



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

**Board of Commissioners**  
**Regular Meeting**  
**6:00 PM Monday, June 09, 2025**  
**Train Depot, 614 Broad Street**

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**Call to Order/Pledge of Allegiance**

**Roll Call**

**Agenda Approval**

**Items of Consent**

- [1.](#) Meeting Minutes
- [2.](#) NCDR General Records/Program Records Schedule
- [3.](#) Capital Project Budget Amendment #1- Professional Park Drive Area Stormwater Project
- [4.](#) Fourth of July Parade Event

**Public Hearing**

- [1.](#) Proposed Fiscal Year 2026 Budget (Matt Zapp, Town Manager)
- [2.](#) Voluntary Annexation- 2303 Highway 70 Beaufort (Elizabeth Lewis, Town Clerk)

**Presentations**

1. Beaufort Waterfront Operations and Finance Committee
  - a. Next Steps
    - i. Marina Management Company
    - ii. Fuel Farm Installation

**Quasi-Judicial Proceeding**

- [1.](#) Case #25-09 Beaufort Bar SUP Outdoor Operation 410 Live Oak Street (Michelle Eitner, Town Planner)

**Public Comment**

**New Business**

- [1.](#) Proposed Fiscal Year 2026 Fee Schedule (Christi Wood, Finance Director)
- [2.](#) Wastewater Allocation Request- 2303 Highway 70 Beaufort (Sam Bell, Town Engineer)
- [3.](#) Case #25-03 400 Airport Road Hanger 72 - Site Plan (Kyle Garner, Planning and Inspections Director)

[4.](#) Case #25-07 Site Plan – Boys & Girls Club at 497 Campen Road (Michelle Eitner, Town Planner)

[5.](#) Wastewater Allocation Request- 497 Campen Road (Sam Bell, Town Engineer)

**Manager Report**

**Mayor/Commissioner Comments**

**Adjourn**



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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, June 09, 2025**

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**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** Meeting Minutes

**REQUESTED ACTION:**

Approval of draft minutes for the following meetings:

- May 12, 2025, BOC Regular Meeting
- May 15, 2025, Special Meeting Budget Work Session
- May 21, 2025, Special Meeting Budget Work Session

**SUMBITTED BY:**

Elizabeth Lewis, Town Clerk



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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, May 12, 2025  
Train Depot, 614 Broad Street**

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**Call to Order/Pledge of Allegiance**

Mayor Harker called the meeting to order at 6:00 PM and led the Pledge of Allegiance.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

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

**ABSENT:** None

**Agenda Approval**

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

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

**Items of Consent**

1. Meeting Minutes: April 14 & 28, 2025

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

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

**Old Business**

1. Petition for Annexation- 2303 Highway 70; Certificate of Sufficiency

Ms. Lewis presented the initial findings regarding the petition for voluntary annexation of 2303 Highway 70 Beaufort. She provided background on the petition submitted by Current

County Government on February 20, 2025. She noted the property in question is a 41.08-acre vacant tract currently in the ETJ, zoned R20, and within an X flood zone. She highlighted potential impacts, including an increase in emergency service call volume and potential future staffing needs. She noted if annexed, the property would not generate tax revenue as it is owned by a government entity. The sewer allocation request associated with the proposed usage would require 24,000 gallon per day usage, representing about 2% of the total capacity.

Ms. Lewis confirmed that she completed the investigation of the petition and found it met the necessary requirements, therefore presenting the Certificate of Sufficiency. She recommended the Board set a public hearing date for June 9, 2025, on the question of annexation.

Commissioner Cooper made a motion to set the 2303 Highway 70 Annexation Public Hearing for June 9, 2025, at 6:00 p.m.

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

## 2. Draft UDO Vision Statement Revisions

Ms. Eitner, Town Planner, presented the revised draft of the UDO vision principles and goals statement. She explained that the purpose of the document was to establish general directives for the drafting process, not to pin down specific policy decisions. She noted that full adoption of the UDO is not expected until late 2027.

The Board of Commissioners discussed three proposed revisions to the document as presented by Ms. Eitner.

- For item #1 in the goals section, the board unanimously agreed to use the revised language as presented: "Align future growth and public services with the capacity of existing and planned infrastructure, both built and natural, to support a thriving and resilient community".
- For item #2, in the goals section the board unanimously agreed to use the revised language as presented: "Expand the availability and diversity of housing options that are attainable for those who live and work in Beaufort, with a focus on supporting year-round residents and the local workforce".
- For item #3, alternatives for UDO Goal #6, there was extensive discussion about the Non-Intensification Zone (NIZ) and how to word the goal. The Board of Commissioners expressed various concerns about the extent of the NIZ, potential future changes to its boundaries, and the need for flexibility in development. After discussion, the board reached a consensus to use "Option D" of the proposed revisions to be able to move forward, with the understanding that this language may be revisited during the detailed drafting process to ensure the Board is satisfied with the final product. Option D was a proposed revision developed by the UDO Steering Committee at their April 16th meeting. It was presented as follows, "Focus growth, new infrastructure, and expansion of existing infrastructure outside of the Non-Intensification Zone".

Mayor Harker noted the need for additional education on the NIZ, such as reviewing maps and specific locations that fall within the classification. The board also briefly discussed other sections of the vision statement, with Commissioner Oliver raising questions about public engagement, equal consideration of all communities, developers and demographic representation in the process. Ms. Eitner acknowledged that much of the outreach and engagement work was yet to occur as part of the UDO development process and they were focused on the guiding principles and goals at this time. Commissioner Oliver recommended that goal number four be revised to add, "to the neighborhood or area", as the term context-appropriate needs more clarity.

3. FY 25 Budget Amendment #4

Christi Wood, Finance Director, presented FY 25 Budget Amendment #4, explaining that it involved changes to the general fund and stormwater fund. For the general fund, there was an overall decrease of \$413,176, including a decrease in grant revenue, an increase in sales and service revenue from the sale of fire apparatus, and an increase in other revenue from a donation. For the stormwater fund, there was a decrease of \$294,815 for a grant that was budgeted in the project fund.

Commissioner Gillikin made a motion to approve FY 25 Budget Amendment #4 as presented.

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

4. Beaufort Waterfront Operations and Finance Committee Update

Commissioners Spiegler and Commissioner Gillikin provided updates on the Beaufort Waterfront Operations and Finance Committee (BWOFF). They reported on a successful public engagement event held on April 15th, which was well-attended with over 100 participants. They mentioned an ongoing online survey open until May 23rd for additional public input. The Commissioners also provided updates on a \$12 million legislative appropriation request for the waterfront project, plans for installing Town owned fuel tanks in the west parking lot, and reported interviews were being conducted for potential marina management companies. They emphasized the BWOFF's focus on making the waterfront Beaufort-centric and incorporating community feedback. The next BWOFF meeting was announced for May 16, 2025, at 1:00 p.m. in the Train Depot.

## Public Comment

### **Ethan Lewis: 604 Beaufort Manor Drive, Beaufort, NC 28516**

Mr. Lewis spoke about Municipal Code section 90.12, which he believed negatively affects the homeless population in Beaufort. He asked for the code to be considered for repeal, arguing that it was unjust and cruel. Mr. Lewis expressed concerns about criminalizing homelessness and the potential consequences of fines for those unable to pay.

### **Ally Kristen: 444 Meeting Street, Beaufort, NC 28516**

Ms. Kristen, representing a group of concerned citizens, requested help in preserving an old growth live oak tree at 406 Live Oak Street. She presented arguments for keeping the tree, including its historical and environmental value, and suggested alternatives for the proposed development that would allow the tree to remain.

### **Rusty Quate: 119 Gallants Point Rd, Beaufort, NC 28516**

Mr. Quate asked what 2% of capacity represents in relation to the sewer allocation request coming forth for 2303 Highway 70. He also inquired if the Town's sewer pipes were adequately sized to handle the additional flow.

## New Business

1. Proposed FY 2026 Budget

Matt Zapp, Town Manager, presented a high-level review of the current budget data ahead of a work session scheduled for Thursday, May 15, 2025. He shared the revenue neutral tax rate was \$0.29. He noted that while the rate is set based on current best data (as of May 5), actual collections may vary due to appeal outcomes and lagging

adjustments. The number will evolve, but \$0.29 is the most accurate pre-June 30 estimate. To meet the proposed needs identified by staff, a tax rate of \$0.33 was recommended for FY26. Mr. Zapp provided a red line list showing prioritized items and potential cuts to reach different tax rate scenarios. It was noted that all calculations were made under the assumed collection rate of 98.55%.

The Board expressed appreciation for the detailed information provided and shared they were looking forward to the upcoming work session to dive deeper into the budget specifics.

2. Pamlico Sound Regional Hazard Mitigation Plan Adoption

Ms. Eitner presented the Pamlico Sound Regional Hazard Mitigation Plan for adoption. She explained that this cooperative regional plan is updated every 5 years in accordance with FEMA requirements. The plan establishes a vision and guiding principles for reducing hazard risk and proposes specific mitigation actions.

Commissioner Spiegler, who served on the committee creating the plan, praised the document and noted its relevance to the ongoing UDO update process.

Commissioner Spiegler made a motion to adopt the Pamlico Sound Regional Hazard Mitigation Plan and associated resolution as presented.

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

3. Case #25-02; 406 Live Oak Street Mixed-Use Site Plan

Ms. Eitner presented the site plan review for a mixed-use development at 406 Live Oak Street. The plan included one mixed-use building with ground floor commercial units and three rental apartments on the top floor. The site plan included parking, landscaping, and other required elements. A significant point of discussion was the removal of a large live oak tree on the property.

The applicant, Vic Fasolino, explained the challenges of preserving the tree given the site constraints and development plans. In his presentation, he detailed the landscaping plans, which included planting numerous new trees and plants.

After extensive discussion and questioning of the applicant, the Board expressed their desire to preserve trees in the Town but also shared understanding of the applicant's position and reason to remove the existing trees.

Commissioner Cooper made a motion to approve the site plan for Case #25-02 with the condition of planting one live oak and one native tree on Live Oak Street. The motion carried unanimously with a (5-0) vote.

4. Case #25-08 - Front Street Village Phase III Site Plan

Commissioner Cooper made a motion to excuse Commissioner Oliver from the consideration of Case #25-08.

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

Mr. Garner, Planning Director, presented the Front Street Village Phase III site plan, which included 14 townhome units and two commercial structures. He noted that the plan was consistent with the original PUD approved in 2008.

The applicant, Mr. Oliver, clarified that the townhomes would not be used for short-term rentals and expressed hope that they could be offered to hotel employees at an attractive rate.

Commissioner Gillikin made a motion to approve the site plan for Case #25-08 as presented.

The motion carried unanimously 7 a (4-0) vote.

**Manager Report**

Mr. Zapp provided an update covering various topics such as: USDA project updates and deadlines, salary study recommendations, potential grant funding for stormwater management, the budget process, timeline and next steps. He emphasized his commitment to maintaining high-quality service in the Town of Beaufort.

**Mayor/Commissioner Comments**

Commissioner LoPiccolo congratulated Mayor Harker on her recent election to represent District 2 on the North Carolina League of Municipalities Executive Board.

Commissioner Gillikin thanked those in attendance as well as staff, specifically Manager Zapp and Christi Wood, for their excellent work composing budget related documents in a short amount of time.

Commissioner Spiegler and Commissioner Oliver echoed the positive comments already made about staff and public engagement.

Commissioner Cooper spoke about the upcoming budget work sessions.

Mayor Harker also thanked the Town Staff and Commissioners for their dedication and hard work.

**Adjourn**

Commissioner Oliver made a motion to adjourn the meeting at 8:40 p.m.

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

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



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**Board of Commissioners**  
**Budget Work Session**  
**4:00 PM Thursday, May 15, 2025**  
**Train Depot, 614 Broad Street**

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### **Call To Order**

Mayor Harker called the meeting to order at 4:00 p.m.

