



**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, December 09, 2024**  
**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.](#) Personnel Policy Amendment- Pregnant Workers Fairness Act
- [3.](#) Personnel Policy Amendment- Computer, Email, Device and Internet Usage
- [4.](#) Carteret Community College MOU
- [5.](#) Town of Beaufort Economic Development Strategic Plan

**Recognition of Captain Troy Edwards** (*Short Recess to Follow*)

**Presentations**

- [1.](#) FY 2024 Audit Presentation
- [2.](#) Pivot Parking - 2024 Parking Season

**Old Business**

- [1.](#) Food Truck Ordinance Staff Update

**Public Comment**

**New Business**

- [1.](#) Case # 24-12 Preliminary-Final Plat, 360 Steep Point Road
- [2.](#) Resolution- Petition for Annexation, 138 Chadwick Rd
- [3.](#) Beaufort Waterfront Operations and Finance Committee Update

**Manager Report**

**Mayor/Commissioner Comments**

**Closed Session**

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

**Adjourn**



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**Board of Commissioners  
Regular Meeting  
6:00 PM Tuesday, December 9, 2024**

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**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** Meeting Minutes

**REQUESTED ACTION:**

Approval of draft minutes for the following meetings:

- October 15, Reconvened Meeting
- October 30, Reconvened Meeting
- November 12, 2024, Regular Meeting
- November 15, 2024, Reconvened Meeting
- November 25, 2024, Work Session

**SUMBITTED BY:**

Elizabeth Lewis, Town Clerk



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**Board of Commissioners**  
***Reconvening of October 14<sup>th</sup> Regular Meeting Minutes***  
**5:00 PM Tuesday, October 15, 2024**  
**Train Depot, 614 Broad Street**

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**Call To Order/Reconvene**

Mayor Harker called the meeting to order at 5:00 p.m.

Commissioner Cooper made a motion to enter closed session, pursuant to NCGS 143-318.11. (a)(6).

The motion carried unanimously.

**Adjourn**

Commissioner Cooper made a motion to adjourn the meeting.

The motion carried unanimously.

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

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



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**Board of Commissioners**  
***Reconvening of October 28<sup>th</sup> Work Session Minutes***  
**5:00 PM Wednesday, October 30, 2024**  
**Train Depot, 614 Broad Street**

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**Call To Order/Reconvene**

Mayor Harker called the meeting to order at 5:00 p.m.

Commissioner Cooper made a motion to enter closed session, pursuant to NCGS 143-318.11. (a)(6).

The motion carried unanimously.

**Adjourn**

Commissioner Cooper made a motion to adjourn the meeting.

The motion carried unanimously.

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

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



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**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM Tuesday, November 12, 2024**  
**Train Depot, 614 Broad Street**

**Call to Order/Pledge of Allegiance**

Mayor Harker called the meeting to order at 6:00 p.m. and lead the Pledge of Allegiance.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll:

**PRESENT:**

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

**ABSENT:**

None

**Agenda Approval**

Commissioner Cooper made a motion to approve the agenda as presented.

The motion carried unanimously.

**Introduction of New Employees**

The Board of Commissioners welcomed several new employees to include three firefighters, Zachary Ruffin, Russell Touhey, Christopher Vega and a code enforcement officer, Bradley Fockler.

**Items of Consent**

1. Meeting Minutes- October 14th & 28th
2. Budget Amendments for Interest Payments on USDA Interim Loans

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

The motion carried unanimously.

**Old Business**

1. Final UDO Code Assessment & Next Steps

Tyson Smith spoke on the final UDO Code Assessment, sharing a summary of the updates and feedback received from the prior meeting. He noted the next steps would be an inventory of matters to be addressed in Phase 2: UDO Development. He provided an overview of the process related to Phase 2 of the project and welcomed questions from the Board.

Commissioner Oliver emphasized the importance of broad community engagement and suggested various outreach methods, including mailing postcards and holding community events.

Commissioner Spiegler thanked White & Smith for their work on the assessment and for incorporating her comments. She stressed the need for continued community engagement. She mentioned the importance of ETJ areas in long range planning of the document. She noted the importance of the Planning Board having the authority to ask for an Environmental Impact Statement. She recommended that staff not have the authority to approve preliminary or final plats. She also noted the importance in engaging with development community in an appropriate way.

Commissioner LoPiccolo asked about the NC Resilient Coastal Communities Program Grant the Town received for the project.

Mr. Smith explained incorporating the resiliency piece was priority in the next phase, because there was a year timeline associated with the state grant.

Commissioner Gillikin shared the importance of designing postcards to ensure they are appealing to the entire community.

Mayor Harker emphasized the push for public awareness of the UDO Code Assessment document, which will guide the UDO rewrite. She directed staff to continue promoting awareness while Mr. Smith works to provide a scope of work for the next phase of the project.

**Public Comment**

**Joey McClure, 425 Front Street, Beaufort NC:**

Mr. McClure shared he was co-owner of several local restaurants in the area. He commented on proposed food truck ordinances, noting he was in favor of allowing invited food trucks downtown as they are a popular dining option. He suggested that invited food trucks that can plug in to a power source should be allowed in Town, emphasizing the benefits to businesses and customers. He specifically shared the positive impact food trucks had on Fishtowne Brew House. He recommended the Town craft an ordinance that balances the needs for food trucks, protecting brick and mortar restaurants, while also preserving the charm of Beaufort.

**Ray Cotterman, 208 Fairview Drive, Beaufort NC:**

Mr. Cotterman explained that he has an 18-foot easement at the rear of his property that needs to be cleaned up. He requested the Town or Streamline Developers clean up the silt fence area.

**New Business**

1. Authorization to Advertise for Professional Services (Waterfront)

Charlie Burgess, Interim Town Manager, requested permission to approve the release and advertisement of several RFQs and RFPs associated with the Waterfront Project. He explained such items related to the procurement of services and construction activities may include the design/build of underground storage tanks to support the Beaufort Marina operation, professional grant writing services, and/or retaining a private entity for the daily

operations and oversight of the marina. He shared he would inform the Board before any advertisements were released.

Commissioner Cooper made a motion to authorize staff to advertise for professional services as requested.

The motion carried unanimously.

2. Beaufort Waterfront Operations and Finance Committee Update

Commissioner Gillikin provided an update on the committee's recent meetings, focusing on implementing the waterfront plan and procurement efforts. She shared the committee is currently working on a Letter of Intent for the BRIC Grant. She noted the committee is considering whether to include gasoline at the docks, weighing the benefits against potential safety and liability concerns. She said that the committee recommends naming the docks "Beaufort Town Docks" and seeks board approval.

Commissioner Spiegler made a motion to formally name the waterfront, "Beaufort Town Docks", for all purposes moving forward.

The motion carried unanimously.

3. Dedication of Public Improvements, Beau Coast Ph 3 and Beau Coast West Ph 1

Sam Bell, Town Engineer, shared staff is requesting the Board adopt a resolution accepting certain sewer and water utilities, sewer and water easements, public streets, public access and sidewalk infrastructure, and the public lands, rights-of-way, and easements, related thereto within Phase 3 of the Beau Coast subdivision and Phase 1 of the Beau Coast West subdivision.

Commissioner Cooper made a motion to adopt the resolution accepting public improvements related to Beau Coast Phase 3 and Beau Coast West Phase 1.

The motion carried unanimously.

4. Sewer Allocation Reservation Request - Beaufort Club - Enclave

Mr. Bell shared the applicant, Beaufort Investment Holdings LLC, submitted a sewer reservation request for the Beaufort Club- Enclave for 12,600 gallons per day (gpd) of sewer treatment capacity to be allocated for additional homes in the residential subdivision. Mr. Bell explained if approved, the allocation represents approximately 0.8 percent of the 1.5 million gallons per day treatment capacity of the Town's wastewater treatment plant (WWTP). The most recent accounting shows the sum of the utilized and reserved/allocated capacities to stand at approximately 75 percent. He noted the applicants were not present to answer any questions.

Commissioner LoPiccolo suggested exploring participation with the developer in terms of the overall infrastructure at Beaufort Club. He also expressed concerns related to the trigger for a second means of ingress and egress in the development.

Commissioner Spiegler confirmed the approval of the allocation request would bring the total capacity to about 76 percent. She asked what would happen when the Town hit the 80 percent mark.

Mr. Bell explained the state would require they have a plan in place for sewer plant expansion. He shared at 90 percent capacity, the Town would actually have to start construction to expand the plant.

Commissioner Oliver questioned the daily usage numbers and noted the importance of discussing the topic at the upcoming annual retreat.

Commissioner LoPiccolo made a motion to table the item until the applicant or representatives were present to address questions from the Board.

The motion carried unanimously.

**Manager Report**

Mr. Burgess shared the Professional Park Study firm was still working to complete the final document and noted the need to delay the public meeting until January 2025 to ensure adequate time to review the plan. He discussed several upcoming topics to be discussed at the annual retreat and asked the Board to send him any desired items for the agenda.

Fire Chief Tony Ray and Planning Director Kyle Garner provided additional information related to Beaufort Club and its future development. Chief Ray shared 100 dwellings triggers a second means of ingress and egress.

**Mayor/Commissioner Comments**

Commissioner LoPiccolo welcomed the new hires and commended the Fire Department on the ceremony of the new fire engine.

Commissioner Cooper thanked the Fire Department for their work in a recent fire.

Commissioner Spiegler thanked those who attended the meeting as well as those watching online.

Mayor Harker welcomed the new employees and shared several upcoming events in Town.

**Recess**

Commissioner Cooper made a motion to recess the meeting to November 15, 2024, at 2:15 p.m. at the Beaufort Train Depot.

The motion carried unanimously.

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

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



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**Board of Commissioners**  
***Reconvening of November 12<sup>th</sup> Regular Meeting Minutes***  
**2:15 PM Friday, November 15, 2024**  
**Train Depot, 614 Broad Street**

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**Call To Order/Reconvene**

Mayor Harker called the meeting to order at 5:00 p.m.

Commissioner Gillikin made a motion to enter closed session, pursuant to NCGS 143-318.11. (a)(6).

The motion carried unanimously.

**Adjourn**

Commissioner LoPiccolo made a motion to adjourn the meeting.

The motion carried unanimously.

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

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



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**Board of Commissioners**  
**Work Session Meeting**  
**4:00 PM Monday, November 25, 2024**  
**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
- Commissioner Spiegler, *participated remotely*

**ABSENT:**

Mayor Pro Tem Cooper

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

The motion carried unanimously.

**Agenda Approval**

Commissioner Gillikin made a motion to amend the agenda, adding a resolution related to engaging in a grant writing service as item number six.

The motion carried unanimously.

**Presentations**

1. Town of Beaufort Economic Development Strategic Plan

Samantha Darlington with the NC Department of Commerce provided an overview of the proposed Economic Development Strategic Plan. She shared the plan aims to provide a foundation for economic development efforts, guide day-to-day decisions, and support potential Main Street designation. The plan includes specific, measurable, achievable, relevant, and time-bound goals, focusing on tourism, local needs, and community

connectivity. She noted stakeholder interviews and asset mapping exercises were conducted to understand the current economic landscape and identify opportunities. Ms. Darlington shared the plan includes goals for promoting history, arts, and culture, protecting environmental assets, and achieving balanced commercial and residential growth. She explained maintaining a dedicated group to follow through on the plan is crucial for its success and noted it was a living document that can be revised as needed.

The Board provided feedback and suggested additions to highlight the airport, schools, hospital, and community college as community assets. They noted several typos that should be addressed before formally adopting the plan. Other discussion items focused on further clarity of short-term rentals and Airbnb's language used in the plan as well as proper terms for agencies such as CAMA. It was also suggested that any reference to Cedar Street Park be removed and replaced with Ann Street. The group noted the importance of community engagement during the implementation process.

Commissioner Oliver made a motion directing Ms. Darlington to revise the plan based off the feedback received from the Board and to place the updated version on the consent agenda for approval at the December 9th Regular Meeting.

The motion carried unanimously.

**Items for Review and Discussion**

1. Sewer Allocation Reservation Request- Beaufort Club- Enclave

Charlie Burgess, Interim Town Manager, shared a recap of the item as was tabled from the prior meeting.

Chief Ray provided an update regarding ingress and egress in the development as it relates to the Fire Code. He shared that the emergency access would need to be installed prior to approval of future plats.

Jay Horton, Filter Designs, noted they were looking to come from Windswept onto Cedar Avenue to support an emergency vehicle access. He shared the applicant was requesting 12,600 gallons per day of sewer allocation in the form of a reservation request.

Commissioner Gillikin made a motion to approve the sewer allocation request for the Beaufort Club Enclave, emphasizing the importance of careful sewer allocation management moving forward.

The motion carried unanimously.

2. Phase Two UDO Development Draft Contract

Michelle Eitner, Town Planner, shared that Phase One of the UDO process was complete and the RCCP Grant had been executed. She shared a detailed scope of work for Phase Two of the project had been provided by White and Smith and was located in the meeting packet for the Board's consideration.

Commissioner Oliver asked if the minor revisions of the UDO Codes Assessment had been completed.

Ms. Eitner shared the Town had not received the updated document, but she did expect it to be delivered soon.

Commissioner LoPiccolo made a motion to approve the contract with White and Smith to proceed with Phase Two of the UDO project as presented.

The motion carried unanimously.

3. Carteret Community College MOU

Chief Ray shared the Town of Beaufort would like to work with Carteret Community College by helping house a mobile classroom beside Fire Station 2. He explained the college would be responsible for all costs of setting up the building and monthly expenses

related to the classes. He noted those details would be addressed in a MOU between the Town of Beaufort and Carteret Community College.

The Board was supportive of the request. Mayor Harker deemed a consensus to have staff move forward to draft a MOU with Carteret Community College to be placed on the December 9th Regular Meeting consent agenda for formal approval.

4. Parks & Recreation Advisory Board Recommendations for the West End of Ann Street

Rachel Johnson, Parks Coordinator, shared staff was requesting authorization to proceed with planning a park project for this location that is in alignment with creating a public park at the West End of Ann Street with water access that maintains the existing vistas and strives to mitigate existing stormwater/flooding issues. She explained that staff was requesting authorization to utilize existing funds in the Park Improvement Projects while leveraging potential grants in order to move forward with a park project at this location that incorporates items outlined in the provided list. If the project is authorized to move forward in the outlined direction, staff will continue to seek public input on the project and will plan a public meeting to introduce concept plans and garner additional community feedback.

The Board asked about park design plans and suggested referring to the area as a stormwater park to aid in funding and to emphasize the importance of resilient materials for the dock. They also shared the importance of public engagement and diverse input for the park project.

Commissioner Oliver made a motion to move forward with developing a draft design plan based off the recommendations made by the Parks and Recreation Advisory Board.

The motion carried unanimously.

5. Beaufort Waterfront Operations and Finance Committee Update

Commissioner Gillikin provided an update of the BWOF committee. She noted that the committee recommends the Town offer both gas and diesel at the docks. She shared information on the newly formed 501c3, Beaufort Community Foundation, noting they already received their determination letter and are ready to accept donations of support to the waterfront improvement projects.

6. Resolution for Grant Writing Services

Mr. Burgess shared staff had been in contact with W.K. Dickson and suggests moving forward with their grant writing services for the BRIC LOI Grant and potential application to follow. As part of the process, Mr. Burgess suggested the Board consider adopting the resolution below, exempting engineering and grant writing services from a qualification-based selection process.

**RESOLUTION EXEMPTING  
PROPOSED ENGINEERING AND GRANT WRITING  
SERVICES FROM QUALIFICATION-BASED SELECTION PROCESS**

**WHEREAS**, Town of Beaufort (“Town”) is a North Carolina municipality organized and existing pursuant to Chapter 160A of the North Carolina General Statutes; and,

**WHEREAS**, North Carolina General Statute §143-64.31 requires the initial solicitation and evaluation of firms to perform architectural, engineering, surveying, construction management-at-risk services, and design-build services (collectively “design services”) to be based on qualifications and without regard to fee; and,

**WHEREAS**, Town proposes to enter into one or more contracts for engineering and grant writing services for work concerning the Beaufort Town Docks; and,

**WHEREAS**, North Carolina General Statute §143-64.32 authorizes units of local government to exempt contracts for design services from the qualifications-based selection requirements of North Carolina General Statute §143-64.31 if the estimated fee for any such service is less than \$50,000; and,

**WHEREAS**, Town anticipates the need for engineering and grant writing services regarding an application for a Building Resilient Infrastructure and Communities grant for contemplated improvements to the Beaufort Town Docks, and the Town anticipates the cost for all such services to be less than \$50,000.

**NOW THEREFORE, TOWN HEREBY RESOLVES AS FOLLOWS:**

*Section 1. The above-described project is hereby made exempt from the provisions of North Carolina General Statute §143-64.31.*

*Section 2. This resolution shall be effective upon adoption.*

Commissioner LoPiccolo made a motion to adopt the proposed resolution.  
The motion carried unanimously.

**Adjourn**

Commissioner Oliver made a motion to adjourn the meeting at 5:45 p.m.  
The motion carried unanimously.

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

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



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**Board of Commissioners  
Regular Meeting  
6:00 PM- Monday, December 9, 2024  
614 Broad Street, Beaufort NC**

**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Personnel Policy Amendment- Pregnant Workers Fairness Act

**REQUESTED ACTION:**

Amend Article VII, to add Section 29 – Pregnant Workers Fairness Act. This section is being added to ensure compliance with federally mandated laws.

**SUBMITTED BY:** Barbara Cooper, Human Resources Manager

**BUDGET AMENDMENT REQUIRED:** None

**Article VII- Section 29. Pregnant Workers Fairness Act**

As required by the Pregnant Workers Fairness Act (“PWFA”) the Town will provide reasonable accommodation to employees and applicants with known limitations related to pregnancy including physical or mental conditions related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions unless the accommodation will cause undue hardship to the Town’s operations. This policy applies to all employees, regardless of employment status.

Reasonable accommodations may include, but are not limited to, modifications or adjustments to job duties, schedules, work environments, or processes that enable eligible employees and applicants to perform their job functions without causing undue hardship to the Town. A significant difficulty or expense that would impose a disproportionate burden on the operations of the Town is considered an undue hardship.

It is the employee's responsibility to notify the Town of any pregnancy-related limitation for which she needs accommodation. An employee or applicant may request accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to Human Resources or to the employee’s department head.

The accommodation request should include an explanation of the pregnancy-related limitation, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the requested accommodation, particularly if the need for accommodation is not obvious, the individual may be asked to submit a statement from a health care provider confirming the existence of a physical or mental condition related to, affected by, or arising out of pregnancy, childbirth, or related medical conditions and describing the adjustment or change at work that is needed due to the limitation.

Upon receiving a request for accommodation, the Town will engage in a collaborative, interactive process with the employee to discuss the request. The Town will then determine if the accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship, which may involve identifying and implementing appropriate alternate accommodation. The process may involve discussions between the employee, their supervisor, and HR personnel.

Reasonable accommodations will be determined on a case-by-case basis, considering the employee's specific needs, the Town's operational requirements, and any potential undue hardships. Information regarding an employee’s pregnancy and accommodations will be treated confidentially and shared only with individuals directly involved in the accommodation process on a need-to-know basis.

The Town prohibits retaliation, harassment or adverse employment action due to an individual’s request for or use of an accommodation pursuant to this policy or for reporting or participating in an investigation of alleged unlawful discrimination under this policy.



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**Board of Commissioners  
Regular Meeting  
6:00 PM- Monday, December 9, 2024  
614 Broad Street, Beaufort NC**

**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Personnel Policy Amendment- Computer, Email, Device and Internet Usage

**REQUESTED ACTION:**

Amend and revise, Article V. Section 22 – Computer, Email, Device, and Internet Usage, to include language updated per recommendation of UNC School of Government and in consultation with legal counsel.

Specific requested actions related to the update are listed below:

1. Motion to approve proposed revisions to Human Resources Personnel Policy Article V, Section 22 “Computer, Email and Internet Usage.”
2. Motion to approve the application of the section entitled “Viewing of Pornography on Town Networks and Devices Prohibited” in Human Resources Personnel Policy Article V, Section 22 “Computer, Email, Device and Internet Usage” to the Board of Commissioners and all Town volunteer board appointees to comply with the mandates of N.C. Gen. Stat. §143-805.
3. Motion to authorize Town staff to take actions necessary to scan and review Town devices to ensure compliance with N.C. Gen. Stat. §143-805 by January 1, 2025.

**SUBMITTED BY:** Barbara Cooper, Human Resources Manager

**BUDGET AMENDMENT REQUIRED:** None

**Article V- Section 22. Computer, Email, Device and Internet Usage**

All technology provided by the Town, including computer systems, devices, communication networks, company-related work records and other information stored electronically, is the property of the Town and not the employee. In general, use of the company’s devices, technology systems and electronic communications should be job-related and not for personal convenience. The Town reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite.

Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when communicating electronically within and outside the Town.

**Appropriate Use**

Town employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Employees may not use the Town’s Internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, or harassing nature. No messages with derogatory or inflammatory remarks about an individual’s race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted.

Harassment of any kind is prohibited. Disparaging, abusive, profane or offensive language and any illegal activities—including piracy, cracking, extortion, blackmail, copyright infringement and unauthorized access to any computers or the Internet or e-mail—are forbidden.

Copyrighted materials belonging to entities other than the Town may not be transmitted by employees on the Town’s network without permission of the copyright holder.

Employees may not use the Town’s computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Every employee of the Town is responsible for the content of all text, audio, video or image files that he or she places or sends over the company’s Internet and e-mail systems. No e-mail or other electronic communications may be sent that hide the identity of the sender or represent the sender as someone else. The Town’s corporate identity is attached to all outgoing e-mail communications, which should reflect corporate values and appropriate workplace language and conduct.

**Viewing of Pornography on Town Networks and Devices Prohibited**

The Town will not permit an employee, elected official, trainee, intern or appointee of the Town to view pornography on the Town network or on a device owned, leased, maintained, or otherwise controlled by the Town.

Violations of this policy by employees shall result in disciplinary action, including immediate termination of employment. Violations of this policy by appointees shall be addressed by potential removal. Violations by elected officials will be addressed through reprimand, censure or any method authorized by law.

Certain exceptions shall apply to an official or employee engaged in activities performed in the course and scope of that official's or employee's official duties, including but not limited to, investigating criminal behavior.

No later than August 1 annually the Town shall report information to the State Chief Information Officer on the number of incidences of unauthorized viewing or attempted viewing of pornography on the Town’s network; whether or not the unauthorized viewing was by an employee, elected official, appointee, trainee or intern of the Town, and whether or not any of the unauthorized viewing was on a device owned, leased, maintained, or otherwise controlled by the Town.

**Definitions**

“Device” includes any cellular phone, desktop or laptop computer, or other electronic equipment capable of connecting to a network.

“Material” includes pictures, drawings, video recordings, films or other visual depictions or representations but not material consisting entirely of written words.

“Network” includes any of the following, whether through owning, leasing, maintaining, or otherwise controlling:

- The interconnection of communication systems with a computer through remote or local terminals, or a complex consisting of two or more interconnected computers or telephone switching equipment.
- Internet service.
- Internet access.

“Pornography” includes any material depicting sexual activity, as defined by N.C. Gen. Stat. § 14-190.13.



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**Board of Commissioners  
Regular Meeting  
Monday, December 9, 2024  
614 Broad Street, Beaufort NC**

**AGENDA CATEGORY:** Items of Consent  
**SUBJECT:** Carteret Community College MOU

**REQUESTED ACTION:** Review/approval of the attached MOU between the Town of Beaufort and Carteret Community College to place a mobile classroom at Beaufort Fire Station 2 on Hwy 101. The classroom will be utilized to support Carteret Community College’s Crystal Coast Fire Academy and the Continuing Education Workforce Development Program with classroom space in the Northeast community of Carteret County.

**SUBMITTED BY:** Tony Ray, Fire Chief

**BUDGET AMENDMENT REQUIRED:** No

**2024-2025**  
**Memorandum of**  
**Understanding Between**  
**Carteret Community College and The Town of Beaufort**  
**Operating by and Through its Fire Department**

Carteret Community College (herein referred to as "College"), and The Town of Beaufort (hereinafter referred to as "Town") enter into the following agreement for the benefit of the College, the Town and the Town of Beaufort Fire Department (herein referred to as the "Agency") for the 2024-2025 academic year.

**AGREEMENT:**

The College and the Town herein agree to the provisions outlined regarding the operation of Carteret Community College located on the property of Town of Beaufort Fire Station 2 located at 2731 Hwy 101, Beaufort, North Carolina (herein called the "Premises").

- The College will provide one 30 x 32 mobile classroom modular unit on the Premises for the use of instruction (hereinafter referred to as the "Modular Classroom");
- The College will provide classroom furniture and technology equipment; (such as laptops and/or iPads) in the Modular Classroom as needed for instruction;
- The Town will allow the placement of one Modular Classroom on the Premises and shall allow connections for water, sewer and electricity to allow the unit to be operational; the cost to connect shall be the responsibility of the College, Ongoing costs for the provision of water, sewer, and electricity to the Modular Classroom will be paid by the Town and a pro-rated portion of these costs based on the estimated consumption by the College-will be paid by the College;
- Town and Agency will allow the College access to parking on the Premises;
- The College shall provide and pay for all maintenance and custodial services for the Modular Classroom;
- The Town will provide and pay for all ground maintenance;
- The College will be freely allowed to provide classes when necessary to meet the requirements of the community, the Public Safety Training Facility, Workforce Training, Continuing Education Training, and training as requested by the Town or Agency;
- The College will provide the Town and Agency access to the Modular Classroom for training to be conducted exclusively by the Town or Agency or for other Town purposes at times mutually convenient and scheduled in advance with the Agency and the College;
- The College will be responsible for the conduct of its instructors and students while on the premises of the Town; in [21] is the responsibility to stay within

designated areas of the Premises and to make sure all students are out of the Modular Classroom before College personnel leaves the Premises;

- The College will provide the Town and Agency means of entry to the Modular Classroom for inspections and safety purposes but request reasonable notice from the Town and Agency prior to their use of the facility for their own training needs;
- The College shall be responsible for the safety of its staff, instructors, contractors, and students while on the Premises of the Town; the College agrees to hold indemnify and hold Town harmless in the event of any claim arising out of or connected with the use of the Premises by the College unless said claim is due to the negligence of the Town or Agency;
- INSURANCE: The Town agrees at all times during this agreement, to keep in force and effect such insurance as it deems necessary to protect its interest and the Premises. It is further agreed that it shall be the responsibility the College to carry commercial general liability insurance in customary amounts and secure sufficient insurance against loss or damage to the personal property of the College located on the Premises; including coverage against loss by fire, other casualty or theft of personal items, fixtures, inventory, or equipment used or stored on the Premises.
  - The following should be listed as additional insured:  
Town of Beaufort
  - The following should be listed as certificate holder:  
Town of Beaufort  
701 Front St.  
Beaufort, NC 28516
- The Town is agreeable to the College placing signage on its property to create public awareness of the College’s presence and to assist its students in locating classes. The College will coordinate with the Agency as to placement and content of any signage and the Town/Agency will have a right to refuse either the content or placement of signage;
- The College will provide and pay for necessary internet service for the use of its Faculty, Staff and Students;
- This agreement between the College and the Town shall not be construed as a partnership between the parties nor shall either party be considered an agent of or joint employer with the other party. Each party shall remain a separate entity and shall be solely liable for its activities.

This Memorandum of Understanding may be amended by mutual written consent of all parties. The MOU will be in force for the 2024-2025 academic year only and will expire June 30, 2025, and must be renewed annually. The College and the Town may terminate





**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, December 9, 2024**

**Train Depot, 614 Broad Street, Beaufort, NC**

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**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** Updated - Town of Beaufort Economic Development Strategic Plan

**SUMMARY:**

At the November workshop the Board was given a presentation regarding an Economic Strategic Plan that could be used as a guide in the event the Town consider applying to become part of the Main Street program and to provide a path to improving economic stability throughout the community.

Durning the meeting the Board asked for the inclusion of a few items as well as a few minor revisions. A revised version has been submitted for the Boards consideration and will be used as a guide at the Board’s retreat in February 2025.

**REQUESTED ACTION:**

Endorsement of the Economic Development Strategic Plan

**SUBMITTED BY:**

Kyle Garner



# Town of Beaufort

## *Economic Development Strategic Plan*

**2025-2030**



**NC DEPARTMENT  
of COMMERCE**  
RURAL ECONOMIC  
DEVELOPMENT

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**NC DEPARTMENT  
of COMMERCE**  
RURAL ECONOMIC  
DEVELOPMENT

# Acknowledgements



## Town of Beaufort Board of Commissioners

- Sharon Harker, Mayor
- Melvin Cooper, Mayor Pro Tempore
- Paula Gillikin, Commissioner
- John LoPiccolo, Commissioner
- Charles “Bucky” Oliver, Commissioner
- Sarah Spiegler, Commissioner

## Beaufort Local Work Group

- Melvin Cooper
- Gene Foxworth
- Jacob Hardesty
- Trey Hardesty
- Perry Harker
- Robert Harper
- Barbara Francis Heckman
- Rod Kirk
- Joyce Matthews
- Nelson Owens
- Sarah Spiegler
- Victoria Washington
- Kyle Garner, Town Planner

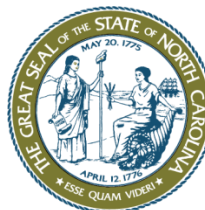
## The North Carolina Main Street & Rural Planning Center (MS&RP)

NC Main Street & Rural Planning Center’s Rural Planning Program, which is responsible for facilitating strategic economic development planning and implementation services, worked with the Town of Beaufort staff to facilitate the strategic planning process for the Town of Beaufort Economic Development Strategic Plan (2025—2030).

