



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 Special Meeting 6:00 PM Tuesday, August 18, 2020 - Held through Zoom due to the COVID-19 Pandemic Monthly Meeting

Call to Order

1. Call to Order

Roll Call

1. Roll Call

Agenda Approval

1. Agenda Approval for the August 18, 2020 Special Meeting

Minutes Approval

- [1.](#) Minutes Approval from the June 2, 2020 Meeting
- [2.](#) Minutes Approval from the July 7, 2020 Meeting

Administration of Oaths

New Business

- [1.](#) Case # 20-15 513 Front Street - Exterior Paint, Patio, Fence & Driveway
- [2.](#) Case # 20-16 122 Front Street - Fence on Bulkhead

Public Comment

Commission / Board Comments

Staff Comments

Adjourn



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**Town of Beaufort Historic Preservation Regular Meeting Held Electronically due to COVID-19
6:00 PM Tuesday, June 02, 2020 - Electronically through Zoom due to COVID-19 Pandemic
Minutes**

Call to Order

Before the meeting was called to order Kyle Garner gave an overview of the way the meeting would take place. He explained how to use the icons or raise your hand if you wished to speak. Jill Quattlebaum, Town Attorney, also explained the voting process of the Commission members. She explained that this remote meeting is different from meetings in person in that if a member leaves in a remote meeting it changes the count of the Commission and the Board would need to recalculate or be recounted for a quorum.

Chairman Terwilliger then went over the a few procedural rules for the meeting. He discussed how he would be calling each of the Commission members one at a time during the discussionary phase of each of the cases presented in order to allow each member a chance to ask questions and comment. Chairmen and Mr. Garner discussed having Secretary Winn do the roll call for each of the voting processes. With that Chairman called to order the Town of Beaufort Historic Preservation monthly meeting on Tuesday, June 2, 2020.

Roll Call

Chair Terwilliger asked Secretary Winn to call the roll and determine if there was a quorum. Present for the meeting were, Bob Terwilliger, Heather Poling, Laura Chadwick-Sicklin, Joyce McCune, Barbara Francis-Heckman and John Stephens. Board Member Janet Woodward was not present and had let Secretary Winn know prior to the meeting that she would not be there.

Also present for the hearing were Kyle Garner, Planning Director, Jeremy Ganey, Inspector/Code Enforcement Officer, Jill Quattlebaum, Town Attorney, Denice Winn, Board Secretary, Commissioner Marianna Hollinshed and Phil Thomason, consultant for the new Standards.

Agenda Approval

- 1. Approval of Agenda for June 2, 2020

Chairman asked if anyone had had any changes to the agenda as it was presented. Hearing none he asked for a motion to approve the agenda as presented. Vice Chair Poling made a motion to approve, Board Member McCune made the second. Secretary Winn polled each of the members and the vote was unanimous to approve the agenda as presented.

Minutes Approval

1. Minutes Approval from March 3, 2020

Chairman asked if everyone had the chance to review the minutes from the March 3, 2020 meeting. He asked if anyone had any changes. Hearing none the asked Secretary Winn if anyone had reported any changes to her and she stated no. With that Chairman asked for a motion to approve the minutes as presented. Board Member McCune made the motion to approve, Vice Chair Poling made the second and Secretary Winn poled the members and the vote was unanimous to approve the minutes as presented. Board Member Francis-Heckman abstained due to not being on the Commission during this meeting.

Administration of Oaths

Chairman stated that before we move to the administration of oaths he would like to do two other things that are normally in concert with this part. That is the reading of the resource documents that are utilized in consideration for making decisions and the Quasi-Judicial Statement.

Chairman read the list of documents that are used; 1) The Beaufort National Register Historic District comprehensive Survey, a resurvey of the 1970 survey compiled by Ruth Little in 1997, 2) Beaufort, an Album of Memories by Jack Dudley, 3) The Design Guidelines for the Beaufort Historic District and Landmarks 1994, revised 2008, 4) the Town of Beaufort LDO adopted 2013, 5) The 2012 NC Building Code Chapter 34, Existing Buildings and Structures section 3409 on historic buildings updated 2018, and 6) the Town of Beaufort Comprehensive Plan Update prepared by the East Carolina Counsel of Government adopted in 2012. Chairman stated that these documents are available online or they can be gotten through Town Hall. Next the Chairman read through the Quasi-Judicial statement and explained how this group works and that each of the hearings are evidentiary in nature. Chairman stated that State Law sets specific procedures and rules concerning how this Board makes its decisions. Chairman explained that witness must swear or affirm before giving testimony.

At this point Kyle Garner and Jeremy Ganey, staff members were sworn for their testimony. It was decided that this would carry through each case for Mr. Garner and Mr. Ganey. Mr. Garner stated that he felt it would be better if the witnesses were sworn individually as their cases were called.

New Business

1. Case # 20-06 301 Front Street Shutters & Exterior Stairs

Chairman opened case number 20-06, 301 Front Street, Shutters and Exterior Stairs.

Kyle Garner on behalf of the staff presented the case to the Board. He stated the applicant was Dillon Rose and he stated that Mr. Rose was present for the meeting. Mr. Garner went through the power point presentation and explained that the applicant was requesting to install operable shutters on the East, West and South elevations of the property. Mr. Garner stated that the applicant wanted to construct a stair case from the the ground to the second floor on the West side of the structure. Prior to the sale of the property in 2019 it was used as a Bed and Breakfast and was once recognized as The Cedars. Photos were provided by Mr. Rose as well as east and west side elevations showing where the stairs would be. Mr. Garner provided the Guidelines that would apply: Windows and Door Guidelines 6.4.9 and Accessibility and Life Safety Guidelines 6.8.1 and 6.8.2. Mr. Garner stated that staff was ready for questions or comments.

Chairman stated that he would asked the Board Members one by one if they had any questions or concerns. Chairman stated with Board Member Francis-Heckman; and she stated that her one question related to the trees that are in the back and if the stairway would affect them. Chairman at this time asked that Mr. Dillon Rose be sworn in. Mr. Rose stated that the where the stairs would

be built the trees would not be affected. Board Member McCune wanted to know what the material for the shutters would be and if they would be painted. Mr. Rose stated that it would be a synthetic composite that would look like wood and they would be painted. He stated that it is the same exact material used at 123 Front Street. Mr. Rose stated the color would be black and that the shutters would be operable. Board Member McCune also asked about the treads on the stairs and if they or the railings would be painted. Mr. Rose said they would be constructed of wood and the treads would be natural and the railings would be painted. Vice Chair Poling did not have any questions or comments. Board Member Sicklin stated that Board Member McCune had asked her questions. Board Member Stephens stated that he had a few questions concerning the stairs and the vegetation around the support post on the south west corner. Mr. Rose clarified that it would be vegetation there and not asphalt. Board Member Stephens also wanted to make sure that the stairs did not encroach on the shared driveway and Mr. Rose stated that they did not. Chairman Terwilliger stated that all of his questions had been answered. Board Member Francis-Heckman had an additional question concerning the shutters and whether there had been shutters on the house before. She stated that Guideline 6.4.9 states it is only appropriate to add shutters if they had been there before. Vice Chair Poling stated that 7.3.3 and 7.4.1 would cover this question on the shutters. After discussion, Board Member McCune found a picture in the Guidelines, on page 16, showing this house, 301 Front Street, as previously having shutters.

Chairman then asked for a motion on the Findings of Fact. Board Member Stephens made the following, having reviewed the record and having considered all evidence submitted and all oral testimony for case 20-06, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historical District and Guidelines. Those findings and Guidelines by staff are 6.4.9, 6.8.1, 6.8.2. Mr. Garner asked Board Member Stephens if he wanted to add the Guidelines suggested by Vice Chair Poling and Board Member Francis-Heckman spoke up and stated no. Chairman stated that he felt it was okay since a picture had been found. Chairman asked for a second and Vice Chair Poling made the second. Secretary Winn poled the board and the vote was unanimous.

Chairman asked for a motion to approve the COA. Board Member Francis-Heckman made a motion to approve the COA, Board Member Sicklin made a second. Secretary Winn poled the board and the motion carried unanimously.

Chairman stated to Mr. Rose that the COA had been approved and that he would be receiving it with a letter from the Town shortly.

Chairman closed the discussion on 20-06.

2. Case # 20-07 1004 Ann St. - Historic Plaque

Chairman opened the discussion on 20-07, Request for Historic Plaque at 1004 Ann Street.

Mr. Garner presented the applicants request. He stated that the applicants wished the name to be The Mason-Parkin House circa 1897. There is information documented by Ruth Little describing the home as the John "Hopie" Mason House circa 1898. Mr. Garner stated that this is probably the most detailed, organized application that he has ever seen in a long time if not ever for a historic plaque. Applicable Guidelines found by staff are 4.2.1, 4.2.2 and 4.2.3. Mr. Garner stated that the applicants, Mr. and Mrs. Sanders were present.

Chairman asked that Secretary Winn swear in the Sanders and they requested to be affirmed.

Chairman asked the Sanders if they had anything to add. Mrs. Sanders stated that she would like to thank Mr. Garner for his kind words about their application and she thank the Board for their consideration.

Chairman poled each of the members and no one had any questions or concerns but they did express how wonderful the application was.

Chairman asked for a motion on a Finding of Fact. Board Member Stephens made the motion; Having reviewed the record and having considered all evidence submitted and oral testimony for

case 20-07, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and the Landmarks, in particular the design standards of 4.2.1, 4.2.2 and 4.2.3, Vice Chair Poling made the second. Secretary Winn poled the Board and the motion carried unanimously.

Chairman asked for a motion to approve the COA. Board Member Stephens made the following; based on the foregoing Findings of Fact I move that the Commission conclude that the proposed project is not incongruous with the special character of the Historic District as a whole and that a COA for case 20-07 be issued. Vice Chair Poling made a second. Secretary Winn poled the Board and the vote was unanimous.

Chairman told the applicants their application had been approved and that they would be receiving their COA along with a letter from the Town within a few days.

Chairman closed the discussion around case number 20-07.

3. Case # 20-08 429 Front Street - Stucco Exterior

Chairman opened case number 20-08, 429 Front Street - Stucco Exterior. Chairman stated the he knew that there were a couple of things to do first. Board Member McCune stated that she would need to recuse herself as she is a co-owner in this establishment. Chairman made a motion to allow Board Member McCune to recuse herself, Vice Chair Poling made the second. Secretary Winn poled the Board and the vote was unanimous.

Chairman opened the matter to Mr. Garner to present on behalf of the applicant, Mr. Joey McClure. Mr. Garner stated that the applicant is requesting to stucco the exterior on the east and west side facing brick to cover the very old and crumbling brick. The property is known as Clawson's Restaurant. A vicinity map was provided as well as pictures showing what the building currently looks like. Guidelines were provided by staff for The Brick Work and Masonry, 6.3.1, 6.3.4, and 6.3.8. Mr. Garner stated he would be happy to answer any questions and the Mr. McClure was also present and he would recommend going ahead and swearing him in. A request was made to see if anyone else was present on this matter. Hearing no one Chairman asked Secretary Winn to swear in Mr. McClure.