### **PRESENT:**

Mayor Harker  
Commissioner Gillikin  
Commissioner LoPiccolo  
Commissioner Oliver  
Commissioner Cooper  
Commissioner Spiegler

### **Budget Planning Process and Timeline**

Town Manager Matt Zapp shared that staff had assembled a budget with a 33-cent tax rate to fund 100% of the items requested, with approximately \$800,000 in cuts required to achieve the revenue neutral rate. He explained that staff needed specific directions from the Board on what items to fund and what tax rate to set to assemble the draft budget to be presented to the Board at the May 21<sup>st</sup> Budget Work Session.

Commissioner Oliver presented a budget model showing the possibility of maintaining a revenue neutral approach while reducing sewer rates by \$1 million, noting that some belt tightening and adjustments would be required. It was explained that he sent his presentation to the Board a couple hours prior to the meeting and not everyone had a chance to review it yet.

Town Manager Zapp shared the County recommended maintaining a 7% holdback on real property tax revenue to account for potential appeals and collection issues, which was incorporated into the budget projections.

The Board emphasized their fiduciary responsibility to avoid raising taxes if possible, suggesting they need to thoroughly review the budget to make appropriate funding decisions.

Town Manager Zapp shared the USDA loan payments of approximately \$481,000 will be required starting June 1, 2026, as part of a 41-year pay

## Utility Fund and Rate Discussion

Commissioner Oliver proposed reducing water and sewer fees by \$1 million in the upcoming fiscal year based on accumulated enterprise capital funds of approximately \$5.3 million over recent years.

Town Staff confirmed that Beaufort maintains healthy financial reserves with a 51% general fund balance and approximately \$5.3 million in utility reserves, both exceeding industry standards for financial stability. Manager Zapp explained additional information should be obtained and rate studies should be performed before reducing utility rates. It was noted that staff could actively work on that, and it was not fiscal year dependent.

The Board worked through a revenue-neutral list with red-lined items, making keep/remove decisions to provide better direction for staff. Results of the discussion are captured below:

- Approval of funding six new full-time firefighter positions based on staff recommendations, representing a \$600,000 personnel expansion for the fire department.
- Approval to fund and retain a Parks and Events Coordinator position at \$72,200.
- Approved salary adjustment options for years of service that had been previously discussed, totaling \$113,000.
- Approval of 3% COLA for all full-time employees totaling \$240,000.
- Approval to fund the remainder of the UDO update totaling \$150,000.
- The Board agreed to delay the Police Department generator replacement to FY27, with the understanding emergency funds to be requested if it fails before then.
- Approval of \$10,000 for police department undercover vehicle replacement.
- It was suggested that the request for the Fire Department's replacement F-250 pick-up truck be considered and worked into the budget if possible.
- Denial of Public Works request to replace a forklift. The Board suggested exploring short-term rental or lease options instead of immediate purchases to manage budget constraints.
- Denial of Public Works request to replace an F-150 truck. The Board suggested exploring lease options instead of immediate purchases to manage budget constraints.
- Denial of Public Works request to replace the dock at Grayden Paul Park. It was suggested Town staff explore ways to make crucial repairs within budget instead of replacing the entire dock.
- Denial to fund a grant writer. It was decided staff would handle grant writing in-house for 12 months rather than hiring an external grant writer.
- Denial to make a one-time donation to the Boys and Girls Club.
- Approval to maintain the \$100,000 allocation for dredging in the budget and continue pursuing the project.
- Approval of adding an additional \$100,000 to the reserve fund for boardwalk/docks despite current implementation challenges.

**Personnel/Communication Discussion**

Town Manager Zapp discussed multiple alternatives for the monthly newsletter, noting the community's median age of 58-59 years and recommending a hybrid approach that maintains print while expanding electronic distribution. He proposed reducing the newsletter to a one-page front and back format (cutting costs by approximately 50%) while maintaining service to the entire community.

Town Manager Zapp also discussed efforts to improve communication strategies in the upcoming fiscal year, including more dedicated staff time for PIO functions.

Town Manager Zapp emphasized the importance of establishing clear road maps and expectations before hiring new staff members to avoid frustration and ensure effective implementation of town initiatives.

Town Manager Zapp reported that staff were successful in identifying an existing employee with appropriate training for the resiliency function as previously requested by Commissioner Spiegler. This requires only a 5% salary adjustment, rather than creating a new position.

**Other Action Items**

A request was made by Commissioner LoPiccolo to allocate funds for tree planting.

It was noted that in previous years, tree planting funds had been used for shrubbery, landscaping, and trees at Randolph Johnson Park and downtown, but no allocation was made for the current year.

The Board reached consensus to allocate \$7,500 for tree planting, with staff confirming they could find room in the budget.

It was requested that staff bring the vehicle replacement policy document to the board for review and final approval at a future meeting.

The next scheduled continuation of FY26 budget discussions set for May 21<sup>st</sup> at 6:00 p.m., with the goal of a formal proposed budget document under the revenue neutral tax rate. Staff will prepare revised proposals based on the Board's guidance.

**Adjourn**

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

The motion carried unanimously.

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

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



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**Board of Commissioners**  
**Budget Work Session Minutes**  
**6:00 PM Wednesday, May 21, 2025**  
**Train Depot, 614 Broad Street**

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**Call to Order**

Mayor Harker called the meeting to order at 4:00 p.m.

**Roll Call**

Elizabeth Lewis, Town Clerk, called the roll.

**PRESENT:**

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

**ABSENT:**

None

**Agenda Approval**

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

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

**Items for Discussion**

**1. Presentation of the DRAFT FY26 Recommended Budget-** Town Manager, Matt Zapp

Town Manager, Matt Zapp, presented the draft FY26 recommended budget. He began by explaining the materials provided to the board, including a bound draft budget, a legal-sized current projects list, and a line-by-line item budget for both revenue and expenses. Manager Zapp mentioned that they had taken a zero-based budgeting approach, starting from line number one and going through over 600 lines of documentation for both revenue and expenses. Manager Zapp highlighted several key points of the proposed budget:

- Revenue neutral tax rate: The budget proposes a significant reduction in the tax rate from the current 46 cents to a calculated revenue neutral rate of 28.84 cents per \$100 valuation.
- Maintaining current water and sewer rates: The budget proposes to maintain the current water and sewer rate structure. However, Manager Zapp requested board approval to schedule a comprehensive rate analysis with the North Carolina Rural Water Association.
- Primary budget and capital goals:
  - Addition of 6 full-time firefighters (3 on the County side, 3 on the Town side)
  - Purchase of a Public Works dump truck, a sewer truck, a F-250 truck for the Fire Department, and 3 generators
  - Development of an enterprise fund (Fund 14) for the Beaufort Waterfront projects
  - 3% COLA for employees and market competitive adjustments based on a salary study
  - Total budget: \$19,856,755 (less than the previous year's budget which included \$1.5 million from fund balance for asphalt repairs)
  - Fund allocations:
    - General Fund: \$14 million
    - New Stormwater Fund: \$180,000
    - Utility Fund: \$5.2 million
    - System Development Fees: \$125,000
    - New Waterfront Fund: \$0 (placeholder)
  - Average tax bill: Based on the new average tax value of \$573,000, the average tax bill would be approximately \$1,654 annually or \$137.85 monthly.
  - Manager Zapp reported that the unassigned fund balance as of June 30, 2024, was \$7.8 million. After projected expenses and maintaining the Town's internal policy of a 20% holdback, there would be approximately \$3.4 million available and unassigned in the fund balance.

Zapp then opened the floor for questions from the Board of Commissioners.

Mayor Harker deemed a Board consensus on maintaining the revenue neutral tax rate of 28.84 cents as presented by the staff. The Board also gave consensus for the staff to proceed with a comprehensive utility rate analysis to be performed by the North Carolina Rural Water Association.

Commissioner Spiegler thanked the staff for their hard work and the addition of the docks to the budget on both the revenue and expense sides.

Commissioner Oliver expressed full support for the Town Manager's budget recommendations.

Commissioner Cooper inquired about the difference between the 28.84 cent tax rate and a rounded 29 cent rate. Manager Zapp clarified that rounding to 29 cents would generate approximately \$34,000 more in revenue.

Commissioner LoPiccolo asked about the utility fund debt service and how it would change over time.

Manager Zapp explained that some debts would be paid off in the coming years, potentially freeing up funds for rate adjustments or new projects. He also mentioned the need for a robust capital improvement plan to guide future decisions.

Manager Zapp provided an update on the USDA project and shared the following key points:

- Asphalt patching was scheduled to begin the following day (May 22, 2025) on Broad Street.
- The town had engaged Greg Meshaw, a retired employee, on a part-time basis to help manage the USDA projects.
- Two contractors (Sunland and TA Loving) were handling three projects. Sunland will now focus on completing the stormwater project, while TA Loving would take on both the water and sewer projects concurrently.
- The estimated cost for full edge-to-edge road replacement in the construction zones ranged from \$6 million to \$10 million, which was not currently budgeted.
- The Town is working on improving communication with residents about road closures and water shutoffs through various means, including door hangers, social media posts, and text alerts.
- Manager Zapp confirmed that the first payments for the USDA water and sewer projects would be due on June 1, 2026.

**Staff Comments**

There were no additional staff comments.

**Adjourn**

Commissioner Oliver made a motion to adjourn the meeting at 6:50 p.m.

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

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Sharon E. Harker, Mayor

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Elizabeth Lewis, Town Clerk



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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, June 09, 2025**

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**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** NCDR General Records/Program Records Schedule

**REQUESTED ACTION:**

Formal adoption of the General and Program Records retention and disposition schedule from the NC Department of Natural and Cultural Resources (NCDRCR). This is standard for local government agencies from North Carolina. While the Town of Beaufort currently follows these schedules, we would like the Board of Commissioners to formally adopt them. Full documents can be found using the links below. Please note, the 2021 version is the most current edition provided by NCDRCR. The Board will be notified of any future updates.

General Records Retention - [2021 General Records Schedule: Local Government Agencies \(ncdcr.gov\)](https://www.ncdcr.gov/2021-General-Records-Schedule-Local-Government-Agencies)

Program Records Retention - [2021 Program Records Schedule: Local Government Agencies \(ncdcr.gov\)](https://www.ncdcr.gov/2021-Program-Records-Schedule-Local-Government-Agencies)

**SUMBITTED BY:**

Elizabeth Lewis, Assistant Town Manager



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**Board of Commissioners  
Regular Meeting  
6:00 PM – Monday, June 9, 2025  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**AGENDA CATEGORY:** Items for Consent  
**SUBJECT:** Capital Project Budget Amendment #1 for Professional Park Drive Area Stormwater Project

**BRIEF SUMMARY:**

This amendment requests the appropriation of a \$540,000 grant received by the Town of Beaufort from Carteret County. The Town of Beaufort is a subrecipient of the MOA between Carteret County and the NC Department of Public Safety. These funds are part of the FY 2022 Disaster Relief and Recover/Mitigation/Resiliency Directed Grant. The purpose of the funds is to support debris removal, disaster mitigation, and storm resiliency initiatives within Carteret County.

The Town of Beaufort plans to use the funding to perform maintenance and re-grading of ditches and swales in the Professional Park / Mercerville area in Beaufort to mitigate on-going flooding and poor drainage. The area was the focus of a recent stormwater study that includes grading and rerouting of ditches as proposed solutions. Results and information gathered in the study will be used in the re-grading efforts to maximize the effect of mitigation efforts.

The Town of Beaufort greatly appreciates the collaboration with the County on the grant funding and looks forward to using it to provide relief to residents within our shared communities.

**REQUESTED ACTION:** Approve Capital Project Budget Amendment #1 Professional Park Drive Area Stormwater Project

**EXPECTED LENGTH OF PRESENTATION:** 5 minutes

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

**BUDGET AMENDMENT REQUIRED:** Yes



**TOWN OF BEAUFORT  
CAPITAL PROJECT BUDGET AMENDMENT #1  
PROFESSIONAL PARK DRIVE AREA STORMWATER PROJECT**

WHEREAS, the Town of Beaufort adopted a Capital Reserve Fund Ordinance for Professional Park Drive Area Stormwater Project on November 13, 2023, and

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

BE IT ORDAINED by the Board of Commissioners by the Town of Beaufort that the following Capital Project Budget Ordinance is adopted in accordance with Section 13.2 of Chapter 159 of the General Statutes of North Carolina for the Professional Park Drive Area Stormwater Project.