Main Street & Rural Planning (MS&RP) staff would like to thank and recognize all who contributed their time and efforts to the development of the Town of Beaufort Economic Development Strategic Plan. The plan centers around economic development strategies that adopt a place-based approach to economic development. This refers to strategies that build upon existing assets, take incremental actions to strengthen the community, and build long-term value to attract a range of investments. The plan identifies strategies, goals, objectives, priority project development and implementation actions.

The Town of Beaufort Economic Development Strategic Plan was prepared by:

Samantha Darlington  
 Community Economic Development Planner, Southeast Region  
 North Carolina Department of Commerce  
 Email: [samantha.darlington@commerce.nc.gov](mailto:samantha.darlington@commerce.nc.gov)

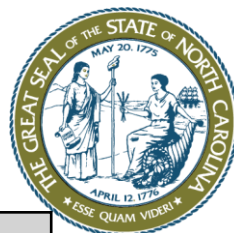


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### Plan Review & Adoption

A draft of the Town of Beaufort Economic Development Strategic Plan (2025—2030) was produced in October 2024 and shared with the Town of Beaufort’s Local Work Group for review. Following review, the Town of Beaufort Board of Commissioners adopted the plan on \_\_\_\_\_.



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# **Town-wide Economic Positioning Statement**

***Beaufort is a small, vibrant town on the coast of Eastern North Carolina renowned for its environmental significance, rich history, and cultural experiences. Supported by a strong community fabric of residents and local businesses, Beaufort promotes sustainable growth for residents and visitors alike with an emphasis on physical and social connectivity***

## **Executive Summary**

The population of the Town of Beaufort is approximately 4,500. Located in Carteret County, the town is the county seat and important contributor to the regional economy. Beaufort is blessed with an abundance of beautiful natural resources and deep-rooted history that attract residents and visitors alike. Currently, tourism is the largest contributor to their economy.

The Town of Beaufort collaborated with the N.C. Department of Commerce, Rural Economic Development Division staff members and local stakeholders through a strategic planning process to identify and develop assets that present economic growth opportunities. Strategy development focused on leveraging assets to encourage small business development, enhance quality of life for residents, plan for asset and infrastructure development, position the community to grow sustainably, and protect critical natural assets for resiliency.

The planning process was tailored to meet the specific needs, goals, and opportunities that local stakeholders identified. This strategic plan was drafted using input from the Town of Beaufort Commissioners, stakeholder interviews, and members of the local work group, which were appointed by the Mayor Sharon Harker, and staff of the North Carolina Department of Commerce.

While the report is for the town as a whole, the workgroup created two different workplans: one for the whole town and one for downtown. This was to ensure that both areas were properly addressed. Each has its own vision and set of recommendations. The plan includes a total of 5 Strategies, 14 objectives and 39 recommendations. These objectives and recommendations should serve as guideposts for the appointed and elected officials of the Town of Beaufort in serving residents and visitors.

# Executive Summary

This plan makes a total of 23 recommendations for actions under three priority strategies. These priority strategies and goals include:

⇒ **Strategy 1: The Town of Beaufort is renowned for its environment, culture, and history.**

**Goal 1:** Promote the history, arts, and cultural assets that are outside the downtown area, making sure to include underrepresented parts of the community.

**Goal 2:** Protect and restore the town’s environmental assets.

⇒ **Strategy 2: The Town of Beaufort promotes sustainable growth for residents and visitors.**

**Goal 3:** Achieve a balanced approach of residential and commercial growth.

**Goal 4:** Enhance workforce housing initiatives to support local employment.

⇒ **Strategy 3: The Town of Beaufort is physically and socially connected.**

**Goal 5:** Enhance the physical connectivity of Beaufort.

**Goal 6:** Strengthen the social connectivity and community engagement within the town.



This plan makes a total of **23** recommendations for actions under three priority strategies.

# Downtown Executive Summary

**Downtown Economic Positioning Statement:** *Downtown Beaufort is a vibrant, accessible waterfront destination on the coast of Eastern North Carolina renowned for its rich history, maritime activities, and cultural experiences. Supported by a strong fabric of local businesses, downtown Beaufort provides residents and visitors with a variety of shopping, dining, and events.*

This plan makes a total of 20 downtown recommendations for actions under two priority strategies. These priority strategies and goals include:

⇒ **Strategy 1: Downtown Beaufort is a vibrant and accessible waterfront destination.**

**Goal 1:** Enhance parking accessibility and convenience.

**Goal 2:** Foster an inclusive and welcoming atmosphere downtown.

⇒ **Strategy 2: Downtown Beaufort has a strong fabric of local businesses with a variety of shopping, dining, and events.**

**Goal 3:** Grow downtown’s commercial footprint and increase foot traffic on adjacent streets.



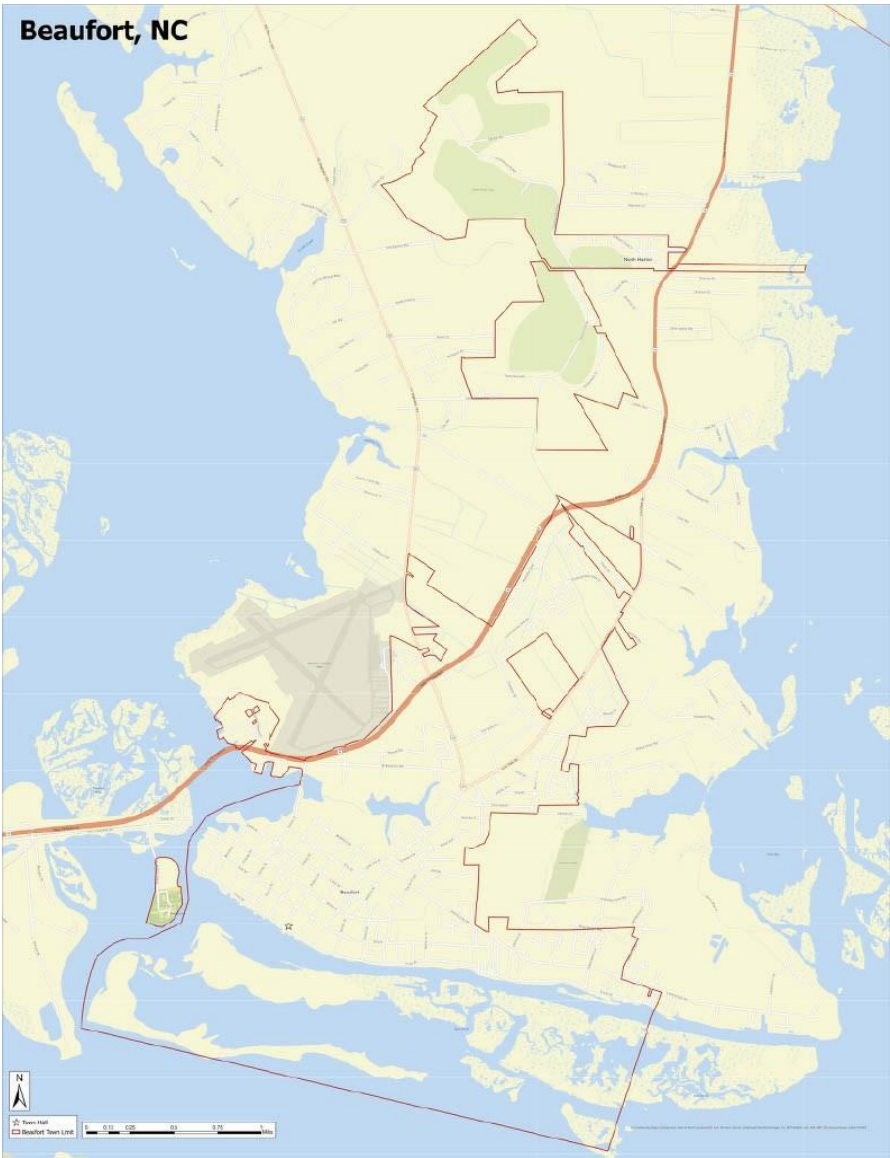
This plan makes a total of **20** recommendations for actions under two priority strategies.

# Setting

## The Town of Beaufort

Beaufort, North Carolina, is a historic coastal town situated in Carteret County. It was settled in 1709 and later incorporated in 1723. Renowned for its charming waterfront, Beaufort boasts a vibrant blend of rich history, picturesque scenery, and a thriving maritime culture. With a population of approximately 4,500 residents, the town serves as a gateway to the Crystal Coast, attracting both tourists and new residents seeking a coastal lifestyle.

The local economy is predominantly driven by tourism, marine industries, and small businesses. Fishing, boating, and eco-tourism are significant contributors to local livelihoods, providing not only jobs but also fostering a culture that values the town's natural resources. The town's strategic location along the Intracoastal Waterway, proximity to major highways, and local airport facilitates trade and commerce, while its scenic beauty and recreational opportunities draw visitors year-round. Beaufort's historic downtown area, characterized by well-preserved 18th and 19th-century architecture, serves as a focal point for economic activity, featuring local shops, restaurants, and cultural attractions.



Residents enjoy a lifestyle deeply connected to the water, as the town is framed by the scenic Beaufort Inlet and the lush landscapes of surrounding salt marshes. The community is diverse, with a mix of long-time locals and newcomers who are drawn to the area's natural beauty and recreational opportunities. Beaufort's active engagement in local events, such as the annual Beaufort Pirate Invasion and the Beaufort Music Festival, fosters a strong sense of identity and pride among residents. The town also benefits from a variety of community organizations and volunteer initiatives that promote environmental stewardship and social well-being.

As Beaufort navigates the challenges of growth and development, community members are eager to engage in discussions about sustainable practices that honor their heritage while promoting economic resilience. This collaborative spirit sets the foundation for a strategic economic development plan aimed at enhancing opportunities for all residents.

# Background

## Existing Plan Review:

In an effort to complement and build upon subsequent community planning efforts, staff assembled and reviewed other relevant plans and documents. This review provides valuable insight and helps avoid duplication or contradictions of past planning proposals. The following documents were reviewed and considered during the planning process:

### **Town of Beaufort Comprehensive and CAMA Land Use Plan**

The Town of Beaufort's Comprehensive and CAMA Land Use Plan represents a collaborative effort over nearly two years to outline the community's vision and goals for future growth and development. It was adopted by the Beaufort Board of Commissioners in October 2023. Integrating both comprehensive land use planning and compliance with the Coastal Area Management Act (CAMA), the plan fulfills requirements under NC General Statutes 160D-501 and CAMA regulations (15A NCAC 07B.0702). It begins with a thorough analysis of Beaufort's current socioeconomic and demographic profile, historical trends, and anticipated future conditions, providing a solid foundation for strategic decision-making. Public engagement played a crucial role, ensuring that community values and aspirations shaped the plan's development. The resulting community goals encompass a wide range of issues including environmental protection, resiliency, housing, infrastructure, economic development, transportation, town character, diversity, and inclusion.

Central to the plan is the Future Land Use Map (FLUM) and associated character areas, which project an idealized vision for Beaufort's built and natural environments. This map guides future development in alignment with community goals and aspirations. Addressing CAMA requirements, the plan discusses key management topics and categorizes recommendations into CAMA Policies and Implementation Items, ensuring compliance with state regulations and facilitating consistency in permit applications and plan implementation. Throughout the process, the Board of Commissioners provided guidance, emphasizing specific considerations such as flood hazard mitigation, wetlands protection, and resilience strategies. While the plan's contents are advisory rather than regulatory, they serve as a comprehensive roadmap for the town.

### **Resilient Beaufort Plan**

The Resilient Beaufort Plan is a strategic initiative developed to address the significant threats posed by coastal and climate hazards such as sea level rise, flooding, and storm surge to the Town of Beaufort. As a frontline coastal community, Beaufort is highly vulnerable to these hazards, which can disrupt daily life and have widespread impacts.

Funded through a grant from the North Carolina Division of Coastal Management's North Carolina Resilient Coastal Communities Program (RCCP), the plan envisions making Beaufort a leader in climate and coastal adaptation. Key goals include integrating climate change considerations into all infrastructure and budgeting decisions, reducing the impact of flooding events, especially in disadvantaged neighborhoods, and managing natural shoreline loss. Additionally, the plan emphasizes collaboration with the Rachel Carson Reserve to protect coastal habitats and ensures that people are either supported in their current neighborhoods or relocated as necessary, with reclaimed areas serving as green space buffers.

Overall, the Resilient Beaufort Plan focuses on enhancing the town's resilience to future climate and coastal challenges through comprehensive planning and community-driven solutions.

### **Town of Beaufort Bicycle and Pedestrian Master Plan**

The Town of Beaufort's Bicycle and Pedestrian Master Plan, adopted in 2018, focuses on enhancing connectivity and street aesthetics in its historic community. The plan was developed in response to the impact of the new US 70 Bypass and includes specific design recommendations based on crash data and public input. Residents and business owners actively contributed neighborhood-level recommendations to improve pedestrian and bicyclist infrastructure. The overarching goal is to enrich the quality of life in each community area, ensuring that all endorsed recommendations reflect informed decision-making and community input. Challenges such as traffic shifts due to the bypass construction, issues with pedestrian and bicyclist safety, and maintenance deficiencies on corridors like Cedar, Turner, and Live Oaks were identified and addressed through a comprehensive process. Guided by principles of Complete Streets, stormwater management, safety, and development integration, the plan aims to create safer and more attractive pedestrian and bicycling environments throughout Beaufort, aligning with community values and enhancing overall street network functionality.

### **Town of Beaufort Parks and Recreation Comprehensive Plan**

The Beaufort Parks and Recreation Comprehensive Plan highlights the town's commitment to maintaining and enhancing its reputation as a premier destination for adventure and yachting. Established in 2011, the Beaufort Parks and Recreation Advisory Board (BPRAB) has played a crucial role in developing and managing the town's recreational facilities and open spaces.

Key achievements include the renovation of Louis Randolph Johnson Jr. Memorial Park and the implementation of popular programs such as the annual kayak lottery and community festivals. The plan outlines a detailed inventory of the town's eight parks and additional recreational facilities, reflecting on past accomplishments and ongoing projects.

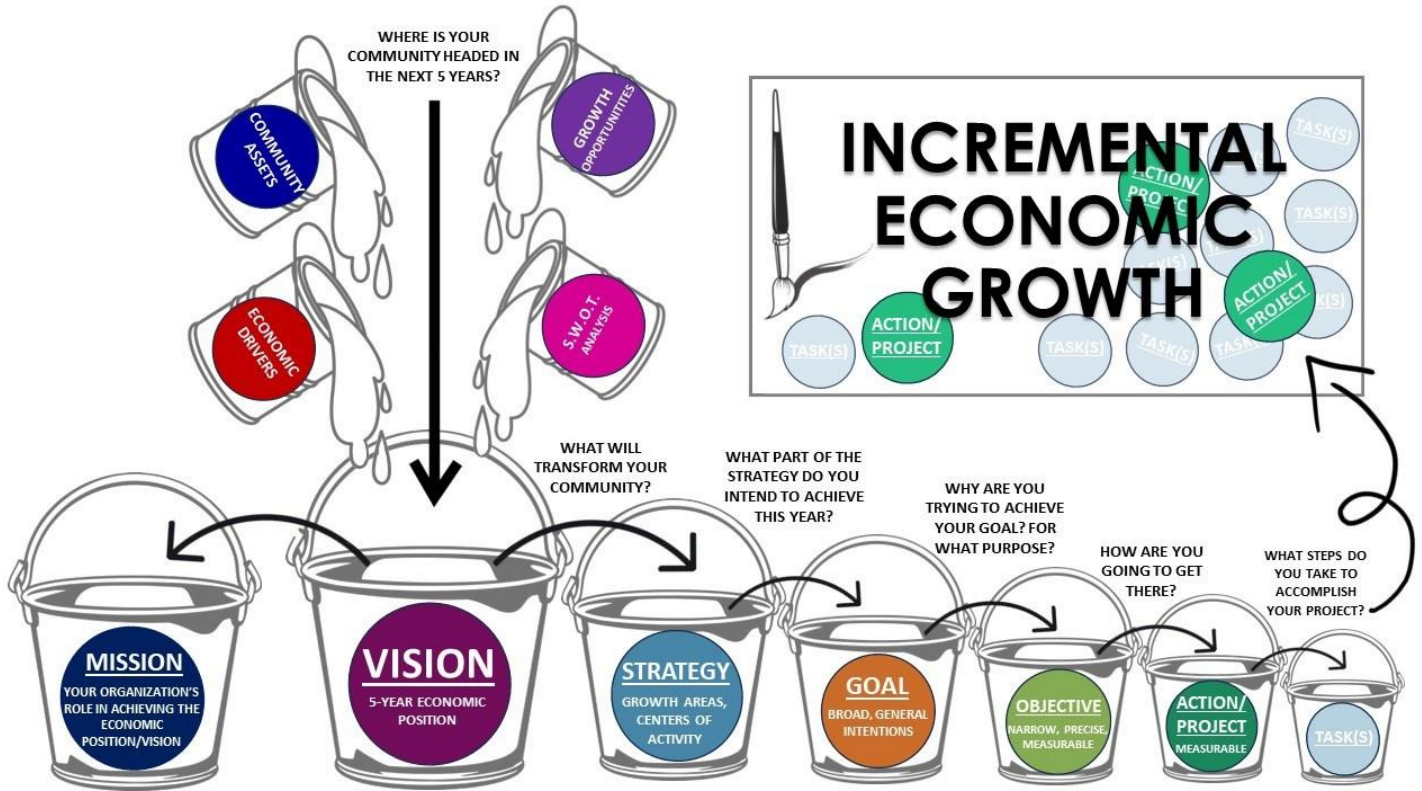
Looking ahead, the plan emphasizes the need to expand recreational spaces and public water access, secure funding, and ensure safe walking and biking routes. Future efforts will continue to focus on meeting community needs and enhancing the quality of life for residents. The BPRAB's guiding principles and comprehensive community assessments guide resource allocation and project development, ensuring that Beaufort remains a vibrant and recreationally rich community.

### **Pamlico Sound Hazard Mitigation Plan**

The Pamlico Sound Hazard Mitigation Plan, covering Carteret, Craven, Pamlico, and Beaufort Counties in North Carolina, aims to reduce the impacts of natural and human-caused hazards through coordinated planning and mitigation strategies. Developed in compliance with federal requirements under the Disaster Mitigation Act of 2000, the plan ensures eligibility for federal disaster assistance programs administered by FEMA. It was crafted collaboratively by a Hazard Mitigation Planning Committee representing local governments, agencies, citizens, and stakeholders. The plan encompasses a comprehensive risk assessment that identifies and profiles high and moderate priority hazards such as coastal erosion, floods, hurricanes, wildfires, and others. It evaluates each jurisdiction's vulnerability and capacity to mitigate these hazards, proposing specific actions and strategies for implementation. The plan's framework supports ongoing monitoring, updates, and adoption by participating jurisdictions, reinforcing resilience and disaster preparedness across the Pamlico Sound region.

\*An update on this plan is currently underway\*

# Planning Process



NC Main Street & Rural Planning Center Strategic Plan Development Process

Under the REDD, MSRP Center staff facilitated the strategic planning process with participation from the local government and an established local work group. This work group was comprised of individuals with a vested interest in leveraging Beaufort’s assets to enhance economic development. The planning process employed established planning methods including economic and associated data, asset mapping, economic driver identification, SWOT analysis, stakeholder interviews, local work group discussions, and more. The planning process was tailored to meet the specific needs, goals, and opportunities that local stakeholders identified.



**Local Work Group Establishment and Involvement**

A discussion about the work group makeup was held with the Town of Beaufort staff. Members of the group represented a wide swath of the community from Carteret Community College to private business owners to local volunteer groups. The work group actively participated in the six meetings that were held from May 2024 to October 2024. Some of the work group responsibilities were to vet information presented, partake in activities such as asset mapping that fleshed out potential economic development ideas, provide stakeholders to interview, and review the final report and plan of work. The work group provided sound guidance for the plan of work. Specific members of the work group were tasked with actions and tasks. The group also identified partners and resources to achieve the goals laid out in the plan of work.

A full outline of the work group meetings can be seen in the table below.

Meeting Date	Topics
April 4, 2024	Beaufort Site Tour ⇒ Tour of Town Assets and Opportunities
May 2, 2024	Meeting #1 ⇒ Overview of the MS&RP Strategic Planning Process ⇒ Presentation of Economic Market Data ⇒ Brainstorming Economic Drivers Exercise ⇒ Asset Mapping Exercise
June 6, 2024	Meeting #2 ⇒ Strengths, Weaknesses, Opportunities, Threats (SWOT) Analysis ⇒ Workgroup Survey Results (the workgroup completed a survey before the first meeting).
July 11, 2024	Meeting #3: ⇒ Stakeholder Interview Results ⇒ Identifying Common Themes Exercise ⇒ Visioning Exercise ⇒ Identify Areas of Focus
August 8, 2024	Meeting #4 ⇒ Review Economic Positioning Statement ⇒ Drafting Economic Development Strategies, Goals, and Objectives
September 12, 2024	Meeting #5 ⇒ Create Downtown Vision ⇒ Draft Economic Development Strategies, Goals, and Objectives for Downtown
October 10, 2024	Meeting #6 ⇒ Review Final Report ⇒ Review Final Presentation to give to the Board of Commissioners

**Asset Mapping**

<b>Asset Type</b>	<b>Definition</b>	<b>Examples</b>
<b>Economic Assets</b>	Goods, services, information, etc., produced, exchanged & consumed in/by a community.	Businesses/Industries, Services, Business Clusters, Buildings/Structures/Districts, Downtowns, Commercial Activity Nodes, Industrial Parks/Warehouse Districts, Infrastructure, Workforce.
<b>Cultural Assets</b>	Tangible, such as: buildings, sites or places. Intangible, such as the stories and traditions that define a community’s identity	Museums, Mills (Former), Buildings/Architecture, National Register Districts/ Properties, Music/Art/Dance, Writers, Festivals and Events, Language, Occupations, Traditions/Values, History/Heritage.
<b>Natural Assets</b>	Relating to/of the natural environment. Recreational — relating to/denoting activity done for enjoyment.	Scenic Beauty, Water Bodies, Blueways, Wetlands, Fish/Wildlife (Types), Forest (Types), Geology/Minerals, Soils/Prime Farmland, Greenways/Trails, Recreational Activities (Types), Sports (Types).
<b>Institutional Assets</b>	Public or private entities and places devoted to a particular cause, program, or social purpose.	Universities/Colleges, Community College, Pre-K—12 Schools (Public & Private), Technical Schools, Vocational Schools, Hospitals.
<b>Community/Human Resource Assets</b>	Accumulated knowledge and skills that make a community productive. Individuals and organizations.	Community/Human Service Agencies and Nonprofits, Civic Groups, Community Clubs, Youth, Seniors, People with Special Skills/Expert Knowledge, Faith-Based Organizations, Social Fabric.
<b>Governmental Assets</b>	Any governmental unit, department, agency, special purpose district, or other public entity.	City/Town, County, State, Federal, Tribal, Water/Sewer District, Airport, Municipal Service District, Central Business District, Business Improvement District, Redevelopment District.

## Asset Mapping

During the May 2024 work group meeting, staff facilitated an asset mapping exercise to identify key assets in the community. Asset mapping is a process that identifies the strengths of a community, highlights areas for growth opportunities, and brings together key stakeholders. Identifying Beaufort’s unique assets helped to establish clear economic development strategies to achieve measurable growth.

## Area Asset List

- 
- ⇒ Local Airport
  - ⇒ Beaufort Docks
  - ⇒ Boardwalk
  - ⇒ Seafood Market
  - ⇒ Golf Cart Rentals
  - ⇒ Morehead City Port
  - ⇒ Cherry Point
  - ⇒ Camp Lejeune
  - ⇒ Carteret County
  - ⇒ Small Business Community
  - ⇒ Banks
  - ⇒ Future HWY 42
  - ⇒ Uptown
  - ⇒ Live Oak Corridor
  - ⇒ Education Facilities
  - ⇒ Jarrett Bay
  - ⇒ Hospital and Medical Facilities
  - ⇒ Sailing School
  - ⇒ Loaves and Fishes
  - ⇒ Farmers
  - ⇒ Beaufort Club
  - ⇒ Local Fisherfolk
  - ⇒ Tourism and tourism based businesses
  - ⇒ Downtown Beaufort
  - ⇒ Beaufort Hotel
  - ⇒ Local history
  - ⇒ Rotary Club
  - ⇒ Carteret Community College
  - ⇒ Inlet Inn
  - ⇒ Beaufort Food and Wine Festival
  - ⇒ Juneteenth
  - ⇒ Mardi Gras
  - ⇒ Beaufort Music Festival
  - ⇒ Rock the Dock
  - ⇒ Pirate Invasion
  - ⇒ Beaufort BHA Homes Tour
  - ⇒ Maritime Museum
  - ⇒ The Historic Grounds and District
  - ⇒ Road Races
  - ⇒ Art Walk and Local Artists
  - ⇒ Farmers Market
  - ⇒ Ghost Tours
  - ⇒ Lookout Cruise
  - ⇒ Restaurants
  - ⇒ Food Trucks
  - ⇒ Bars
  - ⇒ Big Rock
  - ⇒ Compass Hotel
  - ⇒ Fishing Tournaments
  - ⇒ Seafood Festival
  - ⇒ Town Docs
  - ⇒ Beach music
  - ⇒ Seafood
  - ⇒ Beaufort Business Association
  - ⇒ Hope is Alive
  - ⇒ Parks and Recreation
  - ⇒ Community Action
  - ⇒ Boys and Girls Club

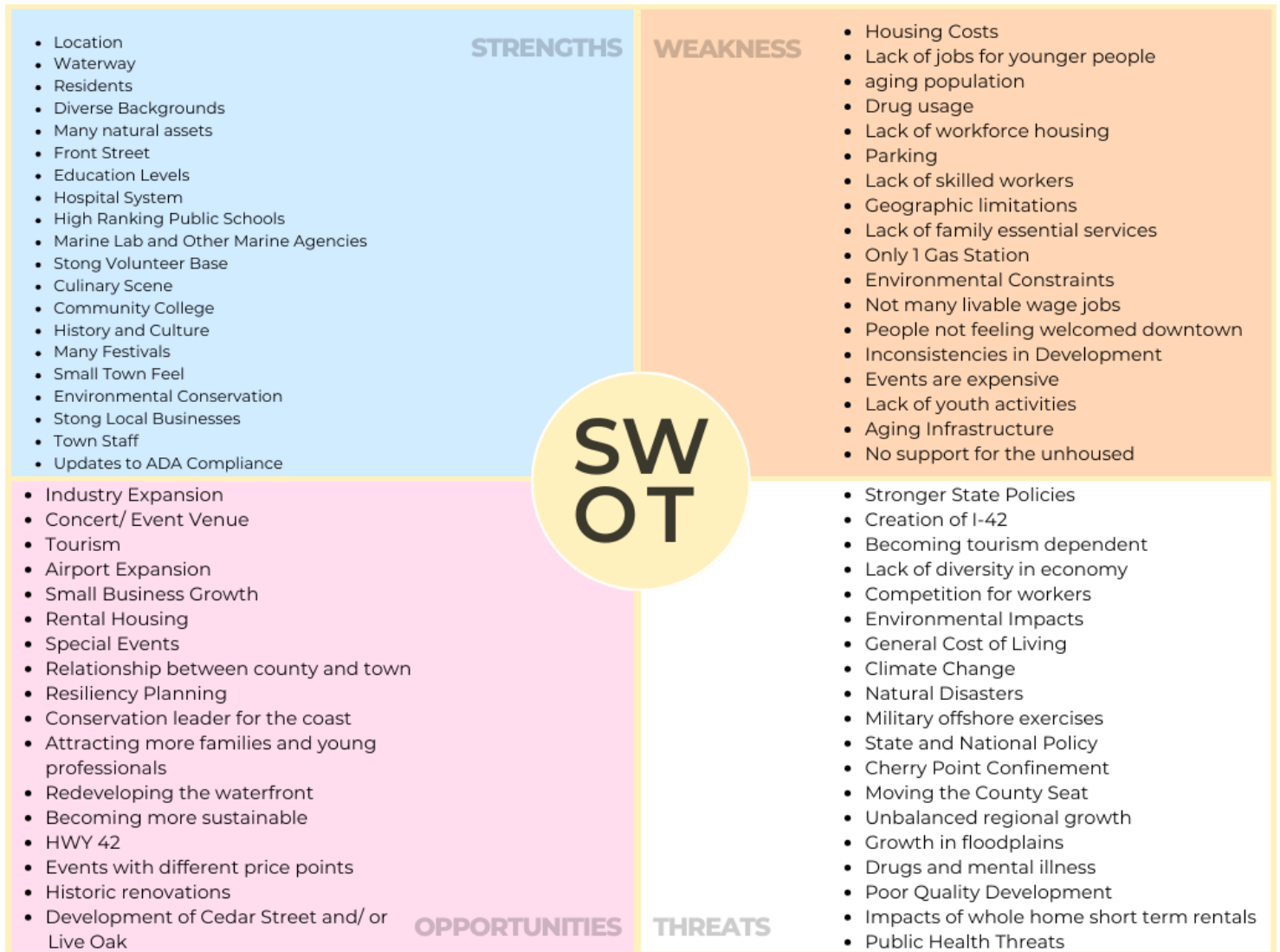
**Area Asset List Continued**

- ⇒ Beaufort Burial Grounds
- ⇒ Broad St Clinic
- ⇒ Local Girl Scouts and Boy Scouts
- ⇒ Young Life
- ⇒ Small Business Center at CCC
- ⇒ Culinary Program at CCC
- ⇒ Marine Lab
- ⇒ Duke University Lab
- ⇒ IMS (UNC)
- ⇒ CMAST (NCSU)
- ⇒ NOAA Beaufort Lab
- ⇒ Backstreet Pub
- ⇒ Pruitt Health
- ⇒ Parkers
- ⇒ County Civic Center
- ⇒ Marine Trades School at CCC
- ⇒ County School System
- ⇒ Nursing
- ⇒ County Commissioners
- ⇒ Beaufort Town Staff
- ⇒ Beaufort Commissioners
- ⇒ Courthouse and Jail
- ⇒ National Park Service
- ⇒ NCDEQ– Division of Marine Fisheries and Division of Coastal Management (CAMA)
- ⇒ Rachel Carson Reserve
- ⇒ Cape Lookout National Seashore
- ⇒ Taylor’s Creek
- ⇒ Ocean
- ⇒ Beaches
- ⇒ ICW
- ⇒ Beaufort Inlet
- ⇒ Salt Marshes
- ⇒ Croatan
- ⇒ Newport River
- ⇒ Hunting
- ⇒ Bird Watching
- ⇒ Shelling
- ⇒ Gibbs Creek
- ⇒ Fishing
- ⇒ Paddle Boarding
- ⇒ Boating
- ⇒ Gallant’s Channel and the Maritime Education Center
- ⇒ Oyster Reefs
- ⇒ Sailing
- ⇒ Parasailing
- ⇒ Skydiving
- ⇒ Agriculture
- ⇒ Aquaculture



## SWOT Analysis

During the June 2024 meeting, staff facilitated a SWOT analysis exercise that identified the strengths, weaknesses, opportunities, and threats in the community. The purpose of this exercise is to help identify internal and external factors that are impacting the community and the local economy. This will help ensure the plan’s goals are not only minimizing the negative aspects of the current economic state, but also maximizing the positives by taking into consideration the capacity and capabilities of the community.