Chairman asked Mr. McClure if he had anything that he would like to say. Mr. McClure stated that the bricks are deteriorating and they the interior on the third floor as already been stuccoed due to this same reason over 20 years ago. He thanked the Board for their consideration. Mr. McClure stated that wanted to preserve the brick and keep further damage from happening.

Chairman stated that he would pole the Board individually. Board Member Francis-Heckman asked Mr. McClure about the shade of "white" he was proposing. Mr. McClure stated he was proposing to match the building next door and the color of stucco that they had on their building. Chairman, Vice Chair Poling, Board Member Sicklin and Board Member Stephens did not have any questions at that time.

Chairman opened the discussion around concerns from the Board members. Vice Chair Poling and Board Member Sicklin did not have any concerns. Board Member Francis-Heckman and Board Member Stephens both had concerns about the color and texture of the stucco and both were concerned that if it was bright white that it wouldn't match and the it would be too stark. Chairman agreed that there were some good points made. It was agreed by the Board that it would be easier to make a decision if they could see the color that they would be voting on. Chairman asked Mr. McClure if he would be okay with tabling the matter for 30 days, until the next meeting, so he could provide the Board with samples of the color he wished to use. Board Member Francis-Heckman, Board Member Sicklin, Board Member Stephens and Vice Chair Poling agreed this would be good.

Chairman made a motion to table the matter for 30 days until the next scheduled meeting of the HPC in order for the applicant to provide samples, Board Member Francis-Heckman made the second. Secretary Winn poled the Board and the vote was unanimous.

Chairman thanked Mr. McClure for his flexibility on this and he closed the discussion on case 20-10-08.

4. Case # 20-10 109 Middle Lane - Golf Cart Charging Station

Chairman opened discussion on case 20-10, 109 Middle Lane - Golf Cart Charging Station.

Board Member McCune raised her hand. Chairman stated he got ahead of himself. He stated he would like to make a motion to bring back in Board Member McCune. Board Member Francis-Heckman made the second. Secretary Winn poled the Board and the vote was unanimous.

With that discussion was opened for case 20-10 and Mr. Garner presented the staff report. He stated that the applicant is Brent Sinclair. Mr. Garner stated that the lot is currently vacant and that the applicant is requesting that a power pole be installed at the rear of the property for charging golf carts. Mr. Garner stated that this property did not appear in the 1997 Survey updated by Ruth Little. A vicinity map and photos of the property showing the pole were included in the packet. Also included were the Outside Utilities Guidelines, 8.3.1, 8.3.3 and 8.3.6. Mr. Garner stated that the applicants Brent and Jordan Sinclair are present and we also have the property owner, Ms. Fran Parsons. Mr. Garner asked if anyone would like to speak, Ms. Parsons stated she did not. Chairman asked Secretary Winn to swear in the Sinclairs'.

Chairman asked the Sinclairs if there was anything they would like to say before the Board asked their questions. Brent Sinclair stated that the primary purpose for renting the lot was for the golf carts and to have them in a location downtown that was convenient for the people who would be renting them. The pole is strictly for the use of charging the golf carts.

Chairman at this point began to pole the members of the Board. Board Member Francis-Heckman wanted clarification that the pole was already in place. Brent Sinclair stated that it was, that they had hired an electrician and that they had no idea that they needed to go before this board. Board Member McCune asked if they had plans to paint the pole and Brent stated they would be happy to paint it. Vice Chair Poling had no questions. Board Member Sicklin agreed with Board Member McCune that painting it would be a good idea. Board Member Stephens had concerns about it being a "temporary pole" and being an "eyesore" as it is. Board Member Stephens also asked if there was a problem with the property line and hooking up to the existing Duke Power Pole on the neighboring property. Brent Sinclair stated that he was led to believe by the electrician and Duke that there would be no problem. Brent stated that he had no idea that he needed to come before this Board first and that he had thought the electrician had handled everything. Chairman asked Brent if this was a permanent thing and he stated that it was hopefully going to be.

The Board discussed the matter and their concerns over the pole as well as the Guidelines and lines being run underground when possible. After consulting with the Town Attorney and more discussion over what the Guidelines allow Chairman asked for a Finding of Fact that would be specific in stating that it is congruous with 8.3.1 and 8.3.3 but not with 8.3.6. The Board discussed making this a temporary COA and having the applicant come back at the end of the year with a permanent plan for the charging station.

Chairman made the following Finding of Fact; having reviewed the record and having considered all of the evidence submitted and oral testimony for case 20-10, 109 Middle Lane, I move that the Commission conclude that the pending application meets the following design standards under the design guidelines for the Beaufort Historic District and Landmarks and that is Guidelines 8.3.1 and 8.3.3. In addition, Guideline 8.3.6 was not met and the proposal is not congruous with that Guideline. Board Member Stephens made a second. Secretary Winn poled the Board and the vote was unanimous.

Chairman made the following motion for a COA; based upon the foregoing Finding of Facts I move that the Commission conclude that the proposed project is not incongruous with the special character of the Historic District as a whole and the at a COA for case 20-10 be issued for the proposed work with the following stipulations, the approval is temporary and only lasts through

December 31, 2020, the pole, the proposed pole and electric equipment be painted green which compatible with other structures in the Town of Beaufort and that if the requester wants to move forward with service or wants to move forward pas the date of December 31, 2020, they need to come back before the Commission with revised plans to show complete compliance with the associated Guidelines in place at that time. Vice Chair Poling made the second. Secretary Winn poled the board and the vote was unanimous.

Chairman informed the Sinclairs that they would be receiving the COA and a letter from the Town in the next several days.

Chairman closed the discussion on 20-10.

5. Case # 20-11 120 Turner Street - Sign - Cru Bar

Chairman opened discussion on case 20-11, 120 Turner Street - Signs for Cru Bar.

Chairman asked Mr. Garner to present the staff report. Mr. Garner stated that the applicant, Ms. Celia Boneventura was present. Mr. Garner stated that the applicant was requesting two 25 square foot signs on the south side of the structure made of aluminum bond board. Mr. Garner stated that these would be on Middle Lane. Mr. Garner stated that project information was in 2010 a 70 square foot sign was approved and in 2012 a 16 square foot sign was approved but this sign was no longer there. Pictures were provided by the applicant showing what the sign would look like. Signage Guidelines were also provided by staff as, 8.6.1, 8.6.2, 8.6.3 and 8.6.5. Mr. Garner stated that this request was well under the square footage requirements because the applicant gets to use Turner Street as well as Middle Lane. Mr. Garner stated that the well meet the criteria.

Chairman asked that Ms. Boneventura be sworn and she stated she would like to be affirmed. At that point Ms. Boneventura made a statement concerning the current sign and how it could be confusing to people who didn't know what the establishment was and what they sold. She stated that the new signs would help to clarify exactly what Cru is and what they offer.

Chairman asked the Board if they had any questions or concerns. Board Member Francis-Heckman had none. Board Member McCune thank Ms. Boneventura for clarifying and stated she understood her reasoning. Vice Chair Poling had none. Board Member Sicklin had none. Board Member Stephens asked for clarification on the size of the sign based off what was said and was on page 86 of the packet. Ms. Boneventura stated that the signs would be 5 feet in diameter. Chairman had no further questions.

With no further questions or discussion Chairman asked for a motion on a Finding of Fact. Board Member Stephens made the following Finding of Fact, having reviewed the record and having considered all evidence submitted and oral testimony for case 20-12, I move that the Commission would conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and its Landmarks Guidelines are included under signage on page 119, they are 8.6.1, 8.6.2, 8.6.3 and 8.6.5. Vice Chair Poling made the second. Secretary Winn poled the Board and the vote was unanimous.

Chairman asked for a motion on the COA. Vice Chair Poling made the following motion, based on the foregoing Finding of Facts I move that the Commission conclude that the proposed project is not incongruous with the special character of the Beaufort Historic District as a whole and that a COA for case 20-11 be issued for the proposed work. Chairman made the second. Secretary Winn poled the Board and the vote was unanimous.

Chairman told Ms. Boneventura that she would be receiving the COA and letter from the Town withing the next few days.

Chairman closed discussion on case 20-11.

6. Case # 20-12, 410 Front Street - Signage - Penland

Chairman opened discussion on case 20-12 410 Front Street - Signage Penland.

Chairman asked Mr. Garner to present the staff report. Mr. Garner stated that the applicant is 1. Amanda Penland and they are requesting to install an 8 square foot sign on the Front Street side of the building above the door and a 12 square foot sign on the rear of the building on the second floor. Earlier in February you approved ad COA granting 27 square foot signage for Beaufort Mercantile. Mr. Garner also stated that they are will within the total allowable square footage for signage based on the guidelines in the LDO. The applicants provided photos that were super-imposed showing what the proposed signage would look like on the building both front and back. Mr. Garner stated that staff provided the Guidelines for Signage which include, 8.6.1, 8.6.2, 8.6.3, and 8.6.5. Mr. Garner stated that the applicants also provided a sample of the wood like composite that would be used.

Chairman asked that the Penland's be sworn for their testimony and Secretary Winn administered the oath. Chairman asked if they had anything they would like to add and they just thanked the Board for considering their application.

Chairman stated he was going to ask the members of the Commission their thoughts, concerns or if they had questions. Board Member Francis-Heckman, none at this time. Board Member McCune, asked about the type of material to be used for the sign and whether it was an approved type of product. Board Member McCune stated she read in 8.6.1 that substitute materials that have the appearance of wood may be used. Board Member McCune asked the applicant if the sign on the front of the building above the awning would be centered and the applicant stated yes. Vice Chair Poling had no questions. Board Member Sicklin stated that she wanted to make a statement that she could totally understand why they want the sign above the awning because otherwise they would have a teeny sign on their door that would be hard to see. Board Member Stephens, stated he was curious as to why the signs were two different sizes. The applicant stated that the sign on the back is larger so it can be seen further away. Board Member Stephens stated that answer helped him with his second question and that was about the sign being on the railing. The applicant stated that the reason they are requesting it there is because the business before them had the sign in the exact same spot. Board Member Stephens said he felt if the sign was on the railing it was changing the look of the building and he wonder if it would be following the guidelines. Chairman stated that his comment was along the same lines as Board Member Stephens. He stated that he didn't have a problem with the signs just the placement of the sign on the railing. Chairman felt a better place for the sign would be on the building itself. He stated he know the applicants would probably have concerns on whether it could be seen in that location. The applicant stated that they had not thought about the sign being on the building but that they had seen other business with their signs on the railings. He did say that he agreed with the Chairman. Mr. Penland stated that his original option was for it not to be on the railing but Rob Wheatly and Home Port Realty, suggested they put the sign there. Board Member Stephens suggested that they look at Wind and Tide and how they hung their sign from the support beam. The applicant stated that they would doing it however the Board approves it. The applicant stated again that they submitted it they way the did because to the earlier stated reasons. Board Member Francis-Heckman stated that she was of the same opinion that it would look better hanging from the support beam. Vice Chair Poling stated she had a question for Mr. Garner about 400 Somerset Square and the issues that had been had there in the past with signage on the railings. Mr. Garner stated that he could testify that there were signs all over the railing on the front and back of that. Mr. Garner stated that the Homes Port Reality was in place for over 20 years. Mr. Garner stated it was a mix with the signs on the railings, some business have on the railings and some don't. Mr. Garner stated there was an issue with Somerset Square and that is why the signs are not there anymore. Chairman asked the applicants if the would be agreeable to putting the sign below the railing and putting it on the structure beam. Chairman agreed that putting the sign on the railing takes away from the over all aesthetics of the building.

