



Town of Beaufort, NC

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

Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, June 03, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) HPC Draft Minutes 050625

Administration of Oaths

Items of Consent

- [1.](#) Approval of the Orders for 812 Broad Street, 410-A Front Street & 601 Front Street – Certificate of Appropriateness

Old Business

- [1.](#) Case # 25-19 118 Moore St - Replace Existing Shed with Larger Shed

Commission / Board Comments

Staff Comments

Adjourn



Town of Beaufort, NC
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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, May 6, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Chair McCune called the May 6th, 2025 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m. She introduced and welcomed two new members of the Commission, Tyler Tennant and Kris Davis.

Roll Call

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

Members Absent: Jessica Sabiston

A quorum was declared with six members present.

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

Agenda Approval

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

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

Election of Officers

Town Attorney Quattlebaum opened the floor for nominations for Chair.

Member Cummins made a motion to open the floor for nominations for Chair and Vice-Chair Hedrick made the second. Ms. Quattlebaum took a vote that was unanimously approved.

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

Member Cummins nominated Joyce McCune for Chair and Vice-Chair Hedrick made the second. Member Cummins made the motion to close nominations for Chair and Member Morris made the second. Ms. Quattlebaum took a vote that was unanimously approved.

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

Ms. Quattlebaum opened the floor for nominations for Vice-Chair.

Chair McCune made a motion to open the floor for nominations for Vice-Chair and Member Cummins made the second. Ms. Quattlebaum took a vote that was unanimously approved.

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

Member Morris nominated Bradley Hedrick for Vice-Chair and Chair McCune made the second. Member Cummins made the motion to close nominations for Vice-Chair and Member Morris made the second. Ms. Quattlebaum took a vote that was unanimously approved.

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

Minutes Approval

Vice-Chair Hedrick made the motion to approve the corrected April 1st, 2025 Minutes as presented and Member Cummins made the second. Chair McCune took a vote that was unanimously approved.

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

Administration of Oaths

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

Secretary Anderson then administered the Oath to Kyle Garner.

Items of Consent

- 1. Approval of the Orders for 215 Turner Street, 118 Moore Street, 116 Queen Street & 209 Moore Street – Certificate of Appropriateness

Member Cummins made the motion to approve the Orders as presented and Member Tennant made the second. Chair McCune took a vote that was unanimously approved.

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

New Business

- 1. Case #25-18; 812 Broad Street – Historic Plaque

Chair McCune introduced Case #25-18 and asked for the Staff Report. Mr. Garner acknowledged the new Town Manager, Matt Zapp, in the audience, and welcomed him to the meeting. He stated that the request was for a historic plaque at 812 Broad St and noted that the applicant had provided photos and historical information, and if the COA were approved the name and date for the plaque would need to be decided. Also, this structure is located within the National Historic District not the Local Historic District. Chair McCune verified that there were no Commission members who needed to recuse and there were none.

Secretary Anderson then administered the Oath to the applicant, David Jeffries.

Mr. Jeffries stated that the most appropriate name and year for the plaque would be Allen Mason would be 1910 according to historical documents.

The Commission asked what the original siding was when the house was bought and Mr. Jeffries stated it was vinyl siding and they had replaced it with Hardi board. As to the new front door with sidelights, Mr. Jeffries said the existing door was damaged and they had replaced it. There were questions regarding the new front windows, front porch rail, and the original shutters and chimney which had been removed.

Chair McCune asked if there were any parties with standing or witnesses and there were none.

The Commission questioned if the exterior updates would have been granted a Certificate of Appropriateness and the difficulty of issuing a historic plaque for an altered house. Visible evidence was submitted for this home for the interior but not the exterior.

Chair McCune asked for a motion for a Finding of Fact against Case #25-18. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-18, move that the Commission concludes that the pending application fails to meet the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Plaque Guidelines 4.2.1, 4.2.2, 4.2.3; under Eligibility: Structure must not be subjected to extensive exterior remodeling nor be so altered that the architectural integrity of the structure no longer remains.

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

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

Chair McCune then asked for a motion for a Certificate of Appropriateness against Case #25-18.

Member Cummins made a motion to deny the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission concludes that the proposed project is incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-18 not be issued for the proposed work.

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

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

Chair McCune then declared Case #25-18 closed.

- 2. Case #25-19; 118 Moore St - Replace Existing Shed with Larger Shed

Chair McCune introduced Case #25-19 and asked for the Staff Report.

Mr. Garner notified the Commission that the applicant was not present for the hearing.

