.	DESIGNED: CMC
ADDRESS: 224 BRANDYWINE BLVD. MOREHEAD CITY, NC 28557	DRAWN: CMC
PHONE:	CHECKED: RDC
<b>THE CULLIPHER GROUP P.A.</b> ENGINEERING & SURVEYING SERVICES 151A HIGHWAY 24 MOREHEAD CITY, N.C. 28557 (252) 773-0090 LICENSE NO. C-4482	APPROVED: CMC
<b>CHARLES M. CULLIPHER P.E.</b>	DATE: 5/21/2020
	SCALE: 1" = 100'





**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)

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, April 14, 2025**

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**AGENDA CATEGORY:** New Business

**SUBJECT:** Appointments to Historic Preservation Commission

**REQUESTED ACTION:**

Make two HPC appointments, each for three-year terms, using the applicant list below:

- Kris Davis
- Susan McGee
- Tyler Tennant

**SUMBITTED BY:**

Elizabeth Lewis, Town Clerk