**SECTION I: REVNUUE**

Appropriate grant funds received from Carteret County to perform maintenance and re-grading of ditches and swales in the Professional Park / Mercerville area in Beaufort to mitigate on-going flooding and poor drainage.

GRANT FUNDS.....	\$ 540,000
<b>TOTAL REVENUE.....</b>	<b>\$ 540,000</b>

**SECTION II: EXPENDITURES**

ENGINEER/DESIGN.....	\$ 81,000
CONSTRUCTION.....	\$ 459,000
<b>TOTAL EXPENDITURES.....</b>	<b>\$ 540,000</b>

**SECTION III: DISTRIBUTION**

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

Adopted this 9<sup>th</sup> day of June 2025.

ATTEST:

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

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



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**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, June 09, 2025**

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**AGENDA CATEGORY:** Items of Consent

**SUBJECT:** Fourth of July Parade

**Fourth of July Parade – 2025 Event Summary**

The Beaufort Business Association (BBA) has submitted an event application to host the annual Fourth of July Parade on Friday, July 4, 2025, at 11:00 a.m. in downtown Beaufort.

**Parade Details**

- Line-Up Time: 10:00 a.m.
- Line-Up Location: Front Street, beginning at Front and Gordon Streets, extending eastward.
- Parade Route: Begins at Front and Gordon Streets, proceeds west on Front Street, turns right on Turner Street, and concludes in the Carteret County Courthouse parking lot.

**BBA Responsibilities**

- Handles parade participant registrations
- Maintains the required event insurance coverage
- Organizes parade line-up

**Town Support**

Per the Board of Commissioners’ 2018 directive, the Town of Beaufort continues to support the Fourth of July and Christmas parades by covering staffing and resource costs.

**Town Staffing and Resources Include:**

- 7 Beaufort Police Department officers, above regular staffing.
- 7 additional Town staff members
- Total: 14 employees working 3-4 hours each at holiday overtime rates
- Public Works support includes:
  - Solid waste services
  - Restroom stocking and cleaning
  - Street sweeping following the event

- The Beaufort Fire Department provides on-duty personnel to assist with public safety.
- One PD vehicle starts the parade, and the FD closes the parade with a fire truck and a safety vehicle to assist in clearing the streets of pedestrians.

**Public Safety Note**

Due to the elevated safety concerns, Public Safety reserves the right to increase staffing or cancel the parade if deemed necessary to protect public welfare.

Barricades will be deployed and each intersection along the parade route is staffed. Additional parade safety measures are deployed.

**REQUESTED ACTION:** Consider approval of the event.

**SUMBITTED BY:**

Rachel Johnson, Events Coordinator

Date Application Received:

Permit Number:



TOWN of  
**BEAUFORT**  
NORTH CAROLINA

## APPLICATION FOR SPECIAL EVENT PERMIT

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

Events Coordinator, Town of Beaufort  
701 Front Street  
P.O. Box 390  
Beaufort, NC 28516

Phone: (252) 728-2141 Email: [r.johnson@beaufortnc.org](mailto:r.johnson@beaufortnc.org)

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

## EVENT BASICS

Event Name: Beaufort 4th of July Parade

Location of Event Site: On front street, from Gordon to Turner, On Turner from Front to Broad

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

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Run by: Beaufort Business Association

Applicant (Organizer) Name: Kristen Prescott Contact # 252-675-9231

Day of Event Contact #: 252-675-9231 Email: kristendprescott@gmail.com

Type of Event:

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

- Music Event
- Other \_\_\_\_\_

Actual Event Date(s): July 4th Time of Event: 11:00 a.m

Set-Up Date: July 4th Start Time: 10.00 A.M

Tear Down Date: July 4th End Time: 12 to 12:30 p.m

Estimated Attendance: 1,000 Admission Fees: Free

**Event Description:**

Parade line-up on Front street, East of Gordon Street. Parade starts at Gordon and proceeds west on west on Front Street,  
turns at Turner and terminates at Broad

## ORGANIZER/APPLICANT INFORMATION

Name of Organization: Beaufort Business Association

Primary Contact Person: Kristen Prescott

Mailing Address: 1003 Lennoxville Road Beaufort NC

Email: kristendprescott@gmail.com

Daytime Phone #: 252-6759231 Cell Phone #: 252-675-9231

Alternate Contact Person: Trey Hardesty Phone #: 252-916-1255

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

## SITE PLAN

**Site Plan Attached**

- Yes
- No

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

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

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

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

## PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

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

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

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## OTHER EVENT DETAILS

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

\_\_\_\_\_

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

## ALCOHOL

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

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

X  (Applicant's Signature)

## ROAD CLOSURES

Does your event require a road closure?  YES  NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
Front Street	10:00 a.m	11:00 a.m	12 to 12:30 p.m	12 to 12:30 p.m
Turner Street		11:00 a.m	12 to 12:30 p.m	12 to 12:30 p.m

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

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

## PARKING/PARKING LOTS

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

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

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

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

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

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

## PARADE/WALK INFORMATION

Parade Assembly Area: Front Street East of Gordon Time: 10:00

Parade Dismissal Area: Turner and Broad Time: 12 to 12:30 p.m

Parade Start Time: 11:00 a.m

## EMERGENCY MANAGEMENT

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

Designated Emergency personal/liaison (onsite): Kristen Prescott Cell #:

252-675-9231 Other Contact: 252-675-9231

How will your event staff react to severe weather?  
Cancel

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

### RISK ASSESSMENT

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

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What training will you provide to your volunteers/staff/participants regarding emergencies?  
Yes.

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## TENTS

Will you have tents at your event? \_\_\_\_\_ YES  NO

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

## FOOD

Will there be food served at your event? \_\_\_\_\_ YES  NO

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

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

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

# VENDORS

Will there be vendors selling items at your event? \_\_\_\_\_ Yes \_\_\_\_\_ No

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

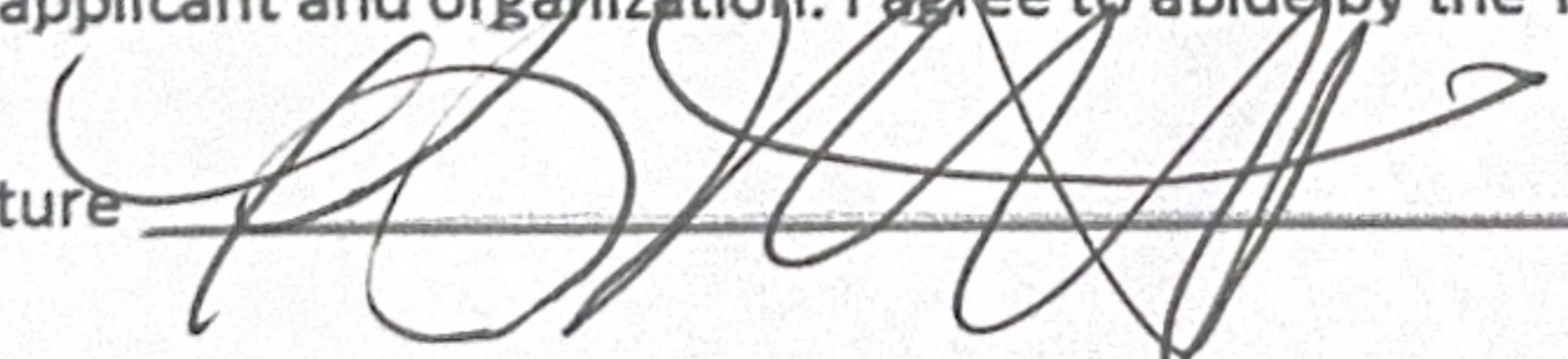
All vendors must have proper certifications and licenses. They must display the required state sales and use tax information and the event organizer must keep all of this information on file pursuant to North Carolina State laws.

# CHECKLIST

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

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

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

Applicant's Signature  Date 5/27/25

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

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

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



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

**Board of Commissioners  
Regular Meeting  
6:00 PM – Monday, June 9, 2025  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

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**AGENDA CATEGORY:** Public Hearing  
**SUBJECT:** Proposed Fiscal Year 2026 Budget

**REQUESTED ACTION:**

Conduct a Public Hearing on the FY 2026 Proposed Budget. Following the Public Hearing, adopt the FY 2026 Proposed Budget and corresponding Budget Ordinance.

A full copy of the FY 2026 Proposed Budget can be viewed at:  
<https://www.beaufortnc.org/finance/page/budgets>

**EXPECTED LENGTH OF PRESENTATION:**

5 minutes

**SUBMITTED BY:**

Matt Zapp – Town Manager

**BUDGET AMENDMENT REQUIRED:**

NO

# Budget Ordinance

TOWN OF BEAUFORT  
FY 2026 BUDGET ORDINANCE  
BE IT ORDAINED

by the Town Board of Commissioners of the Town of Beaufort, North Carolina:

## Section 1: General Fund

### A. Revenues

It is estimated that the following revenues will be available in the General Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

#### GENERAL FUND REVENUES

Property Taxes	\$6,241,656
Intergovernmental	\$5,369,080
Permits and Fees	\$1,654,489
Sales and Service	\$151,000
Other Revenues	\$625,000
Transfers In	\$265,225
Fund Balance Appropriation	0
<b>TOTAL</b>	<b>\$14,306,450</b>

### B. Expenditures Authorized by Department

The following amounts are hereby appropriated to each department in the General Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

#### GENERAL FUND EXPENDITURES

Governing Body	\$135,909
Administration	\$816,025
Human Resources	\$230,543
Information Technology	\$102,480
Finance	\$795,214
Fire	\$4,079,361
Planning & Inspections	\$762,377
Parking	\$255,600
Police	\$2,873,066
PSA & Engineering	\$289,778
Public Works	\$3,067,222
Non-Departmental	\$698,875
Transfers Out	\$200,000
<b>TOTAL</b>	<b>\$14,306,450</b>

**Section 2: Utility Fund**

**A. Revenues**

It is estimated that the following revenues will be available in the Utility Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**UTILITY FUND REVENUES**

Permits and Fees	0
Sales and Service	\$5,245,305
Other Revenues	0
Loan Proceeds	0
Transfers In	0
Fund Balance Appropriation	0
<b>TOTAL</b>	<b>\$5,245,305</b>

**B. Expenditures Authorized by Department**

The following amounts are hereby appropriated to each department or division in the Utility Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**UTILITY FUND EXPENDITURES**

Sewer	\$3,564,694
Water	\$1,382,686
Non-Departmental	\$297,925
<b>TOTAL</b>	<b>\$5,245,305</b>

**Section 3: System Development Fee Fund**

**A. Revenues**

It is estimated that the following revenues will be available in the System Development Fee Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**SYSTEM DEVELOPMENT FEE FUND REVENUES**

Intergovernmental	0
Permits and Fees	\$125,000
<b>TOTAL</b>	<b>\$125,000</b>

**B. Expenditures Authorized by Department**

The following amounts are hereby appropriated in the System Development Fee Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**SYSTEM DEVELOPMENT FEE FUND EXPENDITURES**

Transfers	\$125,000
<b>TOTAL</b>	<b>\$125,000</b>

**Section 4: Stormwater Fund**

**A. Revenues**

It is estimated that the following revenues will be available in the Stormwater Fund for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**STORMWATER FUND REVENUES**

Intergovernmental	0
Permits and Fees	\$180,000
<b>TOTAL</b>	<b>\$180,000</b>

**B. Expenditures Authorized by Department**

The following amounts are hereby appropriated in the Stormwater Fund for the operation of the Town government and its activities for the fiscal year beginning July 1, 2025, and ending June 30, 2026:

**STORMWATER FUND EXPENDITURES**

Stormwater	\$180,000
<b>TOTAL</b>	<b>\$180,000</b>

**Section 4: Ad Valorem Tax**

There is hereby levied a tax as calculated below in the General Fund in Section I of this ordinance.