Chair McCune asked for a motion to table Case #25-19 for one month only until the June 2025 meeting.

Vice-Chair Hedrick made a motion to table Case #25-19 for one month until the June 2025 meeting.

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

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

Chair McCune then declared Case #25-19 tabled for one month.

- 3. Case #25-20; 410-A Front St - New Signage – Building Rear

Chair McCune introduced Case #25-20 and asked if any Commissioners needed to recuse themselves; hearing none she asked for the Staff Report.

Mr. Garner stated that Shannon Diller of Wind Tide, owner and applicant, wishes to install two attached signs at 6.25 sq. ft. on the rear/waterside of the building. He noted that the building has two frontages, one on Front St and one on the boardwalk/water side.

Secretary Anderson administered the Oath to the representative for the owner and the property, Brent Norman. There were no questions for Mr. Norman.

Chair McCune asked if there were any parties with standing or witnesses, and hearing none and no further questions, asked for a motion for a Finding of Fact for Case #25-20. Member Tennant made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-20, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Signage Guidelines 8.6.1, 8.6.2, 8.6.3, 8.6.5. Vice-Chair Hedrick made the second. Chair McCune took a vote that was approved.

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

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission concludes that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-20 be issued for the proposed work.

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

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

Chair McCune then declared Case #25-20 closed.

- 4. Case #25-21; 601 Front St- Replacement lighting at the Entrance to Inlet Inn

Chair McCune introduced Case #25-21 and asked if anyone on the Commission needed to be recused. Hearing none she asked for the Staff Report.

Mr. Garner stated that this request is for replacement lighting at the driveway entrance to the Inlet Inn. He noted the locations and materials of the requested lighting.

Vice-Chair Hedrick asked if there was a dark sky consideration and Mr. Garner stated that there was none in this location but the requested lights did have a top so the light would not be projected up.

Secretary Anderson administered the Oath to Barbara McKenzie-Tervo and Jay Tervo, applicants and owners of the Inlet Inn.

Mr. Tervo clarified that they were trying to upgrade the lighting and fix and prevent liability issues with lighting. He explained the conduit would be buried inside the 6 x 6 pine chamfered posts which would be painted white .

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

Secretary Anderson administered the Oath to Patricia Shepard, 114 Queen St.

Ms. Shepard stated that she had many questions regarding the height of the lighting, the mount height, the direction of the illumination, what the amount of lumens requested looks like, backlight or glare, the operational time, the light fields, and the spill lights.

The Commission discussed Ms. Shepard's questions.

Member Cummins gave a motion to deny Ms. Shepard as a party with standing and Member Morris made the second. Chair McCune took a vote that was approved.

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

Ms. Shepard then spoke as a witness and distributed some photos and her typed questions to the Commission.

The applicants returned to answer Ms. Shepard's questions. Ms. McKenzie-Tervo stated that the total height to the top of the lantern will not exceed 8 feet and they may go lower, and both lights will be the same height. They will have 60-watt E12 LED soft white lights, and they are meant for safety and illumination for the parking lot and visibility. The lights will be on a timer from dusk to dawn and the glass is frosted.

Chair McCune asked if there were any other witnesses who would like to speak and there were no other witnesses.

The Commission discussed Ms. Shepard's concerns and the possibility of better ground illumination.

Chair McCune asked for a motion for a Finding of Fact for Case #25-21. Member Morris made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-21, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3, 8.4.5; Off Street Parking Guidelines 8.5.5.

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

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

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-21.

Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission concludes that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #25-21 be issued for the proposed work.

Member Morris made the second and took a vote that was unanimously approved.

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

Chair McCune then declared Case #25-21 closed and notified the applicants that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

Commission / Board Comments

The Commission discussed the possibility of adding a story plaque option for historic house plaques and the new members were welcomed.

Staff Comments

Mr. Garner reminded the Commission that Mr. Fockler handles code enforcement issues in the historic district. He thanked the Commission members who participated in the School of Government training the past week. He welcomed the new members and thanked them for their participation. He discussed the subcommittee to be formed to update the new Standards and thanked Town Attorney Ms. Quattlebaum for her support and Town Manager Mr. Zapp for his support and attendance.

Adjourn

Member Cummins made the motion to adjourn and Member Morris made the second. Chair McCune took a vote that was unanimously approved.

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

Chair McCune declared the May 6th, 2025 meeting adjourned at 7:35 p.m.