Chairman then asked the Board how everyone else felt. Board Member Francis-Heckman, stated she would support it being on the support beam. Board Member McCune stated that she would like it to not be on the railings but she felt a 36" sign hanging off the support beam seemed a little large to her. She understood their reason for the size but felt a smaller size would be better. Vice

Chair Poling stated that she didn't have a problem with where it was positioned currently but she stated that she had also been through the Somerset issue. Board Member Sicklin stated that putting it on the support beam is fine and she agreed that the size presented was also fine. Board Member Stephens had one more question about the signs and if they were to scale in the pictures presented. The applicants stated that they were to the best of their abilities. Board Member Stephens asked if they used any calculations when putting the sign on the railing and the applicants stated it was as close as they could get it. Board Member Stephens stated if it could be put on the support beam he would be happy with that. Chairman stated that he believed that putting it on the support beam would be better and would preserve the look and feel of the structure.

Chairman asked for a motion for the Finding of Facts. Board Member Stephens made the following motion, having reviewed the record and having reviewed all the evidence submitted and oral testimony for case number 20-12, I move that the commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks under Signage Guidelines page 119, 8.6.1, 8.6.2, 8.6.3 and 8.6.5. Vice Chair Poling made the second. Secretary Winn poled the Board and the vote was unanimous.

Chairman stated he would make the motion for the COA. Based upon the foregoing Finding of Facts, I move that the Commission conclude that the proposed project is not incongruous with the special character of the Historic District as a whole and that a COA for case 20-12 be issued for the proposed work with the following amendment, the sign will be located on the structural beam below the railing, other than that everything else is approved. Vice Chair Poling made the second. Secretary Winn poled the Board and the motion carried unanimously.

Chairman told the applicants that their application was approved and that they would be receiving the COA and a letter from the Town within the next few days.

Chairman closed discussion as to case 20-12.

Public Comment

Chairman opened the public comment and stated that public comment at this time was anything concerning the Historic District. Chairman asked Mr. Garner if there was anyone on the meeting who wished to make comment. Mr. Garner stated that there was not. Chairman closed the public comments.

Commission / Board Comments

Chairman opened Commission/Board comments and stated that he would go first. He stated that first he would like to welcome Board Member Francis-Heckman to the team and that he looked forward to working with her. He stated that there were a couple of things that he wanted to go over. The first was there were two pending applications that have been waiting at least a month or more to be heard and that one of them was for significant structural changes. He stated that he and Mr. Garner had spoken and they would like to get these taken care of and was proposing a second meeting for June to try and handle these matters and if they could not reach a conclusion to table them to the next meeting. He stated to the Board that they could give their thoughts as he went around. Chairman stated that he had another thing that he wanted to bring up and that was a communication that happened about a month prior to the meeting concerning a fence that had been erected around by the Spouter. Chairman stated that anytime there is communication with all of the members and also the Board of Commissions then that is considered a legal meeting and as such it has to be open to the public. For your edification Mr. Garner brought this to my attention back when it was requested by the new owners who purchased it from the Spouter. Mr. Garner called me and we discussed it. This is a temporary fence by the new owners in order for them to do some improvements to the bulk head from the fire, they need to re-grade the lot and they need to do some other things. The owner hasn't finalized his plans as to what he wants to do with the lot. Chairman stated that any plans would have to come before the Commission as the lot is in the Historic District. Chairman stated that Mr. Garner asked him if he was okay with that and Chairman told him as long as it was temporary and at maximum it would be one year. Chairman stated he believed the time would be shorter. Chairman stated that he didn't want the Commission to think that discussions were going on behind anyone's back. This was done under an

emergency, temporary decision based on the destructive nature of the fire and the repairs that have to be made. Chairman told the Board two things as he goes around the table, let him know thoughts on an additional meeting for the two additional items and then to let him know if there were additional questions or concerns regarding the fence.

Board Member Francis-Heckman stated that she was honored to be able to step in and assume a position that Nancy held. She stated that Nancy loved the Town and historic preservation. She stated that she was glad that the Commission was finally able to meet. She stated that she was open to a second meeting but she would be out of town at the end of the month. She stated that she could attend if it was through Zoom. Board Member Francis-Heckman stated that she didn't have an issue with the fence only in how does the Board communicate and the height of the fence being six feet. She didn't understand the fence being one year but one that was voted on in the meeting tonight was six months. She feels there needs to be consistency. She stated she looks forward to working with the board.

Board Member McCune, welcomed Board Member Francis-Heckman and stated that she looked forward to working with her. She stated that on the matter of the fence she understood that it was removing an eyesore and it is a public safety issue. She stated she understood the dock is in disrepair and that they wouldn't want to endanger the public. She stated she wished there had been a more public way to deal with it. She stated she was glad to hear that there is a definite deadline and she hopes it is in writing to be legally enforceable.

Vice Chair Poling welcomed Board Member Heckman. She stated that everyone had covered her commentary on the fence. She stated that she did have a question about the Ferry Booths across from Town Hall and signage. She stated that there are two new signs up there and she felt as though that was something that should go through the Commission. She didn't know if they were an upcoming issue but she wanted to state that there are two new signs there.

Board Member Sicklin, welcomed Board Member Francis-Heckman. She stated to Secretary Winn and Chairman that she would not be in Town June 11th through June 21st and that where she would be had limited WIFI reception.

Board Member Stephens, welcomed Board Member Francis-Heckman. The fence, he stated he wanted to make sure that everyone had the Guidelines on the fences. He stated that the Guidelines as written go against what was installed. He stated that he wrote down Guidelines 8.2.3 and also the Zoning Guidelines, Chapter 8. He read the first sentence from 8.2.3 which deals with the height requirement not being over four feet for the front yard. He stated that the fence is over 6'4" tall. He also read from Chapter 8 about fences being compatible with the surrounding street scape as well as the structure and material on the site dealing with placement. He stated that he hoped there was a date on it. Board Member Stephens also voice his concern about it being a one year temporary when another temporary COA was approved for only six months at this meeting. He stated that he hoped that the timeline was in the permitting process because the applicant also has another structure under construction that has been a long time coming. Board Member Stephens stated it is a beautiful fence but it is against our Guidelines. He stated the fence is beautiful but doesn't understand why it had to be so tall. He stated it could have been four feet and had proper signage. He stated that as far as what Vice Chair Poling said about the signage down by the Ferries, he sees it every day as he drives by. He said he didn't know if the Board needed to do something or just bring it to the attention of the Chairman and Mr. Garner. Board Member Stephens stated that he feels the Historic District needs to be policed or the Commission is not doing what they need to do.

Chairman closed Board comments.

Staff Comments

Chairman I will let Mr. Garner and staff address a few things and I know that he has gotten an update relative to the Guidelines.

Mr. Garner thanked the Chairman for his explanation concerning the fence and he gave a brief update to how the fence was constructed and also that it was still part of the Demolition Permit this is good for one year.

Mr. Garner then moved on to introduce a special guest who had been watching all evening and taking notes, Mr. Phil Thomason who the consultant going over the Guidelines. Mr. Garner stated that before he went further that he wanted to thank Dee, Jeremy and Jill for working hard and getting everything together for the Zoom meeting. Mr. Garner asked Ms Quattlebaum to explain public hearings and the need to hold open any decisions for public hearings. Ms. Quattlebaum stated that Kyle was correct and that the HPC had the authority to hold Pubic Hearings but she stated that there were no public hearings at this meeting. She stated that the rule applied only to Public Hearings in a remote setting such as a Zoom meeting. She stated that Quasi Judicial hearings like this are absolutely not public hearings as they are limited to the people who have standing in a particular issue. Ms. Quattlebaum told the Commission that they did not have to come back for any issue from this meeting.

Mr. Garner stated with that he would turn it over to Mr. Thomason. Mr. Thomason stated that he was sorry that he has not been able to meet everyone in person yet but with the circumstances that had not been possible. He stated that they have been working on the Resiliency part and that he has sent it to Mr. Garner for review. He also stated they are going through the different chapters for revisions. Mr. Thomason stated that he hoped to be able to come to Beaufort by the end of the month but that depended on the situation and quarantining. He stated that he enjoyed the meeting and took lots of notes.

Adjourn

Chairman asked for a motion to adjourn. Board Member McCune made a motion, Chairman Terwilliger made a second. Secretary Winn poled the members and the vote was unanimous to adjourn the meeting.

Robert Terwilliger, Chairman

Denice Winn, Secretary to the Commission



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, July 07, 2020 - Held Via Zoom Due to Covid-19
Minutes**

Call to Order

Chairman Terwilliger opened the July 7, 2020 Historic Preservation Commission meeting and he thanked everyone for being there.

Roll Call

Chairman Terwilliger requested that Secretary Winn do a roll call. Present for the meeting were Robert Terwilliger, Laura Chadwick Sicklin, Joyce McCune, Heather Poling, John Stephens, Janet Woodward and Barbara Francis-Heckman. Secretary Winn declared a quorum.

Also present for the meeting were Kyle Garner, Jeremy Ganey, Jill Quattlebaum, Town Attorney, John Wood, Town Commissioner John Hagle and Town Commissioner Marianna Hollinshed.

Agenda Approval

- 1. Approval of Agenda for July 7, 2020

Vice Chair Poling made the motion to approve the Agenda as presented, Board Member McCune made the second. The vote was unanimous.

Minutes Approval

- 2. Minutes Approval from June 2, 2020

Board Member Francis-Heckman stated that she had a two comments concerning the minutes and wording about the discussion concerning the fence around the Spouter Inn and the second comment was she had requested that 6.7.3 be considered for the stucco concerning Clawson's. Secretary Winn requested that Board Members send page reference for changes to the Chairman, Mr. Garner and herself. The June Minutes will be reconsidered at the August meeting.

Administration of Oaths

Chairman Terwilliger stated the following documents and resources may be considered by the HPC when deciding whether applications are compliant with relevant standards and law and congruent with the special

nature of the Beaufort Historic District as a whole: 1) The Beaufort National Register Historic District Comprehensive Survey, a resurvey of the 1970 survey compiled by Ruth Little in 1997, 2) Beaufort, an Album of Memories by Jack Dudley, 3) The Design Guidelines for the Beaufort Historic District and Landmarks 1994, revised 2008, 4) the Town of Beaufort LDO adopted 2013, 5) The 2012 NC Building Code Chapter 34, Existing Buildings and Structures section 3409 on historic buildings updated 2018, and 6) the Town of Beaufort Comprehensive Plan Update prepared by the East Carolina Counsel of Government adopted in 2012. Chairman stated that these documents are available online or they can be gotten through Town Hall. Next the Chairman read through the Quasi-Judicial statement and explained how this group works and that each of the hearings are evidentiary in nature. Chairman stated that State Law sets specific procedures and rules concerning how this Board makes its decisions. Chairman explained that witness must swear or affirm before giving testimony.

At this point Kyle Garner and Jeremy Ganey, staff members were sworn for their testimony.