	Real & Personal	Motor Vehicles	Total Revenue
Valuation of property listed January 1, 2025	\$2,084,302,670	\$69,555,109	
Rate \$0.2884 per \$100 value	6,011,129	200,597	
Rate of collection	98.55%	98.55%	
<b>TOTAL</b>	<b>\$5,923,968</b>	<b>\$197,688</b>	<b>\$6,121,656</b>

In accordance with NC General Statute 159-13, the estimated rate of collection for property and motor vehicle taxes for the 2026 fiscal year beginning July 1, 2025 is as shown in the calculation above.

**Section 5: Amendments and Contracts**

Pursuant to NC General Statute 159-15, this budget may be amended by submission of proposed changes to the Town Board of Commissioners.

Notwithstanding the above subsection (a) above, the Town Manager is authorized to transfer funds from one appropriation to another within the same fund without limitation.

Funds may not be transferred between funds without prior approval from the Town Board of Commissioners. The Town Manager may enter into and execute change orders or amendments to construction contracts in amounts less than \$50,000 when the appropriate annual budget or capital project ordinance contains sufficient appropriated but unencumbered funds.

The Town Manager may execute contracts which are not required to be bid or which G.S. 143-131 allows to be let on informal bids so long as the annual budget or appropriate capital project ordinance contains sufficient appropriated but unencumbered funds for such purposes.

Upon notification of funding increases or decreases to existing grants or revenues, or the award of grants or revenues, the Town Manager may adjust budgets to match, including grants that require a match for which funds are available.

**Section 6: Distribution**

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

Adopted this 9th day of June, 2025

ATTEST:

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

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



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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, June 09, 2025**

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**AGENDA CATEGORY:** Public Hearing

**SUBJECT:** Voluntary Annexation- 2303 Highway 70 Beaufort

**BRIEF SUMMARY:**

On May 12, 2025, the Town Clerk presented a Certificate of Sufficiency regarding a petition for voluntary annexation of 2303 Highway 70 Beaufort, submitted by Carteret County.

Notice of the June 9, 2025, Public Hearing was published in the Carteret County News-Times on May 28, 2025, and June 4, 2025.

**REQUESTED ACTION:**

Conduct a Public Hearing on the question of annexation, tax parcel #731703016821000, into the Town of Beaufort corporate limits. If approved, the attached draft ordinance will need to be adopted. Recordation at the Register of Deeds will follow adoption/approval.

**SUMBITTED BY:**

Elizabeth Lewis, Town Clerk



**AN ORDINANCE TO EXTEND THE CORPORATE LIMITS OF THE TOWN OF  
BEAUFORT IN CARTERET COUNTY, NORTH CAROLINA  
ORDINANCE NO. 25-\_\_\_\_\_**

**WHEREAS**, on or about February 20, 2025, the Town of Beaufort (hereinafter “Town”) received a petition (hereinafter “Petition”) from Carteret County, requesting the Town to annex an area more fully described in the Petition, such area generally known as “2303 Highway 70”; and,

**WHEREAS**, the Board of Commissioners for Town directed the Town Clerk to investigate the sufficiency of the Petition and to certify the result of the investigation to the Board of Commissioners for Town; and,

**WHEREAS**, at the May 12, 2025 meeting of the Town’s Board of Commissioners, the Town Clerk delivered her certification regarding the sufficiency of the Petition; and,

**WHEREAS**, the Board of Commissioners of Town thereafter set a public hearing for June 9, 2025 on the question of annexation as requested in the Petition and caused notice of the public hearing to be published on May 28, 2025 and June 4, 2025 in the Carteret County News-Times; and,

**WHEREAS**, the above-described public hearing was held on the date and at the time noticed, and during said public hearing persons resident or owning property in the area described in the Petition and persons resident or owning property in the Town were given an opportunity to be heard; and,

**WHEREAS**, the Board of Commissioners of Town desires to annex the areas described in the Petition and therefore adopts this Ordinance pursuant to the provisions of Part 1 of Article 4A of Chapter 160A of the North Carolina General Statutes.

**NOW THEREFORE**, be it resolved and ordained by the Board of Commissioners in and for the Town of Beaufort as follows:

1. The Petition meets the requirements of Section 160A-31 of the North Carolina General Statutes.

2. The areas described in the Petition and more particularly described in Exhibit A attached hereto and incorporated herein by reference are hereby annexed into and made a part of the Town of Beaufort.

3. The effectiveness of this Ordinance shall be conclusively demonstrated by the recordation of this Ordinance in the Office of the Register of Deeds of Carteret County, North Carolina.

4. The Mayor of Town, the Town Clerk and all other proper agents of the Town are hereby directed and authorized to take such further action as may be reasonably necessary to implement this ordinance and to comply with any requirements of statute or other law applicable to the subject matter hereof.

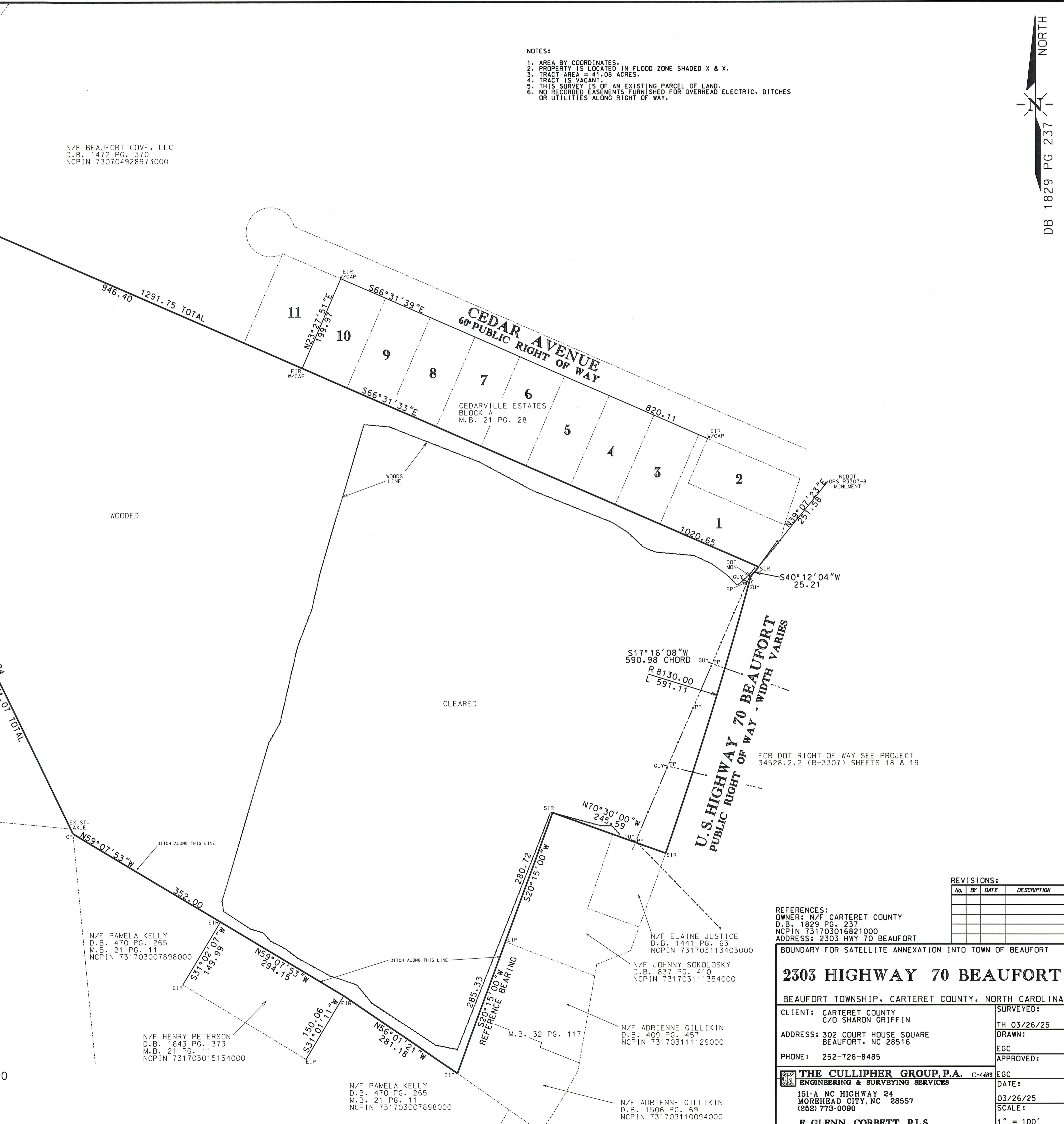
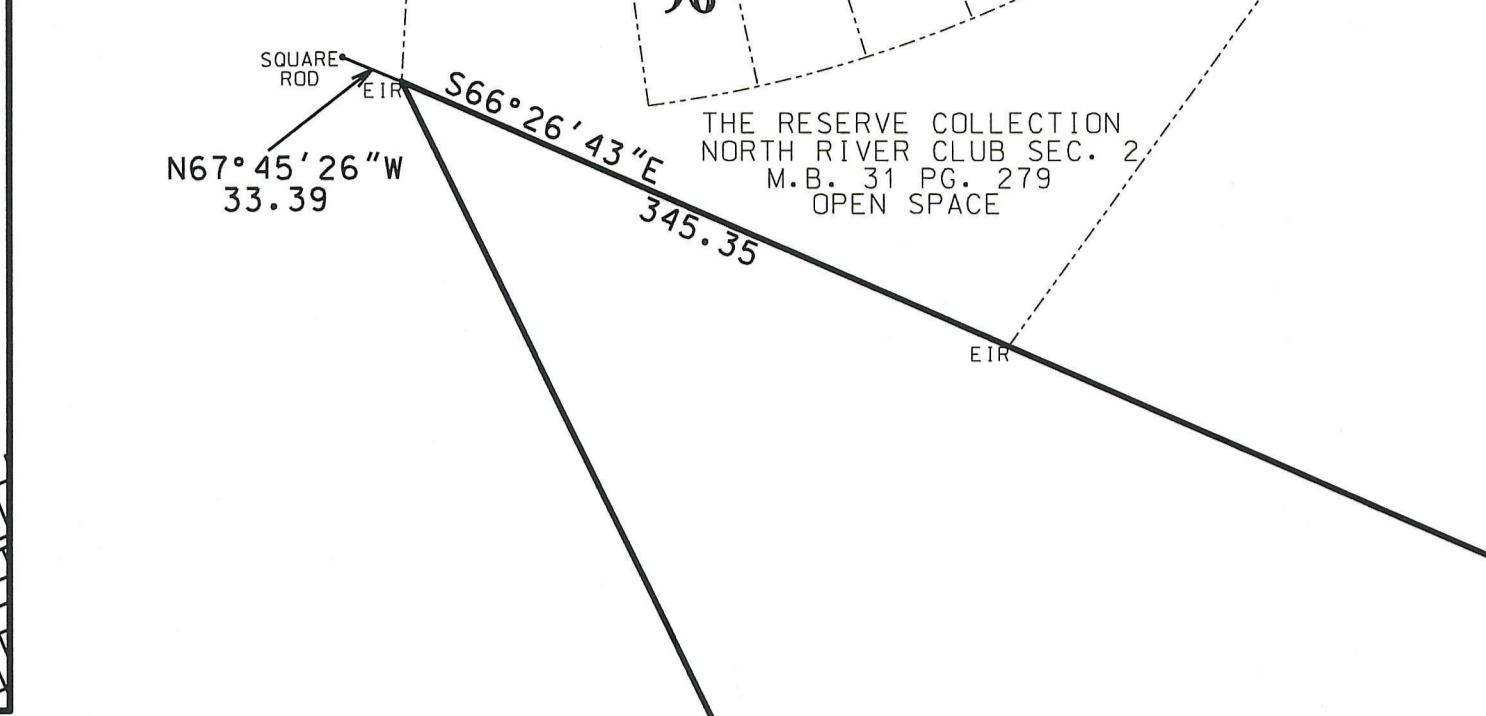
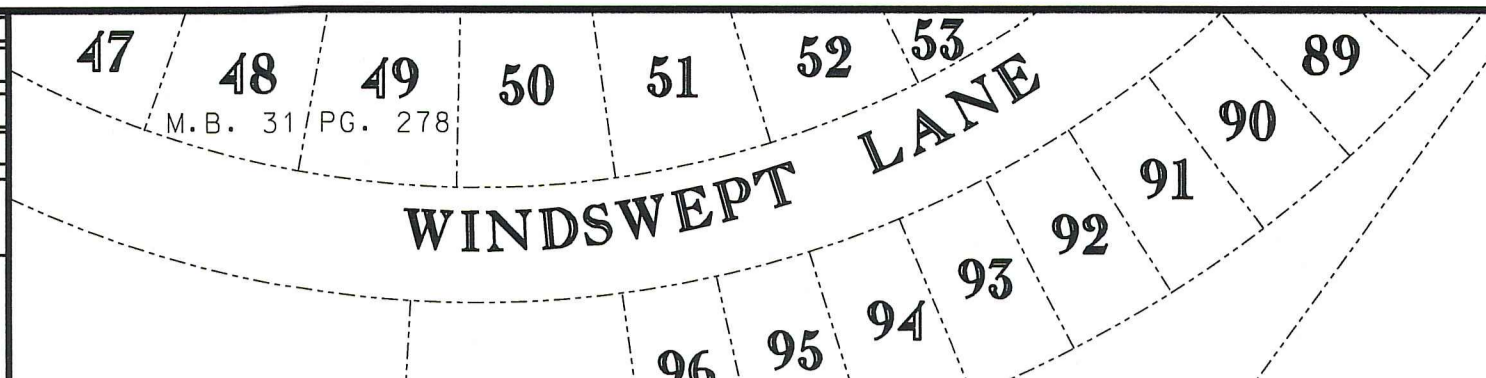
Adopted this \_\_\_\_ day of June, 2025.