## Local Stakeholder Interviews

The local workgroup and town staff identified a list of stakeholders for the MS&RP staff to interview. These interviews were held over the phone and the stakeholders were asked questions about the current state of Beaufort, opportunities within the town, and where they see the town in the future. To ensure honest feedback, stakeholders remained anonymous during the interview process. The MS&RP staff has compiled a summary of the collected data.

## Stakeholder Interview Synopsis

- Needs that should be addressed:
  - ⇒ Gas Station
  - ⇒ Parking
  - ⇒ Livable wage jobs
  - ⇒ Workforce housing
  - ⇒ Childcare
  - ⇒ Health Care
  - ⇒ Teen and/or elderly friendly activities
  - ⇒ Infrastructure updates
  - ⇒ Short-term rental regulations
- Opportunities that were mentioned during multiple interviews:
  - ⇒ Events focused on locals.
  - ⇒ Making downtown more inclusive/welcoming/affordable.
  - ⇒ Small business development (incentives).
  - ⇒ More green space for locals.
- Focus of the town should be on local needs and the local people.
- The tourism industry is very strong, but the economy needs to be diverse and negative impacts of tourism need to be addressed.
- Common feeling of two worlds in the town: those that work and/or live in the town vs. those that own a second home/retired there/visit.
- Beaufort needs to figure out who they are and who they want to be. Right now, there is a lack of focus and identity seems to be shifting.



# Plan Implementation Monitoring & Evaluation

The Town of Beaufort will be responsible for monitoring, evaluation, and reporting accomplishments on the objectives of this plan to the Rural Economic Development Division.

## Plan Implementation

Maintaining a dedicated group to follow through after the planning process to begin addressing goals and objectives outlined in this plan is critical to attaining the potential economic impact of these strategies. These efforts could be led by the same local work group that helped develop this plan, or another similar group that is representative of the town and its downtown district and can advance the goals of this plan. The sustained presence of such a group builds social capital within the group that improves their ability to work together and effectively address common goals. Furthermore, a dedicated group ensures continuity from planning stage through implementation, provides accountability to ensure that objectives are being met, and allows the community to react and respond quickly when an opportunity is presented. To clarify, this group should not be the sole entity responsible for implementing all the goals of the plan. Instead, the group should function as a convener and point of contact to connect to other individuals, organizations, and resources to help the broader community achieve these goals. Maintaining a regular meeting schedule will also help increase the effectiveness of the group, and the plan.

## Monitoring & Evaluation

Constant evaluation of the goals, objectives, and actions in this plan, via regular review sessions with the Local Work Group and other community leadership, is critical to ensuring it remains a viable document. The Town of Beaufort will continually monitor progress on how well and successful the Local Work Group (or Local Organization) is at managing projects, meeting deadlines, communicating internally and to multiple external audiences and utilizing the resources available. The Town of Beaufort Economic Development Strategic Plan is a living document used to prioritize the needs of the community and outline the town’s objectives. The value of this plan lies with the ability of the Town of Beaufort to set realistic goals—and implement innovative strategies— against which progress can be measured. It also allows the community to gauge the ongoing product of its local government.

Implementation, evaluation, and modification will be continuous for the plan to remain relevant, responsive, and proactive. This strategic effort will provide greater accountability and represents an organization-wide approach to the preservation and enhancement of the quality of life that Beaufort enjoys, and to improve upon it. The most successful strategic planning efforts approach implementation from a network-based model, versus a more traditional hierarchical model (top-down approach). By working with economic partners such as NC Department of Commerce, and regional partners, Beaufort’s Economic Development Strategic Plan can leverage resources and capacity. The NC Main Street & Rural Planning Center (MS&RP) of NC Commerce has yearly implementation plan templates to assist the area in measuring progress, and the local implementation committee should reach out to the Southeast Community Economic Development Planner (NC Commerce) at least once a year to help evaluate success.

## **Town-wide Economic Positioning Statement:**

***Beaufort is a small, vibrant town on the coast of Eastern North Carolina renowned for its environmental significance, rich history, and cultural experiences. Supported by a strong community fabric of residents and local businesses, Beaufort promotes sustainable growth for residents and visitors alike with an emphasis on physical and social connectivity.***

### **Economic Positioning/Visioning Statement**

An economic positioning/vision statement is the vision for the economic role that Beaufort will play in the greater economy (local, county, regional) over the next five years. An economic positioning statement should demonstrate what the community can achieve and how the community will be different from other areas in the county/region. Economic positioning statements are grounded in growth opportunities and the economic development strategies are derived directly from the community's vision. The statement should be built on consensus and based in reality.

In addition to this vision for the whole town, the work group created a supporting economic positioning statement for the downtown portion of the work plan. While they are complimentary to one another, the workgroup felt it was important to distinguish between the two areas.

## Beaufort Strategic Plan: 1 Year Implementation Plan 2025

**Vision:** *Beaufort is a small, vibrant town on the coast of Eastern North Carolina renowned for its environmental significance, rich history, and cultural experiences. Supported by a strong community fabric of residents and local businesses, Beaufort promotes sustainable growth for residents and visitors alike with an emphasis on physical and social connectivity.*

Strategy 1 <i>Beaufort is renowned for its environment, culture, and history.</i>	Strategy 2 <i>Promote sustainable growth for residents and visitors.</i>	Strategy 3 <i>Beaufort is physically and socially connected.</i>
<p><b>Goal 1:</b> Promote the history, arts, and cultural assets that are outside the downtown area, making sure to include underrepresented parts of the community.</p> <p><b>Objective 1.1:</b> Utilize at least 3 different types of media options to expand promotion of culture and events by the end of 2025.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Create a brochure/graphic that includes a map of local historic events/experiences.</li> <li>2. Create a QR code that can be scanned for an interactive map and information about local history, culture, and arts.</li> <li>3. Continue to promote local art and events using social media.</li> <li>4. Ensure that town website is cell phone friendly.</li> </ol> <p><b>Objective 1.2:</b> Tell the story of the diverse people and history of town by the end of 2025.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Create videos telling the stories of local people and history.</li> <li>2. Update the town’s website to include the stories of locals and underrepresented parts of the community.</li> <li>3. Create an annual storytelling community gathering/ round table that is centered around local stories and resident connection.</li> </ol>	<p><b>Goal 3:</b> Achieve a balanced approach of commercial and residential growth.</p> <p><b>Objective 3.1:</b> Encourage diversified commercial growth on Live Oak that meets local needs.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Create design and aesthetic standards for new development along Live Oak.</li> <li>2. Identify sites for and start to recruit a new gas station.</li> </ol> <p><b>Objective 3.2:</b> Begin to address the growing unregulated rental options within the town by the end of 2025.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Research options and legalities of regulation</li> <li>2. Look into hiring a consultant to address this issue.</li> </ol> <p><b>Goal 4:</b> Enhance workforce housing initiatives to support local employment.</p> <p><b>Objective 4.1:</b> Under the Town of Beaufort’s leadership, create a workforce housing taskforce by the end of 2025.</p>	<p><b>Goal 5:</b> Enhance the physical connectivity of Beaufort.</p> <p><b>Objective 5.1:</b> Advance 2 projects from the Beaufort Bike and Ped Plan by the end of 2025.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Continue the development of the Trestle Walk Project.</li> <li>2. Begin Lenoxville Road Connectivity project that calls for a multi-use trail with signage and lighting.</li> </ol> <p><b>Objective 5.2:</b> Enhance accessibility and inclusivity by advancing at least 2 projects within the ADA Transition Plan (2022).</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Work with the NC Wildlife Commission to ensure ADA compliance at the Beaufort Boat Ramp.</li> <li>2. Create and install accessible signage and signals throughout main roads, intersections, and public parks.</li> </ol> <p><b>Goal 6:</b> Strengthen the social connectivity and community engagement within the town.</p> <p><b>Objective 6.1:</b> Under the Town of Beaufort’s leadership, create a taskforce focused on community connection by the end of 2025.</p>

(Continued) Beaufort Strategic Plan: 1 Year Implementation Plan 2025

**Vision:** *Beaufort is a small, vibrant town on the coast of Eastern North Carolina renowned for its environmental significance, rich history, and cultural experiences. Supported by a strong community fabric of residents and local businesses, Beaufort promotes sustainable growth for residents and visitors alike with an emphasis on physical and social connectivity.*

<p><b>Strategy 1</b> <i>Beaufort is renowned for its environment, culture, and history.</i></p>	<p><b>Strategy 2</b> <i>Promote sustainable growth for residents and visitors.</i></p>	<p><b>Strategy 3</b> <i>Beaufort is physically and socially connected.</i></p>
<p><b>Goal 2:</b> Protect and restore the town’s environmental assets.</p> <p><b>Objective 2.1:</b> Encourage and support shoreline restoration throughout town limits utilizing nature-based solutions when feasible.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Complete the Estuarine Shoreline Management Plan as recommended as a high priority in the Resilient Beaufort Plan (RBP) to assess erosion and balance land use, coastal and climate hazards, ecosystem health, public health, and recreational opportunities.</li> <li>2. Promote living shoreline educational resources to property owners.</li> </ol> <p><b>Objective 2.2:</b> Support the design interventions identified in the Resilient Beaufort Plan (RBP) for their potential to reduce Beaufort's exposure and sensitivity to identified hazards.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Develop a Floodplain Management Plan or Program that comprehensively addresses flooding in the community as recommended as a high priority in the RBP.</li> <li>2. Incorporate/implement the 2024 Beaufort Parks and Recreation Comprehensive Plan in ongoing actions.</li> </ol>	<p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Collect data and information about current workforce housing availability.</li> <li>2. Collect data and information about workforce housing initiatives in other communities.</li> <li>3. Meet with Carteret County staff to establish a partnership in addressing this issue.</li> </ol>	<p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Identify gaps in services for families that live within the town.</li> <li>2. Begin researching possible community gathering spaces with the intent to have one established by 2029.</li> <li>3. Meet with Carteret County staff to establish a partnership in addressing this issue.</li> </ol>

## **Beaufort Strategic Plan Workplan: *Downtown* 1 Year Implementation Plan 2025**

**Vision:** *Downtown Beaufort is a vibrant, accessible waterfront destination on the coast of Eastern North Carolina renowned for its rich history, maritime activities, and cultural experiences. Supported by a strong fabric of local businesses, downtown Beaufort provides residents and visitors with a variety of shopping, dining, and events.*

<p style="text-align: center;"><b>Strategy 1</b></p> <p style="text-align: center;"><i>Downtown Beaufort is a vibrant and accessible waterfront destination.</i></p>	<p style="text-align: center;"><b>Strategy 2</b></p> <p style="text-align: center;"><i>Downtown Beaufort has a strong fabric of local businesses with a variety of shopping, dining, and events.</i></p>
<p><b>Goal 1: Enhance Parking Accessibility and Convenience</b></p> <p><b>Objective 1.1:</b> Begin creating or recruiting a public transportation service such as a water taxi or shuttle service to connect nearby neighborhoods, parking areas, and gallant’s channel to downtown.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Begin researching public transportation options for downtown.</li> <li>2. Complete a feasibility study for the chosen public transportation option with a budget attached.</li> </ol> <p><b>Objective 1.2:</b> Improve parking and streetscapes of side streets and Cedar Street to encourage parking in less used areas.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Create and install signage that encourages visitors of downtown to park on side streets and cedar streets.</li> <li>2. Create and promote a downtown parking map that highlights all available parking.</li> <li>3. Improve appearance and design of parking on cedar street and side streets in the downtown.</li> </ol> <p><b>Goal 2: Foster an inclusive and welcoming atmosphere downtown</b></p> <p><b>Objective 2.1:</b> Promote one existing event as a local resident focused event with emphasis on affordability and accessibility.</p>	<p><b>Goal 3: Grow downtown’s commercial footprint and increase foot traffic on adjacent streets.</b></p> <p><b>Objective 3.1:</b> Encourage and support the redevelopment of Cedar Street.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Advance the Cedar Street Redevelopment project listed in the Bike &amp; Ped Plan.</li> <li>2. Create 1 new piece of public art near Cedar Street.</li> <li>3. Contact and establish a relationship with commercial property owners on Cedar Street.</li> </ol> <p><b>Objective 3.2:</b> Create a Downtown Beaufort development focused committee/organization/group to lead implementation of this work plan.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Look into possibility of hiring a dedicated staff member for downtown.</li> <li>2. Survey downtown businesses to gauge interest in joining a committee/organization.</li> <li>3. Create a building inventory for all properties in the downtown area. MS&amp;RP can provide examples.</li> </ol> <p><b>Objective 3.3:</b> Support the design interventions identified in the RBP to ensure accessibility and walk-ability of downtown with the increased sunny day and rainfall flooding.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Front Street Green Infrastructure and Nature-Based Solutions project as recommended as a high priority in the RBP.</li> <li>2. West End of Anne Street Project as identified in the RBP.</li> </ol>

**(Continued) Beaufort Strategic Plan Workplan: *Downtown* 1 Year Implementation Plan 2025**

**Vision:** *Downtown Beaufort is a vibrant, accessible waterfront destination on the coast of Eastern North Carolina renowned for its rich history, maritime activities, and cultural experiences. Supported by a strong fabric of local businesses, downtown Beaufort provides residents and visitors with a variety of shopping, dining, and events.*

Strategy 1 <i>Downtown Beaufort is a vibrant and accessible waterfront destination.</i>	Strategy 2 <i>Downtown Beaufort has a strong fabric of local businesses with a variety of shopping, dining, and events.</i>
<p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Choose one existing event to promote as a local resident focused event.</li> <li>2. Research which part of downtown this event should be in and what businesses should be represented.</li> <li>3. Promote this event using social media, partners, and local champions to bring in residents outside of downtown.</li> </ol> <p><b>Objective 2.2:</b> Create at least 1 new local incentive project within the downtown.</p> <p><b>Actions/Projects:</b></p> <ol style="list-style-type: none"> <li>1. Determine interest of downtown businesses partnering with the town or local organization to offer local discount or a local special on slower business days or specific “locals’ night”.</li> <li>2. Implement coupon/ parking validation program through the parking app currently used by the town allowing business to send coupons or incentives directly to users</li> </ol> <p><b>Objective 2.3:</b> Ensure goal 2 is incorporated in the current waterfront development project.</p> <p><b>Actions/projects:</b></p> <ol style="list-style-type: none"> <li>1. Coordinate with the Beaufort Waterfront Operations and Finance (BWOFF) committee to align dock design and management in waterfront development project to foster and inclusive and welcoming downtown.</li> </ol>	<ol style="list-style-type: none"> <li>3. Low-Impact Development for Reduced Flooding and Enhanced Water Quality project as recommended as a high priority in the RBP.</li> </ol>

# Appendix A: NC Main Street & Rural Planning Center Resource and Funding Guide

**[Download the Resource and Funding Guide Linked Here](#)**

# Appendix B: NC Main Street & Rural Planning Center Beaufort Retail Marketplace Snapshot Report 2024



### Downtown Beaufort Retail Marketplace Snapshot-April 2024

The purpose of this report is to give Downtown Beaufort the baseline information for a better understanding of its current market. The NC Main Street & Rural Planning Center Staff studied the retail marketplace data within the 5, 10, and 20-mile radiuses around the downtown area. The retail leakage analysis examines the quantitative aspects of the retail opportunities.

By reviewing the retail gap, we can:

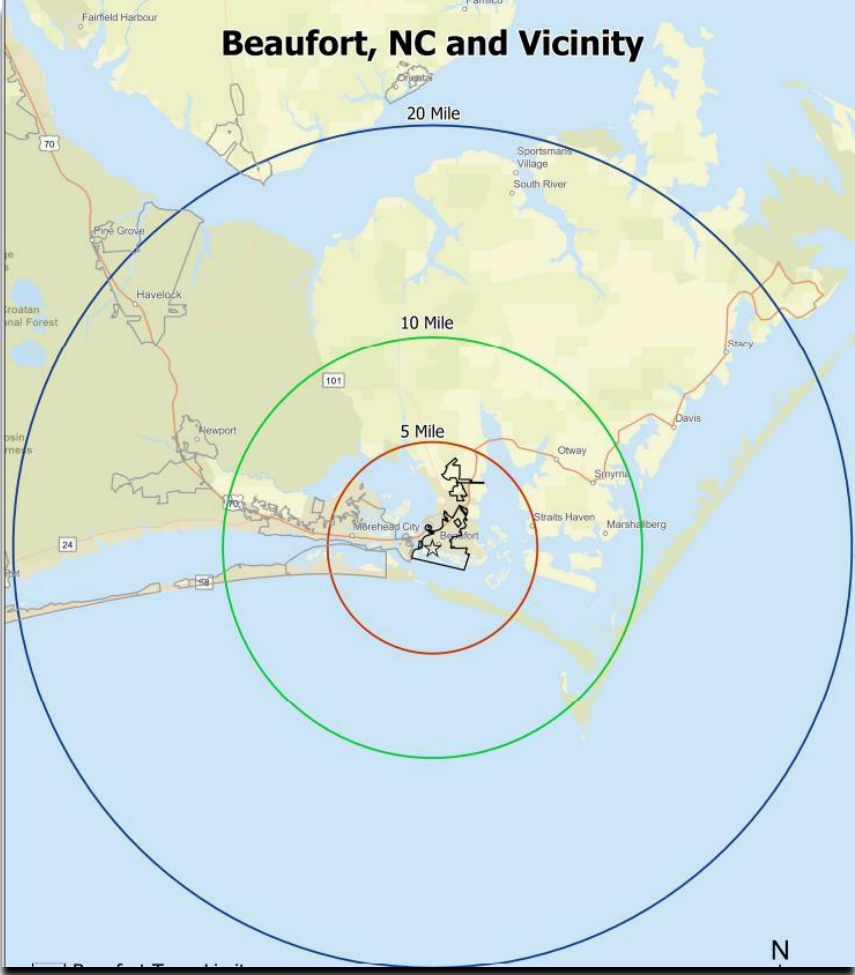
- Understand how well the retail needs of residents are being met.
- Uncover unmet demand and possible opportunities.
- Understand the strengths and weaknesses of the local retail sector.

When consumers spend their dollars outside the specific radii of Downtown Beaufort this is known as “Retail Gap” throughout this report. Retail Gap or leakage indicates an **unmet demand in the trade area**. This suggests the possibility the community can support additional retail for those business categories. Residents within the specified primary trade areas are purchasing products outside that area indicating opportunity to capture those dollars within the downtown district.

There are also categories for which Downtown Beaufort is exceeding the local market demand. Those are measured as red numbers on the below report. For the 5-,10-, and 20-mile information, this means that Downtown Beaufort is exceeding its market potential in these categories. This retail surplus means the community’s trade area is capturing local market plus attracting non-local shoppers. Surplus means the community has possibly developed strong clusters of retail that have broad geographical appeal.

You can also seek additional retail market data that Carteret County Economic Development or the Eastern Carolina Council of Governments can provide. This report is based on the data collected and should serve as a starting point for your economic vitality efforts.

We highly encourage you to couple this report with consumer surveys to get a complete understanding of the Downtown Beaufort potential. The NC Main Street and Rural Planning Center can share examples of consumer surveys and assist with this process as needed.



The above Carteret County map outlines the two trade areas within the 5-, 10 and 20-mile radiuses around downtown. Defining the downtown trade area is critical in determining retail opportunities for the downtown market. The NC Main Street & Rural Center staff only reviewed the data within these two segments. Downtown Beaufort should be targeting residents within these two areas. The goal is to capture the retail sales volume leaking to neighboring communities, such as Morehead City. The chart below shows total industry summaries for the 5-, 10-and 20-mile radiuses around downtown. It details the total retail sales gap, potential 10% capture and retail square footage needed to attract this sales volume.

The sales per square foot column in the charts is the average number based on recent research across the state. Typically, restaurant annual retail sales are higher than \$300 per square foot. There are variables that impact this number such as building owned versus rented, rental rates either higher or lower as well as overall expenses, such as employee wages, insurance, utilities, etc. **Surplus is shown as a red number and retail gap is shown as a black number.**

Distance	Total Retail Gap	10% Capture	Sales/SF	S.F. Needed
5-mile radius	\$7,033,803	\$703,380	\$300	2,345
10-mile radius	\$9,552,508	\$955,251	\$300	3,184
20-mile radius	\$26,624,578	\$2,662,458	\$300	8,875

The above chart shows the aggregate number of potential sales within the 5-,10- and 20-mile radiuses around Downtown Beaufort. Below you will see these numbers broken down by retail category.

### 5-Mile Radius around Downtown

Beaufort				
Primary Trade Area 5-mile around downtown	DOWNTOWN POTENTIAL			
Business Type	Retail Gap	10% of Retail Gap	Sales/SF	SF
		10%	\$300	Needed
<b>Furniture Stores</b>	\$ 888,648	\$ 88,865	\$ 300	296
<b>Electronics Stores</b>	\$ 1,637,927	\$ 163,793	\$ 300	546
<b>Speciality Food Stores</b>	\$ 557,222	\$ 55,722	\$ 300	186
<b>Cosmetics and Beauty Supply Stores</b>	\$ 620,442	\$ 62,044	\$ 300	207
<b>Women's Clothing Stores</b>	\$ 996,757	\$ 99,676	\$ 300	332
<b>Children's and Infants' Clothing Stores</b>	\$ 427,536	\$ 42,754	\$ 300	143
<b>Shoe Stores</b>	\$ 992,525	\$ 99,253	\$ 300	331
<b>Luggage and Leather Goods Stores</b>	\$ 912,746	\$ 91,275	\$ 300	304
<b>Total Gap</b>	<b>\$ 7,033,803</b>	<b>\$ 703,380</b>	<b>\$ 300</b>	<b>2,345</b>

### 10-Mile Radius around Downtown

Beaufort				
Primary Trade Area 10-mile radius around downtown	DOWNTOWN POTENTIAL			
Business Type	Retail Gap	10% of Retail Gap	Sales/SF	SF
		10%	\$300	Needed
<b>Specialty Food Stores</b>	\$ 516,539	\$ 51,654	\$ 300	172
<b>Cosmetics and Beauty Supplies Stores</b>	\$ 984,471	\$ 98,447	\$ 300	328
<b>Men's Clothing Stores</b>	\$ 893,634	\$ 89,363	\$ 300	298
<b>Women's Clothing Stores</b>	\$ 2,511,912	\$ 251,191	\$ 300	837
<b>Children's and Infants' Clothing Stores</b>	\$ 966,809	\$ 96,681	\$ 300	322
<b>Shoe Stores</b>	\$ 1,076,238	\$ 107,624	\$ 300	359
<b>Luggage and Leather Goods Stores</b>	\$ 2,086,234	\$ 208,623	\$ 300	695
<b>Drinking Places</b>	\$ 516,671	\$ 51,667	\$ 300	172
<b>Total Gap</b>	<b>\$ 9,552,508</b>	<b>\$ 955,251</b>	<b>\$ 300</b>	<b>3,184</b>

## 20-Mile Radius around Downtown

Beaufort				
Primary Trade Area 20-mile radius around downtown		DOWNTOWN POTENTIAL		
Business Type	Retail Gap	10% of Retail Gap	Sales/SF	SF
		10%	\$300	Needed
<b>Electronics Stores</b>	\$ 4,790,100	\$ 479,010	\$ 300	1,597
<b>Specialty Food Stores</b>	\$ 1,667,096	\$ 166,710	\$ 300	556
<b>Cosmetics and Beauty Supply Stores</b>	\$ 1,773,889	\$ 177,389	\$ 300	591
<b>Men's Clothing Stores</b>	\$ 1,465,690	\$ 146,569	\$ 300	489
<b>Women's Clothing Stores</b>	\$ 4,166,979	\$ 416,698	\$ 300	1,389
<b>Children's and Infants' Clothing Stores</b>	\$ 1,163,601	\$ 116,360	\$ 300	388
<b>Family Clothing Stores</b>	\$ 3,840,201	\$ 384,020	\$ 300	1,280
<b>Shoe Stores</b>	\$ 2,093,963	\$ 209,396	\$ 300	698
<b>Luggage and Leather Goods Stores</b>	\$ 4,007,012	\$ 400,701	\$ 300	1,336
<b>Drinking Places</b>	\$ 1,656,047	\$ 165,605	\$ 300	552
<b>Total Gap</b>	<b>\$ 26,624,578</b>	<b>\$ 2,662,458</b>	<b>\$ 300</b>	<b>8,875</b>

## 5-Mile Radius Retail Surplus

Category	Retail Surplus
Home Furnishing Stores	\$ 785,739
Home Centers	\$ 42,372,919
Paint and Wallpaper Stores	\$ 2,443,489
Hardware Stores	\$ 1,764,602
Grocery Stores	\$ 25,111,076
Beer, Wine, and Liquor Stores	\$ 5,109,984
Pharmacies and Drug Stores	\$ 15,511,845
Family Clothing Stores	\$ 4,321,334
Sporting Goods Stores	\$ 2,518,410
Hobby, Toy, and Game Stores	\$ 751,454
Department Stores	\$ 3,448,179
Office Supply and Stationary Stores	\$ 1,141,653
Gift, Novelty and Souvenir Stores	\$ 452,063
Pet and Pet Supplies Stores	\$ 755,235
Full-Service Restaurants	\$ 25,557,028
Limited-Service Restaurants	\$ 11,831,919
<b>Total</b>	<b>\$143,876,929</b>

## 10-Mile Radius Retail Surplus

Category	Retail Surplus
Furniture Stores	\$ 4,054,752
Home Furnishing Stores	\$ 9,125,418
Appliance Stores	\$ 1,839,551
Electronics Stores	\$ 1,767,229
Home Centers	\$ 65,380,108
Paint and Wallpaper Stores	\$ 6,383,368

Hardware Stores	\$ 4,800,142
Nursery, and Garden Supply Stores	\$ 505,139
Grocery Stores	\$ 52,748,140
Beer, Wine, and Liquor Stores	\$ 9,462,485
Pharmacies and Drug Stores	\$ 16,809,931
Family Clothing Stores	\$ 2,850,902
Jewelry Stores	\$ 431,084
Sporting Goods Stores	\$ 8,504,333
Hobby, Toy, and Game Stores	\$ 2,646,134
Book Stores	\$ 1,182,609
Department Stores	\$ 12,428,505
Office Supply and Stationary Stores	\$ 3,660,169
Gift, Novelty and Souvenir Stores	\$ 1,813,741
Pet and Pet Supplies Stores	\$ 2,818,915
Full-Service Restaurants	\$ 54,145,093
Limited-Service Restaurants	\$ 7,729,248
<b>Total</b>	<b>\$ 271,086,996</b>

### 20-Mile Radius Retail Surplus

Category	Retail Surplus
Home Furnishing Stores	\$ 6,725,934
Appliance Stores	\$ 1,701,230
Home Centers	\$ 56,806,923
Paint and Wallpaper Stores	\$ 8,320,091
Hardware Stores	\$ 5,134,845
Nursery, and Garden Supply Stores	\$ 3,362,754
Grocery Stores	\$ 56,306,596
Beer, Wine, and Liquor Stores	\$ 12,390,167
Pharmacies and Drug Stores	\$ 12,240,424
Jewelry Stores	\$ 774,327
Sporting Goods Stores	\$ 8,576,402
Hobby, Toy, and Game Stores	\$ 3,245,442
Book Stores	\$ 1,887,250
Department Stores	\$ 17,297,268
Office Supply and Stationary Stores	\$ 5,123,422
Gift, Novelty and Souvenir Stores	\$ 2,352,885
Pet and Pet Supplies Stores	\$ 4,168,867
Full-Service Restaurants	\$ 42,736,130
Limited-Service Restaurants	\$ 42,295,916
<b>Total</b>	<b>\$ 291,446,873</b>

The retail surpluses confirm that Downtown Beaufort is attracting a disproportionate amount of retail sales in these categories and potential exists to attract additional retail and restaurant establishments to take advantage of the additional business potential.