Old Business

3. Case # 20-08 429 Front Street - Stucco Exterior

Chairman Terwilliger opened Old Business, Case 20-08, 429 Front Street, Stucco Exterior.

Chairman Terwilliger asked if there was anyone on the Commission who needed to recuse themselves from this matter. Board Member McCune stated that she would like to recuse herself as she is a co-owner in the building. Chairman Terwilliger asked for a motion, Vice Chair Poling made the motion, Board Member Stephens made the second. The decision was unanimous.

Mr. Garner stated the request was through Mr. Joey McClure of Clawson's Restaurant. He stated that they would like to stucco the exterior of their building due infiltration of water and moisture degrading the bricks and mortar. He stated that Mr. McClure provided the sample of the color that was requested for everyone to review and that Mr. McClure was available for questions.

Prior to giving testimony Mr. McClure was administered the oath. Mr. McClure stated that he had provided the samples as requested and that they were trying to match and use the same material as their neighbor, Island Traders. Mr. McClure stated that Island Trader had the same issues that they are having with the bricks deteriorating. He stated that what they would be using is a surface bonding cement and he hoped the sample was helpful.

Board Member Francis-Heckman stated that she still was still questioning the color and she referenced 6.7.5 from the Guidelines. Chairman Terwilliger stated to Board Member Francis-Heckman that her concern was not with the material but with the color. Board Member Francis-Heckman stated that was correct.

Chairman Terwilliger asked if anyone had a similar concern. Board Member Woodward stated that if the color was a concern, why not make it the color of the brick and she understood the reason was to protect the underlying brick. Chair Terwilliger stated that he would let Mr. McClure answer that. Mr. McClure stated that they were trying to match what was existing around them and that the color seemed pretty common. Southern Frock and Island Traders has the same material on their buildings. He stated that they were not asked about changing the color, just defining which white they were proposing. Board Member Chadwick stated that because of the surrounding buildings that keeping the stucco in the white family would be better because it would blend in with the rest of Front Street. Chairman Terwilliger stated that he agreed. He also stated that he understood the concern based on the Guidelines but in his personal opinion the color proposed would be more congruent to integrate rather than a darker color. Board Member Woodward stated that after hearing this she agreed.

Chairman Terwilliger then asked for a motion of Finding of Fact for Case 20-08, 429 Front Street. Board Member Stephens made the motion, having reviewed the record and having

considered all evidence submitted and oral testimony for Case 20-08, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks, 6.3.1, 6.3.4, and 6.3.8. Vice Chair Poling made the second and Secretary Winn conducted a roll call vote with five voting yes and one abstention. Chair Terwilliger then asked for a motion for a Certificate of Appropriateness. Vice Chair Poling made the motion, based upon the foregoing Finding of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness for Case 20-08 be issued for the proposed work. Board Member Stephens made the second and after a roll call vote it carried five for and one abstention by Board Member Francis-Heckman. Chair Terwilliger told the applicant that the Town of Beaufort would be getting the appropriate paperwork to them within 7 to 10 days.

Chairman Terwilliger stated at this point he would entertain a motion to allow Board Member McCune to rejoin us. Vice Chair Poling made the motion, Board Member McCune made the second and after a roll call vote the vote was unanimous to allow her back into the meeting. Chairman Terwilliger closed the discussion on Case Number 20-08.

New Business

Chairman Terwilliger opened discussion on Case 20-05, 308 Moore Street, Demolition of existing structures on the property. Chairman Terwilliger asked Mr. Garner to describe what is being asked and then he stated that witnesses could be sworn in at that point.

Mr. Garner stated that the request is for the demolition of the main structure and there we photos were included in the packet. The photos show how bad the termite damage is. Mr. Garner stated that Mr. John Wood from the State Historic Preservation Office was here as a witness.

Chairman Terwilliger stated that he would like to go ahead and swear in any witnesses. Secretary Winn asked John Wood if he would like to swear or affirm. Mr. Wood stated affirm and the affirmation was given.

John Wood stated he was with the State Historic Preservation Office and that they provide guidance and technical assistance to property owners who are dealing with all aspects of preservation and restoration. He stated he was called by the homeowner, Donald Patterson, and he visited the property on several occasions. He stated that although he is not a technical engineer, he has seen enough buildings to evaluate the extensiveness of the termite damage and it is extremely significant. The building dates back to the 1880's not the 18th century as the plaque indicates. Mr. Wood stated that the house would have to be taken completely down and it would be cost prohibitive to rehabilitate or restore the structure. Mr. Wood stated that they had evaluated the structure and they hate to see it torn down but that may be the best option. Mr. Wood also stated that they recommend the house being documented before tearing it down. He stated he did a fairly thorough documentation of the building. Mr. Wood stated the exterior did not look bad but once you saw the inside the damage is significant. He stated that the homeowner wanted to rehabilitate the home but it was unfortunate when he got inside.

Chairman Terwilliger opened it up to the Commissioners to get their thoughts. Board Member Sicklin wanted to know if any of the brick in the fireplace was salvageable. Mr. Wood stated that from their standpoint there was brick that could be salvaged from the fireplace and the foundation. Board Member McCune had a question on how to proceed since the applicant was not present. She was concerned about the owner not being present to testify that he plans to fulfill those parts of the Guidelines. Chairman Terwilliger stated that they could be made into conditions if the final approval goes out and the owner would have to come back to request a release for those provisions. Board Member Stephens stated that the Commission had not been told who is representing the application. He stated that he appreciated what had been presented but no one

representing the applicant was present and that goes against how the proceedings are handled. Chairman Terwilliger asked Mr. Garner if there was a representative for the applicant. Mr. Garner stated no and that they had been notified of this meeting and were sent the connection for this meeting. Chairman Terwilliger stated that his suggestion would be to table the matter to the next meeting.

Board Member Stephens had one more question for Mr. Wood concerning counting the brick or other items and how that needed to be done, if there was a procedure for salvaging items before the demolition. Mr. Wood stated that he didn't think there was anything on the Town level for documentation. Chairman Terwilliger asked if there were anymore questions for Mr. Wood.

Mr. Garner stated that a Ms. Dunn would like to speak. Ms. Dunn stated that the Patterson's were trying to connect to Zoom and they were having trouble getting on due to never having used it before. Chairman Terwilliger stated that he was going to ask the town's attorney if he need to make or motion or just let it sit. Jill Quattlebaum, the town's attorney stated that the matter could be left open and if they hadn't joined by the end of the meeting then they could entertain a motion to table it to the next meeting.

Chairman Terwilliger came back after hearing another matter due to the Patterson's now being on the call. The Patterson's were able to get audio but not video. Mr. Garner asked the town attorney about swearing or affirming them due to not being able to see them. Ms. Quattlebaum stated as long as they say they have their hand on a Bible they can be sworn or they can affirm, they just have to be ask which they prefer. Secretary Winn administered the affirmation to the Patterson's. Ms. Quattlebaum asked them to state their names for the record.

Board Member McCune stated to the Patterson's they there was a question about salvaging the bricks and anything else that could be salvaged and the Commission wanted to know if they would be doing that. The Patterson's stated that they would. Board Member McCune also asked them about the Guidelines to minimize ground disturbance, retaining the mature trees and grading and seeding the lot after demolition. The Patterson's stated that was their plan to do that.

Chairman Terwilliger asked the other Commissioners is they had anything and they stated no. He then asked for a motion for a Finding of Fact.

Board Member Stephens made the motion, having reviewed the record and having considered all evidence submitted and oral testimony for case 20-05, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks, the categories that we have considered and approved and covered are, 10.1.1, 10.1.2, 10.1.3, 10.1.4, 10.1.5 and 10.1.6. Secretary Winn did a roll call vote and the vote was unanimous for the Finding of Fact. Chairman Terwilliger made the motion for a Certificate of Appropriateness, based upon the foregoing Finding of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #20-05, 308 Moore Street, be issued for the proposed work. Board Member Stephens made the second. A roll call vote was conducted and it passed unanimously.

Chairman Terwilliger told the Patterson's that the the request had been approved and he closed the discussion on case 20-05.

5. Case # 20-09 105 Gallants Lane - Enclosure & Exterior Paint

Chairman Terwilliger opened case 20-09, 105 Gallants Lane, Enclosure and Exterior Paint. Chair Terwilliger stated that he wanted to make a couple comments before starting the discussion. He stated that whole development there was built prior to that area being brought into the Historic District. He stated that the Commission is to consider whether what the applicant is asking for is

appropriate given the other buildings in the neighborhood. At this point he asked for Mr. Garner give an overview of what the applicant is asking.

Mr. Garner stated that the applicant Mr. Choate supplied information showing the other enclosures around his property and how it will match. Mr. Garner stated that staff had no issues with what they are proposing. Mr. Garner stated that Mr. Choate was present and Chairman Terwilliger asked to have him sworn in. Secretary Winn asked Mr. Choate if he would like to swear or affirm and he stated affirm. The affirmation was giving to Mr. Choate.

Chairman Terwilliger opened the discussion to the Commissioners. Board Member Sicklin had a question concerning the paint color and Mr. Garner held the paint chip up on a white sheet of paper so she could better tell the color of the yellow. Board Member McCune had a question concerning whether the lattice was going to be under the stairs or if it were going to be solid and she also wanted to know if they were going to be able to match the brick that is already there. Mr. Choate clarified that the lattice would be there and that he had already had a brick mason there to confirm that the brick could be matched. There were no other questions from the members of the Commission.

Chairman Terwilliger closed the discussion and asked for a motion for a Finding of Fact. Chairman Terwilliger made the motion, having reviewed the record and having considered all evidence submitted and oral testimony for case 20-09, 105 Gallants Lane, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks, 6.7.2, 7.8.1, 7.8.2, 7.8.3, 7.8.4 and 7.8.8. Vice Chair Poling made the second. Secretary Winn conducted a roll call vote and the vote was unanimous in favor for the Finding of Fact.

Chairman Terwilliger made the motion for the Certificate of Appropriateness. Based upon the foregoing Finding of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for case 20-09, 105 Gallants Lane, be issued for the proposed work. Vice Chair Poling made the second. Secretary Winn conducted a roll call vote and the vote was unanimous in favor for a Certificate of Appropriateness.

Chairman Terwilliger closed the discussion on Case 20-09.

6. Case # 20-13 600 Front Street - Signage – Pirate Tours

Chairman Terwilliger opened discussion on case 20-13, 600 Front Street, Signage for the Pirate Tours Ticket Booth. He asked Mr. Garner to give a brief overview of what was being requested.

Mr. Garner stated that this is a request for two 12.8 square foot signs and one 6.25 square foot sign for a total of 31.85 square feet for the Beaufort Pirate Revenge. Mr. Garner held up the color samples of what the applicant was requesting to use. These signs will be replacing the signs that were already there. Mr. Garner stated that the applicants were present for the meeting.

Chairman Terwilliger asked for Secretary Winn to administer the oath to the applicants. Secretary Winn asked Mr. Aswad and Ms. LeBeau if they wanted to swear or affirm. Both stated affirm and the affirmation was given.