**TOWN OF BEAUFORT**

By: \_\_\_\_\_  
SHARON E. HARKER, Mayor

(Town Seal)

\_\_\_\_\_  
ELIZABETH LEWIS, Town Clerk



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

NORTH  
DB 1829 PG 237

**SURVEYOR'S CERTIFICATE**

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

PROFESSIONAL LAND SURVEYOR L-3407

PRELIMINARY PLAN NOT FOR RECORDATION. CONVEYANCE OR SALE. FOR REVIEW ONLY.

**CERTIFICATE OF OWNERSHIP**

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

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

**ANNEXATION CERTIFICATE**

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

DATE: \_\_\_\_\_  
 BEAUFORT TOWN CLERK: \_\_\_\_\_

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

**REVIEW OFFICER CERTIFICATION**

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

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

**REGISTER OF DEEDS CERTIFICATION**

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

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

**LEGEND**

- EIR EXISTING IRON ROD
- EIP EXISTING IRON PIPE
- EIK EXISTING IRON NAIL
- EICM EXISTING CONC. MON.
- ERRS EXISTING R/R SPIKE
- SIR SET IRON ROD
- CP CALCULATED POINT
- MHW MEAN HIGH WATER
- N/F NOW OR FORMERLY
- MB MAP BOOK
- DB DEED BOOK
- PG PAGE
- PP POWER POLE
- LP LIGHT POLE
- OE OVERHEAD ELECTRIC
- ELEC ELECTRICAL PEDESTAL
- TRANS ELE. TRANSFORMER
- TEL TELEPHONE PEDESTAL
- TM CABLE TV PEDESTAL
- WM WATER METER
- CO CLEAN OUT
- MBL MINIMUM BUILDING LINE
- SSMH SANITARY SEWER MANHOLE
- WV WATER VALVE
- FH FIRE HYDRANT

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

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

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

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

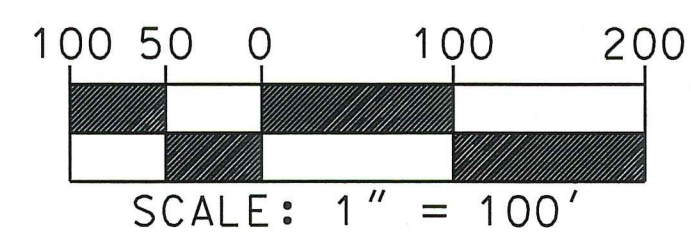
N/F PAMELA KELLY  
 D.B. 470 PG. 265  
 M.B. 21 PG. 11  
 NCPIN 731703007898000

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

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

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

N/F ADRIENNE GILLIKIN  
 D.B. 1506 PG. 69  
 NCPIN 731703110094000



REVISIONS:			
No.	BY	DATE	DESCRIPTION

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

**BOUNDARY FOR SATELLITE ANNEXATION INTO TOWN OF BEAUFORT**

**2303 HIGHWAY 70 BEAUFORT**

BEAUFORT TOWNSHIP, CARTERET COUNTY, NORTH CAROLINA

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

THE CULLIPHER GROUP, P.A. C-4489  
 ENGINEERING & SURVEYING SERVICES  
 151-A NC HIGHWAY 24  
 MOREHEAD CITY, NC 28557  
 (252) 778-0090  
 E. GLENN CORBETT, P.L.S.



**Town of Beaufort, NC**  
701 Front St. - P.O. Box 390 - Beaufort, N.C. 28516  
252-728-2141 - 252-728-3982 fax - [www.beaufortnc.org](http://www.beaufortnc.org)

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, June 09, 2025**

---

**AGENDA CATEGORY:** Presentation

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

**SUMMARY:**

The attached presentation from the Beaufort Waterfront Operations and Finance Committee will be shared with the Board of Commissioners seeking their approval of a recommended marina management company.

Contact: Commissioner Spiegler (Chair)  
Commissioner Gillikin (Vice-Chair)

**SUMBITTED BY:**

Elizabeth Lewis, Assistant Town Manager



# Town of Beaufort Board of Commissioners Meeting

June 9, 2025

Beaufort Waterfront Operations  
and Finance Committee (BWOF)

Marina Management Review  
Committee Recommendation



# RFP Process and Respondents

The Town of Beaufort issued a Board of Commissioners (BOC)-approved RFP for Marina Management services of the Beaufort Town Docks on 12-21-24 with a deadline of 2-28-25.

Four entities submitted proposals for consideration:

- **ExplorUS**
- **F3 Marina**
- **Latitude Marinas**
- **Beaufort Town Yacht Center, LLC (Sykes)**

# Marina Management Review Committee

- Sarah Spiegler, Commissioner
- Paula Gillikin, Commissioner
- Barry Slade, BWOF Member
- Steve Bishop, BWOF Member
- Weymouth Tillett, BWOF Member
- Sharon Harker, Mayor
- Matt Zapp, Town Manager
- Elizabeth Lewis, Assistant Town Manager
- Christi Wood, Finance Director
- Charlie Burgess, Former Interim Town Manager

# Initial Respondent Review Criteria

## Marina Management RFP Criteria

1. Marina Management Experience (3rd Party)
2. Municipal Marina Management Experience
3. Experience with transient and seasonal properties
4. Experience managing smaller/boutique properties; good "fit"
5. Transition experience (how many properties & how recent)
6. Plug and play services (Accounting, HR, Marketing, etc)
7. Bench strength for ancillary services
8. Did they include requested financial reporting examples?
9. Did they include management fee structure?
10. Did they include suggested term of engagement?
11. Do they have fueling experience? (diesel and gas)

# Finalists Interviews



**Latitude Marinas**

Interview held May 7, 2025

Representing Latitude Marinas:

- Jim Bronstien, President
- Teresa DeHart, Vice President, Customer Experience



**F3 Marina**

Interview held May 15, 2025

Representing F3 Marinas:

- John Matheson, President
- Hunter Spitler, Director of Marina Operations

# Final Evaluation and Recommendation

A unanimous decision was reached by the Marina Management Review Committee to recommend **F3 Marina** based on their RFP response, in-person interview, and multiple reference checks.



# F3 Marina Community Strengths

F3 Marina positions themselves as the best operator of municipal marinas in the country

They recognize that municipal marinas are “playing a long game”, rather than operating to meet short-term investor profit goals, allowing for better strategic planning

F3 Marina is hospitality and experience-focused, both for visiting boaters and within the community while optimizing revenue potential

They believe marinas are the forward-facing part of the community, and strive to create positive experiences for both boaters and non-boaters

F3 Marina emphasizes integrating marinas with local businesses, by organizing community events and creating connections between boaters and local merchants

They believe strongly in the value of hiring locally

# F3 Marina Overall Strengths

Small enough to lack corporate constraints, large enough to leverage services and synergies across portfolio

They have managed numerous transitions of municipal marina properties

40% of F3's marina management portfolio (24 properties) is municipal

Strong core team in all disciplines (Operations, HR, Accounting, Marketing)

Experienced in minor and major marina re-development

Mooring field installation and management experience

100% contract renewals with marinas with only one exception

# F3 Marina Reference Checks

The Marina Management Review Committee members conducted six telephone interviews and one on-site visit with F3 Marina – managed properties.

Property	Location	Management Relationship	Contact	Length of F3 Engagement	Overall Comments
Halifax Harbor Marina	Daytona Beach, FL	Municipal	Michael Stallworth, Dir. Business Enterprise Management, Town of Daytona Beach, FL	4 years, will renew	Extremely positive
Sanford Marina	Sanford, FL	Municipal	Craig Radzak, Assistant Town Manager	4 years, will renew	Extremely positive
Titusville Marina	Titusville, FL	Municipal	Thomas Abbate, Interim City Manager	8 years	Extremely positive
Reef Point Marina	Racine, WI	Municipal	Michael Lanzdorf, Dir. Corporation Council, Racine County, WI	11 years	Extremely positive
Vallejo Marina	Vallejo, CA	Municipal	Oscar Alcantar, Public Works Director	4 years	Extremely positive
*Northwest Creek Marina	New Bern, NC	Private	Ryan Magaziner, Owner	1 year	Extremely positive

*\*Also conducted site visit of Northwest Creek and interviewed General Manager and Dock Staff*

# Highlights from F3 Marina Reference Checks



All felt F3 was a good “fit” for their marina and the community



Smooth transitions reported by both Town staff references and private owner



All reported immediate increased occupancy and profitability



“Staff hiring and training is a huge F3 strength”



“Very strong financial reporting”



Several reported incentive plans based on both top-line and bottom-line performance

# BWOF Recommendation to BOC

Based on F3 Marina's RFP response, their ranking in the list of 11 objective RFP review criteria, the Senior Management in-person interview, and multiple reference checks, the **Marina Management Review Committee** recommended F3 Marina for management of the Beaufort Town Docks to the BWOF on May 29, 2025.

The BWOF voted unanimously during their May 29<sup>th</sup> meeting to recommend F3 Marina and to seek BOC approval for the Town to begin contract negotiations for a 3-to-5-year term beginning January 1, 2026, with a transition beginning no later than October 1, 2025.

## Next Steps:

- **Seek BWOF recommendation** ✓
- **Seek BOC approval**
- **Initiate contract negotiations**



**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 Board of Commissioners Regular Meeting  
6:00 PM Monday, June 9, 2025 – Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case 25-09 Beaufort Bar SUP Outdoor Operation  
410 Live Oak Street

**BRIEF SUMMARY:**  
Approve or deny the proposed special use permit for outdoor operation of Beaufort Bar

**REQUESTED ACTION:**  
Conduct Quasi-Judicial Hearing  
Decision based on Required Findings  
Decision on Special Use Permit

**EXPECTED LENGTH OF PRESENTATION:**  
15 Minutes

**SUBMITTED BY:**  
Michelle Eitner  
Town Planner

**BUDGET AMENDMENT REQUIRED:**  
N/A



# STAFF REPORT



**To:** Board of Commissioners  
**From:** Michelle Eitner, Town Planner  
**Date:** June 9, 2025  
**Case No.** 25-09 Special Use Permit – Beaufort Bar outdoor operation at 410 Live Oak Street

**THE REQUEST:** Approve or deny the proposed special use permit for outdoor operation at Beaufort Bar at 410-A Live Oak Street.