Below are two tables showing the projected sales growth in different commercial categories. This information can help your recruitment process.

### 5-Mile Measurement

Beaufort Demand Growth by Retail Store Types				
Primary Trade Area: 5-mile radius around downtown				Compound
Business Type	2024	2029	Growth	Growth
	Demand	Demand	\$	Rate (%)
<b>Furniture Stores</b>	\$ 3,765,034	\$ 4,157,807	\$ 392,773	2
<b>Home Furnishings Stores</b>	\$ 2,777,537	\$ 3,108,823	\$ 331,286	2
<b>Appliance Stores</b>	\$ 955,544	\$ 1,058,116	\$ 102,572	2
<b>Electronics Stores</b>	\$ 4,101,275	\$ 45,474,392	\$ 446,216	2
<b>Home Centers</b>	\$ 10,935,555	\$ 12,238,163	\$ 1,302,608	2
<b>Paint and Wallpaper Stores</b>	\$ 873,808	\$ 1,023,655	\$ 149,846	3
<b>Hardware Stores</b>	\$ 1,730,810	\$ 1,933,680	\$ 202,870	2
<b>Nursery, Garden and Farm Supply Stores</b>	\$ 2,586,100	\$ 2,858,162	\$ 272,062	2
<b>Grocery Stores</b>	\$ 36,286,825	\$ 40,402,305	\$ 4,115,481	2
<b>Specialty Food Stores</b>	\$ 1,040,490	\$ 1,163,072	\$ 122,582	2
<b>Beer, Wine and Liquor Stores</b>	\$ 3,005,248	\$ 3,373,147	\$ 367,899	2
<b>Pharmacies and Drug Stores</b>	\$ 16,176,026	\$ 17,256,666	\$ 1,082,639	1
<b>Family Clothing Stores</b>	\$ 4,949,523	\$ 5,035,855	\$ 86,333	1
<b>Sporting Goods Stores</b>	\$ 2,709,790	\$ 2,912,943	\$ 203,153	1
<b>Hobby, Toy and Game Stores</b>	\$ 924,120	\$ 1,031,573	\$ 107,453	2
<b>Pet and Pet Supply Stores</b>	\$ 1,202,420	\$ 1,320,423	\$ 118,003	2
<b>Drinking Places</b>	\$ 1,554,338	\$ 1,692,711	\$ 138,373	2
<b>Full Service Restaurants</b>	\$ 19,001,104	\$ 20,719,066	\$ 1,717,962	2
<b>Limited Service Restaurants</b>	\$ 15,768,608	\$ 17,212,603	\$ 1,443,995	2
<b>Total Sales</b>	<b>\$ 130,344,155</b>	<b>\$ 183,973,162</b>	<b>\$ 12,704,106</b>	

Note: The compound annual growth rate (CAGR) is the annualized average rate of revenue growth between two given years, assuming growth takes place at an exponentially compounded rate. The most important factor in both charts is the amount of projected growth per category.

# 10-Mile Measurement

Beaufort Demand Growth by Retail Store Types				
Primary Trade Area: 10-mile radius around downtown				Compound
Business Type	2024	2029	Growth	Growth
	Demand	Demand	\$	Rate (%)
<b>Furniture Stores</b>	\$ 8,774,567	\$ 9,692,566	\$ 917,989	2
<b>Home Furnishings Stores</b>	\$ 6,479,869	\$ 7,145,964	\$ 666,095	2
<b>Appliance Stores</b>	\$ 2,193,787	\$ 2,438,178	\$ 244,391	2
<b>Electronics Stores</b>	\$ 9,354,709	\$ 10,428,144	\$ 1,071,434	2
<b>Home Centers</b>	\$ 25,320,383	\$ 28,270,529	\$ 2,950,145	2
<b>Paint and Wallpaper Stores</b>	\$ 2,031,469	\$ 2,369,182	\$ 337,723	3
<b>Hardware Stores</b>	\$ 4,006,324	\$ 4,471,061	\$ 464,737	2
<b>Nursery, Garden and Farm Supply Stores</b>	\$ 5,965,491	\$ 6,600,256	\$ 634,764	2
<b>Grocery Stores</b>	\$ 82,045,249	\$ 92,585,405	\$ 10,540,156	2
<b>Specialty Food Stores</b>	\$ 2,351,824	\$ 2,667,367	\$ 315,473	3
<b>Beer, Wine and Liquor Stores</b>	\$ 6,771,464	\$ 7,719,396	\$ 947,932	3
<b>Pharmacies and Drug Stores</b>	\$ 36,791,814	\$ 39,549,561	\$ 2,757,747	1
<b>Cosmetics and Beauty Supply Stores</b>	\$ 2,687,471	\$ 2,890,289	\$ 202,819	1
<b>Sporting Goods Stores</b>	\$ 6,272,161	\$ 6,794,601	\$ 522,440	2
<b>Hobby, Toy and Game Stores</b>	\$ 2,105,875	\$ 2,367,143	\$ 261,268	2
<b>Office Supplies and Stationary Stores</b>	\$ 1,343,374	\$ 1,479,923	\$ 135,549	2
<b>Drinking Places</b>	\$ 3,595,094	\$ 3,945,464	\$ 350,370	3
<b>Full Service Restaurants</b>	\$ 43,368,714	\$ 48,014,114	\$ 4,655,400	2
<b>Limited Service Restaurants</b>	\$ 35,841,545	\$ 39,824,251	\$ 3,982,706	2
<b>Total Sales</b>	<b>\$ 287,301,184</b>	<b>\$ 319,253,394</b>	<b>\$ 31,959,138</b>	

Note: The compound annual growth rate (CAGR) is the annualized average rate of revenue growth between two given years, assuming growth takes place at an exponentially compounded rate. The most important factor in both charts is the amount of projected growth per category.

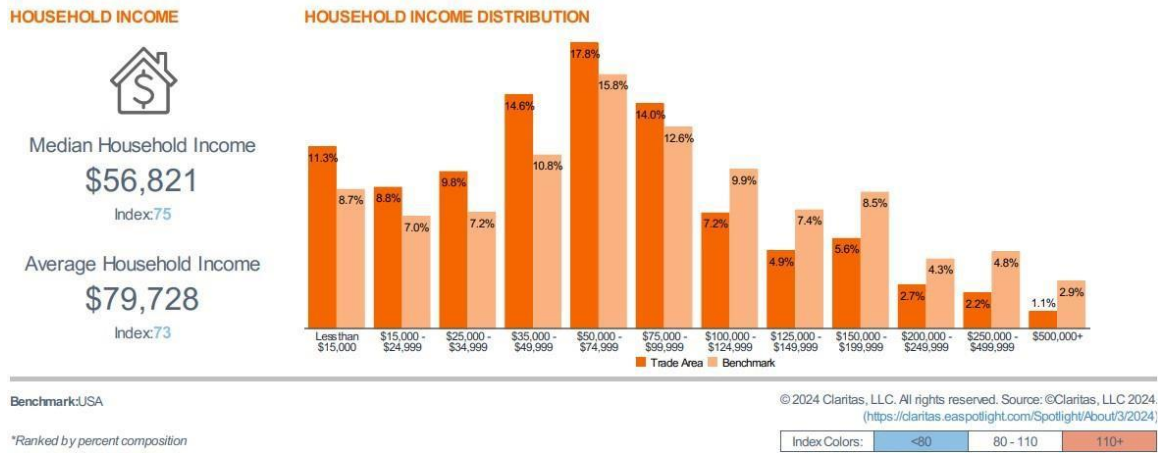
## 20-Mile Measurement

Beaufort Demand Growth by Retail Store Types				
Primary Trade Area 20-mile radius around downtown	DOWNTOWN POTENTIAL			Compound
Business Type	2024	2029	Growth	Growth
	Demand	Demand	\$	Rate (%)
<b>Furniture Stores</b>	\$ 16,576,277	\$ 18,286,905	\$ 1,710,628	2
<b>Home Furnishings Stores</b>	\$ 12,256,648	\$ 13,588,727	\$ 1,332,079	2
<b>Appliance Stores</b>	\$ 4,247,959	\$ 4,702,338	\$ 454,379	2
<b>Electronics Stores</b>	\$ 18,253,691	\$ 20,309,577	\$ 2,045,886	2
<b>Home Centers</b>	\$ 48,430,557	\$ 54,038,870	\$ 5,608,313	2
<b>Paint and Wallpaper Stores</b>	\$ 3,883,299	\$ 4,485,119	\$ 601,820	3
<b>Hardware Stores</b>	\$ 7,662,288	\$ 8,543,101	\$ 880,813	2
<b>Nursery, Garden and Farm Supply Stores</b>	\$ 11,418,618	\$ 12,633,398	\$ 1,214,720	2
<b>Grocery Stores</b>	\$ 164,019,805	\$ 182,351,563	\$ 18,331,758	2
<b>Specialty Food Stores</b>	\$ 4,703,602	\$ 5,254,835	\$ 551,233	2
<b>Beer, Wine and Liquor Stores</b>	\$ 13,661,552	\$ 15,267,312	\$ 1,605,761	2
<b>Pharmacies and Drug Stores</b>	\$ 72,056,538	\$ 77,152,689	\$ 5,096,151	1
<b>Cosmetics and Beauty Supplies</b>	\$ 5,260,146	\$ 5,634,286	\$ 374,140	1
<b>Jewelry Stores</b>	\$ 7,871,546	\$ 7,999,763	\$ 128,217	1
<b>Sporting Goods Stores</b>	\$ 11,986,497	\$ 13,079,109	\$ 1,092,612	2
<b>Hobby, Toy and Game Stores</b>	\$ 4,160,477	\$ 4,648,766	\$ 488,289	2
<b>Book Stores</b>	\$ 2,477,001	\$ 2,635,401	\$ 158,400	1
<b>Florists</b>	\$ 1,489,337	\$ 1,654,673	\$ 165,336	2
<b>Office Supplies and Stationary Stores</b>	\$ 2,619,671	\$ 2,865,634	\$ 245,963	2
<b>Gift, Novelty and Souvenir Stores</b>	\$ 3,465,283	\$ 3,613,675	\$ 148,392	1
<b>Drinking Places</b>	\$ 6,771,847	\$ 7,483,201	\$ 711,354	2
<b>Full Service Restaurants</b>	\$ 83,915,342	\$ 92,994,850	\$ 9,079,508	2
<b>Limited Service Restaurants</b>	\$ 69,915,686	\$ 77,592,399	\$ 7,676,713	2
<b>Total Sales</b>	<b>\$ 577,103,667</b>	<b>\$ 636,816,191</b>	<b>\$ 59,702,465</b>	

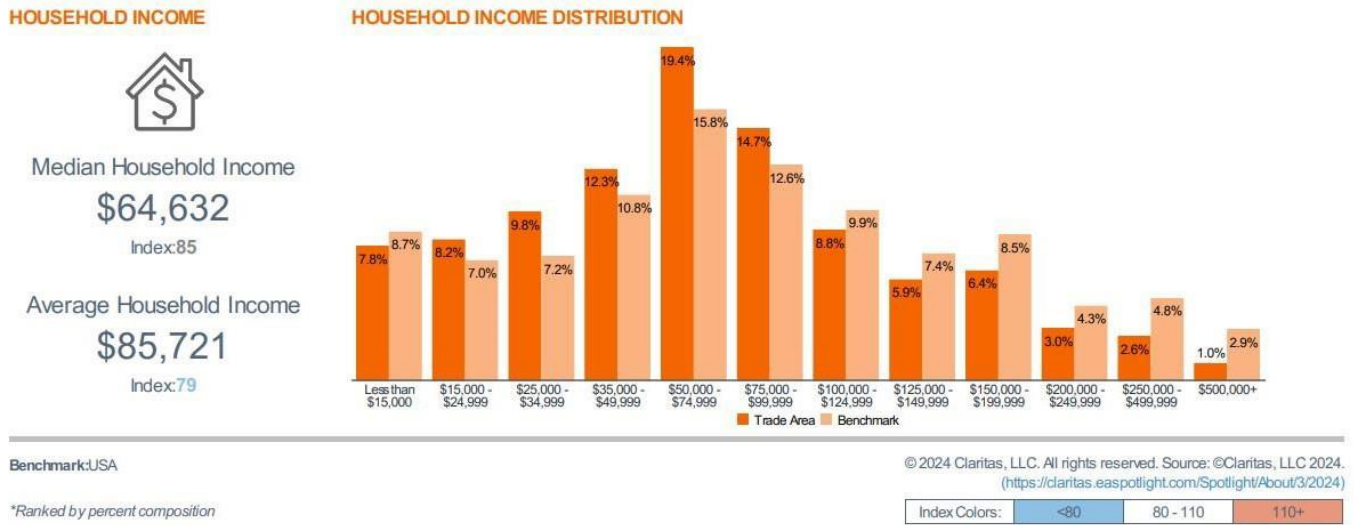
Note: The compound annual growth rate (CAGR) is the annualized average rate of revenue growth between two given years, assuming growth takes place at an exponentially compounded rate. The most important factor in both charts is the amount of projected growth per category.

The above data can be used to help recruit businesses to Downtown Beaufort to meet the unmet potential and reduce the retail gap or leakage. The priorities are to first retain, then expand and finally to recruit new businesses. The categories that show the most potential should be focused on first, especially within the 5-mile radius of downtown. This data can help existing businesses realize there may be potential to expand to capture additional retail sales.

### Claritas 5-Mile Radius Income Distribution



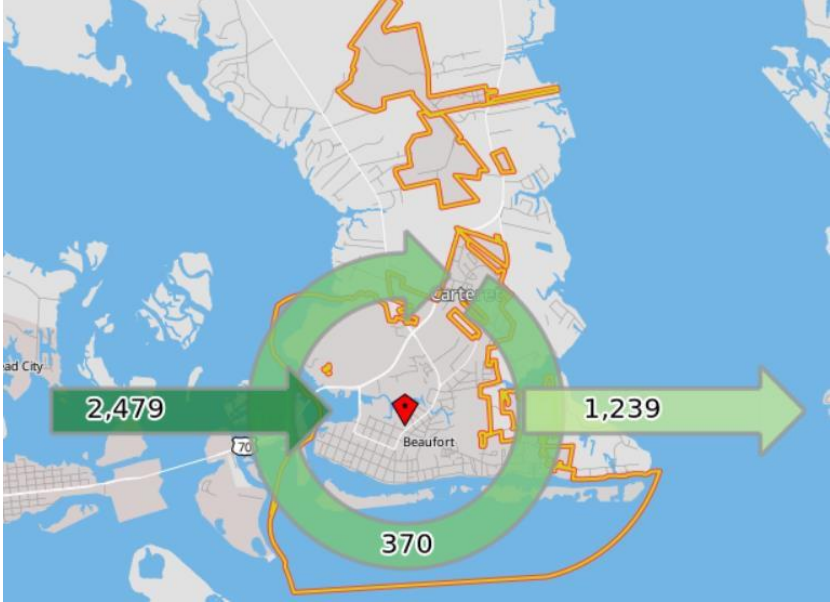
### Claritas 20-Mile Radius Income Distribution



Income Distributions

	<u>5-Mile Radius</u>	<u>20-Mile Radius</u>
Median Household Income	\$56,821	\$64,632
Average Household Income	\$79,708	\$85,721
Highest Income Distribution	\$50,000-\$79,000	\$50,000-\$79,000
% earning below \$50,000	44.5%	38.1%
% earning above \$50,000	55.5%	61.8%

The median household income is \$56,821 and \$64,632 at the 5-mile and 20-mile measurements respectively. The highest income distribution at both measurements is \$50,000-\$79,000 and more citizens earn above \$50,000, than below.



U.S. Census On the Map

- 2,479 workers enter Beaufort daily for employment.
- 370 workers live and work in Beaufort.
- 1,239 workers leave Beaufort daily for employment.
- Twice as many workers enter Beaufort daily than leave daily.
- 2,849 workers either enter or live and work in Beaufort daily.
  - This is equivalent to 60% of the Beaufort population.
  - These are all potential downtown consumers.

Included in this information package is a business recruitment fact sheet that includes the above information and provides space to include available properties for targeted recruitment efforts.

### Tapestry Segmentation identified by ESRI On-Line Business Analyst

We find that studying the Tapestry Segments helps to identify a retail mix based on demographics that could enhance the shopping experience. Tapestry Segmentations provide detailed descriptions of America’s neighborhoods. U.S. residential areas are divided into 67 distinctive segments based on their socioeconomic and demographic composition, then further classifies the segments into LifeMode and Urbanization Groups. Each radius has numerous LifeMode groups for a total of 100%. The detailed information can give Downtown Beaufort a sense of who its customer is and insight into how to market to, and what types of products to possibly add to existing inventory. By diving deeper into each Tapestry Segment’s LifeMode and Urbanization Group there may be an entirely new business that could emerge and possibly be a good fit for downtown.

The information provided reflects the U.S. characteristics. The table below shows the top three segments for each category with brief descriptions. Detailed descriptions are obtained by going to the raw ESRI data’s Tapestry information and clicking on each segment for the specific drive times. Visit <http://doc.arcgis.com/en/esri-demographics/data/tapestry-segmentation>

### Top 3 Tapestries for each location

<b>Total Community</b>	<b>5-mile radius</b>	<b>20-mile radius</b>
Small Town Sincerity 46.2%	Small Town Sincerity 18.1%	Rural Resort Dwellers 12.1%
Mid-life Constants 26.7%	Midlife Constants 16.2%	Middleburg 9.0%
In-Style 14.7%	Rural Resort Dwellers 14.5%	Down the Road 8.2%

Small Town Sincerity is the top segment for the entire Beaufort community and those who live within a 5-mile radius of downtown. Midlife Constants is the second highest segment for those living within the entire Beaufort community and those living within a 5-mile radius of downtown. Rural Resort Dwellers is the third largest segment for those living within a 5-mile and 20-mile radius of downtown. Each of these segments will be addressed below:

<b>Small Town Sincerity</b>	Total Households (U.S.)	2,305,700
	Average Household Size	2.26
	Median Age	40.8
	Average HH Income	\$31,500

#### WHO ARE WE?

Small Town Sincerity includes young families and senior householders that are bound by community ties. The lifestyle is down-to-earth and semirural, with television for entertainment and news, and emphasis on convenience for both young parents and senior citizens. Residents embark on pursuits including online computer games, renting movies, indoor gardening, and rural activities like hunting and fishing. Residents keep their finances simple— paying bills in person and avoiding debt.

#### SOCIOECONOMIC TRAITS

- Education: 67% with high school diploma or some college.
- Labor force participation lower at 52%, which could result from lack of jobs or retirement.
- Income from wages and salaries, Social Security, or retirement, increased by Supplemental Security Income.
- Price-conscious consumers that shop accordingly, with coupons at discount centers.
- Connected, but not to the latest or greatest gadgets; keep their landlines.
- Community-oriented residents; more conservative than middle of the road.
- Rely on television or newspapers to stay informed.

<b>Midlife Constants</b>	Total Households (U.S.)	3,068,400
	Average Household Size	2.31

Median Age	47.0
Average HH Income	\$53,200

**WHO ARE WE?**

Midlife Constants residents are seniors, at or approaching retirement, with below-average labor force participation and below-average net worth. Although located in predominantly metropolitan areas, they live outside the central cities, in smaller communities. Their lifestyle is more country than urban. They are generous but not spendthrifts.

**SOCIOECONOMIC TRAITS**

- Education: 63% have a high school diploma or some college.
- At 31%, the labor force participation rate is low in this market.
- Almost 42% of households receive Social Security; 27% also receive retirement income.
- Traditional, not trendy; opt for convenience and comfort not cutting edge. Technology has its uses, but the bells and whistles are a bother.
- Attentive to price, but not at the expense of quality, they prefer to buy American and natural products.
- Radio and newspapers are the media of choice (after television).

<b>Rural Resort Dwellers</b>	Total Households (U.S.)	1,227,200
	Average Household Size	2.22
	Median Age	54.1
	Average HH Income	\$50,400

**WHO ARE WE?**

Although the Great Recession forced many owners of second homes to sell, Rural Resort Dwellers residents remain an active market, just a bit smaller. These communities are centered in resort areas, many in the Midwest, where the change in seasons supports a variety of outdoor activities. Retirement looms for many of these blue collar, older householders, but workers are postponing retirement or returning to work to maintain their current lifestyles. Workers are traveling further to maintain employment. They are passionate about their hobbies, like freshwater fishing and hunting.

**SOCIOECONOMIC TRAITS**

- Rural Resort Dwellers residents are close to retirement. They've accumulated wealth and begun to shift their portfolios to low-risk assets. These active residents continue to work in skilled occupations.
- Simple tastes and modesty characterize these blue-collar residents. They shop for timeless, comfortable clothing but only when something must be replaced. They pay little attention to advertising and usually stick to the brands they know.
- They spend time with their spouses and maintain a social calendar.

## AARP Livability Index

The AARP Livability Index for Downtown Beaufort is 54 on a scale ranging from 0 to 100. The higher the score the more livable the community. Beaufort ranks above average on this scale. It is important to consider the different index categories, such as health, environment, neighborhood, and opportunity to help you determine what needs to be done to improve this score. Some areas of particular interest include:

The positive.....

<u>Category</u>	<u>2023</u>	<u>2023 Median U.S. Neighborhood</u>
<b>Housing (63 out of 100)</b>		
Zero- Step Entrances	53.8%	53.8%
Availability of multi-family housing (% of units multi-family)	34.8%	16.7%
Housing Costs (Costs per month)	\$952	\$1,101
Housing Cost Burden	13.4%	14.7%
Availability of subsidized housing (Units per 10,000)	62.4	0
<b>Neighborhoods (43 out of 100)</b>		
Access to Grocery Stores & Farmer’s Mkts (# of stores or markets)	2.0	0.0
Access to parks	2.0	1
Access to libraries	0.0*	0
Access to jobs by transit	0.0	0
Crime Rate (Crimes per 10,000 people)	152.5	268.9
*The Beaufort Branch of the Carteret County Library system is not acknowledged.		
<b>Transportation (56 out of 100)</b>		
Frequency of local transit (Buses and trains per hour)	0.0	0

<u>Category</u>	<u>2023</u>	<u>2023 Median U.S. Neighborhood</u>
<b>Transportation (56 out of 100)</b>		
ADA-Accessible stations/vehicles (% of stations and vehicles accessible)	82.2%	82.2%
Congestion (Hours per person per year)	0.0	26.0
Household Transportation Costs (Costs per year)	\$15,447	\$15,468
Speed Limits (Miles/Hour)	27.9	28.3
Crash Rate (Fatal crashes per 100,000 people per year)	7.6	7.6
<b>Environment (57 out of 100)</b>		
Regional air quality (Unhealthy air quality days/year)	0.0	3.9
Near-Roadway Pollution (% of people exposed)	0.00%	0.00%
Local Industrial Pollution (ORSE score from 0 to 9,070)	0.00	0.00
<b>Health (48 out of 100)</b>		
Smoking prevalence (% of adults smoke regularly)	16.1%	16.8%
Obesity prevalence (% of adults obese)	32.4%	33.0%
Preventable Hospitalization Rate (% of preventable hospitalizations per 1,000 patients)	37.0%	38.3%
Patient Satisfaction (% satisfied)	74.0%	69.0%

<u>Category</u>	<u>2023</u>	<u>2023 Median U.S. Neighborhood</u>
<b>Engagement (76 out of 100)</b>		
Opportunity for Civic Involvement (Number of organizations per 10,000 ppl.)	15.8%	9.5%
Voting Rate (% of people voting)	76.0%	61.9%
Social Involvement Index (Index 0 to 2.5)	1.04	0.97
Cultural, Arts, Entertainment Institutions (Institutions per 10,000 people)	12.7	2.4
<b>Opportunity (37 out of 100)</b>		
Income inequality (Index from 0 to 1)	0.45	0.46
The negative.....		
<b>Neighborhood (43 out of 100)</b>		
Access to jobs by auto	3,102	43,172
Diversity of Destinations (Index from 0 to 1)	0.66	0.70
Activity Density (Jobs and people per square mile)	433.2	2,910.2
Vacancy Rate (% of units vacant)	47.1%	7.7%
<b>Transportation (56 out of 100)</b>		
Walk Trips (Trips per household per day)	8.67	9.00
<b>Environment (57 out of 100)</b>		
Drinking Water Quality (% of people exposed)	12.36%	0%

<u>Category</u>	<u>2023</u>	<u>2023 Median U.S. Neighborhood</u>
<b>Health (48 out of 100)</b>		
Access to Exercise Equipment (% of people having access)	83.2%	85.8%
Healthcare Professional Shortage Areas (Index from 0 to 26)	15.0%	8.0%
<b>Engagement (76 out of 100)</b>		
Broadband Cost and Speed (% of residents who have affordable, competitively priced service.)	0.09%	98.9%
<b>Opportunity (37 out of 100)</b>		
Jobs per worker	0.58	0.76
High School Graduation Rate (% of high school students graduate)	87.0%	90.0%
Age Diversity (Index from 0 to 1)	0.79	0.84

# Walkscore



Get Scores My Favorites Add to Your Site

Type an address, neighborhood or city Go

## 701 Front Street

Beaufort, North Carolina, 28516

Commute to **Downtown Beaufort**

1 min 4 min 1 min 6 min View Routes

- Favorite
- Map
- Nearby Beaufort Apartments on Redfin

Looking for a home for sale in Beaufort?

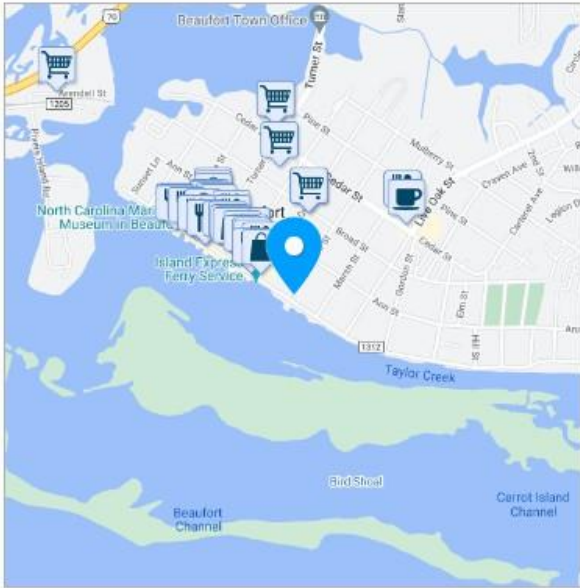
Walk Score  
**61**

**Somewhat Walkable**  
Some errands can be accomplished on foot.

Bike Score  
**68**

**Bikeable**  
Some bike infrastructure.

About your score  
Add scores to your site



Visit <https://www.walkscore.com> for more information.

# Summary and Recommendations

## 1. Retail Gap

At the 5-, 10-, and 20-mile measurements, retail gaps are seen in specialty foods, cosmetics and beauty supplies, women’s and children’s/infants’ clothing, shoes and luggage and leather goods. At the 10-and 20-mile radius measurement, retail gaps are seen in men’s clothing and drinking places. At just the 20-minute radius measurement, retail gaps are seen in electronics.

The chart below outlines the gaps by measurement:

### Retail Gaps

<u>Category</u>	<u>5-mile radius</u>	<u>10-mile radius</u>	<u>20-mile radius</u>
Furniture	\$ 888,648		
Electronics	\$1,637,927		\$4,790,100
Specialty Foods	\$ 557,222	\$ 516,539	\$1,667,096
Cosmetics/Beauty supplies	\$ 620,442	\$ 984,471	\$1,773,889
Women’s Clothing	\$ 996,757	\$2,511,912	\$4,166,979
Children’s & Infants Clothing	\$ 427,536	\$ 966,809	\$1,163,601
Shoes	\$ 992,525	\$1,076,238	\$2,093,963
Luggage & Leather Goods	\$ 912,746	\$2,086,234	\$4,007,012
Men’s Clothing		\$ 893,634	\$1,465,690
Drinking Places		\$ 516,671	\$1,656,047

## 2. Retail Surplus

At the 5-, 10-, and 20-mile measurements, retail surpluses are seen in home furnishings, home centers, paint and wallpaper stores, hardware, groceries, pharmacies, sporting goods, hobby, toy and game stores, department stores, office supplies and stationary stores, gift, novelty and souvenir stores, pet and pet supplies stores, full and limited-service restaurants. At the 10 and 20-mile radius measurements, retail surpluses are also seen in appliances, electronics, nursery and garden supplies, books, and jewelry.

It appears the Claritas data is picking up retail sales at all measurements from Morehead City which is located 4.6 miles from Beaufort. Just from Beaufort alone, there are 10 furniture and home furnishing stores, 3 hardware and paint stores, 5 grocery stores, 4 pharmacies and drug stores, Kitty Hawk Surf. Co and Dick’s Sporting Goods (MHC) for sporting goods, Harbor Specialties, and Hobby Lobby (MHC) for hobbies, toys, and games, department stores (Roses, Island Traders, Beaufort Linens, and MHC department stores) Staples (MHC) and General Store, several local gift shops, Beaufort Pet Provisions (pet supplies) 20 full-service and 6 limited-service restaurants. These local and MHC retailers are contributing to these surpluses.