Board Member Stephens had one question concerning the square footage allowed based on the frontage of the building. Mr. Garner explained that it applies to the frontage on the street. Board Member Woodward wanted to know if the previous owner had gotten a permit for the signage that had been there. Ms. LeBeau stated that the previous owner had gotten a permit. They had kept those signs but they had been damaged by a hurricane and they needed to be replaced. Board Member McCune asked if the new signs were the same size as the old ones and the applicant confirmed with a yes. Chairman Terwilliger stated that he didn't have any questions or any issues

with the signs. He stated he would poll the Commissioners to see if there were any concerns. Board Member Stephens had one more question concerning if the signs were one sided or two sided. Mr. Aswad stated that the signs were one sided and they would be set up just as they were before. Board Member Francis-Heckman stated that years back when the ferry service was putting up their signage there was discussion to limit it to three signs per booth, so the applicants are in congruence with that.

Chairman Terwilliger asked for a motion for Finding of Fact. Vice Chair Poling made the motion, having reviewed the record and having considered the evidence submitted and oral testimony for case 20-13, I move that the Commission conclude the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks, 8.6.1, 8.6.2, 8.6.3 and 8.6.5. Board Member Stephens made the second. Secretary Winn conducted a roll call vote and the vote was unanimous to approve the Finding of Fact.

Chairman Terwilliger made the motion for a Certificate of Appropriateness. Based upon the foregoing Finding of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case 20-13, 600 Front Street, Signage, be issued for the proposed work. Vice Chair Poling made the second. Secretary Winn conducted a roll call vote and the vote carried unanimously to issue a Certificate of Appropriateness.

Chairman Terwilliger told the applicants that their case and request had been approved and that they should be receiving the appropriate paperwork from the Town in 7 to 10 days. Chairman Terwilliger closed the discussion on case 20-13.

7. Case # 20-14 214 Broad Street – Single Family Dwelling

Chairman Terwilliger opened discussion on Case 20-14, 214 Broad Street, for consideration of a new single family dwelling. He asked Mr. Garner to give an overview of what the applicant is asking.

Mr. Garner stated that this is a request for a new single family home at 214 Broad Street. He said the applicants are Danny and Mary McQueen and also Mr. Jeremy Mason, contractor. He stated that Mr. Mason provided the samples of the materials that are being proposed to be used. Those samples were set outside on the loading dock at Town Hall for the members of the Commission to review. Mr. Garner stated that window samples were provided in the packet as well as the elevation drawing of the home.

Chairman Terwilliger asked for Mr. Mason and Mr. McQueen to be sworn in, Mr. McQueen stated his wife was also present. Secretary Winn asked them if they wished to be sworn or affirmed and they stated sworn. The oath was then given.

Chairman Terwilliger started with Board Member Sicklin who had a question concerning the lights and them not all being the same. Board Member Sicklin stated that the ones at the front door are appropriate but the remaining lights with the exception of one, should really match what is at the front door. Ms. McQueen stated that they could change the ones to match the front door. Board Member McCune stated that she had a similar concern about the lighting. She stated she liked the house and felt it was appropriate for the neighborhood. She stated the one question she did have is in the Guidelines concerning removing a mature tree and then replacing it with a like tree. In the proposal the tree is being replaced with two Crepe Myrtles. She stated her concern was that the tree was being replaced with two low trees. Mr. Mason stated the reason they were proposing to remove the tree was for placement of the house. Mr. Garner stated that he felt it would okay if they are replacing two trees or medium size trees with one large. Mr. Garner stated it wouldn't have to be a Live Oak, it could be a Cedar or Juniper. Mr. Mason stated they could work on a Live Oak. Board Member Stephens wanted to continue the conversation around the trees and where

the Crepe Myrtles were on the property. Ms. McQueen stated that there is a Crepe Myrtle on the corner of the Wheeler lot and their lot and Mr. Mason stated it was away from Broad Street at the end of the driveway. Board Member Stephens stated on the areal view there is a Crepe Myrtle on the upper and lower left, behind the gardening shed and in front of the patio. He stated he felt that is where they could put them without disturbing structures or popping up concrete. Board Member Stephens stated other than that it was a good presentation. Board Member Francis-Heckman stated that historically that tree has provided a challenge for developing. She also stated that it is important that we keep the foliage and that there is a plan to replace it with another tree. Board Member Francis-Heckman stated there was a lot of good information provided and she did go by and look at it. Chairman Terwilliger stated that he appreciated the thoroughness of the application and that he loved the design of the house. He stated that the samples were helpful. He then asked for a Finding of Fact for Case 20-14.

Board Member Stephens made the motion. Having reviewed the record and having considered all evidence submitted and oral testimony for Case #20-14, I move that the Commission concluded the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks. Those Guidelines are, Under Building Placement, 7.1.1, 7.1.2, 7.1.3, 7.1.4; Under Building Height and Scale, 7.2.1, 7.2.2, 7.2.3, 7.2.4; Under Materials Considered, 7.3.1, 7.3.2, 7.3.3; Under Details Guidelines, 7.4.1, 7.4.2; Textures and Color, 7.5.1; Under Form and Rhythm, 7.6.1, 7.6.2, 7.6.3; Under Landscaping 7.7.1; Off-Street Parking Guidelines, 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.7; Outside Utilities Guidelines, 8.3.1, 8.3.6; Exterior Lighting Guidelines, 8.4.1, 8.4.2, 8.4.3; Landscaping Guidelines 8.1.12, 8.1.13; Fences and Walls Guidelines, 8.2.2, 8.2.3. Vice Chair Poling made the second. Secretary Winn made a roll call vote and the vote was unanimous for the Finding of Fact.

Chairman Terwilliger made the motion for the COA. Based upon the foregoing Finding of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #20-14, 214 Broad Street, be issued for the proposed work with the following stipulations, per discussion during the meeting. The outdoor light fixtures will be changed to be similar to the ones that were proposed for the front of the house and that a large tree will be used to replace the existing tree that needs to be taken out as part of the construction. Vice Chair Poling made the second. Secretary Winn conducted a roll call vote and the vote was unanimous to approve the COA.

Chairman Terwilliger told the applicants that their request had been approved with the two stipulations. He stated that they would be receiving their paperwork from the Town in 7 to 10 days. Chairman Terwilliger closed the discussion on Case 20-14.

Public Comment

Chairman Terwilliger opened the public comment and hearing none he closed it.

Commission / Board Comments

Chairman Terwilliger started off the comments stating that he believes everyone is aware that the consultant is in town tomorrow and he has set up meetings with each member to sit down and talk about concerns. He stated that he thought Mr. Thomason will be really good at helping us figure out how to make the Guidelines more complete, more usable and more functional as a Town moving forward.

Board Member Sicklin, no comments.

Board Member Francis-Heckman, stated that she really appreciates each and every member on the Commission for the hard work that they do. She stated that this is a really difficult time that we are living in

and for her personally with sick family members and deaths in the family. She stated that there is a lot going on and that she would do her due diligence but asked for patience during this time.

Board Member McCune had a question concerning the Temporary Charging Station from the last meeting and the status of it. The applicant had been asked to paint it and start immediately on getting that completed. She stated that she had left town last week and got back today and it had not been done yet. Mr. Garner stated that he was supposed to and that he and Mr. Ganey had been discussed their options.

Vice Chair Poling said Happy 4th of July to everyone.

Board Member Stephens had no comments.

Board Member Woodward, stated this was her first Zoom and that she was worried about getting on. She said she had the help of Dee and her niece to figure it out. She also stated that she had a hard time when people were reading the Finding of Fact because she didn't have a hard copy and it was hard to follow. She stated she didn't have a hard copy of the packet and she wondered how everyone else did it. The members of the Commission each shared how they either printed it out, went back and forth between screens or had two devices that they used.

Staff Comments

Chairman Terwilliger opened staff comments.

Mr. Garner stated that he would like to thank Mr. Wood for being at the meeting and that he would also like to thank Kristi Brantley, who is the Certified Local Government Coordinator, from the Raleigh Office for being with us tonight.

Mr. Garner stated that it had already been mentioned about Mr. Thomason being in town and he also encouraged the members if they had an opportunity to meet with him.

Mr. Garner told the members that either August or September there may be another matter coming before the Commission that could possibly be controversial and may have public opinion and sentiment on it. He stated the Ms. Quattlebaum and Mr. Wood were aware of it and after he and Mr. Ganey review the application they would each review it also.

John Wood asked if he could make a comment. He stated that from the State perspective they appreciate all that the Commission does on the local level. He said they are very supportive and thankful for what they do. He also said that he would encourage the members to talk to Mr. Thomason and give their input.

Adjourn

Chair Terwilliger asked for a motion to adjourn. Vice Chair Poling made the motion, Board Member McCune made the second and after a roll call vote the decision was unanimous to adjourn the meeting.

Robert Terwilliger, Chairman

Denice Winn, Secretary to the Board



Town of Beaufort, NC

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**Town of Beaufort Historic Preservation Commission Special Meeting
6:00 PM Tuesday, August 18, 2020 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business
SUBJECT: Case # 20-15 513 Front Street - Exterior Paint, Patio,
Fence & Driveway

BRIEF SUMMARY:
New Exterior Paint, Front Yard Brick Patio, Fence & New Driveway Materials & Landscaping

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
20 Minutes

SUBMITTED BY:
Kyle Garner

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: July 22, 2020
Case No. 20-15

Request: New Exterior Paint, Front Yard Brick Patio, Fence & New Driveway Materials & Landscaping

Applicant Nelson Owens
 513 Front Street
 Beaufort, NC 28516

Property Information:

Owners: Nelson Owens
 Location: 513 Front Street
 Parcel Id #: 730505198922000

Project Information:

In the District Survey, updated by Ruth Little, the structure at 513 Front Street is described as the Jones-Ways House c. 1882. 2 story, 3-bay, Italianate-style house with side hall plan. Hipped roof with eave brackets, plain siding, 1 interior end chimney, 6/6 and 1/1 replacement sash. The Queen-Anne style hipped porch, probably added about 1900, has a cross gable with sawnwork bargeboard and brackets, turned posts, and a spindle frieze and unusual spindle railing. Double-leaf glazed and paneled front entrance has transom, sidelights and Doric pilasters. Intact Italianate interior, including staircase, mantels and surrounds. House appears on gray's 1882 map.

Proposed Work:

New Exterior Paint, Front Yard Brick Patio, Fence & New Driveway Materials

Material:

- See Attached Exhibit for Details

Color:

- See Attached Exhibit from Applicant for Details

Attachments:

- Property location map
- Adjacent property owners information
- COA application materials from Applicant (including attached exhibit)

Paint and Exterior Colors Guidelines

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

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

Landscaping Guidelines

8.1.1. Preserve and maintain historic public and private landscapes that contribute to the character of the historic district, including open spaces, streetscapes, and yards.

8.1.4. Plant smaller trees species in the planting strips adjacent to public streets only if utility lines or other overhead obstructions exist. Use species such as crape myrtle, cedar, dogwood, redbud, Carolina cherry laurel and sweet bay magnolia.

8.1.5. All new plant materials selected for replanting or new planting in publicly visible areas should complement as much as possible those found on the site and in the surrounding area of the district.

8.1.10. Contemporary edging or border materials, such as exposed landscape timbers, railroad ties, pre-cast concrete, plastic, or other substitute material borders are not appropriate in areas seen from the public view.