Chair, Joyce McCune

Board Secretary, Laurel Anderson



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**Town of Beaufort Historic Preservation Commission
6:00 P.M. June 3, 2025 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: Consent

SUBJECT: Approval of the Orders for 812 Broad Street, 410-A Front Street & 601 Front Street – Certificate of Appropriateness

BRIEF SUMMARY:

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

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

REQUESTED ACTION:

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

EXPECTED LENGTH OF PRESENTATION:

0 Minutes (Presentation from Staff)

SUBMITTED BY:

Kyle Garner, AICP Planning Director

BUDGET AMENDMENT REQUIRED:

N/A



Town of Beaufort

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June 3, 2025

David and Stephanie Jeffries
8301 North Creek Run
Raleigh, NC 27613

RE: Case # 25-18 812 Broad Street – Historic Plaque

Dear Mr. and Mrs. Jeffries:

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

The Beaufort Historic Preservation Commission conducted an evidentiary hearing on your application on May 6, 2025. Unfortunately, your application for Certificate of Appropriateness for your project as specified in the enclosed order has been denied. You have the right to resubmit this COA application, including in the event that the renovated features of the exterior of the home are restored to their original design and materials.

As stated in the Town's Land Development Ordinance, an appeal may be taken to the Board of Adjustment from the Historic Preservation Commission's actions in granting or denying any application for a Certificate of Appropriateness. Appeals may be taken to the Board of Adjustment by any aggrieved party and shall be taken within 30 days after the decision of the Historic Preservation Commission is signed by its Chairman and entered into the records of the Commission. You may call the Planning and Inspections Office at (252) 728-2142 to receive further details on this appeal process.

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

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



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on May 6, 2025 to consider a Certificate of Appropriateness (“COA”) application submitted by David and Stephanie Jeffries for **CASE # 25-18 812 BROAD STREET – HISTORIC PLAQUE** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on May 6, 2025, we find that the application submitted fails to meet the eligibility requirements for a historic plaque due to extensive exterior remodeling and fails to meet the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Plaque Guidelines:

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

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

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is not congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **DENIED** for **CASE # 25-18 812 BROAD STREET – HISTORIC PLAQUE**.

This the 3rd day of June, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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June 3, 2025

Shannon Diller/Wind Tide
410-A Front Street
Beaufort, NC 28516

RE: Case # 25-20 410-A Front Street – New Signage – Building Rear

Dear Ms. Diller:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on May 6, 2025 to consider a Certificate of Appropriateness (“COA”) application submitted by Shannon Diller/Wind Tide for **CASE # 25-20 410-A FRONT STREET – NEW SIGNAGE – BUILDING REAR** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on May 6, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Signage Guidelines

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

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

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

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE #25-20 410-A FRONT STREET – NEW SIGNAGE – BUILDING REAR.**

This the 3rd day of June, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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June 3, 2025

Barbra Mckenzie and Jay Tervo
601 Front Street
Beaufort, NC 28516

RE: Case # 25-21 601 Front Street – Replace lighting at the entrance to Inlet Inn

Dear Ms. Mckenzie and Mr. Tervo:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

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



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on May 6, 2025 to consider a Certificate of Appropriateness (“COA”) application submitted by Barbra Mckenzie and Jay Tervo for **CASE # 25-21 601 FRONT STREET – REPLACE LIGHTING AT THE ENTRANCE OF INLET INN** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on May 6, 2025, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Exterior Lighting Guidelines

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

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

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

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

Off-street Parking Guidelines

8.5.5. Integrate pedestrian scale lighting into parking areas to avoid excessive glare and illumination to adjoining properties. See EXTERIOR LIGHTING guidelines and the Beaufort Zoning Ordinance for further details on lighting standards.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 25-21 601 FRONT STREET – REPLACE LIGHTING AT THE ENTRANCE OF INLET INN**.

This the 3rd day of June, 2025.

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, June 3, 2025 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: Old Business

SUBJECT: Case # 25-19 118 Moore St - Replace Existing Shed with Larger Shed

BRIEF SUMMARY:

This item was tabled at the May meeting and was rescheduled for June so the applicant could be in attendance.

The owner wishes to demo the existing rear storage shed (220 sq. ft. +/-) with a proposed 720 sq. ft. building.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP
Date: April 25, 2025
Case No. 25-19

Request: Demo Existing Shed & Replace with Larger Shed

Applicant: Meg Risser
 118 Moore Street

Property Information:

Owners: Meg Risser
Location: 118 Moore Street
PIN#: 730617007999000

Project Information: According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 118 Moore Street, circa 1852. **Alexander House.** Well-preserved, 2-story, side gable, Greek Revival house is 3 bays wide with a side hall plan. Boxed eaves with returns, gable raking cornices, plain siding, replacement exterior end chimney, and 9/6 sash. 2- story, I-bay porch has replacement Doric posts and traditional railing. House was the rectory for St. Paul’s Episcopal Church until at least the early 20th century. (Wrenn file, interview with owner)

This property recently submitted a COA request for a new rear porch and stairs.