### 3. Intersection of Retail Gaps and Projected Growth

Retail gaps and projected sales growth are seen in the following categories:

Category	Retail Gaps			Projected Growth		
	5-mile Radius	10-mile Radius	20-mile Radius	5-mile Radius	10-mile Radius	20-mile Radius
Furniture	\$888,648			\$392,773	\$917,989	\$1,719,628
Electronics	\$1,637,927		\$4,790,100	\$446,216	\$1,071,434	\$2,045,886
Specialty						
Foods	\$557,222	\$516,539	\$1,667,096	\$122,582	\$315,473	\$374,140
Drinking						
Places		\$893,634	\$1,465,690	\$138,573	\$350,370	\$711,354
Electronics			\$4,790,100	\$446,216	\$1,071,434	\$2,045,886

For recruitment purposes, this reveals current retail sales potential (gaps) and significant projected retail sales to assure prospective business owners that there is ample data to support consumer products businesses in these categories.

### 4. Walkability and Bikeability

The Downtown Beaufort Walkscore of 61 is above average. Concerning bikeability, Downtown Beaufort scores a 68 which is also above average. You will want to work with the local NCDOT division to incorporate bike lanes into their downtown streets as well as those controlled by the Town of Beaufort.

According to a study by real estate advising company Robert Charles Lesser & Co., homebuyers are increasingly looking for green space and trail systems for walking, running, and biking. In fact, green space and trail systems were the No. 1 and No. 2 desirable community features in this referenced article---Source: New Home Source:

<https://www.newhomesource.com/learn/top-community-amenities/>

The list is below:

Parks and green spaces

Paved trail systems for walking, jogging, biking, etc.

Note that in addition to the walking and biking trail amenities, the #3 amenity that new homeowners want is:

**Main street village centers with retail services and cafes for gathering and socializing.**

Downtown Beaufort fits the #3 desired community amenity and will want to see ways to increase walkability and biking options to meet consumer demands.

Finally, Diane Young created the Downtown Directors’ Guide to Working with Development Projects--<https://www.ncmainstreetandplanning.com/economic-vitality>-- an invaluable resource for downtown revitalization.

There is additional Claritas retail data and the U.S. Census Quickfacts report to support your retail recruitment efforts.

If you have any questions concerning the above information, do not hesitate to contact Downtown Development Specialist Mike Dougherty at [mike.dougherty@commerce.nc.gov](mailto:mike.dougherty@commerce.nc.gov) or 919-817-7086.

Sources: Claritas Retail Data  
<http://doc.arcgis.com/en/esri-demographics/data/tapestry-segmentation>  
Livabilityindex.aarp.org  
Carteret County map—Glen Locascio, NC Department of Commerce



**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, December 9, 2024  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**AGENDA CATEGORY:** Presentation  
**SUBJECT:** FY 2024 Audit Presentation

**BRIEF SUMMARY:**

The Town’s auditor Moses of Martin Starnes and Associates will present the FY 2024 audit.

**REQUESTED ACTION:**

Receive the report

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No



**Town of Beaufort, NC**  
 701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
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**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM – Monday, December 9, 2024**  
**Train Depot, 614 Broad Street**  
**Beaufort, NC 28516**

**AGENDA CATEGORY:** Presentation  
**SUBJECT:** Pivot Parking - 2024 Parking Season

**BRIEF SUMMARY:**

Pivot Parking staff will present a review of the 2024 parking season.

**REQUESTED ACTION:**

Receive the presentation

**EXPECTED LENGTH OF PRESENTATION:**

20 minutes

**SUBMITTED BY:**

Christi Wood – Finance Director

**BUDGET AMENDMENT REQUIRED:**

No



**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, December 9, 2024  
614 Broad Street- Train Depot**

---

**AGENDA CATEGORY:** Old Business  
**SUBJECT:** Food Truck Ordinance Amendments

**BRIEF SUMMARY:**

At the Board’s October 14<sup>th</sup> meeting, discussion was held as to potential ordinance options to regulate food trucks. The Board requested that staff conduct a public outreach effort to gather additional comments and interest from the community, businesses, and affected itinerant merchants. Attached in your meeting packet, staff provides the compilation of commentary and the draft amended Chapter 113 Itinerant Merchants of the Code of Ordinance’s Title XI Business Regulations for discussion.

**REQUESTED ACTION:**

Discussion on the proposed text amendment and direction moving forward.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Michelle Eitner  
Town Planner

**BUDGET AMENDMENT REQUIRED:**

N/A



# TOWN OF BEAUFORT, NORTH CAROLINA

PLANNING & INSPECTIONS DEPARTMENT  
701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
(252) 728-2142  
Fax (252) 728-3982  
www.beaufortnc.org

Michelle Eitner  
(252)528-8767  
m.eitner@beaufortnc.org

## Memorandum

---

**To:** Mayor and Commissioners  
**From:** Michelle Eitner, Town Planner  
**Date:** November 18, 2024  
**Re:** Food Truck Ordinance Public Input

During the October 9<sup>th</sup> Board of Commissioner’s meeting, Planning Staff presented a preliminary draft of amended ordinances to address itinerant merchants in Beaufort. Following discussion, the Board directed staff to conduct a public outreach effort to gain comments from itinerant merchants, businesses, and citizens regarding the proposed changes.

Staff posted the information and request for comments on the website and Facebook, and included it in the November newsletter. In addition to staff’s outreach, the Beaufort Business Association shared the information via email blast on October 22<sup>nd</sup> and WNCT Channel 9 covered the topic on October 24<sup>th</sup>.

Staff received 26 emails, 1 letter, and several phone calls in response to the request for comments. These comments are included with this memo.

### Food Truck Amendments – Phone Calls Received by Staff

10-22 – received phone call with general support for the proposed amendments, notably the generator and public property/ROW prohibitions.

10-23 – received phone call with questions of amendment timing – clarified that the proposed amendments will go back before the Commissioners in December, and confirmed that the proposal does not prohibit food trucks, just provides parameters for their operation.

11/1 – Mr Quinton Collins (Pop-Nana’s Ice Cream food truck operator and Beaufort property owner) met with me at Town Hall. He agrees with the 100ft separation requirement. He suggests that the noise ordinance be allowed to control generator noise rather than prohibiting them, but also recommends that the Commissioners require quiet generators if any generators should be used. They’re called “invertor” generators and function much more quietly than standard generators. He agrees that if an operator parks in a paid parking space, they should pay to park in that space. He asserts that at times of the year that food trucks would be looking to operate in Beaufort, brick-and-mortar businesses are not able to handle the volume of business coming through (notably downtown, with regard to ice cream).

October 30<sup>th</sup>, 2024

Joey McClure  
425 Front Street  
Beaufort NC, 28516  
Work 252-728-2133  
Mobile 252-240-9252  
Joeym@clawsonsrestaurant.com

Regarding food trucks in Beaufort & Fishtowne Brewhouse, 133B Turner Street

Dear Mayor and Commissioners,

As you may or may not know I have been in the Beaufort Restaurant business for over 36 years. I am a co-owner of Clawson’s, Aqua, Fishtowne Brewhouse and the Backstreet Pub. I was also a Beaufort Town commissioner for a term from 1995-1999. I mention this only to say that I have some experience with, and realize many of the challenges from, both perspectives. I also acknowledge that most of you have experience in business as well and have genuine concern for the needs and challenges of the business community of Beaufort. I appreciate the way you have taken those into consideration as you go about the task of governing our town.

I would like to share some concerns and thoughts of my own if I may. I would like to share about restaurants and food trucks in town, whether that be on public property or on privately owned property.

I will begin with what I believe is an important question to answer:  
***\*What is driving this need for an ordinance to regulate food trucks?***

And as a follow up to help clarify:  
***\*Is there a situation that created the need? Is it likely to happen again?***  
***\*Is there someone or something that has been harmed by a food trucks operation that needs to be protected by this ordinance?***

And lastly:  
***\*Why universally forbid them on town property?***

It is unclear to me as to what the problem is that the town is looking to fix? The adage goes: “If it ain’t broke don’t fix it” may be pertinent here.

Here are some things to consider as you decide:

**There is a difference between a “Roving” Food Truck versus an “Invited” Food Truck.**

What I mean by this is that there are trucks that just move from location to location looking for spots where people may be gathered and want their products. For example, a food truck may show up at a voting station around lunch time in hopes that people waiting in line may be hungry. Or they may try to park on Front Street hoping to pick up business that would otherwise go to a brick-and-mortar restaurant. That is very different from a brick-and-mortar property tax paying Beaufort business that contacts a Food Truck and schedules them to come to their business to support that Beaufort business. One case takes away from local business and the other is in support of local business.

**I believe that “Roving” Food Trucks should be banned in the historic district but “Invited” Food Trucks should be allowed.**

**It is reasonable and helpful to establish a 100-foot separation between Food Trucks and an open and operating brick and mortar Beaufort restaurant. But Restaurants should have the option to allow it.**

To explain this, I will give some examples. Clawson’s and Island Traders are next door to each other. If the owner of Island traders wanted to have a hot dog cart in front of his business for a big sale or open house event, Clawson’s should have the option to allow that. A hot dog cart isn’t going to take away from Clawson’s business. Also, Aqua and the Backstreet pub are next door to each other. If backstreet wanted to have a BBQ truck on the patio there Aqua should have the option to allow that. A BBQ truck isn’t going to take business away from Aqua and it will help Backstreet pub for reasons I will explain shortly.

**Establishments that are permitted to sell alcohol but do not have the; space, facilities or permitting to prepare or sell food, still have a tremendous need for food.**

Alcohol consumption with no available food is a challenge to those establishments. They need to sell their products but also don’t want to over serve. Yes, they can sell prepackaged potato chips, crackers etc, but particularly on a weekend when higher customer counts are expected or when an event designed to attract customers is planned, a mobile food vendor such as a food truck can really help retain customers and honestly help them remain sober. No one likes dealing with intoxicated customers. This would be true for Backstreet, The Admiral, Periwinkle and Fishtowne Brew House for examples. Other than these I don’t know of any other businesses that are requesting and scheduling Food Trucks

**Why did the town suddenly in the middle of this summer choose to change the fact that for 6 years Fishtowne has been allowed to have a food truck parked in front of its doors on town property? and thereby injuring our business.**

Obviously, I am specifically concerned for my business, Fishtowne Brewhouse. Fishtowne has been in business for only 6 years but for that entire time until now it has been able to offer its customers food options via a food truck. These food vendors are essential to our business. We receive no payment from the vendors, but it makes a huge difference to have them onsite for our customers to enjoy food along with one of our local fresh brews. We are a family friendly atmosphere. On many, many occasions families with their children

and even their pets spend time with us and are some of our most regular customers. The price options that a food truck can offer can allow for an affordable night out for our customers. I believe that mobile food vendors, in the right location and setting, is a needed option for our town.

**Not every business in Beaufort has the luxury of owning excess private property around their business that will allow for a mobile food vendor to locate.** In many cases there are zero lot line zoning which has no off-street parking. Many downtown Beaufort homes do not even have this and have been allocated public on-street parking spaces designated for their property owner’s sole use.

**“Loud” generators are not desirable and should not be allowed downtown.** This is especially true where people are sitting outside nearby and near residential neighborhoods. Even where plugging in is not an option, there are good choices for inverter style generators that are very fuel efficient and operate in the 55-decibel sound range. This is not much louder than a typical conversation. Harbor Freight offers their Predator brand at reasonable prices. There is no need for loud, open frame generators to power a food truck. At Fishtowne we installed a 50-amp electrical outlet 6 years ago right near the space where our invited food trucks have operated. We have never had an issue with noisy generators at our location.

I realize there is a permitting and enforcement side that is needed as well. Each mobile operator should be required to apply and purchase an annual town business license that is subject to revocation if rules aren’t followed. In some towns there is a separate license or fee required for the food truck to be in compliance. This may be particularly helpful to reclaim sales tax that is not given to the town if the truck is based elsewhere. Perhaps Pivot Parking could assist with this. They could register and track them via their license tag much like they do for seasonal parking passes.

Thank you for reading my letter. I do hope that you have found it helpful to hear my perspective. I want to close by saying that I very much appreciate the care you take in governing our town. Thank you for carefully considering the needs of the local businesses that operate here and please feel free to reach out to me if I can help or if you have questions.

Sincerely,

Joey McClure

**Michelle Eitner**

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**From:** Bradley Cummins <bradleycummins@gmail.com>  
**Sent:** Thursday, October 24, 2024 8:52 AM  
**To:** Michelle Eitner  
**Cc:** Kristen Prescott  
**Subject:** Itinerant Merchant Ordinance feedback

Hi Michelle,

We would suggest that when parked on private property the 100 foot from the front entrance to a restaurant regulation be excluded. There's not an ordinance precluding someone from opening a restaurant within 100 feet of another restaurant...why should this arbitrary boundary be imposed on private property simply because a restaurant is close by?

Secondly, as an event venue on Middle Lane we occasionally host vendor markets, particularly around the holidays. These vendors may have baked goods but most offer hand made items purchased as gifts. This should not be disallowed simply because there is a restaurant across the street from us...nor should each vendor have to be positioned 100' from each other.

Thank you so much for collecting our comments!

Kind Regards,  
Bradley Cummins  
127 Middle Lane Events

**Michelle Eitner**

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**From:** CK <oneonthego09@yahoo.com>  
**Sent:** Thursday, October 24, 2024 8:14 AM  
**To:** Michelle Eitner  
**Subject:** Food trucks

Hello,

This new change basically says no to food trucks unless the town approves it. This is totally a slap in the face for the public, brewery's, small business that use them to bring in customers. This change was not voted on by the public and needs to be.

The variety of food trucks bring nice fold of different flavors for the public to try. We still have the wonderful restaurants to eat at but the ability to not travel very far for something different is nice.

Reconsider these changes or have a public town hall so the people can vote for certain changes.

Chris

**Michelle Eitner**

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**From:** devralennon@gmail.com  
**Sent:** Wednesday, October 23, 2024 10:11 AM  
**To:** Michelle Eitner  
**Subject:** proposed changes to ordinances

As a Beaufort resident, I do not support the proposed changes to the Itinerant Merchant Ordinance. Food trucks provide convenient options not otherwise offered by the local restaurants. Their parking does not significantly interfere with the traffic flow on side streets nor in parking lots. While we frequently enjoy restaurant dining in Beaufort, the food trucks simply provide other options. If not allowed to do business in Beaufort, we will simply follow them to Morehead. I assume Beaufort’s tax base still profits from their business in our community?

Thank you,  
Devra Lennon

**Michelle Eitner**

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**From:** Jeanette Holland <jeanette-holland@kw.com>  
**Sent:** Thursday, October 24, 2024 9:34 AM  
**To:** Michelle Eitner  
**Subject:** food trucks

I am opposed to banning food trucks from the streets of Beaufort. They bring a diversity of dining options and actually help some of the businesses in our town. Asking them to have a permit is the way to assure quality and professionalism. Beaufort does not need to be an “exclusive” town. After all our roots are in being “Fishtown” not Cary!  
Jeanette Holland Salter

**Michelle Eitner**

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**From:** James <jradfordjr@hotmail.com>  
**Sent:** Thursday, October 24, 2024 5:12 PM  
**To:** Michelle Eitner  
**Subject:** Food truck ordinance

Sent from my iPhone. Prohibiting trucks on public streets or rights of way would effectively ban food trucks from all but a couple of downtown locations. Why not just require them to carry liability insurance (to minimize town liability), require sponsorship by immediately adjacent businesses or residents, and ban them from designated parking or require they pay the parking fee? Jim Radford 809 Ann

**Michelle Eitner**

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**From:** Chemistjon203 <chemistjon203@gmail.com>  
**Sent:** Wednesday, October 23, 2024 3:18 PM  
**To:** Michelle Eitner  
**Subject:** Food Truck Input

To whom it may concern,

I am in support of a carefully tailored and extremely limited food truck ordinance. The ordinance should provide for clear safety and health concerns, but should not be limiting for the food truck vendors and the local business. I see the food truck and local business working in concert to provide for the community. Making an ordinance that is too prescriptive and restrictive would lessen the cooperative impact we currently see. I see some of the changes represented by the commissioners as causing more of a problem for both the food truck and local business.

- 1) It is essential that food truck be allowed to use public rights-of-way.
- 2) I see the need to use plug-in power as a way of making sure the local business is in support of the food truck near their business.
- 3) 100 ft rules are too restrictive and may benefit certain businesses and not all businesses. Also, multiple trucks on the same property may not be able to stay 100 ft apart. (Just not sure this is thought through)

Finally, the prices of buildings can make it hard for a single or new business to provide all aspects of entertainment to their client. The use of business and food truck synergies will provide Beaufort an ultimate experience.

Thank you for your consideration.

Jonathan Seibert  
Beaufort, NC

Sent from my iPhone

**Michelle Eitner**

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**From:** Jeff & Karen Wood <jkwood0406@gmail.com>  
**Sent:** Sunday, October 27, 2024 8:43 AM  
**To:** Michelle Eitner  
**Subject:** Food Truck Ordinances

Ms. Eitner,

As a resident of Beaufort, I am writing in regards to the considerations being made to the food truck/pop up shop ordinances.

My husband and I both work full time, so our time to eat out and enjoy the town in which we live often falls on the weekends, specifically Fridays and Saturdays. The frequent set up of food truck options on these days helps ensure that we can actually find a casual place to eat without always having to wait for a table or pack inside an overcrowded restaurant. Sometimes this means we can get a table inside a restaurant. Sometimes this means we can find a place outside to eat food ordered from a food truck. Either way, it gives us options that we value.

Additionally, visiting the food trucks has also encouraged us to explore and support businesses we had never visited before. One such example is the Beaufort Spirits Company. We had never ventured down that long driveway off Front Street that leads to the backside of their building until we went back to explore the food truck that was set up. As a result, we spent money at both the food truck and Beaufort Spirits Company and have returned as repeat customers.

It is my hope that as updates to the ordinances are considered we can find a way to continue to make setting up in our lovely town feasible and user friendly for the folks running these trucks while providing options to those of us who enjoy the life that Beaufort has to offer. There is plenty of business to go around for all!

Thank you,  
Karen Wood

**Michelle Eitner**

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**From:** Beaufort NC <noreply@civicplus.com>  
**Sent:** Wednesday, October 23, 2024 11:52 AM  
**To:** Michelle Eitner  
**Subject:** Food Trucks

Name: Karli Arthur  
Email: 1karliearthur@gmail.com

Message: Good Morning, I wanted to give you my opinion on the Food Truck agenda. I think it is utterly ridiculous. I have grown up in Beaufort my whole life and believe there are more things to worry about than what Food Trucks are doing. We have limited options as it is on fast food places we can walk to within distance of my work. I also believe the Police have more important things to do then writing citations to the Food Trucks who are only trying to make a decent living. I live in the Town of Beaufort and am seriously considering moving outside of it very soon as all the Town seems to worry about is money as they just want to line their own pockets. It's ok for the Farmer's Market as the County benefits from it. But God forbid Food Trucks that us locals love to go to for something different. Let the Food Trucks stay!



**Michelle Eitner**

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**From:** Kim Kusel <kimkusel@gmail.com>  
**Sent:** Thursday, October 24, 2024 8:03 AM  
**To:** Michelle Eitner  
**Subject:** food trucks

I like the variety of food trucks and the affordability! Please don't stop the food trucks!  
Sent from my iPhone

**Michelle Eitner**

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**From:** Kristin Creech <kcreech312@gmail.com>  
**Sent:** Thursday, October 24, 2024 3:17 AM  
**To:** Michelle Eitner  
**Subject:** Food trucks

What is the real issue???. why are these ppl being pushed out? Who are the ones bitching?.. 1 business or all of them?.. last I heard was the food trucks got permission from said business to be on their property.. I don't understand

**Michelle Eitner**

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**From:** Kristin Larson <kristin.larson@sbcglobal.net>  
**Sent:** Thursday, October 24, 2024 8:16 PM  
**To:** Michelle Eitner  
**Subject:** Beaufort food trucks

Thank you for the opportunity to provide input on food trucks. As residents, we appreciate the option of food trucks for dining for our family. There are a lot of nights when we don't have or can't get a reservation for a restaurant. We eat out often in restaurants in town, but it is nice to have an informal option. Fishtowne is a regular stop for us and we hope they keep their food trucks. Appreciate the effort to reduce noise from generators but overall value having the trucks. Hope the town can come to resolution on this. Thank you, Kristin Larson Sent from my iPhone

**Michelle Eitner**

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**From:** Kyle Dixon <dkdixon1964@gmail.com>  
**Sent:** Wednesday, October 23, 2024 1:01 PM  
**To:** Michelle Eitner  
**Subject:** Food trucks and other pop up Small Business.

As a life-long resident (becoming harder every year) I really feel Beaufort has done more than enough to destroy it's reputation as America's Nicest Small Town.

Or even having that " Small Town" charm in general. I was appalled to see that the parking fees were still in effect during the local High Schools Home Coming parade, parents had to pay the Town of Beaufort to watch their kids in the parade.

I strongly feel that these Small Business such as food trucks, or small temporary pop up shops do nothing more than add to the " Small town" atmosphere of Beaufort.

For the most part these are local people just trying to make a living. I do understand we stand that there are other businesses that have to pay each year to operate on ft street but we are talking about small businesses who are here today and gone tomorrow.

Don't show your greed by not allowing them to do so.

Go back to being America's Nicest Small Town by welcoming them rather than being greedy and trying to take away or better yet make more money off of them.

Enough damage has already been done, don't add to it.

**Michelle Eitner**

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**From:** M S <maria28516@gmail.com>  
**Sent:** Tuesday, October 22, 2024 7:17 PM  
**To:** Michelle Eitner  
**Subject:** Food trucks in Beaufort feedback

I am a resident of Beaufort and spend a lot of time downtown. I love our food scene. I also love that food trucks are a part of our food scene. It is a chance to eat new and different foods.

The proposed updates would basically prohibit food trucks. The only people who this is advantageous to are restaurant owners. The people and events of Beaufort will be punished by this. Please reconsider this and keep the people of Beaufort in mind when amending town ordinances.

Also, it should be applied fairly and to everyone, no exemptions. It seems that whoever came up with these changes has a vested interest in restaurants and catering and doesn't want the competition.

Again, please keep Beaufort's citizens and visitors in mind when making decisions. Thank you!

**Michelle Eitner**

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**From:** Michael Matarazzo <mtmzen@gmail.com>  
**Sent:** Saturday, October 26, 2024 4:05 PM  
**To:** Michelle Eitner  
**Subject:** Beaufort Itinerant Merchant Ordinance

My name is Michael Matarazzo and I am a Beaufort resident. I love the food trucks and I don't want any restrictions put on them whatsoever. They deserve to make money as easily as possible, especially when businesses are inviting them. If you make things difficult for them that would be extremely disappointing. Food trucks are the reason I am a patron most of the establishments I go to. So if you go through with this I guess I will just have to go elsewhere.

**Michelle Eitner**

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**From:** Nelson Owens <nelson.n.owens@gmail.com>  
**Sent:** Wednesday, October 23, 2024 12:36 PM  
**To:** Michelle Eitner  
**Cc:** Charlie Burgess; Elizabeth Lewis; Kyle Garner  
**Subject:** Re: Food Truck Ordinance

Hi Michelle

I have my son creating a list of food trucks that he has scheduled at 513 Front Street with contact information - I will send it to you when he has completed it

A quick review of our meeting last Friday:

- I don't think there should be any exclusions to the definition of an Itinerant Merchant - **this would allow excluded merchants to violate all the prohibited items listed.** Any exclusions should be separate from the definition. If the purpose of the exclusion is for operating on town property - it should be listed under that prohibited item.
- I think there should be a distinction between operations on private and public property
  - I don't understand the need for the 100' from other itinerant merchant restriction on private property - this would prohibit pop-up artisan markets at places that have the property to support it - like BHA, Perrywinkles and Beaufort Spirits Company
  - I don't think there should be any arbitrary private property restrictions on food truck distance from other brick and mortar restaurants but I am fine with **100' from the front entrance to any restaurant**
- I think existing itinerant merchant ordinances should be enforced

On the website link I see something new;

*A permit for non-exempt itinerant merchants may be considered as part of this ordinance update.*

- Would this be for operations on private property?
- Would this allow merchants to operate on town property?
  - If so, as I have mentioned before, I am against itinerant merchants operating on the streetscape in the historic district unless for a special event approved by the town commissioners like MARDI Gras and Pirate Invasion
    - Eyesore - business owners in the historic district have to pay/get approval for signage yet big food trucks are parking every night in the historic district
    - Power cords running across town sidewalks = mostly uncovered
    - Taking up needed parking spaces
    - If a downtown business owner sponsors or schedules a food truck in front of their store on town property - they are effectively expanding their business footprint at town/taxpayer expense
  - A food truck district could be setup outside of the historic district - possibly Cedar Street

**Michelle Eitner**

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**From:** Robin Parker <robinparker2@mac.com>  
**Sent:** Thursday, October 24, 2024 4:01 PM  
**To:** Michelle Eitner  
**Subject:** Food trucks

They are a nice touch in Beaufort. We have few restaurants and it allows people to make money. I don't understand why town gov keeps jacking with our town. First you pay to park and now you want to regulate this? Come on people, give it a break.

Robin Parker

Sent from my iPhone

**Michelle Eitner**

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**From:** Ryan Willett <ryan.willett77@gmail.com>  
**Sent:** Wednesday, October 23, 2024 4:31 PM  
**To:** Michelle Eitner  
**Subject:** Food Truck ordinance.

I'm not at all in favor of the changes offered by the town. There is little to no space on private land in town to allow trucks. Additionally the generator aspect cancels almost every truck in the county. It's not broken, and doesn't require fixing. The town roads on the other hand do need to be addressed and have also been ignored for decades. Please begin with those.

Ryan Willett.

Sent from my iPhone

**Michelle Eitner**

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**From:** Samantha Simmons <samanthaasimmonss@gmail.com>  
**Sent:** Thursday, October 24, 2024 8:53 AM  
**To:** Michelle Eitner  
**Subject:** Beaufort Itinerant Merchant Ordinance Updates

Hello,

These updates are absurd. I am really tired of our government trying to control every aspect of our lives. Before you start making updates to these ordinances, you should probably start doing something about the town of Beaufort employees driving around under the influence with open containers of alcohol. The public is not happy with your decision. I suggest that you consider staying in your lane and actually controlling the things that are affecting your town’s residents such as the dilapidated infrastructure & overall misuse of taxpayer dollars.

-Samantha

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Samantha Simmons

**Michelle Eitner**

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**From:** Sheri Seibert <sheribeth126@gmail.com>  
**Sent:** Wednesday, October 23, 2024 2:18 PM  
**To:** Michelle Eitner  
**Subject:** Food Trucks

Please don't change the requirements for Food Trucks to operate in Beaufort. They are a complimentary addition to the options we have for meals, especially during the busy months when you can't find a table at any of the other restaurants. Beaufort does not have enough affordable restaurants as it is. We support other local small businesses when we go downtown and partake of the food truck offerings, such as FishTowne on Thursday, Friday and Saturday nights when we can sit downtown and have a few beers with friends, order dinner from a food truck or Royal James and then do some shopping while we're down there. The changes proposed will likely reduce the \$ we spend in Beaufort because we'll drive over to MHC for dinner instead. The food trucks provide affordable choices. Please please please support our local small businesses and do not put additional roadblocks in the way of creating a fun, affordable, and eclectic environment for our cool small town.

Respectfully,  
Sheri Seibert  
177 Freedom Park Rd.  
Beaufort

Sent from my iPhone

**Michelle Eitner**

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**From:** Joey Lisiewski <smokinjoesbbqco@yahoo.com>  
**Sent:** Friday, October 25, 2024 2:38 PM  
**To:** Michelle Eitner  
**Subject:** Re: Food Truck Ordinance Updates for Beaufort

Good afternoon,

I was made aware of the recent proposal for Food Trucks just a few days ago. I've reviewed them and for us personally, the no Generator proposal is an absolute non-starter for us. While you say you don't want to push food trucks away in your recent interview, that one proposal single handedly does it as almost all food trucks require a generator to operate. Other than that, that's about the only proposal we disagree with.

I've spoken to a few food trucks as well about that and they're all in agreement that it seems like the people that govern that Town are trying to push trucks out.

Hope this feedback is received well.

Thank you,  
Joe

[Yahoo Mail: Search, Organize, Conquer](#)

On Fri, Oct 25, 2024 at 2:12 PM, Michelle Eitner <m.eitner@beaufortnc.org> wrote:

Good Afternoon,

I'm reaching out to food trucks in Carteret County to get input regarding the proposed updates to Beaufort's Itinerant Merchant regulations. If you provide service in Beaufort, or know someone who does, we want to hear from you!

Please review the information on [our website here](#) and feel free to email me back or call me at 252-528-8767 to discuss further.

Best,

Michelle Eitner  
Town Planner

Town of Beaufort

252-528-8767

M.Eitner@BeaufortNC.org

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**Michelle Eitner**

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**From:** Tipper <tipperdavis1151@gmail.com>  
**Sent:** Wednesday, October 23, 2024 12:35 PM  
**To:** Michelle Eitner  
**Subject:** food trucks

I generally agree with the proposed ordinances for food trucks and vendors. I especially agree with the power requirements to limit generator noise. However, section (H) is too restrictive for businesses like Fishtown. Perhaps it would be better if the town could issue temporary yearly licenses to such businesses that would limit use to once weekly, etc., and allow the use of a street parking space for such use. Food trucks do provide variety and a creative entertainment factor. I would not allow just any merchant that privilege, however.