**INFORMATION:**

**Location:** 416 Live Oak Street Unit A  
**Property Owner:** Zachos Man LLC (Zach Manousardis)  
**Zoning District:** General Business (B-1) with Live Oak Street Corridor Overlay  
**LUP Future Land Use:** Employment Center, Utility, & Infrastructure  
**Size:** 0.24 acres / 10,560sf  
**Existing Land Use:** Commercial – Indoor Bar  
**Proposed Land Use:** Commercial – Indoor/Outdoor Bar  
**Adjoining Uses/Zoning:** North: Commercial - multiple tenants (B1)  
 West: Four Seasons Heating & Air (B-1) and single-family residential (B-1)  
 East: Town of Beaufort Public Works (B-1) and Duke Progress Energy Substation (B-1)  
 South: No Name Pizza (B-1)  
**Utilities:** Water and wastewater provided by Town

**OPTIONS:**

1. Recommend approval of the special use permit as presented
2. Recommend approval of the special use permit with conditions to bring the proposal into compliance with the Required Findings
3. Recommend denial of the special use permit based on specific failures to meet requirements
4. Table the recommendation pending additional information necessary to make a decision

**EXHIBITS:**

- Exhibit A – Staff Report
- Exhibit B – Vicinity Map
- Exhibit C – Zoning Map
- Exhibit D – Application and Narrative
- Exhibit E – Site Plan
- Exhibit F – LDO Section 20 Special Use Permits (Especially Section 20.E.1 Required Findings)
- Exhibit G – Comprehensive and CAMA Land Use Plan Future Land Use Map & Classification
- Exhibit H – Notification Certification

**STAFF COMMENTS:**

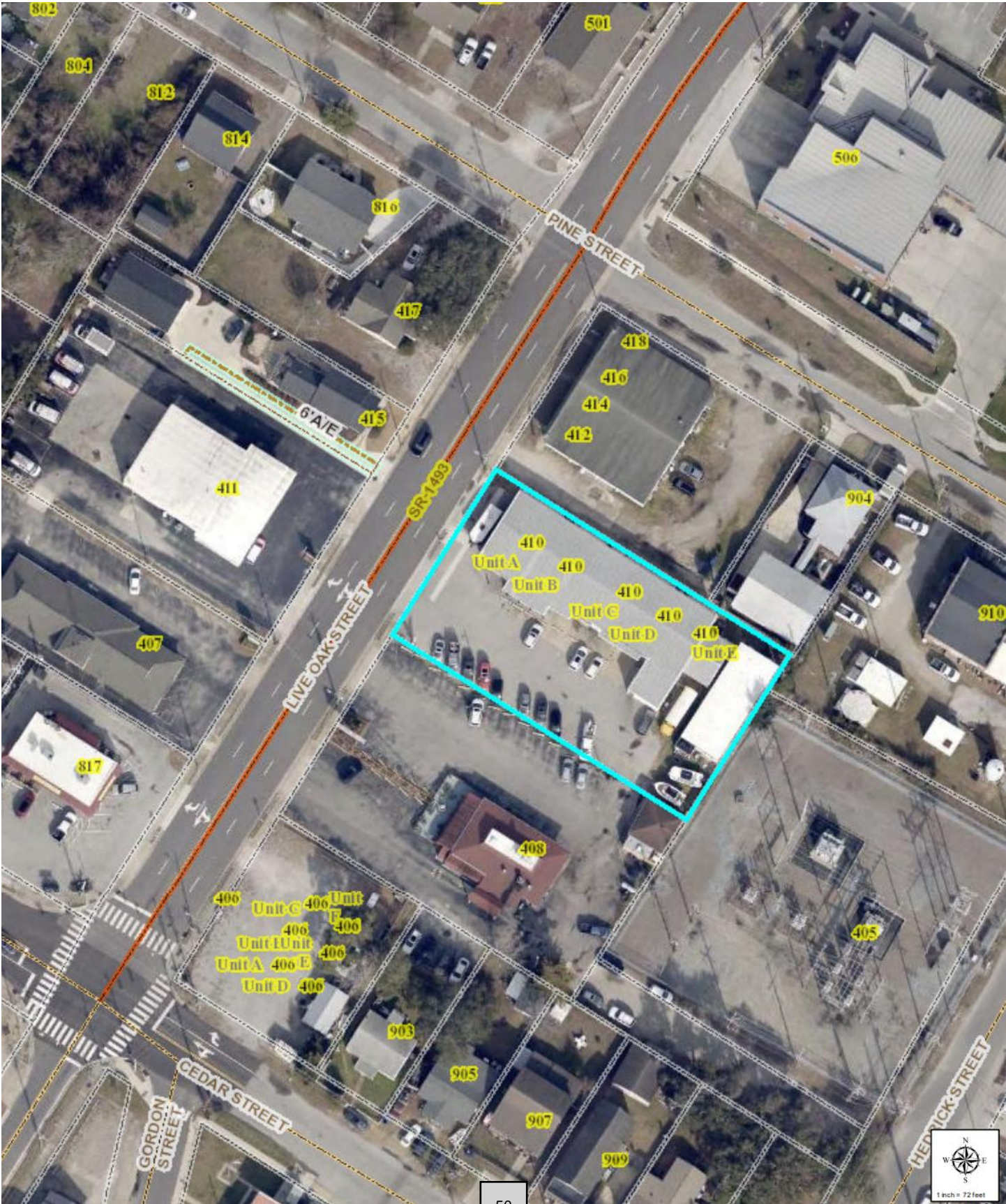
Mike Thagard, has applied for a special use permit for outdoor operation of Beaufort Bar at 410-A Live Oak Street. Beaufort Bar was established in July 2024, which is an indoor tavern/bar/pub and as such is a permitted use in the General Business (B-1) zoning district. The applicant is now seeking to add outdoor operation to Beaufort Bar, which would require a special use permit to operate.

The plan to allow outdoor operation includes addition of a 630sf canopy surrounded by open fencing (comprised of 50% openings). The canopy dripline and fencing are proposed to extend up to the property line as allowed by LDO Section 6.F. and Section 19.E.

No additional landscaping, buffering, or parking is required as a result of this expansion (less than 20% increase in existing gross floor area). The applicant has expressed interest in installing additional landscaping/planter boxes next to the fencing to add to buffering and aesthetics.

The Technical Review Committee discussed this project on April 30<sup>th</sup>. The Planning Board reviewed the request during their meeting on May 19<sup>th</sup> and unanimously recommended approval of the special use permit as requested.

# Case 25-09 Attachment B – Vicinity Map



Case 25-09 Attachment C – Zoning Map





## APPLICATION FOR A SPECIAL USE PERMIT

### **Instructions:**

Please complete the form below including all required attachments, a **\$400.00 application fee**, and return to the Beaufort Town Hall; 701 Front Street; P.O. Box 390; Beaufort, N.C.; 28516. Incomplete applications will not be processed but will be returned to the applicant. Please call Planning and Inspections at (252) 728-2142 if there are any questions.

### **APPLICANT INFORMATION**

Applicant Name: Michael Thagard

Applicant Address: 2629 Lennoxville Rd. Beaufort NC 28516

Phone Number: 252 732-5919 Email: nebeaufortbar@gmail.com

Property Owner Name: Zacharias Manousaridis

Address of Property Owner: 3511 Country Club Rd. Morehead City NC 28557

Phone Number: 252-725-4405 Email: Zaxos123@yahoo.com

### **PROPERTY INFORMATION**

Property Address: 410 Live Oak St. Unit A Beaufort NC 28516

15-Digit PIN: 730618402514000 Lot/Block #: \_\_\_\_\_

Size of Property (in square feet or acres): 6490 sq ft Current Zoning: B-1

Current Use of Property: Bar w/ indoor operation Requested Use: Bar w/ outdoor operation

An application fee of **\$400.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials must be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the Town's **Land Development Ordinance**, Sections 20 & 27, and all other pertinent sections of the Ordinance for information required to accompany this application. Any plans or documents submitted should be submitted in an electronic or digital format and one printed color copy of such documents submitted with the application.

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

[Signature]  
Applicant Signature

4/7/25  
Date of Applicant's Signature

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

4/7/25  
Date of Owner's Signature

#### OFFICE USE ONLY

Revised 8/2020

Date: 4/17/25  
Received by: ME&LA

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

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

**a) The proposed use is an allowable special use in the zoning district it is being located within;**

a. Beaufort Bar located at 410 Live Oak Street, Beaufort NC 28516 is zoned B-1, in the General Business District. The General Business District is established as the district in which a wide variety of sales and service facilities may be provided to the general public. In the B-1 General Business District, the permitted uses include Tavern/Bar/Pub with Indoor Operation as well as special uses for Tavern/Bar/Pub with Outdoor Operation.