Fences and Walls Guidelines

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

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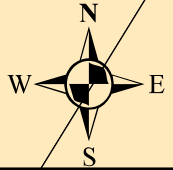
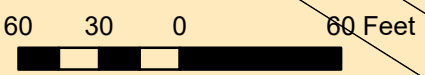
Off-street Parking Guidelines

8.5.7. Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose paving materials. Landscaping timbers, railroad ties, and concrete or plastic edging are not allowed.



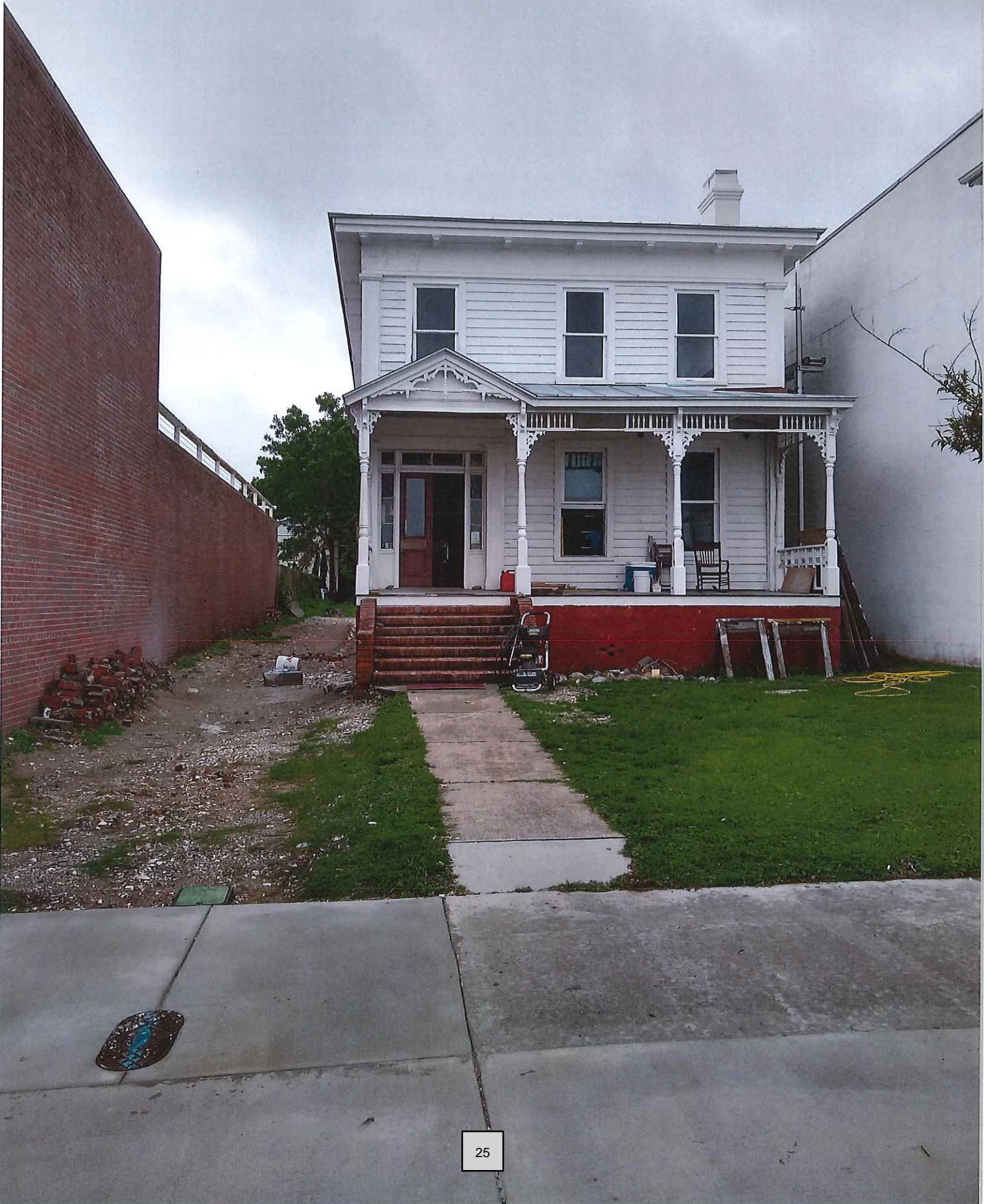
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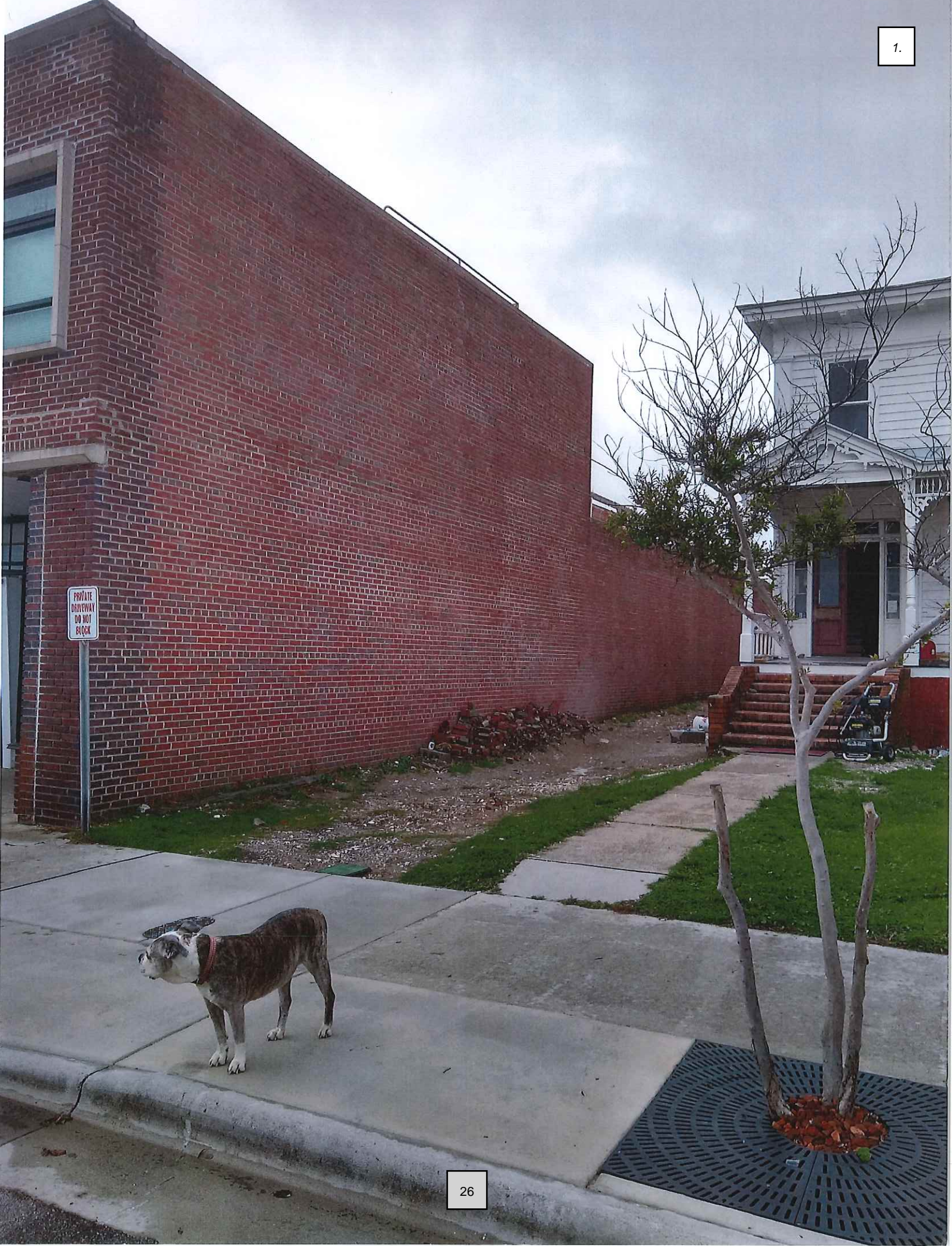
- NCHPO points
- Tax_Parcel_Data



23

<u>OWNER</u>	<u>MAIL_HOU!</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>MAIL_ST/MAIL_ZI</u>	<u>MAIL_ADD2</u>
ANN STREET METHODIST CHURCH	417	ANN STREET	BEAUFORT	NC 28516	
GILLIKIN,FRANK S JR ETAL BEN	2756	RENAISSANCE WAY	VIRGINIA BEACH	VA 23456	
HILTON,PETER V ETUX TAMMERA K	103	SYCAMORE DRIVE	PINE KNOLL SHORES	NC 28512	
MOORE,GERALD O ETUX RUTH B	5113	HOLLY LANE	MOREHEAD CITY	NC 28557	
OWENS,NELSON N ETUX PATRICIA A	723	COMET DRIVE	BEAUFORT	NC 28516	
SOUTHERN FROCK LLC	360	STEEP POINT ROAD	BEAUFORT	NC 28516	
THREE L'S LLC			BEAUFORT	NC 28516	PO BOX 407
WILLIAMS INVEST PROPERTIES LLC	205	PLAZA DRIVE STE #A	GREENVILLE	NC 27858	







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 **\$50.00 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. Please contact Town Hall at 252-728-2142 if there are any questions.

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Nelson Owens

Applicant Address: 723 Comet Drive , Beaufort NC

Business Phone: 252-342-1427 Email/Cell: Type text here

Property Owner Name: Nelson Owens

Address of Property: ~~723 Comet Drive, Beaufort NC~~ 513 Front Street, Beaufort

Phone Number: 252-3421427 Email/Cell: nelson.n.owens@gmail.com


PROJECT INFORMATION

Detailed description of the Proposed Project *(please attach additional pages if necessary)*:
I am restoring the Thomas Duncan House under direction of the North Carolina Historic Preservation Office (John Wood) and the National Park Service. I am bringing to the BHC items that these two organizations have no direct control or opinion on. This will be my first of probably several appearances before this commission as the property is developed. Please see the attached Addendums and information:

- Addendum A: Exterior paint change
- Addendum B: Front yard brick patio and Beaufort style fence
- Addendum C: Driveway materials

Estimated Cost of Project: \$ 15,000

Year House Built: 1856


Applicant Signature

6/14/2020
Date

Property Owner Signature (if different than above)

Date

An application fee of \$50.00, 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)

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- An indication of all trees to be replaced and/or removed.
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- All types of building material samples.
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Properties ADJACENT TO 513 Front Street