Just my take on it.

(H) Operate such that the any portion of the subject itinerant merchant's operation is within 100 feet of any portion of another itinerant merchant's operation or within 100 feet of the front entrance to a restaurant open for business to the public.

--  
Tipper Davis  
252-241-9067

**Michelle Eitner**

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**From:** Vicki H <mrsfunatic@hotmail.com>  
**Sent:** Wednesday, October 23, 2024 7:16 PM  
**To:** Michelle Eitner  
**Subject:** Food Trucks

Good evening,

Thank you for giving the people a chance to respond to the preposed changes to food truck operations in Beaufort. While my husband & I do not live in Beaufort we visit almost every weekend. We look forward to finding unique food trucks out in front of Fishtowne Brewery or back behind Tapping the Admiral. We also enjoy eating at many of the fine restaurants. Neither one takes away from the other. I find it's well balanced & offers the public a variety of dining options. Please consider not making big changes to the current food truck operating system.

Thank you  
Vicki Hibbs

Sent from my iPhone

**Michelle Eitner**

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**From:** B J Vincent <barbaravincen@me.com>  
**Sent:** Wednesday, October 23, 2024 8:45 AM  
**To:** Michelle Eitner  
**Subject:** Food Trucks

Basically, this new ordinance takes food trucks out of downtown.  
Why would this be smart with so many people loving them?  
They add to the charm and quaintness of Beaufort.

**Michelle Eitner**

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**From:** warren mcdevett <wbm1962@gmail.com>  
**Sent:** Wednesday, October 23, 2024 12:49 PM  
**To:** Michelle Eitner  
**Subject:** Food Trucks

I've lived here for 37 years. Food trucks should be allowed. I don't think they hurt local restaurants at all. Lots of times people don't have time to wait for a table at a restaurant, because they have other things they want to do...like go out on a boat cruise, or go see a band etc. Especially on busy/holiday weekends. Also, lots of those trucks are good and they bring people down town.

**Michelle Eitner**

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**From:** Whit Procter <whitprocter@gmail.com>  
**Sent:** Wednesday, October 23, 2024 1:13 PM  
**To:** Michelle Eitner  
**Subject:** Beaufort Itinerant Merchants

DON'T MESS WITH THE FOOD TRUCKS!

Let them be. They are great for the town and events.  
They should be allowed on streets, parking lots, alleys...wherever they can park and not impede traffic.  
The use of generators is necessary and should not be restricted.

Whit Procter  
1410 Front St, Beaufort, NC 28516

**Michelle Eitner**

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**From:** Erika Morgante <emorgante55@gmail.com>  
**Sent:** Thursday, October 24, 2024 5:19 PM  
**To:** Michelle Eitner  
**Subject:** Food trucks in Beaufort

Good afternoon-we are writing in response to a Facebook post recently seen regarding a new ordinance regulating food truck/ vendors in Beaufort. Please don't take this option away from our town! As year round citizens, we speak for many locals who look forward to the variety these food vendors bring to our town. The food trucks cannot be impacting the business of the local restaurants to the degree that they must be prohibited from operating in town limits. Most of our local restaurant's prices are not even in the same range as what a food truck offers. The limits in your proposed document pretty much eradicate food trucks from being anywhere in Beaufort proper, and that would be a real shame. Every city we have traveled to, large or small, offers this as a dining option these days. Food trucks are often a sign of a thriving area. Food trucks are also a part of our modern culture -loved by younger generations and a nice change of pace from the everyday fare for lots of folks, both local and vacationers. I would hate to see the revenue they bring to the Beaufort establishments they set up near move to Morehead or Atlantic beach. Please let us continue to have this refreshing and lively option for dining- thanks for your consideration of our thoughts-Dr. and Mrs. Patrick Morgante

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## Beaufort, North Carolina, Code of Ordinances

### TITLE XI BUSINESS REGULATIONS

#### CHAPTER 113. ITINERANT MERCHANTS<sup>1</sup>

##### ARTICLE I. GENERAL PROVISIONS

###### Sec. 113.01. Definitions.

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

*Itinerant merchant, transient merchant or itinerant vendor* means any person, whether as owner, agent, consignee or employee, whether a resident of the town or not, who engages in a temporary business of selling and delivering goods, wares, foods and food products, and merchandise within the town, and who, in furtherance of such purpose, hires, leases, uses or occupies any building, structure, motor vehicle, tent, boat, public room and hotels, lodging homes, apartments, shops, or any street, alley, property or other place within the town for the exhibition and sale of such goods, wares and merchandise, either privately or at public auction. Such definition shall not be construed to include:

- (1) Any person selling edible farm produce, such as fruits and vegetables;
- (2) Any person selling shellfish, fish or other seafood so long as the person either caught the seafood or holds a valid seafood wholesale license issued by the state;
- (3) Any person who, while occupying such temporary location, does not sell from stock but exhibits samples only for the purpose of securing orders for future delivery only;
- (4) Any person selling at ~~a farmer's market~~ [the Olde Beaufort Farmer's Market](#) or special event ~~sponsored approved~~ by the town ~~or another local government~~;
- (5) Any person selling used household furnishings and used personal property owned by the person at a yard sale being conducted by the person or in which the person is participating;
- (6) Any person who otherwise meets the definition above but who is part of a group of ten or more merchants selling at a shopping area or trade show; is selling at the invitation of the shopping area or trade show; which person has the written permission of the shopping center, shopping area or trade show to be present on the premises; and where such sales activities do not last longer than seven days;
- (7) Any person who otherwise meets the definition above but who is part of a group of three or more merchants exposing for sale goods, wares or merchandise on the premises of a building being operated as a flea market, and such person has the written permission of the owner or operator of the flea market premises to be present on the premises;

---

<sup>1</sup>State law reference(s)—Authority to regulate solicitation campaigns and itinerant merchants, see G.S. 160A-178.

(8) Any person, club, organization or association selling subscriptions, goods, wares, merchandise and other personal property exclusively for nonprofit benevolent, religious, patriotic, historical, educational, scientific, civic, governmental or other similar charitable purposes. As defined herein a *charitable purpose* is one that has humane and philanthropic objectives, and is an activity that benefits humanity or a segment of the community without expectation of pecuniary profit or reward. No person so engaged shall be relieved from complying from the provisions of this chapter merely by reason of associating temporarily with any local dealer, trader, merchant or auctioneer, or by conducting such transient business in connection with, as a part of, or in the name of any local dealer, trader, merchant or auctioneer;

~~(9) Any person who maintains a fixed permanent location in the county at or in which at least 90 percent of his or her total sales volume is made and who pays all applicable state and local taxes for such fixed permanent locations shall not be deemed an itinerant merchant or itinerant vendor with respect to other sales which may be made from vehicles within the town.~~

(9) Any person providing catering and deliveries to private events not serving the general public.

(1992 Code, § 11-166; Ord. passed 7-8-1985)

**~~Sec. 113.02. Temporary business.~~**

~~(A) A transient merchant, itinerant merchant or itinerant vendor shall be deemed to engage in a temporary business of selling and delivering goods, wares, foods and food products, and merchandise within the meaning of this chapter if the business is conducted within the town for less than six consecutive months, except in case of discontinuance for one or more of the reasons hereinafter mentioned.~~

~~(B) When a salesperson or merchant beginning a business applies for a town privilege license under the privilege license ordinance and G.S. Chapter 105, it shall be the duty of the salesman or merchant prior to beginning the business to state in writing to the Town Clerk or his or her duly authorized agent or assistant his or her intention to operate as a regular merchant from a building and property location within the town properly zoned under the zoning ordinance for the business.~~

~~(C) If after investigating the facts and circumstances regarding the salesman or merchant and his or her stated intention to operate as a regular merchant for six months or longer, the Town Clerk or his or her duly authorized agent may, in his or her discretion, require the salesperson or merchant to post a satisfactory bond or make a cash deposit in the amount required by § 113.18, if the Town Clerk or his or her assistant finds that there is a reasonable basis to believe that the merchant or salesperson may operate as an itinerant merchant. The bond or deposit shall be forfeited to the town if such salesperson or merchant discontinues business in the town within less than six months for any reason other than death or disablement of the salesperson or merchant, insolvency of the business, or destruction of the stock, machinery and property of the business by fire or other catastrophe. The bond or deposit shall be payable to the town and shall have the same or similar conditions as required by § 113.18. Additionally, the bond may be used for payment of any fees required by this chapter. When any salesperson or merchant, having been first required to post the bond or deposit, has conducted the business for six consecutive months, or has discontinued the business within six months for one of the reasons specifically mentioned herein, he or she shall be entitled to have the bond canceled or the deposit returned.~~

~~(1992 Code, § 11-167; Ord. passed 7-8-1985)~~

**Sec. 113.02~~3~~. Prohibited conduct.**

It shall be unlawful for any transient merchant, itinerant merchant or itinerant vendor to:

(A) Engage in the business of selling and delivering goods, foods, and food products, wares and merchandise at any location within the town for which the transient merchant, itinerant merchant or

itinerant vendor does not have the notarized, written permission of the property owner on which the business is to be conducted designating the dates for which permission is being given;

- (B) Make any sale or delivery of goods, foods, food products, or wares and merchandise from any location in violation of the town zoning ordinance or any other town or state ordinance, regulation or law; and
- (C) Make any sale or delivery of goods, foods, food products, or wares and merchandise on or from any publicly owned or controlled highway, street or alley right-of-way, or publicly owned or publicly controlled properties, within the town.
- (D) Utilize a vehicle motor, generator, or external power source other than a permanent power source on site. The Board of Commissioners may allow an exemption from this prohibition for a limited period of time following a natural disaster or other emergency situation.
- (E) Utilize town trash receptacles
- (F) Utilize audio amplification devices.
- (G) Operate utilizing a drive-through window or otherwise service vehicular traffic.
- (H) Operate such that the any portion of the subject itinerant merchant's operation is within 100 feet of any portion of another itinerant merchant's operation or within 100 feet of any customer entrance to a restaurant open for business to the public.
- (I) Operate in a parking space which is required by the zoning ordinance for the operation permanent uses on site
- (I) Operate in violation of any applicable local, state or federal law, standard, or regulation, including but not limited to those promulgated or enforced by the town police and fire departments, county health department and N.C. Department of Revenue.

(1992 Code, § 11-168; Ord. passed 7-8-1985)

Cross reference(s)—Penalty, see § 113.99.

## **~~ARTICLE II. LICENSE~~**

### **~~Sec. 113.15. Required.~~**

~~It shall be unlawful for a transient merchant, itinerant merchant or itinerant vendor to engage in such a business within the town without first obtaining a license in compliance with provisions of this chapter and without complying with the requirements of this chapter.~~

~~(1992 Code, § 11-186; Ord. passed 7-8-1985)~~

~~Cross reference(s)—Penalty, see § 113.99.~~

### **~~Sec. 113.16. Application.~~**

~~Applicants for a license under this chapter shall file a written sworn application signed by the applicant, if an individual, by all partners if a partnership, and by the president if a corporation, with the Town Clerk, showing:~~

- ~~(A) The name or names of the person or persons having the management or supervision of applicant's business during the time that it is proposed that it will be carried on in the town; the local address or addresses of such person or persons while engaged in such business; the permanent address or addresses of such person or persons; the capacity in which such person or persons will act (that is,~~

whether as proprietor, agent or otherwise); the name and address of the person for whose account the business will be carried on, if any; and if a corporation, under the laws of what state the corporation is incorporated;

(B) Proof of a North Carolina sales tax reporting number issued by the state's Department of Revenue;

(C) The place or places in the town where the applicant proposes to conduct business, the length of time during which it is proposed that the business shall be conducted, proof of written permission from the owner or lessee of the property to be used allowing the applicant to conduct business at the proposed location, and a written statement from the town zoning enforcement officer indicating that the proposed sales activity is a permitted use at the proposed location if the location is located in an area zoned under the town's Zoning Ordinance;

(D) The place or places, other than the permanent place of business of the applicant where the applicant was conducting business within the last six months;

(E) A statement of the nature, character and quality of the goods, foods or food products, wares or merchandise to be sold or offered for sale by the applicant, the invoice value and quality of such goods, foods or food products, wares and merchandise, whether the same are proposed to be sold from stock in possession or from stock in possession and by sample; at auction, by direct sale or by direct sale and by taking orders for future delivery; where the goods or property proposed to be sold are manufactured or produced and where the goods or products are located at the time the application is filed;

(F) A brief statement of the nature and character of the advertising done or proposed to be done in order to attract customers, and copies of all advertising, whether by handbills, circular, newspaper advertising or otherwise, shall be attached to the application;

(G) Whether or not the person or persons having the management or supervision of the applicant's business have been convicted of a crime or the violation of any local ordinance, the nature of the offense and the punishment assessed thereof;

(H) Credentials from the person for which the applicant proposes to do business, authorizing the applicant to act as such representative; and

(I) Such other reasonable information as to the identity or character of the person or persons having the management or supervision of applicant's business or the method or plan of doing such business as the Town Clerk may deem proper to fulfill the purpose of this chapter in the protection of the public good.

(1992 Code, § 11-187; Ord. passed 7-8-1985)

**Sec. 113.17. Investigation; issuance or denial.**

Upon receipt of the application for a license under this chapter, the Town Clerk shall forward it to the Police Department for investigation. The Police Department shall complete the investigation within seven days. If as a result of such investigation the applicant's character and business responsibility are found to be unsatisfactory, the application shall be denied. If as a result of the investigation the character and business reputation appear to be satisfactory, the Tax Collector shall so certify in writing, and a license shall be issued by the Tax Collector. The Tax Collector shall keep a full record of all licenses issued. Such license shall contain the number of the license, the date it is issued, the nature of the business authorized to be carried on, the amount of the license fee paid, the expiration date of the license, the place where the business may be carried on under the license, and the names of the persons authorized to carry on the business.

(1992 Code, § 11-188; Ord. passed 7-8-1985; Am. Ord. passed 7-10-2006)

**Sec. 113.18. Bond.**

~~Before any license shall be issued under the provisions of § 113.17 for engaging in a transient or itinerant business, an applicant shall file with the Town Clerk a bond running to the town in the sum of \$1,000.00 executed by the applicant, as principal, and a surety upon which service of process may be made in the state. The bond shall be approved by the Town Administrator, or his or her written designee, and shall be conditioned that the applicant shall comply fully with all of the provisions of the ordinances of the town and the statutes of the state regulating and concerning the sale of goods, foods and food products, wares and merchandise, and will pay all judgments rendered against the applicant for any violation of such ordinances or statutes, together with all judgments and costs that may be recovered against him or her by any person for damage arising out of any misrepresentation or deception practiced on any person transacting the business with the applicant, whether the misrepresentations or deceptions were made or practiced by the owners or by their servants, agents or employees, either at the time of making the sale or through any advertisement of any character whatsoever, printed or circulated with reference to the goods, foods and food products, wares and merchandise sold or any part thereof. Action on the bond may be brought in the name of the town to the use of the aggrieved person. The bond required by this section shall be posted and remain in effect for a period of one year from the date of any renewal, of any license issued under this chapter.~~

~~(1992 Code, § 11-189; Ord. passed 7-8-1985)~~

**Sec. 113.19. Service of process.**

~~Before any license may be issued for engaging in business as an itinerant merchant, the applicant shall file with the Town Clerk an instrument appointing a person located in the county to be the agent of the applicant for service of process with respect to any matters connected with or arising out of the business transacted under the license given and the bond required by this chapter.~~

~~(1992 Code, § 11-190; Ord. passed 7-8-1985)~~

**Sec. 113.20. Posting of license.**

~~The license issued under this chapter shall be posted conspicuously in the place of business named therein. If the applicant desires to do business in more than one place within the town, separate licenses may be issued for each place of business, and shall be posted conspicuously in each place of business.~~

~~(1992 Code, § 11-191; Ord. passed 7-8-1985)~~

**Sec. 113.21. Fees.**

~~(A) Before issuing a license under this chapter, the Tax Collector shall collect an administrative processing fee. This fee is to cover the administrative costs of processing the application required by this chapter and shall not be considered a tax, nor shall it relieve the applicant of paying any other state or local taxes required by law.~~

~~(B) The Tax Collector shall collect an administrative processing fee for each renewal issued under § 113.26.~~

~~(1992 Code, § 11-192; Ord. passed 7-8-1985; Am. Ord. passed 7-10-2006)~~

**Sec. 113.22. Transfer.**

~~No license issued under this chapter shall be transferable.~~

~~(1992 Code, § 11-193; Ord. passed 7-8-1985)~~

**Sec. 113.203. Enforcement by police.**

It shall be the duty of the Police Department to enforce the provisions of this chapter.

(1992 Code, § 11-194; Ord. passed 7-8-1985)

**Sec. 113.24. Revocation.**

(A) Any licenses issued pursuant to this chapter may be revoked by the Town Clerk, after notice and hearing, for any of the following causes:

- (1) Any fraud, misrepresentation or false statement contained in the application for license;
- (2) Any fraud, misrepresentation or false statement made in connection with the selling of goods, foods, food products, wares or merchandise;
- (3) Any violation of this chapter;
- (4) Conviction of the licensee of any felony or of a misdemeanor involving moral turpitude; and/or
- (5) Conducting the business licensed under this chapter in an unlawful manner or in such a manner as to constitute a breach of the peace or to constitute a menace to the health, safety or general welfare of the public.

(B) Notice of hearing for revocation of a license shall be given in writing, setting forth specifically the grounds of the complaint and the time and place of the hearing. The notice shall be mailed, postage prepaid, to the licensee, at his or her last known address, at least five days prior to the date set for the hearing.

(1992 Code, § 11-195; Ord. passed 7-8-1985)

**Sec. 113.25. Appeal.**

Any person aggrieved by a decision of the Town Clerk to deny an application for a license under this chapter or to revoke a license may appeal to the Board of Commissioners. Such appeal shall be taken by filing a written statement setting forth the grounds for the appeal with the Board within 14 days after notice of the decision by the Town Clerk has been mailed to such person's last known address. The board shall set the time and place for a hearing on the appeal, and notice of the hearing shall be given to such person in the same manner as provided in § 113.24 for notice of hearing on revocation. The order of the Board on the appeal shall be final.

(1992 Code, § 11-196; Ord. passed 7-8-1985)

**Sec. 113.26. Expiration and renewal.**

(A) All licenses issued under the provisions of this chapter shall expire 90 days after the date of issuance unless an earlier date is stated on the license.

(B) Any license issued under the provisions of this chapter may be renewed any number of times upon the following conditions:

- (1) The applicant makes a written application for renewal stating that the person or persons managing the business are the same as those listed in the original application, that the place or places where the applicant proposes to conduct business have not changed, and a statement explaining any material change in circumstances from the information given in the original application.
- (2) The applicant shall show to the satisfaction of the Town Administrator that the bond covering the applicant's business will be valid for at least one year from the date of any license renewal.

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~~(3) That the Town Clerk is satisfied that there is no cause for revocation under § 113.24.  
(1992 Code, § 11-197; Ord. passed 7-8-1985)~~

**Sec. 113.99. Penalty.**

- (A) Any violation of this chapter shall subject the offender to punishment as provided in § 10.99.
- (B) Notwithstanding subsection (A) above, provisions of this chapter may be enforced through equitable remedies issued by a court of competent jurisdiction.
- (C) In addition to or in lieu of remedies authorized in subsections (A) and (B) above, violations of this chapter maybe prosecuted as a misdemeanor in accordance with § 10.99.

(1992 Code, § 11-169; Ord. passed 7-8-1985)



**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, December 9, 2024  
614 Broad Street- Train Depot**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 24-12 Preliminary-Final Plat, 360 Steep Point Road

**BRIEF SUMMARY:**

This site is in the Extra Territorial Jurisdiction (ETJ), is zoned R-20, and has approval from County Environmental Health for a Septic Tank on the proposed lot. Because of its location no infrastructure improvements are needed except for a turn-around at the end of the private drive for emergency vehicles. Recreation Fees in the amount of \$188.28 will be required at the time of recordation.

Additionally, the Town’s Technical Review Committee has reviewed these plans for consistency with Town design specifications. The Town’s Fire department has asked that the private drive be a minimum of 20 feet in width and improved to accommodate at least 75,000 lbs. The Police Department asked that a road sign to be placed adjacent to Steep Point Road to identify it as a private drive. At their November 18, 2024, meeting, the Planning Board unanimously recommended approval of the Preliminary and Final Plat.

**REQUESTED ACTION:**

Decision on Proposed Preliminary & Final Plat

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP  
Planning & Inspections Director

# PLANNING BOARD REPORT

**To:** Honorable Mayor & Board of Commissioners  
**From:** Kyle Garner, AICP, Town Planner  
**Date:** November 26, 2024  
**Project** 360 Steep Point Road – Preliminary/Final Plat

---

**THE QUESTION:** Subdivide a 2.15 Acre Tract into 2 Lots

**BACKGROUND:** This site is in the Extra Territorial Jurisdiction (ETJ), is zoned R-20, and has approval from County Environmental Health for a Septic Tank on the proposed lot. Because of its location no infrastructure improvements are needed except for a turn-around at the end of the private drive for emergency vehicles. Recreation Fees in the amount of \$188.28 will be required at the time of recordation.

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At their November 18, 2024, meeting, the Planning Board unanimously recommended approval of the Preliminary and Final Plat.

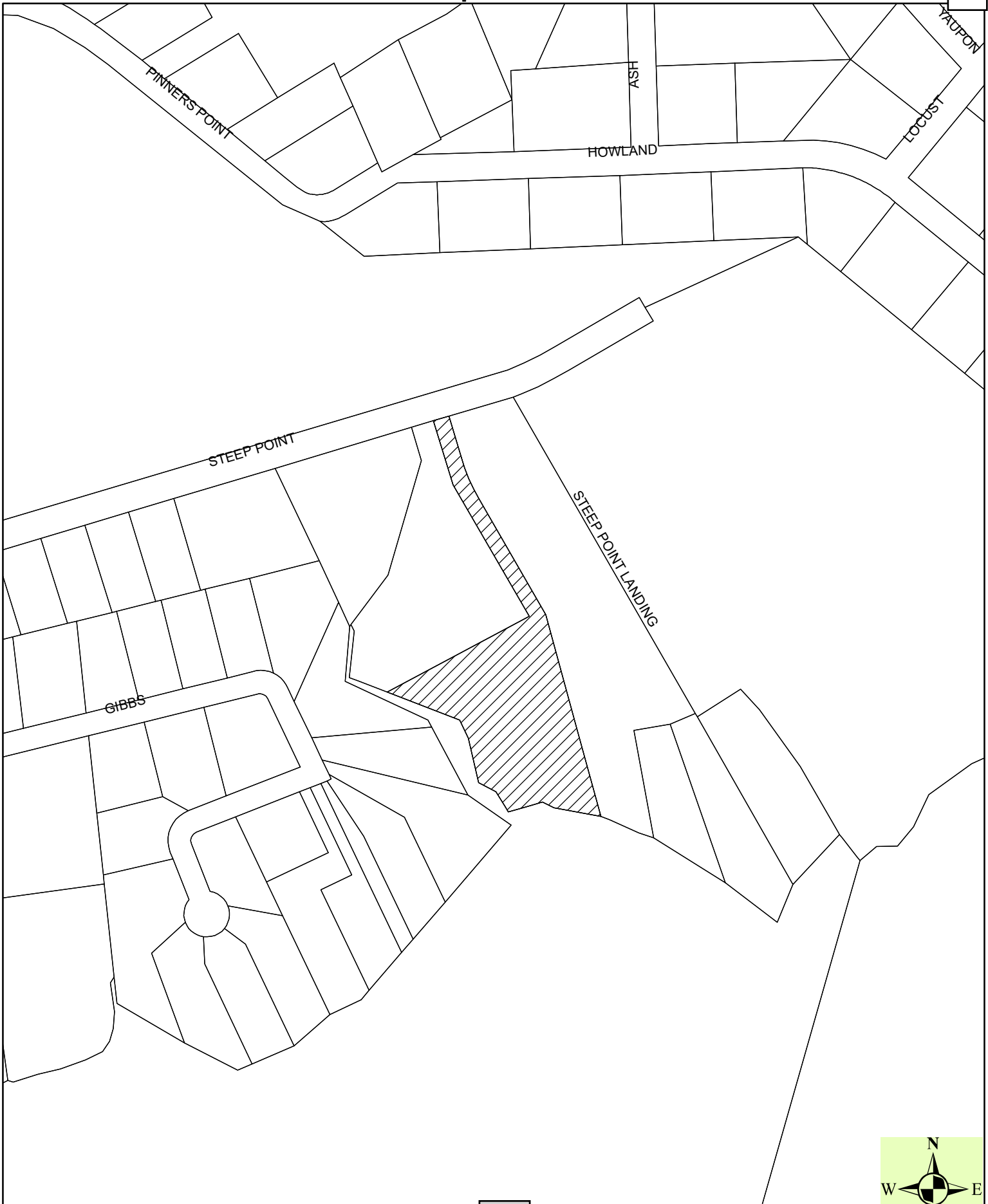
Location: 360 Steep Point Road  
Owners: Donald Wayne Newnam  
Requested Action: Subdivide a 2.15 Acre Tract into 2 Lots  
Existing Zoning: R-20 – Residential  
Size: 2.15 acres  
Existing Land Use: Developed  
Core Land Use Plan: Low Density Residential

**SPECIAL INFORMATION:**  
**Public Utilities:**  
Septic & Well through County Environmental Health

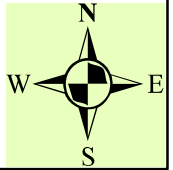
- OPTIONS:**
1. Recommend approval of the Preliminary/Final Plat for 360 Steep Point Road
  2. Table the request
  3. Deny the request.

# Vicinity Map - Case # 24-12 Preliminary/Final Plat 360 Steep Point Road

1.



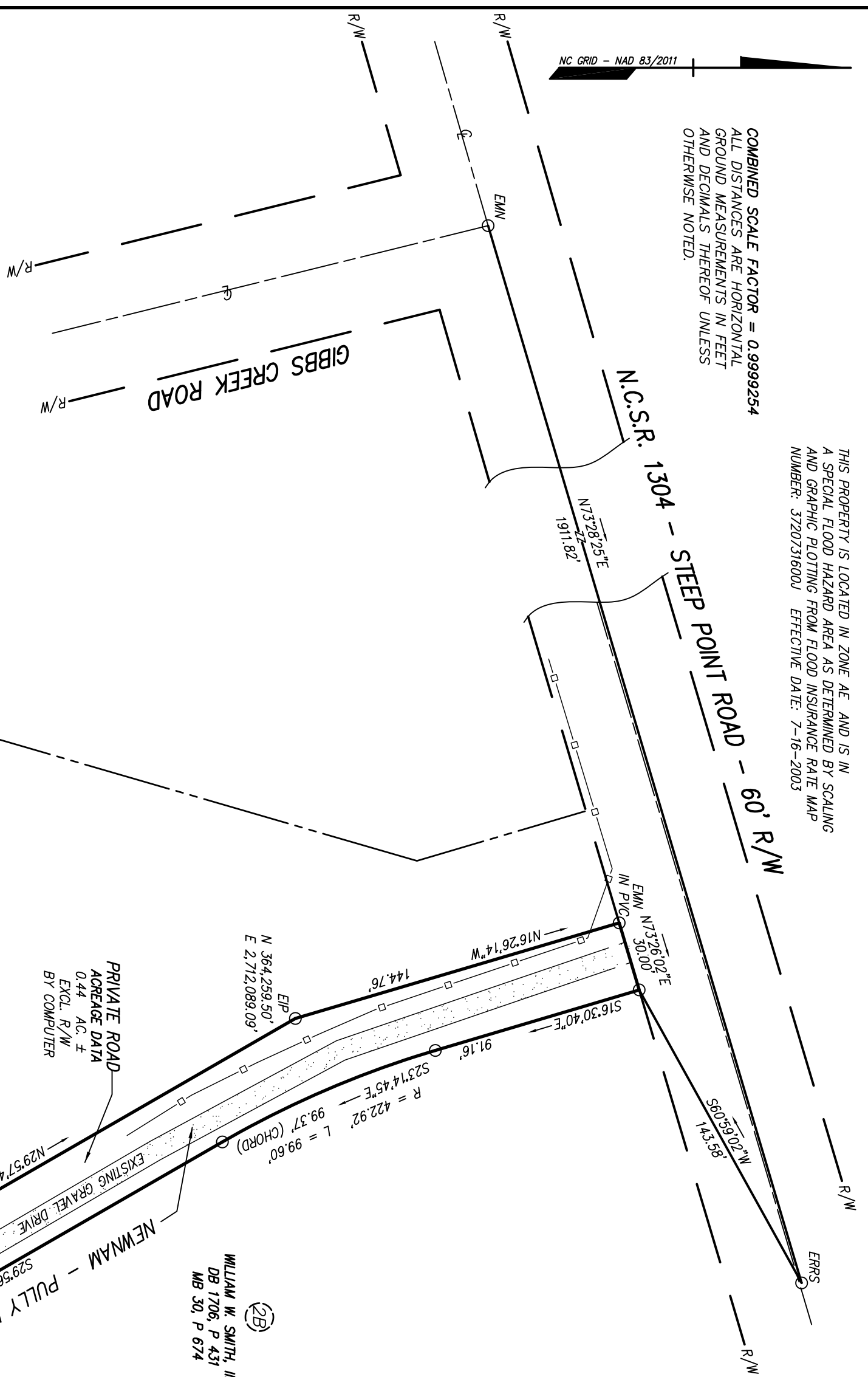
113



COMBINED SCALE FACTOR = 0.93992924  
ALL DISTANCES ARE HORIZONTAL  
GROUND MEASUREMENTS IN FEET  
AND DECIMALS THEREOF UNLESS  
OTHERWISE NOTED.