Proposed work:

Replace the existing 220 sq. ft. shed with a proposed 720 sq. ft. structure

Material:

Roof Guidelines

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

Wood Siding, Trim, and Ornament Guidelines

6.2.11. The use of fiber cement siding may be approved for new structures, non-historic structures and additions to historic structures not visible from public streets or waterways.

Window and Door Guidelines

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

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

Paint and Exterior Colors Guidelines

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

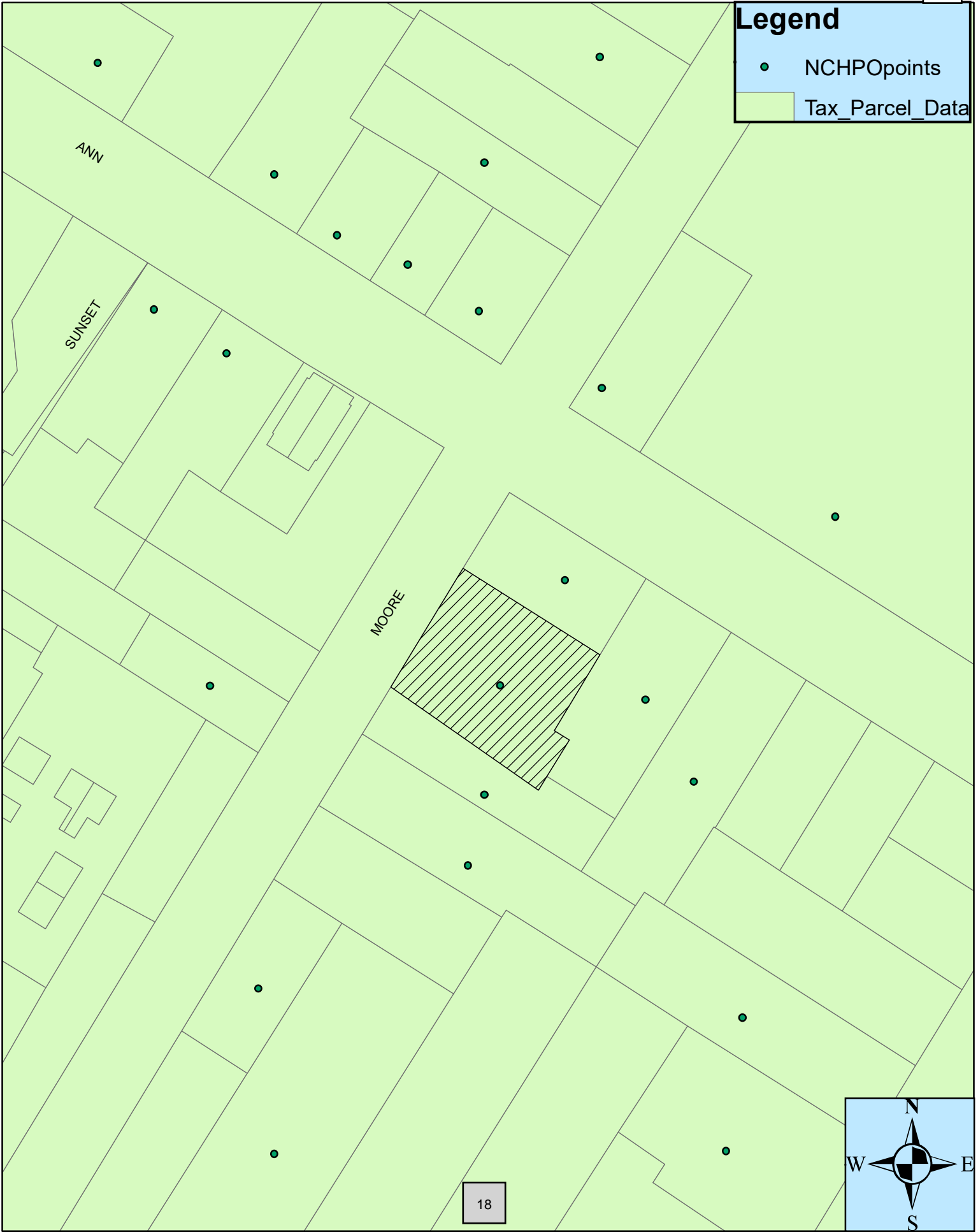
Landscaping Guidelines

8.1.8. New construction and additions should be sited in locations that will not require the removal of mature plantings, if possible.