**b) The application is complete;**

**c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;**

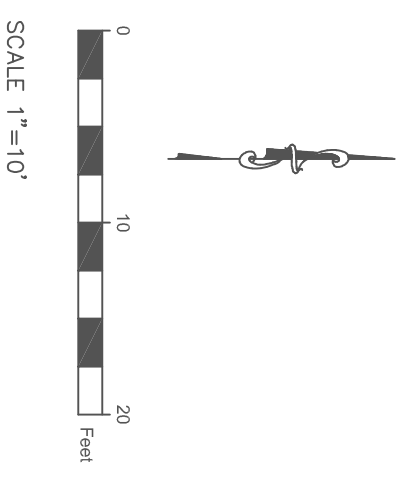
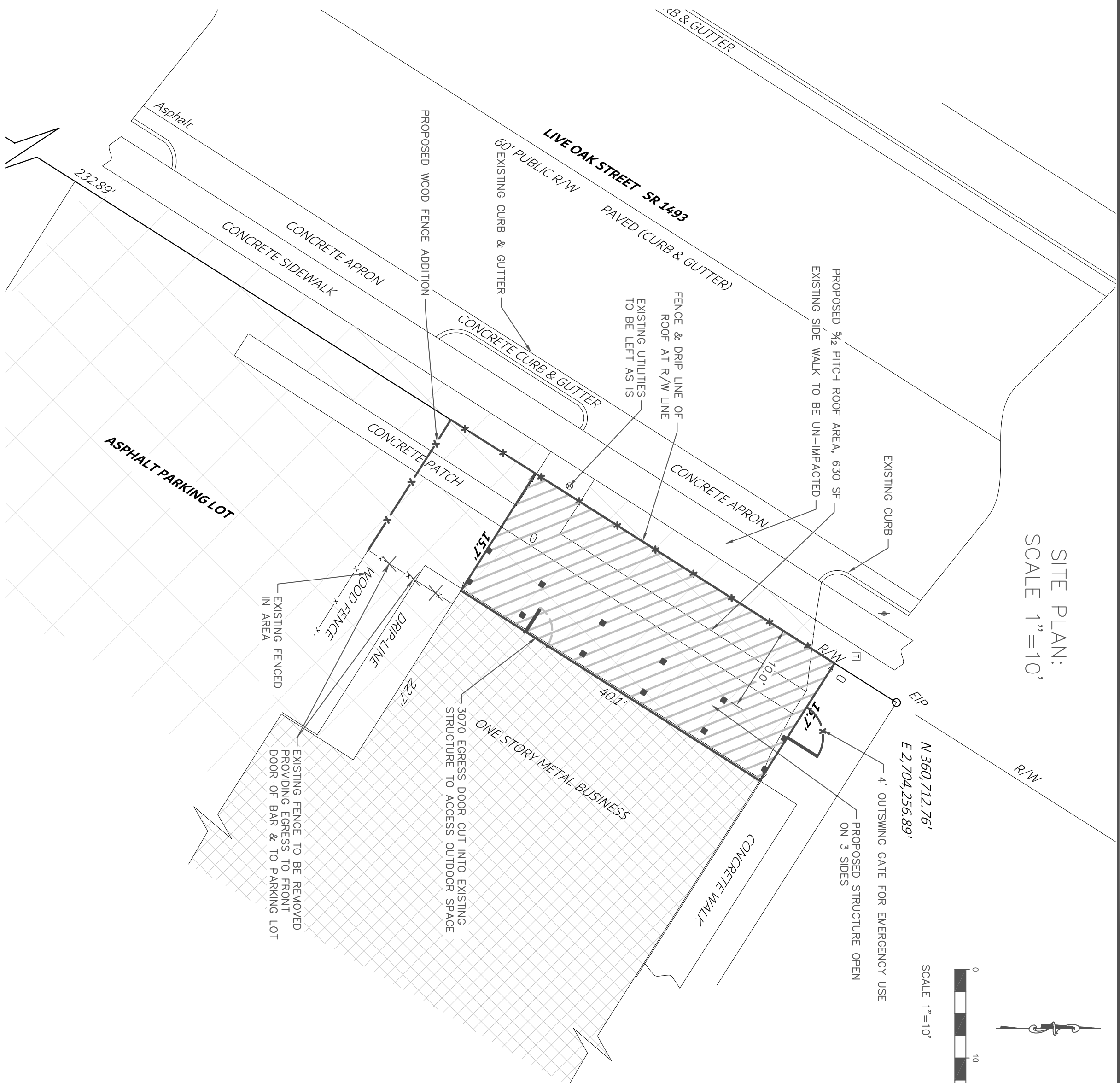
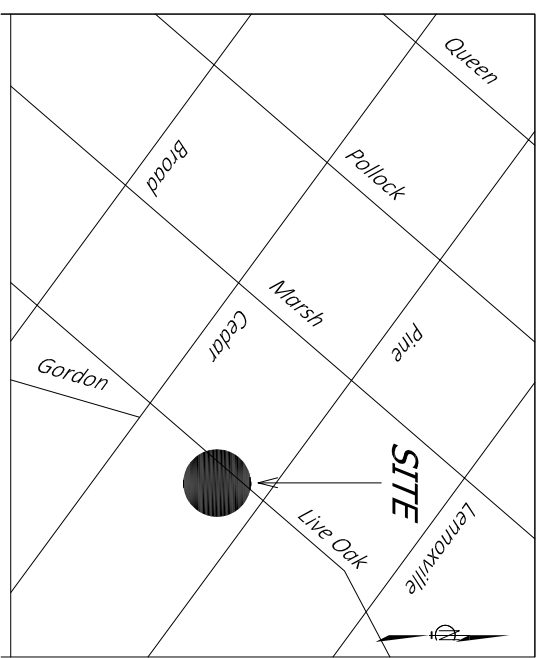
a. The Town of Beaufort's Existing Land Use Map shows Beaufort Bar's address to be in Commercial, Office, Service and Mixed' use area. Commercial land use designation was applied to any property where commerce such as service, retail, sales, or office work is the primary use. This includes hotels, stores, medical offices, marinas, boat slips, and small office buildings. This is less than 4% of the total acreage. Future Land Use map shows Beaufort Bar's address to be in the Employment Center, Utility, and infrastructure area. With Beaufort Bar being a business, that's not in a neighborhood, has no open spaces surrounding the address, and is prime for high intensity, it is able to have the special use of outdoor operation. The Beaufort Bars proposed plan supports the towns Small Area Plan with a social and attractive space that is walkable and bicycle friendly, also supporting the Bicycle/Pedestrian Plan. The existing zoning as B-1 and the towns proposed future land use plan has zoning as general commercial.

**d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;**

a. There will be no changes to the streets, driveways, and parking lots, with Beaufort Bars outdoor operation. The area for outdoor operation will include a fence to separate outdoor area and parking lot. The current area for outdoor operation doesn't currently contain any labeled parking so there will be no change to the current parking and traffic circulation. There has been no issues with parking since our opening date of July 5<sup>th</sup> 2024. Our parking lot is used by 2 other businesses that have little overlapping operating hours. Any

increase in demand from an outside operation would be little to no issue for traffic control and circulation.

- e) The proposed special use will not substantially injure the value of adjoining or abutting properties;**
  - a. The outdoor operation is designed in a way that enhances the visual appeal of the property rather than detracts from it. There will be clean and decorative design with some enhancing lighting and materials to give the area a more vibrant and appealing streetscape, potentially even increasing property values in the area. Outdoor operations are often seen as amenities that can enhance the attractiveness of a business, leading to more customers and visitors. Increased foot traffic to Beaufort Bar can support nearby businesses and help revitalize the area, potentially benefiting surrounding property owners. A lively, well-designed outdoor space can make the area more desirable, potentially attracting higher-value businesses or customers, and thereby increasing the overall value of neighboring properties.
- f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,**
  - a. Beaufort Bar is situated within a commercial district with restaurants and other commercial businesses. The proposed outdoor operation aligns with the surrounding land use, which can support activities such as dining and outdoor seating. Since the surrounding area is already developed for commercial purposes, an outdoor patio is an appropriate use that is consistent with the neighborhood's character.
- g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.**
  - a. The outdoor operation space will comply with all safety codes, including fire regulations, sanitation, and proper waste management. A well-maintained, safe, and hygienic space will further ensure that there are no health or safety concerns that would negatively impact surrounding properties.

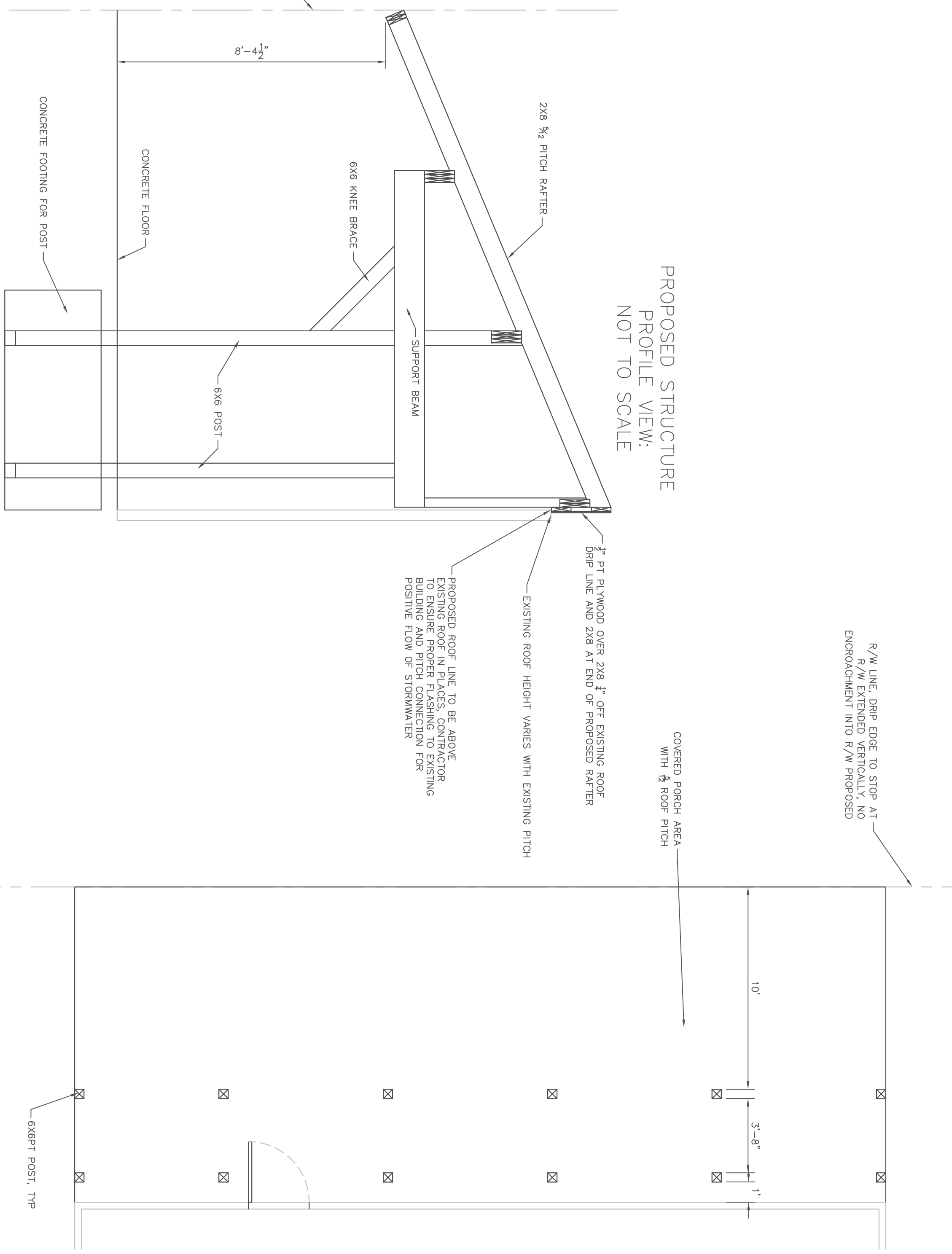


- GENERAL NOTES:**
- CONSTRUCTION TO BEGIN ONLY AFTER ALL PERMITS HAVE BEEN ISSUED BY THE TOWN OF
  - PROPOSED COVERED PATIO AREA TO EXTEND FROM EXISTING STRUCTURE TO THE R/W. ALL
  - SUPPORT PILING TO REMAIN TO FROM R/W.
  - PROPERTY INFORMATION:
  - 1.1. PLAT REF. WM-5208 4/15/2021
  - 1.2. PLAT REF. WM-5208 4/15/2021
  - THE PROPERTY IS WITHIN THE LOWER LIVE OAK STREET CORRIDOR OVERLAY DISTRICT, B-1
  - ZONING: ZONING GOAL USE PERMIT DESIRED IS FOR OUTDOOR BAR USE
  - CONTRACTOR SHALL VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION. CAUTION MUST BE EXERCISED IN MAKING ANY CHANGES IN THIS PLAN. ONLY THE ENGINEER SHOULD ATTEMPT MODIFICATIONS. IT IS THE DUTY OF THE CONTRACTOR TO VERIFY ALL PERMITS ARE APPROVED, APPROVED PLANS BEING USED AND EXISTING CONDITIONS MATCH PLAN.
  - MARCH 3, 2025. ONLY PROPOSED THAT OF THE FENCED IN AREA OUTSIDE OF PROPOSED
  - DRAIN LINE OF ROOF AND UNDER DRAIN LINE. 42% SLOPE. 1" IS ALL IMPERVIOUS CONCRETE OR
  - ASPHALT COVERS AREA. CONCRETE WILL BE PLACED BACK IN AREA UNDER ROOF AREA AND WITHIN FENCED IN AREA.