PARCEL NUMBER: 730617108077006

OWNER: BEAUFORT FLATS LLC

PHYSICAL ADDRESS: 118 6 CRAVEN ST
BEAUFORT

MAILING ADDRESS: PO BOX 1143
BEAUFORT NC 1143 28516

PARCEL NUMBER: 73050519795100D

OWNER: HINES,LAURA MATHEWS BREGLER

PHYSICAL ADDRESS: 509 FRONT ST
BEAUFORT

MAILING ADDRESS: 6518 ZACK ROAD
OAK RIDGE NC 27310

PARCEL NUMBER: 73050519795100E

OWNER: HILTON,PETER V ETUX TAMMERA K

PHYSICAL ADDRESS: 509 FRONT ST
BEAUFORT

MAILING ADDRESS: 103 SYCAMORE DRIVE
PINE KNOLL SHORES NC 28512

PARCEL NUMBER: 73050519795100B

OWNER: OWENS,ELBERT WEST JR

PHYSICAL ADDRESS: 509 FRONT ST
BEAUFORT

MAILING ADDRESS: 120 GOODWIN LAMP ROAD
BEAUFORT NC 7803 28516

PARCEL NUMBER: 73050519795100H

OWNER: THREE L'S LLC

PHYSICAL ADDRESS: 509 FRONT ST
BEAUFORT

MAILING ADDRESS: PO BOX 407
BEAUFORT NC 28516

PARCEL NUMBER: 73050519795100A

OWNER: WILLIAMS INVEST PROPERTIES LLC

PHYSICAL ADDRESS: 509 FRONT ST
BEAUFORT

MAILING ADDRESS: 205 PLAZA DRIVE STE #A
GREENVILLE NC 27858

PARCEL NUMBER: 73050519795100G

OWNER: JARRETT BAY GROUP LLC

PHYSICAL ADDRESS 507 FRONT ST
BEAUFORT

MAILING ADDRESS: 530 SENSATION WEIGH
BEAUFORT NC 7764 28516

PARCEL NUMBER: 730505198836000

OWNER: MOORE,GERALD O ETUX RUTH B

PHYSICAL ADDRESS 515 FRONT ST
BEAUFORT

5113 HOLLY LANE
MAILING ADDRESS: MOREHEAD CITY NC 28557

Addendum A: Exterior Color Change

Existing Colors

Lap siding: White

All trim: White:

Front Door: Dark Red

Back Door: White

Shutters: One set found under the house: Green

Proposed Colors:

Lap siding: Benjamin Moore Nimbus Gray

All Trim including Eaves, Corbels, Railings, Corner boards and window trim: Benjamin Moore Pure White

All exterior doors: Benjamin Moore Caliente (Dark Red)

Reproduced Operational Shutters: Benjamin Moore Caliente (Dark Red)

See attached samples and color scheme



BODY: Nimbus Gray 2131-50
TRIM: Pure White OC-64
ACCENT: Caliente AF-290



CUERPO: Gris de Nube Nimbo 2131-50
MARCO: Blanco Puro OC-64
ACENTO: Caliente AF-290



Addendum B: Front Yard Brick Patio, Fence and Landscaping

Install a 20'X25' Pervious Brick Patio

Location: In the front yard east of the walkway, between the porch and sidewalk

Materials: appropriate gravel and sand base, Pine Hall English Edge Full Range pavers with nibs to allow water drainage(the exact same pavers used on the new Front Street sidewalks)

The entrance to the patio will be at the walkway at the base of the front porch steps

Install a 3' "Beaufort Style" scalloped picket fence - see attached photograph

Location: Parallel to the sidewalk from the walkway to (and in line with) the front of the General Store. Also from the sidewalk, parallel to the walkway, ending at the entrance to the brick patio.

Materials: 4x4 Pressure treated wood posts, 2x4 pressure treated wood rails, 2x2 pressure treated pyramid wood pickets - the pickets 3" apart on center varying in height from 33" to 36" as shown in photo- all painted white

Landscaping

Location: plant beds on all 4 sides of the brick patio

Materials: Plant types will be chosen at a later time





Addendum C: Driveway replacement

Replace existing dirt and rubble driveway on the west side of the walkway. Create an pervious alleyway and walkways leading to future development in the back of the property

Proposed: 8' wide completely pervious alleyway, used mostly for pedestrians, bicycles and golf carts to access the rear of the property - Initially starting with the most visible section facing Front Street, then extending down the west side of the house. it will eventually be over 200' long

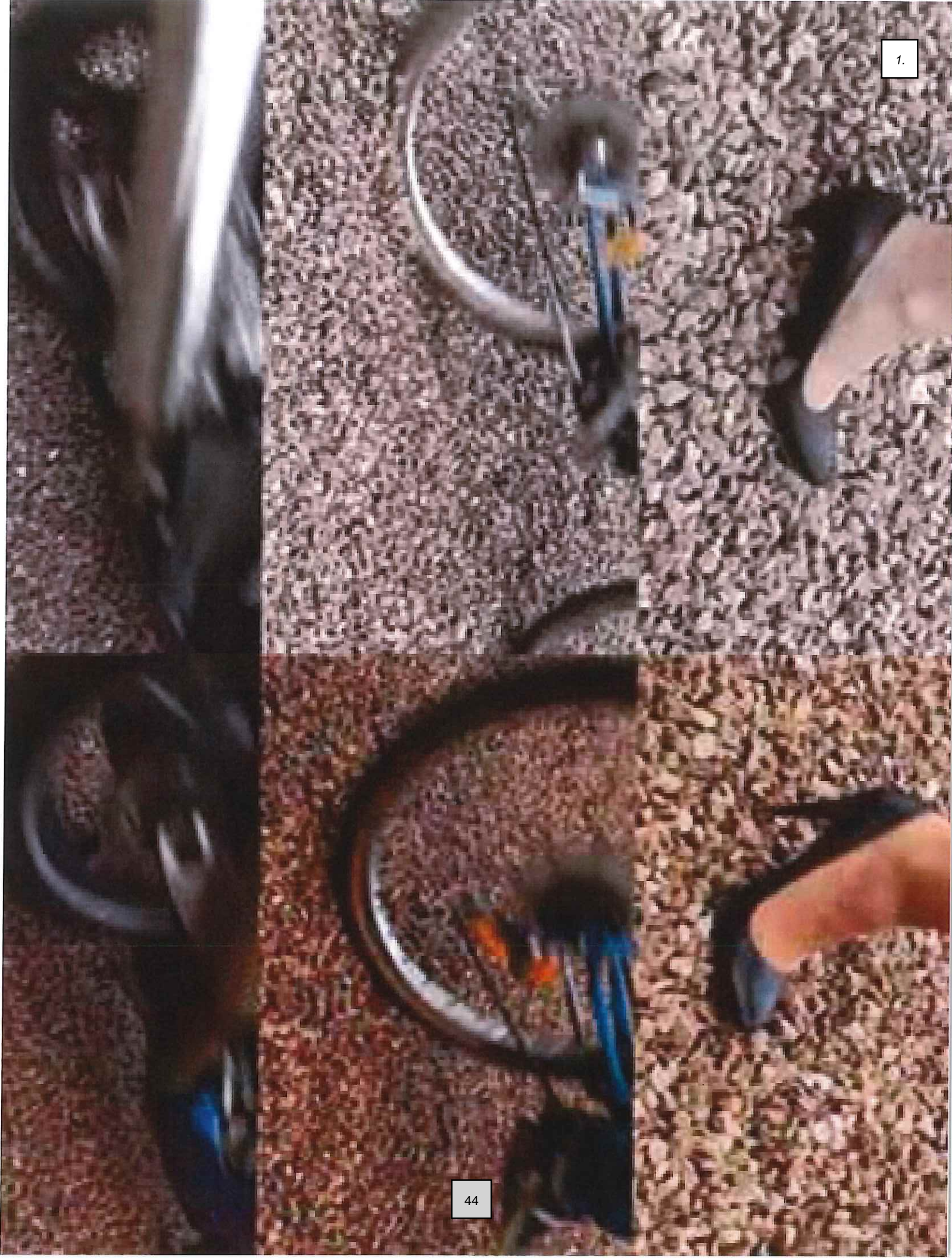
Materials: Use North Carolina white granite cobblestones as border and accents. Infill with crushed white granite stone using Dupont GroundGrid, or a similar product, to stabilize the gravel making it stable for bicycles and pedestrians.





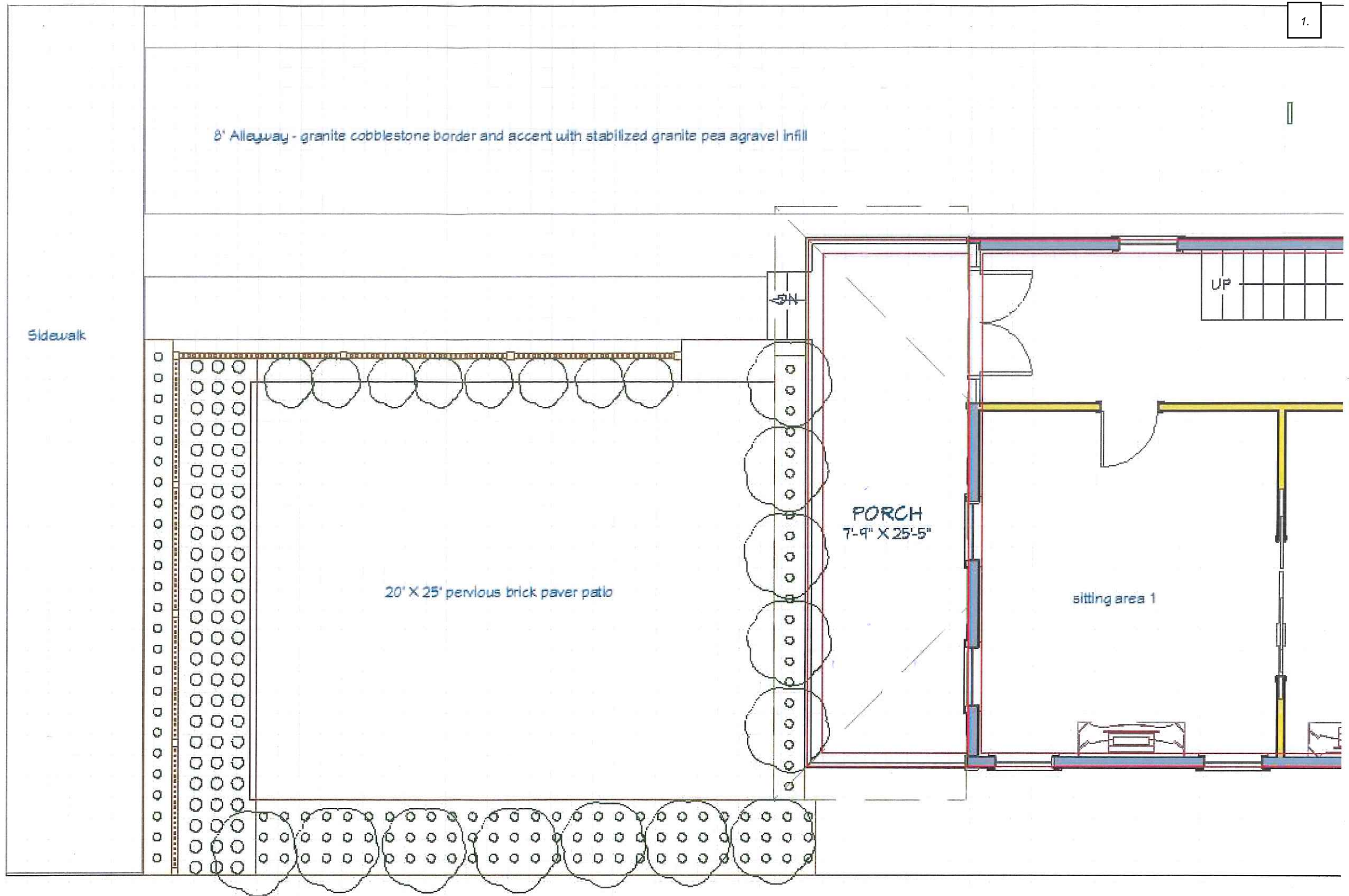














Town of Beaufort, NC

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 Commission Special Meeting
6:00 PM Tuesday, August 18, 2020 – Virtual Meeting via Zoom**

AGENDA CATEGORY: New Business

SUBJECT: Case # 20-16 122 Front Street - Fence on Bulkhead

BRIEF SUMMARY:

Install a Fence Along the Seawall at 122 Front Street

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Kyle Garner

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, Planning Director
Date: July 20, 2020
Case No. 20-16

Request: Install a Fence Along the Seawall at 122 Front Street
Applicant Intracoastal General Contracting
 4936 Hwy. 101
 Newport, NC 28570

Property Information:

Owners: Annette Williamson
Location: 122 Front Street
Parcel Id # 730617003651000

Project Information:

In 2014 a COA was issued for this property, once known as the “Fisherman’s Cottage” and was torn down and rebuilt in 2014.