8.1.13. New tool sheds, swimming pools and other modern yard features should be located in areas not seen from public view.

Case # 25-19 118 Moore St - Replace Existing Shed with Larger Shed

1.



<u>OWNER</u>	<u>MAIL_ADDRE</u>	<u>MAIL_CITY</u>	<u>_S^AIL_Z1AIL_ZI5</u>
JOHNSON ZACKARY I ETAL HUNT	206 ANN STREET	BEAUFORT	NC 28516
LARUSSA MICHELE LYNN	109 COREY BRIDGE ROW	CARY	NC 27513
PAUL ALLAN	403 GLASCOCK ST	RALEIGH	NC 27604
RISSER MARGARET PINER	118 MOORE STREET	BEAUFORT	NC 2129 28516
TALBOT DAVID C	120 MOORE STREET	BEAUFORT	NC 28516

CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



Instructions:

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

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Margaret Risser

Applicant Address: 118 Moore St. Beaufort, NC 28516

Business Phone: _____ Email/Cell: 919-741-2943
mrissier51@gmail.com

Property Owner Name: Same

Address of Property: Same

Phone Number: Same Email/Cell: Same

PROJECT INFORMATION

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

Estimated Cost of Project: \$ < 100,000 \$

Year House Built: 1852

Margaret P. Risser
Applicant Signature

4/7/25
Date

Property Owner Signature (if different than above)

Date

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

OFFICE USE ONLY

Received by: _____

Reviewed for Completeness: _____

Date: _____

Date Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. Items required for ALL projects:

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

2. Items required as applicable to project:

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

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

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

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

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

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

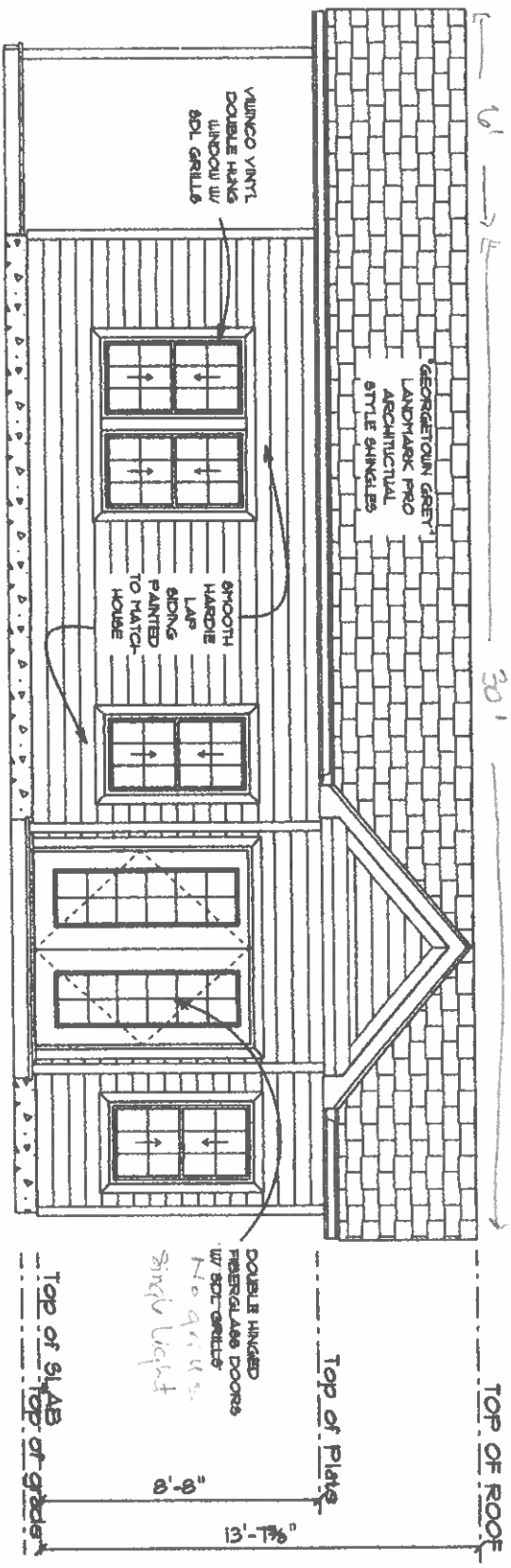
If there are questions regarding what should or should not be included with this application, please contact Town Staff at 252-728-2142 or at k.garner@beaufortnc.org.