THIS PROPERTY IS LOCATED IN ZONE AE AND IS IN  
A SPECIAL FLOOD HAZARD AREA AS DETERMINED BY SCALING  
A GRAPHIC PLOTTING FROM FLOOD INSURANCE RATE MAP  
NUMBER: 372031600U EFFECTIVE DATE: 7-16-2003

NC GRID - NAD 83/2011



CURVE	LENGTH	RADIUS	RANGENT	CHORD	BEARING	DELTA
C1	43.98	28.00	28.00	39.60	N60°22'34"W	89°59'58"
C2	43.98	28.00	28.00	39.60	N29°37'27"E	89°59'59"

PRIVATE ROAD  
ACREAGE DATA  
0.44 AC. ±  
EXCL. R/W  
BY COMPUTER

TRACT 2C-1  
ACREAGE DATA  
0.79 AC. ±  
EXCL. R/W  
BY COMPUTER

LEGEND  
EIP = EXISTING IRON PIPE  
EMN = EXISTING MAG. NAIL  
NIP = NEW IRON PIPE  
O = COMPUTED POINT  
R/W = RIGHT-OF-WAY  
± = CENTERLINE  
ZZ = NOT TO SCALE  
(T) = TOTAL DISTANCE

Certificate of Approval for Recording  
I hereby certify that the subdivision plat shown hereon has been found to  
comply with the Subdivision Regulations for Beaufort, North Carolina,  
and that this plat has been approved by the Board of Commissioners for  
recording in the office of the Register of Deeds of Carteret County.

L. F. WADE DAVENPORT, PROFESSIONAL LAND SURVEYOR NO. L-3582, CERTIFY  
TO THE FOLLOWING:  
THAT THE SURVEY CREATES A SUBDIVISION OF LAND WITHIN THE AREA OF  
A COUNTY OR MUNICIPALITY THAT HAS AN ORDINANCE THAT REGULATES  
PARCELS OF LAND.  
STATE OF NORTH CAROLINA  
LENOIR COUNTY  
L. E. WADE DAVENPORT, CERTIFY THAT THIS PLAT  
WAS DRAWN UNDER MY SUPERVISION FROM AN ACTUAL SURVEY  
MADE UNDER MY SUPERVISION (DEED DESCRIPTION RECORDED  
IN BOOK 1550, PAGE 242, ETC.) (OTHER): THAT THE BOUNDARIES  
NOT SURVEYED ARE CLEARLY INDICATED AS DRAWN FROM  
INFORMATION FOUND IN DB 31 - PAGE 393; THAT THE  
RATIO OF PRECISION AS CALCULATED IS 1:10,000; THAT THIS  
PLAT WAS PREPARED IN ACCORDANCE WITH G. S. 47 - 30  
AS AMENDED, WITNESS MY ORIGINAL SIGNATURE, REGISTRATION  
NUMBER AND SEAL THIS 26TH DAY OF OCTOBER, A.D., 2024

STATE OF NORTH CAROLINA  
REVIEW OFFICER OF CARTERET COUNTY,  
CERTIFY THAT THE MAP OR PLAT TO WHICH THIS CERTIFICATION,  
IS ATTACHED MEETS ALL STATUTORY REQUIREMENTS FOR RECORDING.  
REVIEW OFFICER  
DATE

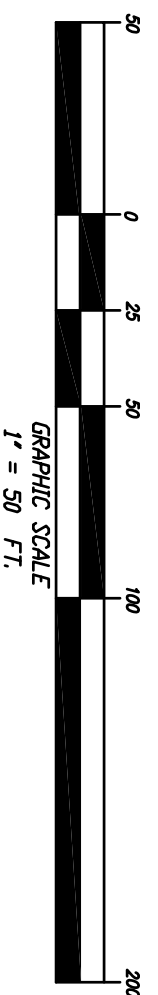
ATLANTIC SURVEYING, P.A.  
111 SOUTH QUEBEN STREET  
KINSTON, NC 28501  
PHONE: (252) 527-6994  
FAX: (252) 522-0139  
P.L.R. LICENSE# NO. C - 1412

**PRELIMINARY PLAT**  
**NOT FOR RECORDATION,**  
**CONVEYANCES OR SALES.**  
**THIS MEDIA SHALL NOT BE CONSIDERED**  
**A CERTIFIED DOCUMENT.**

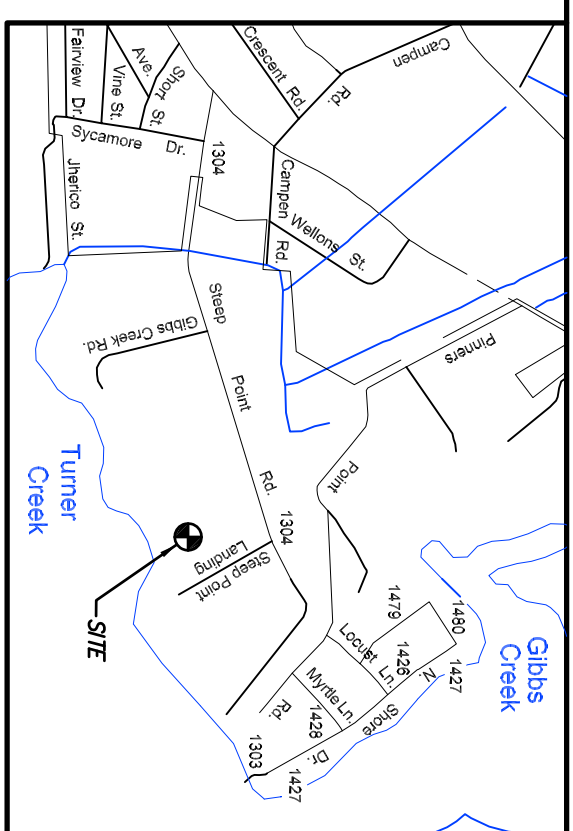
OWNER: DONALD W. NEWMAN  
360 STEEP POINT ROAD  
BEAUFORT, NC 28516

SURVEY FOR  
ALEX PULLY

DONALD WAYNE NEWMAN  
AND  
A FAMILY DIVISION OF PLYM 73613236149000  
OCTOBER 26, 2024  
BEAUFORT TOWNSHIP  
CARTERET COUNTY  
NORTH CAROLINA



FILED FOR REGISTRATION AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M \_\_\_\_\_ 2024.  
MB \_\_\_\_\_ PAGE \_\_\_\_\_  
REGISTER OF DEEDS  
CARTERET COUNTY



Certificate of ownership and dedication. I hereby certify that I am the  
owner of the property shown and described hereon, which is located in the  
subdivision jurisdiction of the Town and that I hereby adopt this plan of  
subdivision with my free consent, established minimum building setback  
lines, and dedicate all streets, alleys, walks, paths, and other sites and  
easements to public or private use as noted. Furthermore, I hereby dedicate  
all sanitary sewer, storm sewer and water lines to the Town.

OWNERS \_\_\_\_\_ DATE \_\_\_\_\_

COUNTY HEALTH OFFICER \_\_\_\_\_ DATE \_\_\_\_\_

Certificate of approval of the design and installation of streets, utilities, and  
other required improvements. I hereby certify that all streets, utilities and  
other required improvements have been installed in an acceptable manner  
and according to the Town specifications and standards in the  
Subdivision or that guarantees of the installation of the  
required improvements in an amount and manner satisfactory to the Town  
have been received and that the filing fee for this plat, in the amount of  
\$ \_\_\_\_\_ has been paid.

TOWN MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

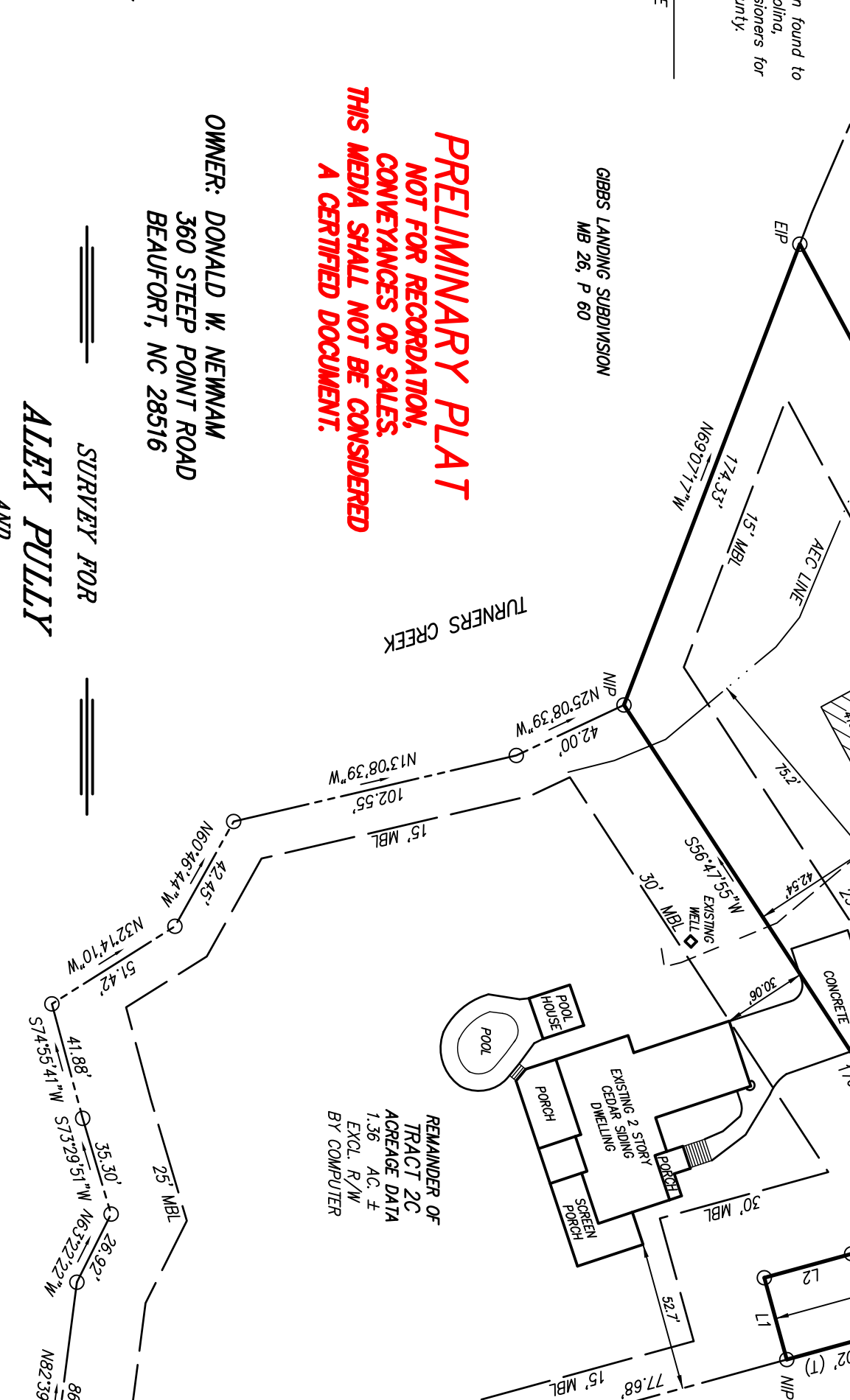
Certification of Approval by the Planning Board  
The Beaufort Planning Board hereby approves the final plat for the  
Subdivision.

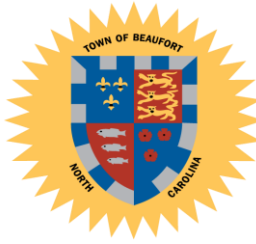
CHAIRMAN, BEAUFORT PLANNING BOARD \_\_\_\_\_ DATE \_\_\_\_\_

LINE	DIRECTION	LENGTH
L1	S74°37'26"W	30.00
L2	N15°22'34"W	32.00
L3	S74°37'26"W	12.00
L4	N15°22'34"W	20.00
L5	N74°37'26"E	12.00
L6	N15°22'34"W	71.04

WILLIAM W. SMITH, III  
DB 1706, P 431  
MB 30, P 674

REMAINDER OF  
TRACT 2C  
ACREAGE DATA  
1.36 AC. ±  
EXCL. R/W  
BY COMPUTER





# APPLICATION FOR A PRELIMINARY SUBDIVISION PLAT

## **Instructions:**

Please complete the form below and include all required attachments, including the \$250.00 application fee and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but will be returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

## **APPLICANT INFORMATION**

Applicant Name: Alex Pully

Applicant Address: 2646 Lennoxville Road, Beaufort, NC 28516

Phone Number: 919-417-3401 Email: alexpully@gmail.com

Property Owner Name: Donald Wayne Newnam

Address of Property Owner: 360 Steep Point Road, Beaufort, NC 28516

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

## **PROPERTY INFORMATION**

Property Address: 360 Steep Point Road, Beaufort, NC 28516

15-Digit PIN #: 731613231649000 Lot/Block #: 2C-1

Size of Property (in square feet or acres): 0.79 Acres Current Zoning: R-20

Applicant Signature \_\_\_\_\_ Date of Signature \_\_\_\_\_

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

An application fee of **\$250.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Subdivision Ordinance**, and all other pertinent sections of the Ordinance for the information required to accompany this application. We require one digital/electronic copy and one paper copy of any plans submitted for the preliminary plat

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

OFFICE USE ONLY Revised 8/2020

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

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



## APPLICATION FOR A FINAL SUBDIVISION PLAT

### Instructions:

Please complete the form below and include all required attachments, including the **\$250.00 application fee** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390, Beaufort, N.C., 28516. Incomplete applications will not be processed but **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

### APPLICANT INFORMATION

Applicant Name: Alex Pully

Applicant Address: 2646 Lennoxville Road, Beaufort, NC 28516

Phone Number: 919-417-3401 Email: alexpully@gmail.com

Property Owner Name: Donald Wayne Newnam

Address of Property Owner: 360 Steep Point Road, Beaufort, NC 28516

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### PROPERTY INFORMATION

Property Address: 360 Steep Point Road, Beaufort, NC 28516

15-Digit PIN: 731613231649000 Lot/Block Number: 2C-1

Size of Property (in square feet or acres): 0.79 Acres Current Zoning: R-20

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date of Applicant's Signature

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

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

An application fee of \$250, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 business days prior to a Planning Board scheduled meeting date.

Please refer to the Town's **Subdivision Ordinance**, and all other pertinent sections in the Ordinance for the information required to accompany this application. We require an electronic/ digital copy on one printed copy of any plans submitted for the final plat.

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

**OFFICE USE ONLY** Revised 08/2020

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

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

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

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



# IMPROVEMENT PERMIT

Carteret County Health Department  
 Environmental Health Division  
 3820 Bridges St. Suite A  
 Morehead City, NC 28557  
 Phone: 252-728-8499 Fax: 252-222-7753

For Office Use Only

\*CDP File Number 419318 - 1

County ID Number: 731613231649000

Evaluated For: NEW

1.

PERMIT VALID UNTIL: 10/17/2029

**\*NOTE TO INSPECTIONS DIVISION:** Building Permits cannot be issued with this Improvement Permit.

Applicant: Alex Pully

Address: 360 Steep Point Rd

City: Beaufort

State/Zip: NC 28516

Phone #: cell :(919) 417-3401

Property Owner: Donald W Newnam

Address: 360 Steep Point Rd

City: Beaufort

State/Zip: NC. 28516

Phone #: cell :(252) 342-3851

### Property Location & Site Information

Address: 360 Steep Point Rd Beaufort, NC 28516 Subdivision: William Rawls Block/Phase: NEW Lot: 2C TR2

**Directions**

Road#: na

Structure: SINGLE FAMILY

# of Bedrooms: 3

# of People: 6

\*Water Supply: NEW WELL

### System Specifications

**Initial System**

Usable Soil Depth: 48 Minimum Trench Depth: 14 Inches

Saprolite System?: No Maximum Trench Depth: 20 Inches

Design Flow: 360 Septic Tank: 1000 Gallons

Soil Application Rate: 0.5000

\*System Classification/Description:  
TYPE III E. PPBPS GRAVITY DOSED SYSTEM

1-Piece:  Yes  No

\*Proposed System:  
HORIZONTAL PPBPS

Pump Required:  Yes  No  May Be Required

Pump Tank: \_\_\_\_\_ Gallons

1-Piece  Yes  No

Repair System Required:  Yes  No  No, but has Available Space

**Repair System** \* Same as In. + Sew

Usable Soil Depth: \_\_\_\_\_ Minimum Trench Depth: \_\_\_\_\_ Inches

Soil Application Rate: \_\_\_\_\_ Maximum Trench Depth: \_\_\_\_\_ Inches

\*System Classification/Description:  
N/A

Pump Required:  Yes  No  May Be Required

\*Proposed System: \_\_\_\_\_

**\*Site Modifications**

No grading or construction activity is allowed in areas designated for system and repair without approval of Health Department.

Prior to issuance of Construction authorization:

- Have new property line recorded with Carteret County Register of deeds and have a copy sent to Carteret County Health Department.
- Pre-Construction Conference required.

**\*Permit Conditions**

The issuance of this permit by the Health Department in no way guarantees the issuance of other permits. The permit holder is responsible for checking with appropriate governing bodies in meeting their requirements.

Setbacks:

- 5' min from any building / structure.
- 10' min from any property line.
- 20' min from any existing septic system.
- 50' min from ANY well.
- 100' min from S.A waters

Site Plan



The Improvement Permit shall be valid for 5 years from date of issue with a site plan (means a drawing not necessarily drawn to scale that shows the existing and proposed property lines with dimensions, the location of the facility and appurtenances, the site for the proposed Wastewater system, and the location of water supplies and surface waters).

Plat



The Improvement Permit shall be valid without expiration with plat (means a property surveyed prepared by a registered land surveyor, drawn to a scale of one inch equals no more than 60 feet, that includes: the specific location of the proposed facility and appurtenances, the site for the proposed Wastewater system, and the location of water supplies and surface waters. Plat also means, for subdivision lots approved by the local planning authority and recorded with the county register of deeds, a copy of the recorded subdivisions plat that is accompanied by a site plan that is drawn to

The Department and Local Health Department may impose conditions on the issuance and may revoke the permits for failure of the system to satisfy the conditions, the rules, or this article. This permit is subject to revocation if the site plan, plat, or intended use changes (NCGS 130a-335(f)). The person owning or controlling the system shall be responsible for assuring compliance with the laws, rules, and permit conditions regarding system location, installation, operation, maintenance, monitoring, reporting, and repair (per rule .0301(a)).

Applicant/Legal Reps. Signature Required ?  Yes  No

Applicant/Legal Reps. Signature: \_\_\_\_\_

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

\*Issued By: Oxendine, Zachary \_\_\_\_\_

Date of Issue: 10/17/2024 \_\_\_\_\_

Authorized State Agent: *[Signature]* \_\_\_\_\_

Valid without Expiration ?

Hand Drawing

Import Drawing

**\*\*Site Plan/Drawing attached.\*\***

# Site Plan

- Construction Authorization
- Improvement Permit
- Well Permit
- Existing System Connection Authorization

CDP File Number: 419318

County File Number: 7316.13.23.1649

Property

Location: 360 Steep Point Rd TR 2

Beaufort  
NC 28516

Scale 1" to 50'

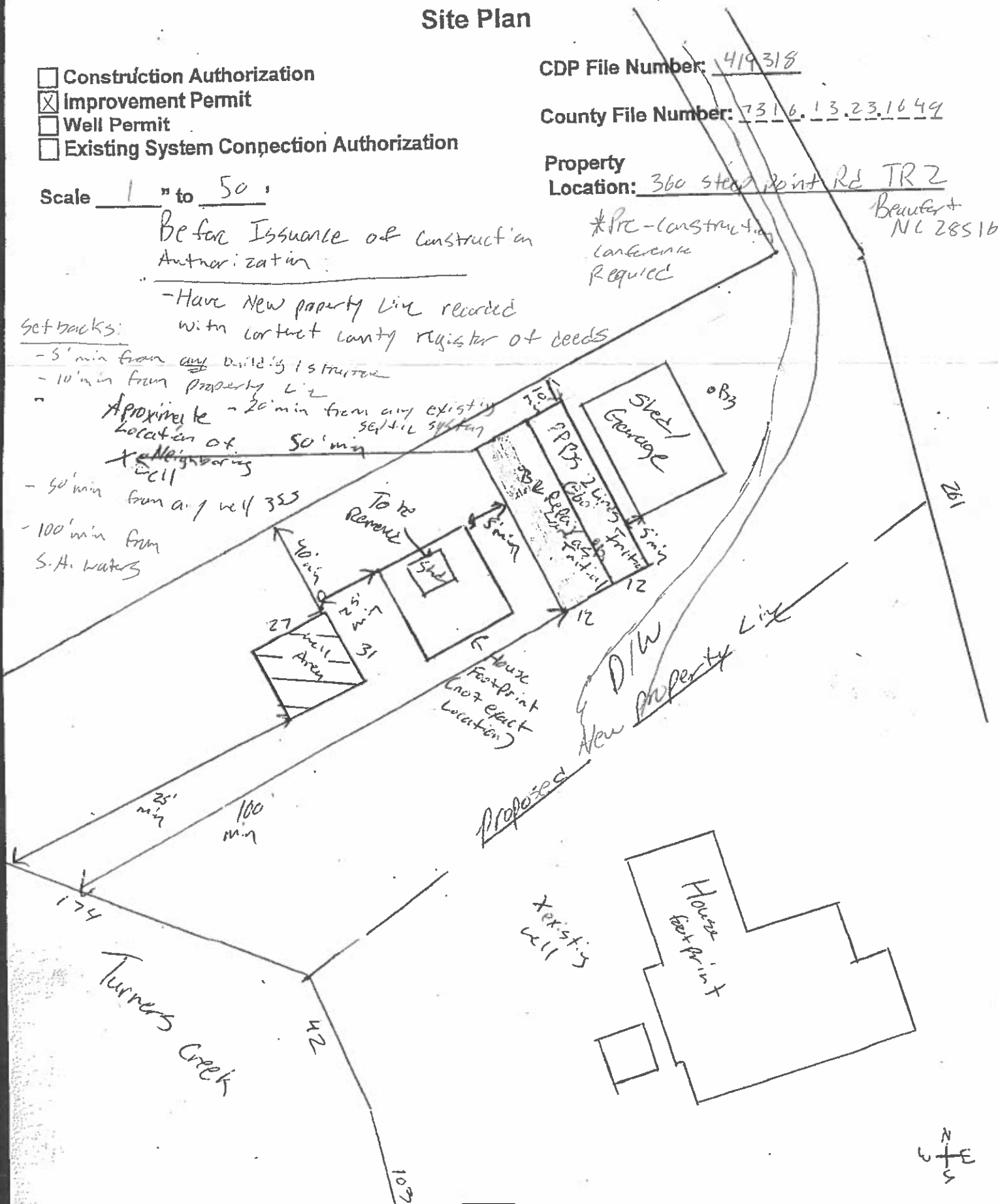
Before Issuance of Construction Authorization:

\*Pre-construction Conference Required

- Have New property line recorded with correct county register of deeds

Setbacks:

- 5' min from any building structure
- 10' min from property line
- Approximate - 20' min from any existing septic system
- 50' min from neighboring well
- 50' min from any well 325
- 100' min from S.A. Waters





# Well Construction Permit

Carteret County Health Department  
Environmental Health Division  
3820 Bridges St. Suite A  
Morehead City NC, 28557  
Phone: 252-728-8499 Fax: 252-222-7753

For Office Use Only

\*CDP File Number 419318

PIN Number: 731613231649000

Tax Lot #: 2C TR2 Tax Block #: \_\_\_\_\_

Evaluated For: DRINKING WATER WELL \ WELL

PERMIT VALID UNTIL: 10/17/2029

Property Owner: Donal W Newnam

Address: 360 Steep Point Rd

City: Beaufort

State/Zip: NC / 28516

Phone #: H: (919) 417-3401

Applicant: Alex Pully

Address: 360 Steep Point Rd

City: Beaufort

State/Zip: NC / 28516

Phone #: H: (919) 417-3401

## Property Location & Site Information

Address/Road #: 360 Steep Point Rd  
Beaufort NC, 28516

Subdivision: William Rawls Phase: \_\_\_\_\_ Lot: 2C TR2

\*Proposed use of Well: DRINKING WATER WELL

If Other: \_\_\_\_\_

Applicant Email: alexpull@ gmail.com

Owner Email: wnewnam@ gmail.com

Directions: na

## Well Contractor Information

Drilling Contractor: \_\_\_\_\_ Driller Registration: \_\_\_\_\_

## Permit Conditions

\*Permit Conditions

Setbacks:

- 25' min from any building/ structure.
- 25' min from S.A waters.
- 40' min from North & South property lines.
- 50' min from ANY septic system.

Well location, construction and protection must meet all state and local regulations and must be inspected and approved by an authorized representative of the Local Health Department. The permit may be revoked at any time for failure to comply with existing regulations. The siting of approved well construction area(s) by the Health Department is to provide protection from the known possible sources of contamination. The approved well area(s) may not be changed without permission from an authorized representative of the Local Health Department. Issuance of this well permit does not guarantee water quality or adequate water production from the well once it is installed or repaired.

\*Issued By: Oxendine, Zachary

Authorized State Agent: [Signature]

Owner/Applicant: \_\_\_\_\_

\*Date of Issue: 10/17/2024

Hand Drawing  Import Drawing

**\*\*Site Plan/Drawing attached.\*\***

# Site Plan

- Construction Authorization
- Improvement Permit
- Well Permit
- Existing System Connection Authorization

CDP File Number: 419318

County File Number: 7316.13.23.1649

Property Location: 360 steel point Rd TR 2

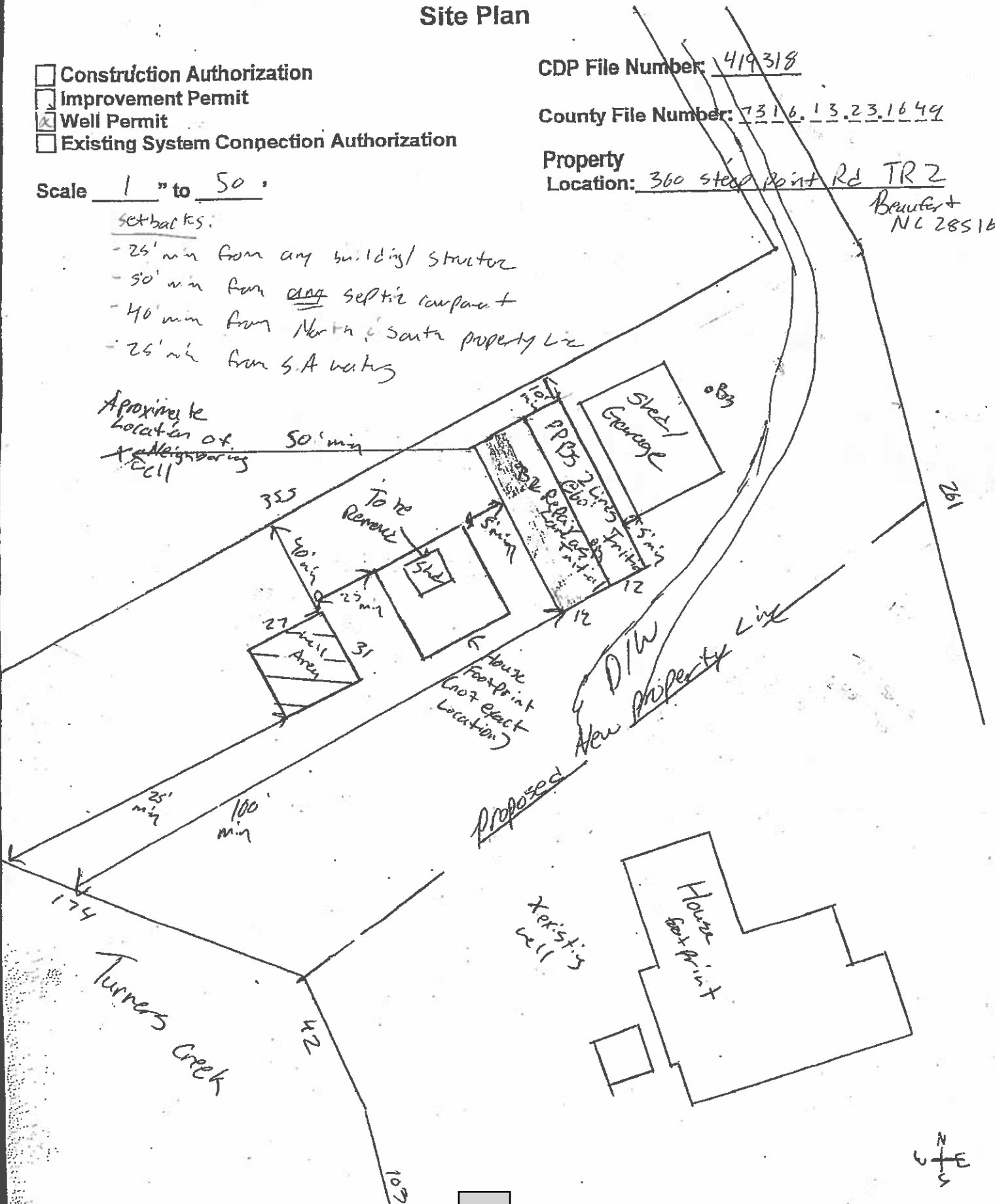
Beaufort  
NC 28516

Scale 1" to 50'

setbacks:

- 25' min from any building/structure
- 50' min from any septic component
- 40' min from North & South property line
- 25' min from S.A waters

Approximate location of neighboring well





All North Carolina Department of Environmental Quality (NCDEQ) GIS data is expressly provided "AS IS" and "WITH ALL FAULTS". The NCDEQ makes no warranty of any kind, express or implied, concerning this information, including but not limited to any warranties of merchantability or fitness for any particular purpose. The NCDEQ assumes no responsibility or legal liability concerning the Data's accuracy, reliability, completeness, timeliness, or usefulness. The data is not intended to constitute advice nor is it to be used as a substitute for specific advice from a professional. Users should not act (or refrain from acting) based upon information in the Data without independently verifying the information and obtaining any necessary professional advice. Users are solely responsible for ensuring the accuracy, currency and other qualities of any products derived from or in connection with the NCDEQ's Data. The Data is collected from various sources and may be modified over time without notice to improve spatial and attribute accuracy. The NCDEQ disclaims responsibility for the spatial accuracy and attribution of GIS features and makes no warranty concerning same.