Proposed Work:

- Construct a new fence along the seawall similar in design, size and color as currently exist on site.

Material:

- See Attached Exhibit for Details

Color:

- See Attached Exhibit from Applicant for Details

Attachments:

- Property location map
- Adjacent property owners information
- COA application materials from Applicant (including attached exhibit)

Fences and Walls Guidelines

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

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Chapter 5. Protecting Beaufort's Historic Vistas

Therefore, the HPC has developed the following policy regarding new construction, including additions to existing buildings, in the Beaufort Historic District.

The vistas of Beaufort's waterfront play a crucial role in defining the character of Beaufort's Historic District. These include, but are not limited to: the sweeping vistas across Taylor's Creek, Gallant's Channel, and Town Creek; and views of the Historic District, particularly Front Street, from the water. An important factor in evaluating certificates of appropriateness for new construction and additions to existing structures will be the impact, from both the land and water on the vistas of Beaufort's waterfront. Generally, new construction, or additions to existing structures, that encroaches into the vistas of Beaufort's waterfront should be permitted only to the extent necessary to allow reasonable use of the property. In weighing the impact of new construction and additions to existing structures, the commission should consider the traditional setting or context of the subject property relating to the vistas of Beaufort's waterfront.

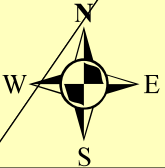
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- Tax_Parcel_Data



60 30 0 60 Feet

51



<u>OWNER</u>	<u>AIL_HOU</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>L_STMAIL_ZI4MAIL_ZI5</u>	<u>MAIL_ADD2</u>
ADAMS,JUDITH E ETVIR ETAL			BEAUFORT	NC	28516 PO BOX 1057
COPELAND,JASON CARTER ETAL	3156	ABINGDON PLACE	BURLINGTON	NC	27215
CRAMER,ADELE B	809	DEVON PLACE	ALEXANDRIA	VA	22314
FLEET,CLIFFORD III ETUX FRAN	512	SOMERSET AVENUE	RICHMOND	VA	23226
LANTERI,ANNE T	119	FRONT STREET	BEAUFORT	NC 2143	28516
MANSON HOUSE ASSETS LLC	553	CAROLINA MDWS VILLA	CHAPEL HILL	NC	27517
MCCOLM,MICHAL ETAL WILLIAMSON	122	FRONT STREET	BEAUFORT	NC	28516
SMITH,GORDON III ETUX BEVERLY	3323	ALLEGHANY DRIVE	RALEIGH	NC	27609
TOWNSEND,ELIZABETH M ETVIR	21	OAK DRIVE	DURHAM	NC 2131	27591

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APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Intracoastal General Contracting

Applicant Address: 4936 HWY 101 Newport NC 28570

Business Phone: _____ Email/Cell: 252-241-4221

Property Owner Name: Annette Williamson

Address of Property: 122 Front Street Beaufort NC 28516

Phone Number: _____ Email/Cell: 817-456-9913

PROJECT INFORMATION

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

We would like to construct a fence along the seawall similar in design, size and color as the existing fence on the property. This is also a requirement for a insurance policy and a safety concern for the public.

Estimated Cost of Project: \$ 1500.

Year House Built: 2014

Robert McCall / Intracoastal General Contracting
Applicant Signature

6/22/2020
Date

Annette Williamson
Property Owner Signature (if different than above)

6/22/2020
Date

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122 Front Street
Fence Job

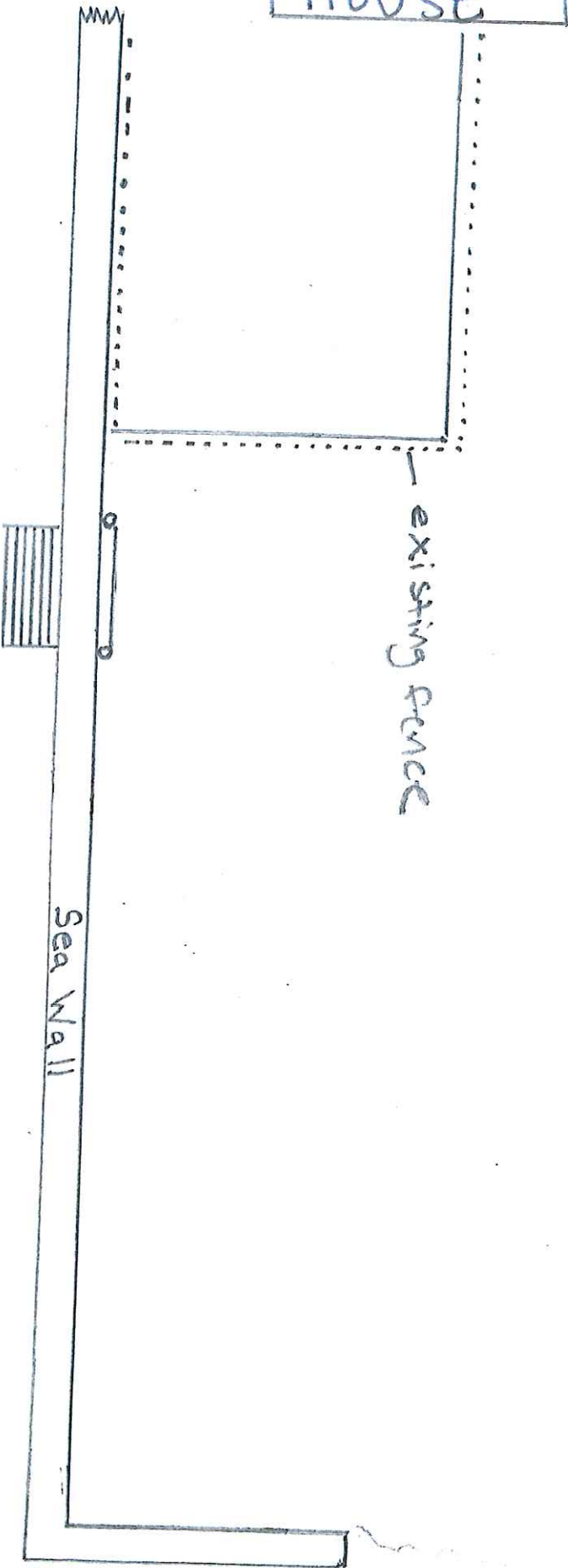
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W

Front Street

House

existing fence

Sea Wall



122 Front Street Beaufort NC 28516

Description of building materials

- Treated 4x4 posts
- Treated 2x4 for rails
- Treated 2x2 for pickets
- Stainless steel screws

122 Front Street Beaufort NC 28516

Fence Construction

There are no adjacent property owners to this parcel

No demo required

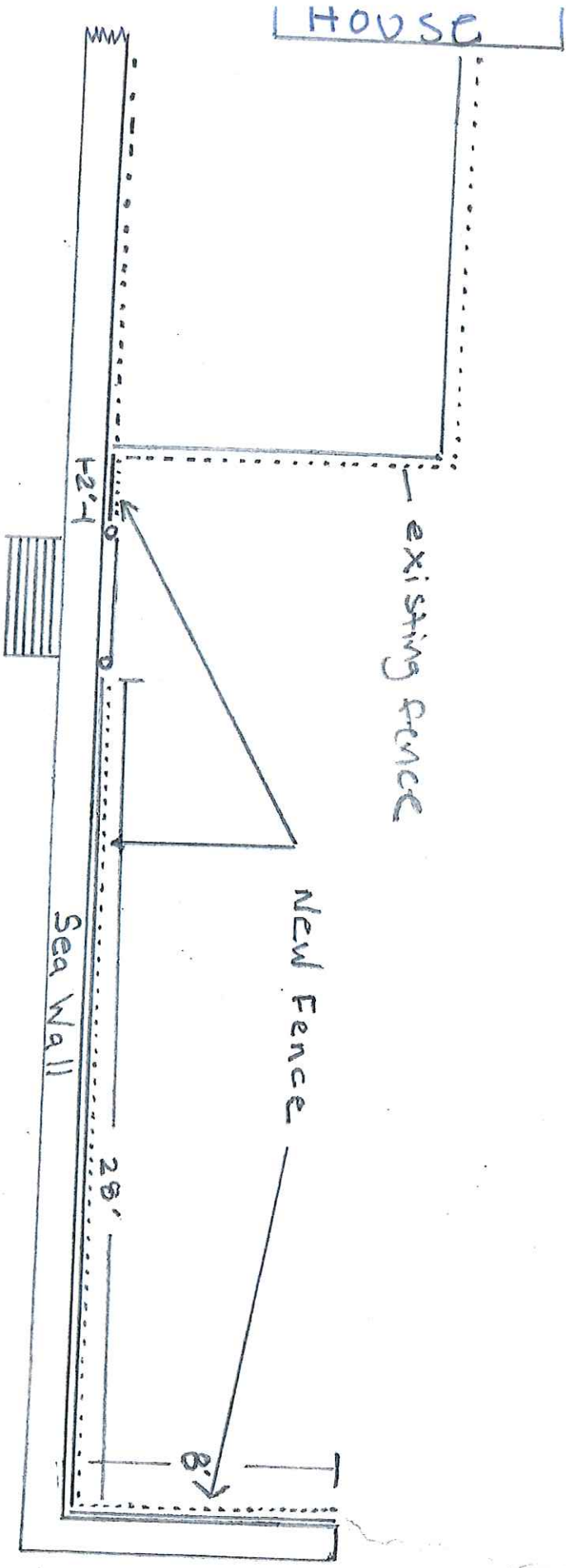
No landscape to be altered or added

Paint is SW Superpaint Extra White- not a color

122 Front Street Fence Job



Front Street





SuperPaint

PAINT AND PRIMER IN ONE



EXTERIOR ACRYLIC LATEX

LIFETIME LIMITED WARRANTY

Options

Container Size:

1 Gallon



Sheen:

Satin



Base:

Extra White

[Change Base](#)

Your options may be adjusted based on color selection.

Price

Sign In to order online