Neighbors to 118 Moore St. Margout Rissav

Johnson, Zackary 206 Ann St

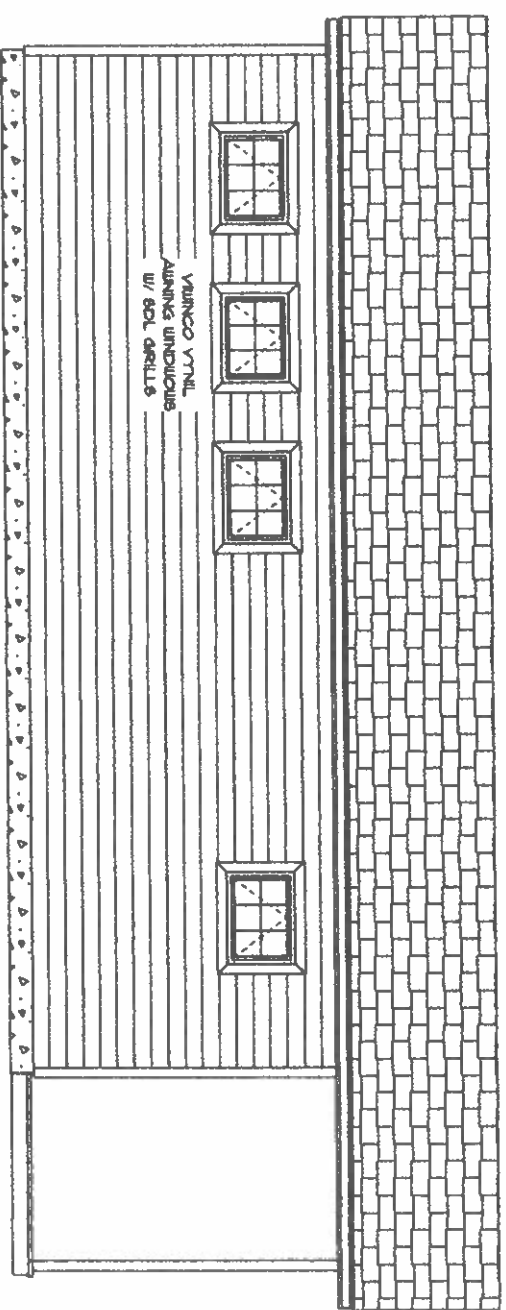
Talbot, David 202 Moore St

Larussa, Michel 114 Moore St.



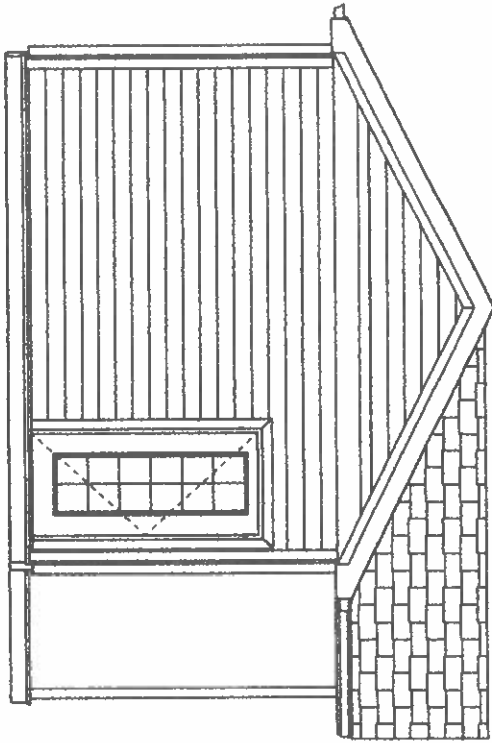
FRONT ELEVATION

SCALE: 3/16" = 1'-0"