**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, December 9, 2024**

---

**AGENDA CATEGORY:** New Business

**SUBJECT:** Resolution- Petition for Annexation, 138 Chadwick Rd

**BRIEF SUMMARY:**

Jessica Kocher submitted a petition for voluntary annexation of 138 Chadwick Road, Beaufort NC. The annexation application and map are attached for your review. The first step in this process involves Board action to instruct the Town Clerk to investigate the sufficiency of the annexation request.

**REQUESTED ACTION:**

Consider adopting the attached draft Resolution instructing the Town Clerk to investigate the petition for annexation submitted.

**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: Jessica Kocher

Applicant Address: 10700 Red Lion Plaw Richmond, VA 23235

Phone Number: 804-690-0283 Email: elginjim@gmail.com

Property Owner Name: Jessica Kocher & Daniel Fisher

Address of Property: 138 Chadwick Rd. Beaufort, NC 28516

Phone Number: 804-690-0283 Email: elginjim@gmail.com

**PROPERTY INFORMATION**

Property Address: 138 Chadwick Rd. Current Zoning: R-8

15 Digit Pin: 731505180861000 Size of Property (Square Feet or Acres): 11,119 SF

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: \_\_\_\_\_

[Signature] Date: 11/11/24  
Applicant Signature

OFFICE USE ONLY

Revised 7/22

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

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

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

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.**

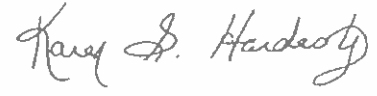
**REQUIRED ATTACHMENTS FOR A VOLUNTARY ANNEXATION REQUEST**

**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

Karen S. Hardesty  
Carteret County, NC  
October 18, 2024 10:54:32 AM

DEED # Pages: 3  
Fee: \$26.00 NC Revenue Stamp: \$710.00  
FILE # 1839437



Prepared by: Debra Whaley, Attorney at Law 301 Commerce Avenue, Ste. 102, Morehead City, NC 28557  
Return to: Debra Whaley, Attorney at Law

Parcel #: 7315.05.18.0861000  
Stamps: \$710

**NORTH CAROLINA GENERAL WARRANTY DEED**

This Deed made this the 18th day of September, 2024, by and between:

**Rebekah Williams, single**  
123 Oak Rd., Beaufort, NC 28516  
(hereinafter referred to as Grantor);

and

**Daniel James Fisher and wife, Jessica Kocher**  
10700 Red Lion Place, Richmond, VA 23235  
(hereinafter referred to as Grantee).

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

(SEE ATTACHED "EXHIBIT A")

BEING the same property previously conveyed in Deeds recorded in Book 1781, Page 14

This conveyance \_\_\_ is or \_\_\_ is not the primary residence of the Grantors.

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

AND the Grantor covenants with the Grantee, that Grantor is seized of the premises in fee simple, has the right to convey the same in fee simple, that title is marketable and free and clear of all encumbrances, and that Grantor will warrant and defend the title against the lawful claims of all persons whomsoever except for the exceptions hereinafter stated: 2024 ad valorem taxes; utility easements and unviolated restrictions.

IN WITNESS WHEREOF, the Grantor has caused this instrument to be signed in their names, the day and year first above written.

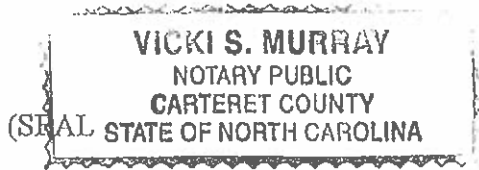
[Handwritten Signature] (SEAL)  
Rebekah Williams

STATE OF NC  
COUNTY OF Carteret

I, Vicki S. MURRAY, a Notary Public of the aforesaid County and State do hereby certify that Rebekah Williams personally came before me this day and acknowledged the due execution of the foregoing instrument for the purposes therein expressed.

Witness my hand and seal this 18 day of Sept, 2024.

My commission Expires: 2.2.27



Vicki S Murray  
Notary Public  
Print Name: Vicki S MURRAY

## EXHIBIT A

All that certain lot or parcel of land situated in Carteret County, North Carolina and being more particularly described as follows:

BEGINNING at an iron stake in the south line of the neighborhood road leading from the Lennoxville Road to the R. W. Chadwick home, it being the southwest corner of the Lycurgus Dickinson lot, and runs thence along the south line of the said Dickinson lot S 65-12 E 187.4 feet to an iron stake in a ditch; thence along the center of said ditch S 33-52 W 60.24 feet to a stake in the ditch at the south side of the aforesaid road and also being the northwest corner of that property conveyed to Cathy Renee Wood in Book 874, Page 461, Carteret County Registry; thence along said ditch and the south side of said road N 32-21 E 60 feet to the BEGINNING.

**138 Chadwick Rd. Beaufort, NC**  
**Jessica Kocher, Daniel Fisher**

*For inclusion within Annexation Request, November 2024*

Adjoining property owners:

- Left: Rebekah Williams
- Right (part of SeaGrove Owners Association): Allison Maeann Parker, Cynthia Chrisawn Parker
- Behind (part of SeaGrove Owners Association): William Christopher Beyer, Laura Jane Beyer
- Corner (not touching, our corner touches theirs; part of SeaGrove Owners Association): M. Jobe Warner Jr

**PARCEL: 731505180861000**  
 FISHER DANIEL JAMES  
 KOCHER JESSICA  
 10700 RED LION PL  
 RICHMOND, VA 23235-4428  
 ACCOUNT NUMBER: 74780

**Carteret County, North Carolina**  
 Tax Districts  
 01 County, 42 Beaufort Fire, 46 Beaufort Rescue, 60 Annual Availability Fee (1)

Route Number:  
 Appraiser Area: ALFREDG  
 Reval Year: 2020  
 Visited By:  
 Information Source:

PARCEL INFORMATION	PROPERTY DESCRIPTION	VALUE SUMMARY
<b>ADDRESS:</b> 138 CHADWICK RD BEAUFORT NC 28516 <b>NBHD:</b> 11004700-BEAUFORT <b>TOWNSHIP:</b> 0011 - BFT/BFT FIRE/RESCUE <b>MAP #:</b> <b>PIN #:</b>	LOT SR 1311 0.2580 AC  Subd: No Subdivision Recorded	<b>LAND VALUE:</b> 39,420 <b>BUILDING VALUE:</b> 31,080 <b>OBXF VALUE:</b> 442 <b>APPRAISED VALUE:</b> 70,942 <b>DEFERRED VALUE:</b> 0 <b>ASSESSED VALUE:</b> 70,942

NOTES				PERMIT INFORMATION				SALES INFORMATION				
Date	Status	Amount	CO Date	Date	Price	V/I	S	Book/Page	Valid Code			
				10/18/2024	355,000	I		1839/0437	Y			
				9/29/2022	380,000	I		1781/0014	N			
				3/18/2005	10,000	V		1101/0444	N			
				12/17/2001	63,000	V		0926/0291	N			

LAND DATA - MARKET VALUE												
CODE	DESCRIPTION	ZONING	FRONT	DEPTH	BACK	DE/FA	COND	U PRICE	ADJ U PRC	UNITS	TYPE	LAND VALUE
114701	RESIDENTIAL LOT		60	188		1.09	1.00	500.00	654.00	60.000	FF	39,420

OUTBUILDING DATA												
CODE	DESCRIPTION	LENGTH	WIDTH	HEIGHT	UNITS	TYPE	UNIT PRICE	YEAR	QUAL	COND	% GOOD	VALUE
000190	SHED	10	10		100	SF	11.050		D	0.40	100%	442

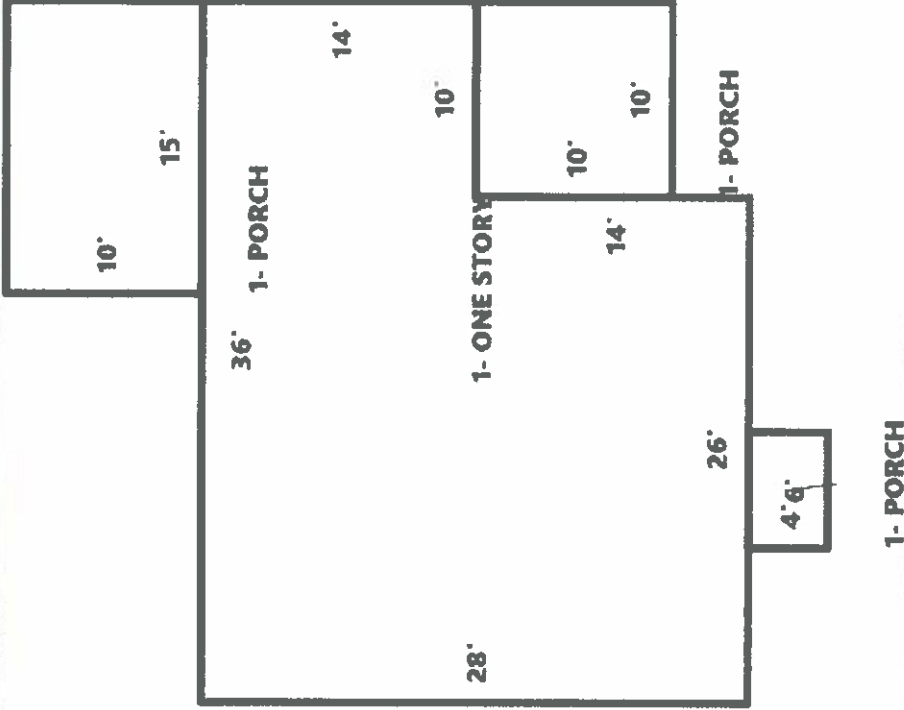
**Total Market Land** 39,420

**BUILDING DESCRIPTION BUILDING 1 of 1**

MODEL: 01 SNG FAMILY  
 ARCHITECTURE: 04  
 IMPROVEMENT TYPE: 00001 - SNG FAMILY  
 QUAL: D  
 STORY HEIGHT: 1.0000  
 PLUS/MINUS:  
 CONDITION: AA  
 FOUNDATION: 02 CONC BLOCK  
 FRAME:  
 A/C: 03 WINDOW AC  
 EXTERIOR WALL: 07 ASB SHINGL  
 ROOF STRUCTURE: 03 GABLE  
 HEATING SYSTEM: 02 FANNUDUCT  
 ROOFING COVER: 03 COMP SHNGL  
 INTERIOR WALL: 05 DRYWALL  
 INTERIOR FLOOR: 09 SOFTWOOD  
 BEDROOMS: 2  
 BATHS FULL/HALF: 1/0  
 FIREPLACE:  
 HEATING FUEL TYPE: 02 OIL  
 SPECIAL CONDITION:  
 ASSESSMENT YR BLT: 1950  
 ESTIMATIVE YR BLT: 1987  
 SOURCE: 04 ESTIMATED

132

**BUILDING SKETCH**



**BUILDING SECTIONS**

DESCRIPTION	ACTUAL	ADJUSTED	HEATED	RATE	VALUE	% GOOD	RCNLD
ONE STORY	868	868	868	60.93	52,891	51.00%	26,974
PORCH	100	35		21.33	2,133	51.00%	1,088
PORCH	24	8		20.31	488	51.00%	249
PORCH	150	53		21.53	3,230	51.00%	1,647
LUMP					2,200	51.00%	1,122
<b>TOTAL</b>	<b>1,142</b>	<b>964</b>	<b>868</b>	<b>70.21</b>	<b>60,941</b>		<b>31,080</b>

VIEW  
 PHOTO

**138 Chadwick Rd. Beaufort, NC**  
**Jessica Kocher, Daniel Fisher**

*For inclusion within Annexation Request, November 2024*

Anticipated impact to city services:

- Estimated water per day: 120 gal
- Estimated sewer per day: 120 gal



**TOWN OF BEAUFORT**  
 701 FRONT ST.  
 PO BOX 390  
 BEAUFORT, NC 28516-0390

<b>INVOICE #</b>
25-00242

INVOICE DATE: 11/25/24  
 DUE DATE:

ACCOUNT ID: JESSI005 PIN: 466700  
 JESSICA KOCHER  
 10700 RED LION PL  
 NORTH CHESTERFIELD, VA 23235-4428

QUANTITY/UNIT	SERVICE ID	DESCRIPTION	UNIT PRICE	AMOUNT
		ANNEX APP 138 CHADWICK RD		
1.0000/1	ANNEXAPP	Anexation Application ANNEX APP 138 CHADWICK RD	350.000000	350.00
			TOTAL DUE:	\$ 350.00

**RECEIVED**

NOV 25 2024

*PAYMENT COUPON - PLEASE DETACH AND RETURN THIS PORTION ALONG WITH YOUR PAYMENT*

TOWN OF BEAUFORT  
 701 FRONT ST.  
 PO BOX 390  
 BEAUFORT, NC 28516-0390

INVOICE #: 25-00242  
 DESCRIPTION: ANNEX APP 138 CHADWICK RD  
 ACCOUNT ID: JESSI005 PIN: 466700  
 DUE DATE:  
 TOTAL DUE: \$ 350.00

JESSICA KOCHER  
 10700 RED LION PL  
 NORTH CHESTERFIELD, VA 23235-4428

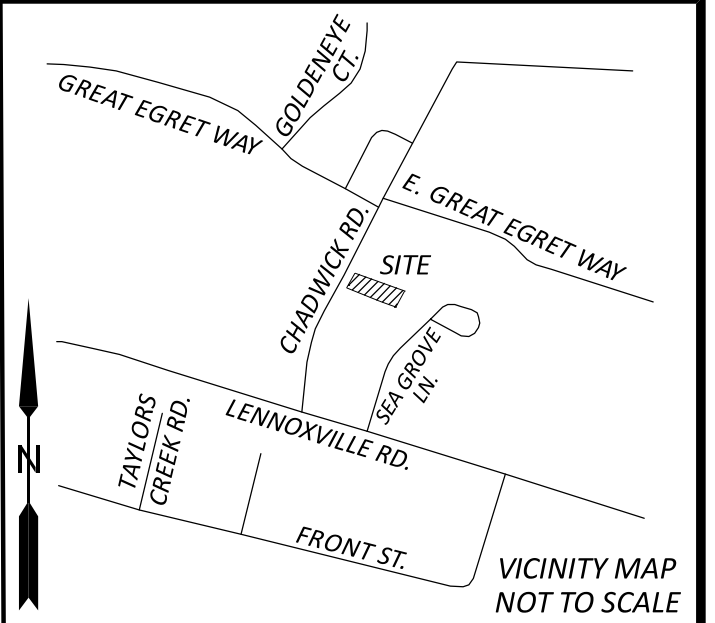


**SURVEYORS DECLARATION TO WHOM IT MAY CONCERN:** It is the responsibility of the present owner(s) or future owner(s) of the property shown hereon to check for any wetlands, high water table, buffers or other water conditions which may cause a portion of this property to be unusable for certain uses. No responsibility of any nature is assumed by the surveyor for any conditions which may presently exist on the property shown hereon but are unknown to the surveyor such as: Cemeteries, Family Burying Grounds, Toxic or Hazardous Waste Materials, Underground Utilities, Existing or Proposed easements or right-of-ways, etc. not shown hereon. Any utilities or features and any easements, right-of-ways or buffers associated with said utilities or features shown hereon are shown according only to what was known or visible at the time of this survey by the surveyor. This property may be subject to additional easements or right-of-ways unknown to the surveyor at this time that a complete title examination may reveal. There shall not be any construction in the area of any utilities, easements or right-of-ways without a complete title examination and additional surveying to identify the accurate widths and correct locations of record of any easements or right-of-ways. The surveyor is NOT an Attorney at Law and it is advised that the owner of this property consult with a Licensed Attorney at Law to perform a complete title examination to confirm all known encumbrances and reveal any potential encumbrances or title issues associated with this property. This survey was performed without the benefit of a title commitment report. The surveyor does not claim that all matters of record which may or may not affect this property are shown hereon.

**NOTE: THE SURVEYOR DOES NOT TAKE ANY RESPONSIBILITY FOR ANY UNDERGROUND UTILITIES NOT SHOWN HEREON.** 811 SHOULD BE CONTACTED TO LOCATE THE UTILITIES ON THIS PROPERTY. ALL UTILITY LOCATIONS SHOULD BE VERIFIED PRIOR TO ANY CONSTRUCTION.

**NOTE: THERE MAY BE EASEMENTS ASSOCIATED WITH THE EXISTING OVERHEAD POWERLINES.** THE UTILITY COMPANY SHOULD BE CONTACTED PRIOR TO ANY DEVELOPMENT IN THE AREA OF ANY UTILITY LINE.

**NOTE: THIS PROPERTY IS SUBJECT TO ANY AND ALL EASEMENTS, RIGHT-OF-WAYS OR AGREEMENTS OF RECORD.**  
NOTE: PIN NUMBERS SHOWN ARE CURRENT AS OF THE DATE OF THIS SURVEY AND ARE SUBJECT TO CHANGE IN THE FUTURE.



NOTE: THIS PROPERTY IS NOT LOCATED WITHIN 2000' OF A N.C. GRID MONUMENT.

**NOTE: THE PARCEL OR PARCELS OF LAND SHOWN HEREON HAVE NOT BEEN CHECKED FOR WETLANDS OR FLOOD HAZARD SOILS UNLESS OTHERWISE CERTIFIED OR SHOWN HEREON.** THIS PARCEL IS SUBJECT TO ALL NC DEPARTMENT OF ENVIRONMENT, HEALTH AND NATURAL RESOURCES, DIVISION OF WATER QUALITY REGULATIONS, CAMA AND ANY OTHER FEDERAL, STATE OR LOCAL REGULATION OF ANY NATURE. PORTIONS OF THIS PARCEL MAY CONTAIN WETLANDS.

**LEGEND**

- LINES SURVEYED (SUBJECT PROPERTY)
- OTHER LINES SURVEYED (EX.: TIE LINES)
- LINES NOT SURVEYED
- RIGHT-OF-WAY LINE
- EXISTING IRON PIPE FOUND
- NEW IRON PIPE SET
- CONTROL CORNER
- EXISTING IRON STAKE FOUND
- 5/8" NEW IRON STAKE SET FLUSH
- RIGHT-OF-WAY
- DEED BOOK
- PAGE
- COMPUTED POINT
- ABOVE GROUND
- UNDERGROUND
- MAP BOOK
- EXISTING EDGE OF PAVEMENT
- EXISTING OVERHEAD POWER LINE
- EXISTING POWER POLE

**NOTE: NO TITLE SEARCH, OPINION OR COMMITMENT WAS PROVIDED TO THE SURVEYOR, NOR WAS ANY TITLE SEARCH PERFORMED BY THE SURVEYOR AT THE TIME OF THIS SURVEY.** AN ATTORNEY SHOULD BE CONSULTED TO CONDUCT AN OFFICIAL TITLE SEARCH. THIS SURVEY WAS PERFORMED USING THE DEED AND MAP INFORMATION SHOWN HEREON.

**NOTE: THIS LOT IS SUBJECT TO ANY AND ALL ADDITIONAL RESTRICTIONS SHOWN ON RECORDED PLATS AND RESTRICTIVE COVENANTS AND ANY RESTRICTIONS APPLIED BY ANY LOCAL, STATE OR FEDERAL LAWS OR RULES.**

**NORTH CAROLINA, CARTERET COUNTY**  
I, LINWOOD E. BYRD, JR., certify that this plat was drawn under my supervision from an actual survey made under my supervision, (deed references are as shown on the face of this plat; that the boundaries not surveyed are clearly indicated as drawn from information as shown on the face of this plat; that the ratio of precision as calculated is 1:10,000+ for unadjusted field data; that this plat was prepared in accordance with G. S. 47-30 as amended. Witness my original signature, license number and seal this 6th day of NOVEMBER, A. D., 2024.

Professional Land Surveyor  
License Number L-4662

I, LINWOOD E. BYRD, JR., Professional Land Surveyor certify that this survey is of another category, such as the recombination of existing parcels, a court ordered survey or other exception to the definition of subdivision.

LINWOOD E. BYRD, JR., PLS  
L-4662

**PRELIMINARY PLAT**  
NOT FOR RECORDATION, CONVEYANCES,  
SALES OR CONSTRUCTION

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

DATE REVIEW OFFICER

STATE OF NORTH CAROLINA, CARTERET COUNTY

Filed for Registration at \_\_\_\_\_  
\_\_\_\_\_ 2024 in the Register of Deeds Office.

KAREN S. HARDESTY  
Register of Deeds

By: \_\_\_\_\_  
This Plat Recorded in Map Book \_\_\_\_\_, Page \_\_\_\_\_

**SITE INFO**  
138 CHADWICK RD.  
BEAUFORT, NC 28516

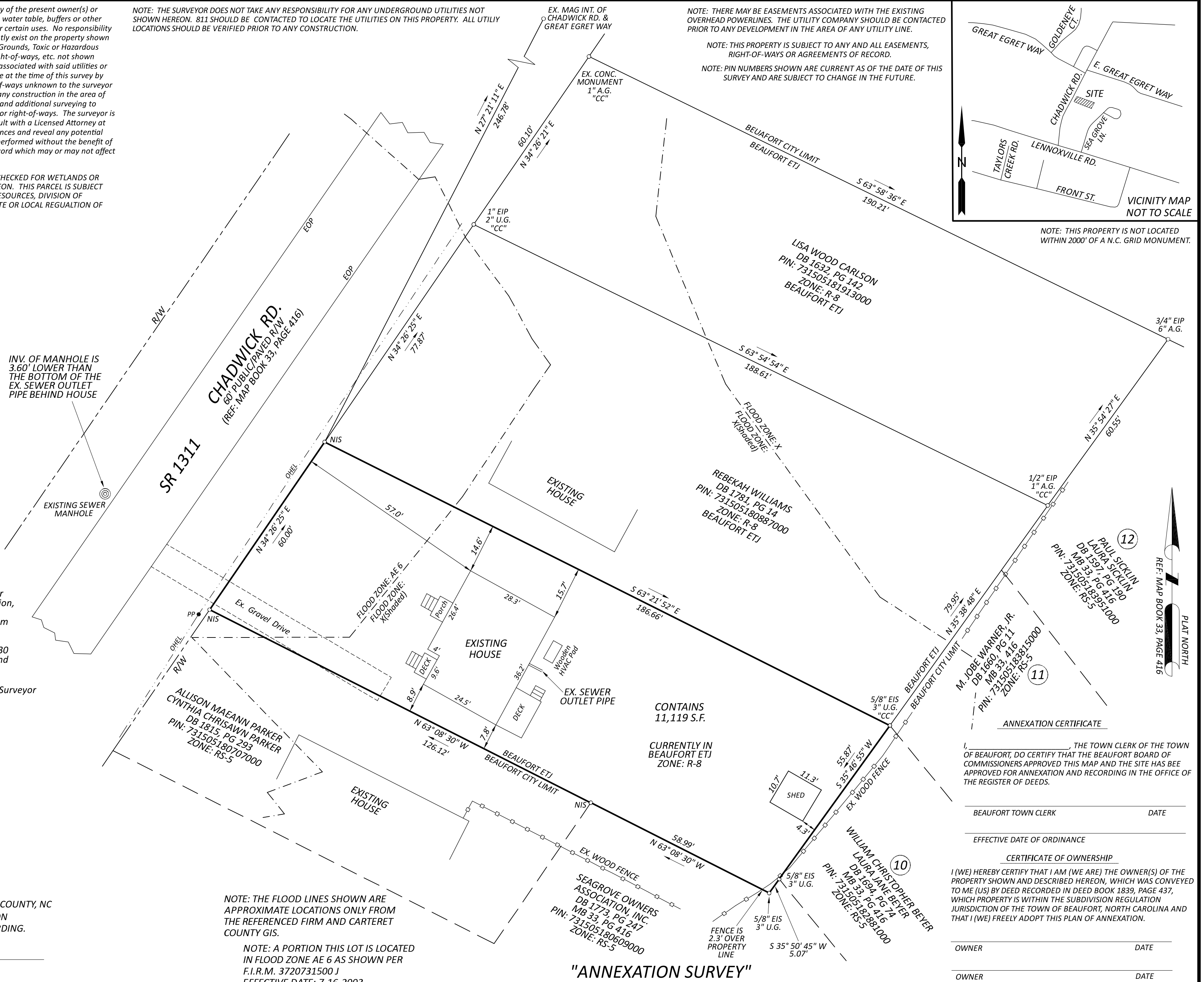
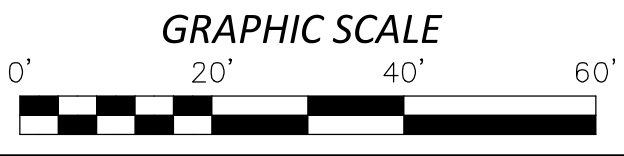
**SURVEY REFERENCES**  
DEED BOOK 1839, PAGE 437  
MAP BOOK 33, PAGE 416  
MAP BOOK 33, PAGE 717  
MAP BOOK 33, PAGE 677  
MAP BOOK 33, PAGE 584

**NOTE: THE FLOOD LINES SHOWN ARE APPROXIMATE LOCATIONS ONLY FROM THE REFERENCED FIRM AND CARTERET COUNTY GIS.**

**NOTE: A PORTION THIS LOT IS LOCATED IN FLOOD ZONE AE 6 AS SHOWN PER F.I.R.M. 3720731500 J EFFECTIVE DATE: 7-16-2003**

**NOTE: CARTERET COUNTY SHOULD BE CONTACTED TO DETERMINE BUILDING SETBACKS AND ANY OTHER DEVELOPMENT RESTRICTIONS.**

**ACREAGE COMPUTED BY COORDINATE METHOD**  
NOTE: ALL DISTANCES ARE HORIZONTAL GROUND DISTANCES IN US SURVEY FEET UNLESS OTHERWISE NOTED



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.

BEAUFORT TOWN CLERK DATE

EFFECTIVE DATE OF ORDINANCE

**CERTIFICATE OF OWNERSHIP**  
I (WE) HEREBY CERTIFY THAT I AM (WE ARE) THE OWNER(S) OF THE PROPERTY SHOWN AND DESCRIBED HEREON, WHICH WAS CONVEYED TO ME (US) BY DEED RECORDED IN DEED BOOK 1839, PAGE 437, WHICH PROPERTY IS WITHIN THE SUBDIVISION REGULATION JURISDICTION OF THE TOWN OF BEAUFORT, NORTH CAROLINA AND THAT I (WE) FREELY ADOPT THIS PLAN OF ANNEXATION.

OWNER DATE  
OWNER DATE

SURVEYED FOR	
<b>DANIEL JAMES FISHER</b>	
<b>JESSICA KOCHER</b>	
TOWNSHIP: BEAUFORT	COUNTY: CARTERET
CITY OR TOWN: BEAUFORT ETJ	STATE: NORTH CAROLINA
ZONE: R-8	PIN: 731505180861000

<b>BYRD</b>		5058 US 70 WEST, SUITE N-3 MOREHEAD CITY, NC 28557	
<b>SURVEYING, P.A.</b>		PHONE: 252-515-1039 www.byrdsurvey.com	
PROFESSIONAL LAND SURVEYING		C-0719 © 2024	
DATE: 11-6-2024	SURVEYED BY: LEBJ	FIELD BOOK SEE FILE	
SCALE: 1" = 20'	DRAWN BY: LEBJ	DRAWING NO.	
CHECKED & CLOSURE BY: LEBJ		24-102	



**RESOLUTION DIRECTING THE CLERK TO INVESTIGATE A PETITION  
RECEIVED UNDER G.S. 160A-31  
RESOLUTION NO. 24-\_\_\_\_\_**

**WHEREAS**, a petition requesting annexation of an area described in said petition was received on November 25, 2024 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 December 9, 2024.

\_\_\_\_\_  
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](http://www.beaufortnc.org)

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, December 9, 2024**

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**AGENDA CATEGORY:** New 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

### Board of Commissioners Regular Meeting 6:00 PM Monday, December 9, 2024 Train Depot, 614 Broad Street Beaufort, NC 28516

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**AGENDA CATEGORY:** Closed Session  
**SUBJECT:** Pursuant to NCGS 143-318.11 (a) (3)

**REQUESTED ACTION:**

Motion to enter closed session pursuant to NCGS 143-318.11 (a) (3) to allow the Board of Commissioners to consult with Town Attorney.

**SUBMITTED BY:**

Charlie Burgess,  
Interim Town Manager

**BUDGET AMENDMENT REQUIRED:**

No