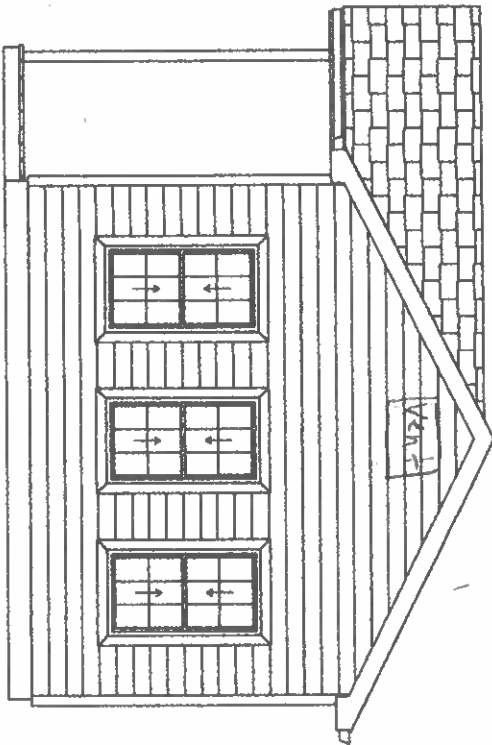
REAR ELEVATION

SCALE: 3/16" = 1'-0"



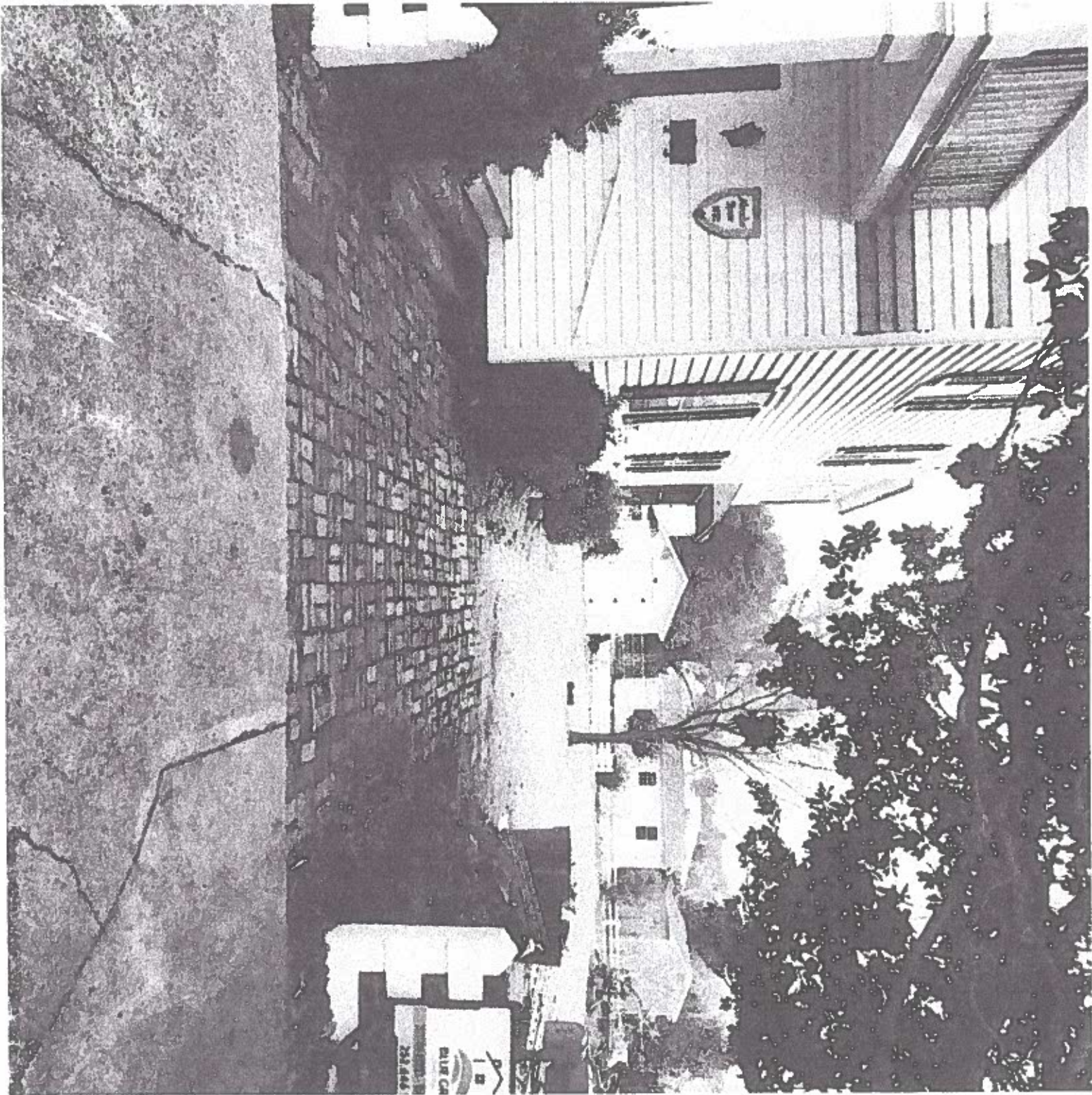
LEFT ELEVATION

SCALE: 3/16" = 1'-0"



RIGHT ELEVATION

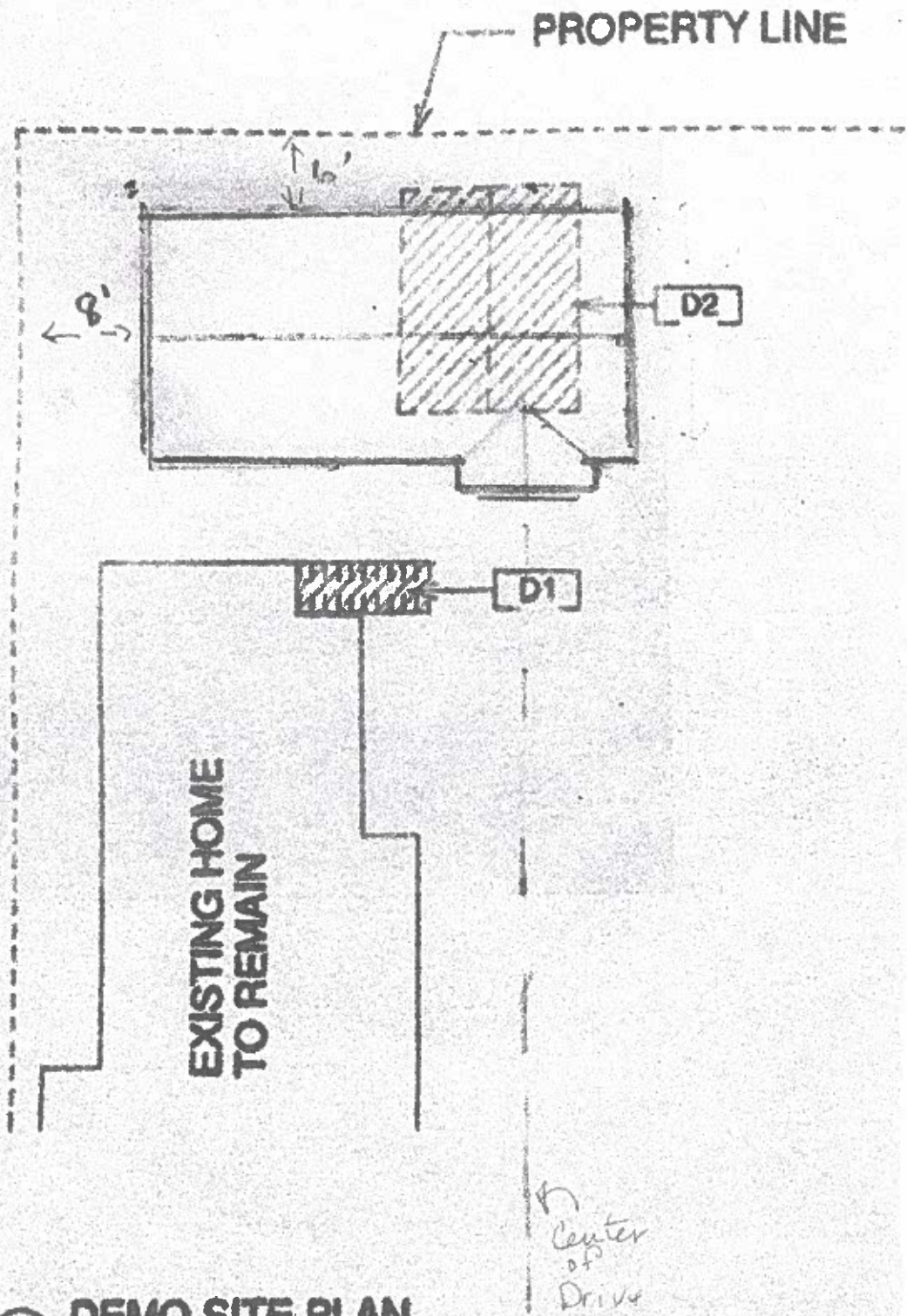
SCALE: 3/16" = 1'-0"



EXISTING
SHED
TO BE
DEMOLISHED



Aprox. Street view of new structure



① DEMO SITE PLAN
1/16" = 1'-0"



ANN ST. VIEW existing shed in background



ANN ST. VIEW existing shed