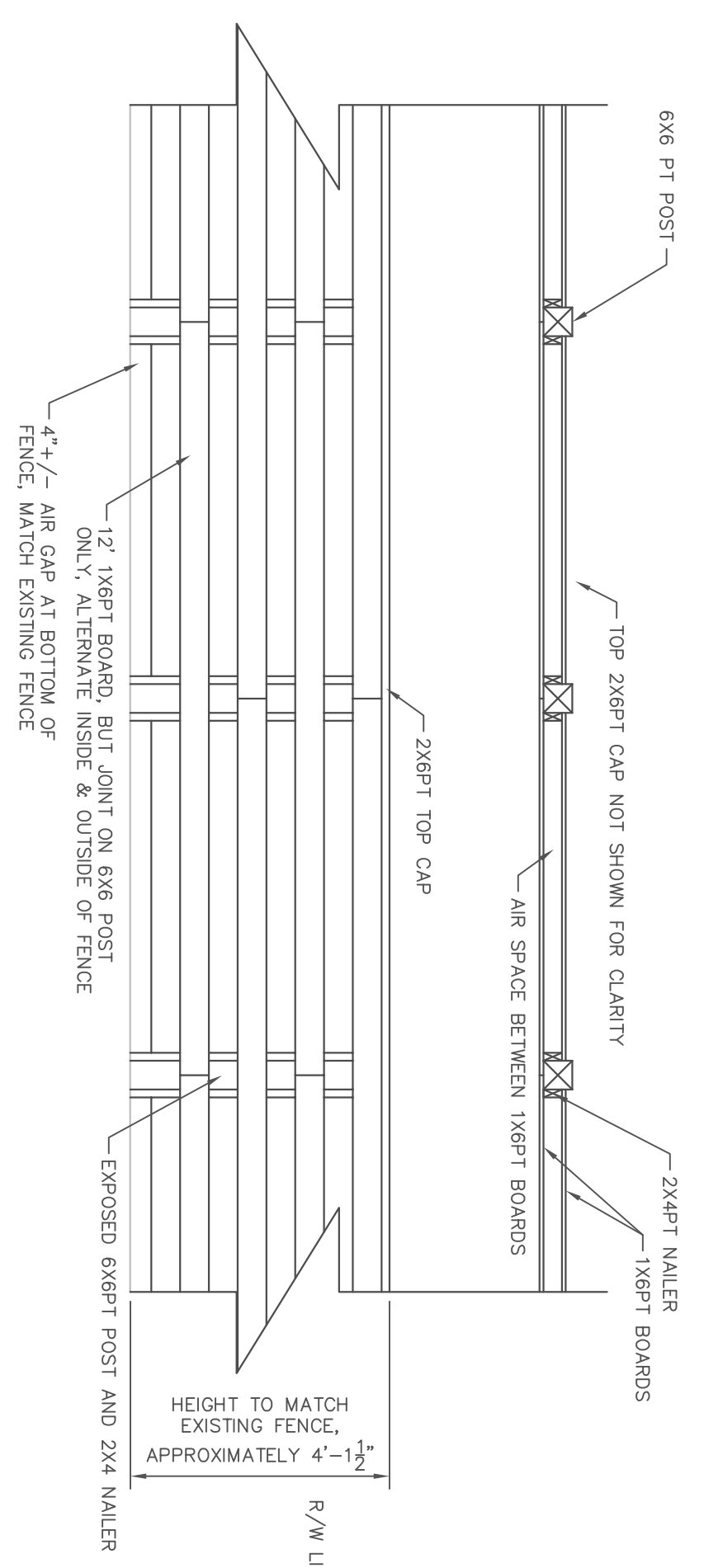
THIS PLAN IS THE PROPERTY OF AMP'D ENGINEERING, PLLC, AND MAY NOT BE USED OR REPRODUCED WITHOUT THEIR PERMISSION. DESIGNER ASSUMES NO LIABILITY FOR ANY CONSTRUCTION FROM THIS PLAN. CONTRACTOR MUST VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION. CAUTION MUST BE EXERCISED IN MAKING ANY CHANGES IN THIS PLAN. ONLY THE ENGINEER SHOULD ATTEMPT MODIFICATIONS. IT IS THE DUTY OF THE CONTRACTOR TO VERIFY ALL PERMITS ARE APPROVED, APPROVED PLANS BEING USED AND EXISTING CONDITIONS MATCH PLAN.



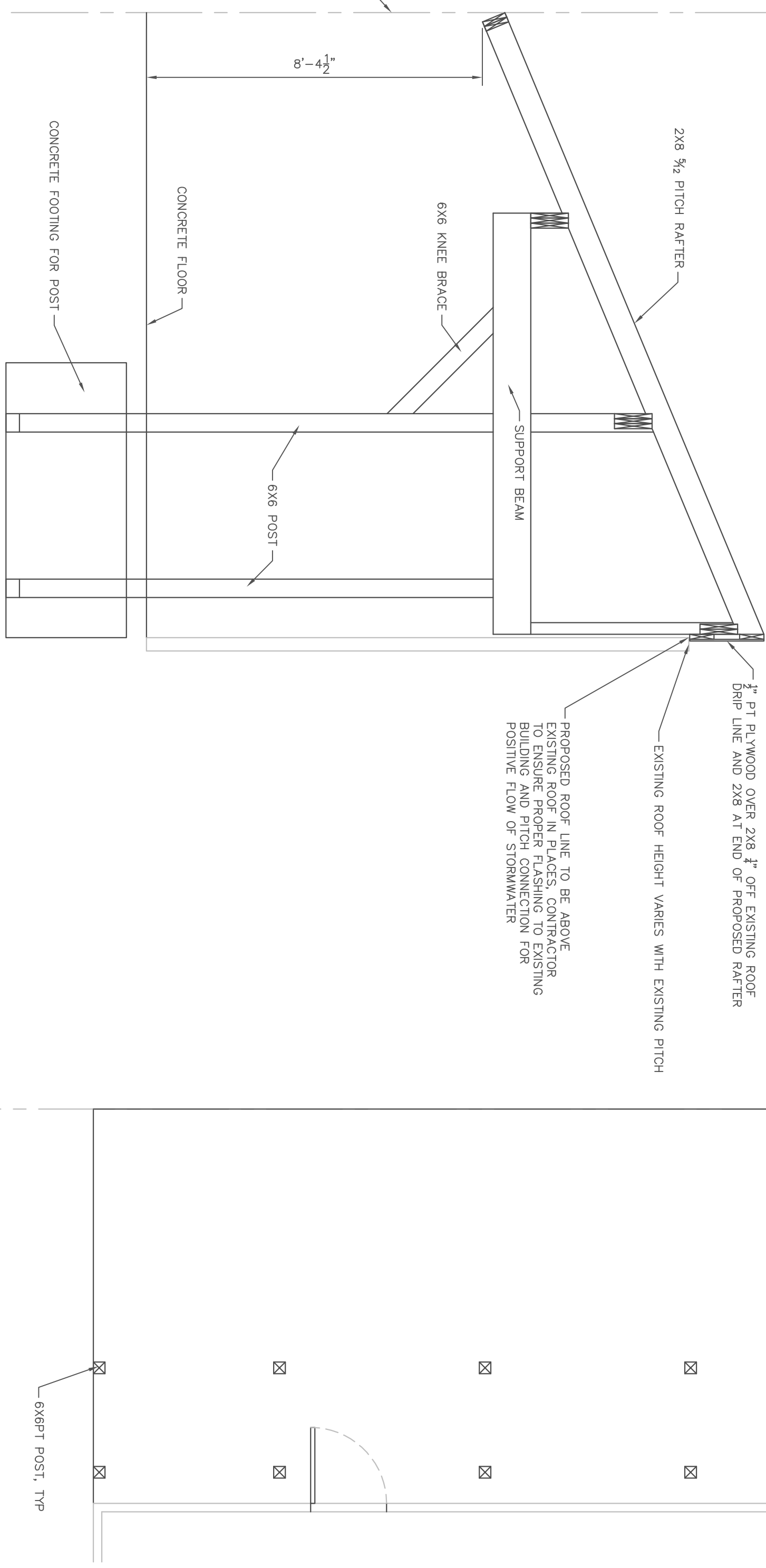
PROPOSED STRUCTURE  
PROFILE VIEW:  
SCALE 1/4"=1'



PROPOSED FENCE  
DETAIL:  
NOT TO SCALE



PROPOSED STRUCTURE  
PROFILE VIEW:  
NOT TO SCALE



AMP'D ENGINEERING, PLLC  
FIRM LICENSE NO P-1532  
PO BOX 4580  
EMERALD ISLE, NC 28594  
othon.parker@ampdengineering.com  
252-777-0141

PROJECT AREAS:  
PROPOSED ROOF: 630 SF  
FENCED AREA: 828 SF

OWNER:  
ZACHOS MAN, LLC  
408 LIVE OAK ST  
BEAUFORT, NC 28516

DEVELOPER/APPLICANT:  
BEAUFORT BAR  
MICHAEL THAGARD  
2629 LENNOXVILLE RD  
BEAUFORT, NC 28516  
252-732-5919

BEAUFORT BAR  
PROPOSED COVERED  
OUTDOOR PATIO TO SERVE  
THE BEAUFORT BAR  
410 LIVE OAK ST  
UNIT A  
BEAUFORT, NC

DATE: 4/3/2025

REV.	DATE:
ADD DETAIL FOR APPLICATION	4/17/2025
THE COMMENTS	5/1/2025

SHEET:

SITE PLAN &  
BUILDING PLAN

SHEET NUMBER:  
1 OF 1

## SECTION 20 Special Use Permits

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### A) *General.*

Special uses are practices which are not permitted by right in any zoning district in the Town but may only be granted after due consideration by the BOC. The consideration of a special use application is a quasi-judicial function to be conducted in accordance with the procedure set forth in Section 32, Quasi-Judicial Procedure. Special use permits may only be granted by the BOC following a recommendation by the Planning Board and the completion of the quasi-judicial review process by the BOC as outlined in Section 32.

A Special Use Permit is a permit issued to authorize development or land uses in a particular zoning district upon presentation of competent, material, and substantial evidence establishing compliance with one or more general standards requiring that judgment and discretion be exercised as well as compliance with specific standards.

### B) *Special Use Permit Application Procedures.*

- 1) A written application for a special use permit in all zones shall be submitted to the Town's Planning and Inspections Department in accordance with the requirements of Section 1 and Section 31 of this Ordinance and all applicable administrative regulations. The application shall include:
  - a) A proposed use site plan which contains information documented in Section 18(C) of this Ordinance and the specific information below:
    - i) A vicinity map and survey of the parcel which shall include the zoning and use of all adjacent properties;
    - ii) A legend identifying all symbols on the map;
    - iii) A North arrow and a scale;
    - iv) A preliminary design of the proposed use which shows all existing and proposed structures, parking layouts, driveways, buffering, landscaping, points of ingress and egress, easements, minimum building lines, and street rights-of-way;
    - v) A site data block of features which includes the proposed use(s), square footage of the proposed and existing structure(s), site zoning, total acreage, number of lots, minimum lot size, and average lot size;
    - vi) The map book, page number, and deed book information;
    - vii) A note stating whether any portion of the property is included in any adopted Town plan; and,
    - viii) Any other related information requested by Town staff, the Planning Board, or the BOC.
    - ix) All required environmental permit improvements needed for the property.
  - b) The special use permit sought; and,
  - c) Information supporting the existence of the required findings, and providing such plans or other relevant data as may be required by the Town.

- 2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
  - a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
  - b) The submitted site plan shall also include all street front architectural elevation drawings to ensure the compatibility of the building(s) with the surrounding residential structures; and,
  - c) Additionally, the BOC and Town staff may require a professional rendering or any other graphic illustration of the proposed structure.
- 3) The application shall be reviewed by Town staff and submitted with comments and recommendation to the Planning Board for review. The Planning Board shall review the application for a special use permit and make a recommendation as to whether it should be approved or denied. After the Planning Board makes its recommendation, the application shall be forwarded to the BOC for consideration.

**C) *Quasi-Judicial Proceeding Notification Requirements.***

The Planning Board will review and make recommendations regarding all applications for a special use permit. The BOC shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and Planning Board review. In considering the application, the BOC shall follow the procedures set forth in Section 32, Quasi-Judicial Procedure.

**D) *Procedures on Special Use Applications.***

In considering whether to approve an application for a special use permit, the BOC shall proceed as follows:

- 1) The BOC shall conduct an evidentiary hearing in accordance with the provisions of Section 32, Quasi-Judicial Procedure, herein. And consider relevant information regarding whether the required findings under Section 20(E) exist and whether the special use is appropriate in the proposed location.
- 2) The BOC shall consider whether the application complies with each individual required finding specified in Section 20(E). The BOC need not make the required findings at the time of the hearing and may vote to table the matter and request information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under Section 20(E) have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in Section 20(E).
- 3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the evidentiary hearing for the proposed special use application. The BOC need not issue a decision at the time of the hearing if additional information is needed and may table the matter until a later date.
- 4) If the application is found not to be in compliance with one or more of the required findings of Section 20(E) or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet.

- 5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under Section 20(E).
- 6) The BOC shall render its decision on the special use permit application, in writing, in accordance with the provisions of Section 32 herein.

**E) Required Findings.**

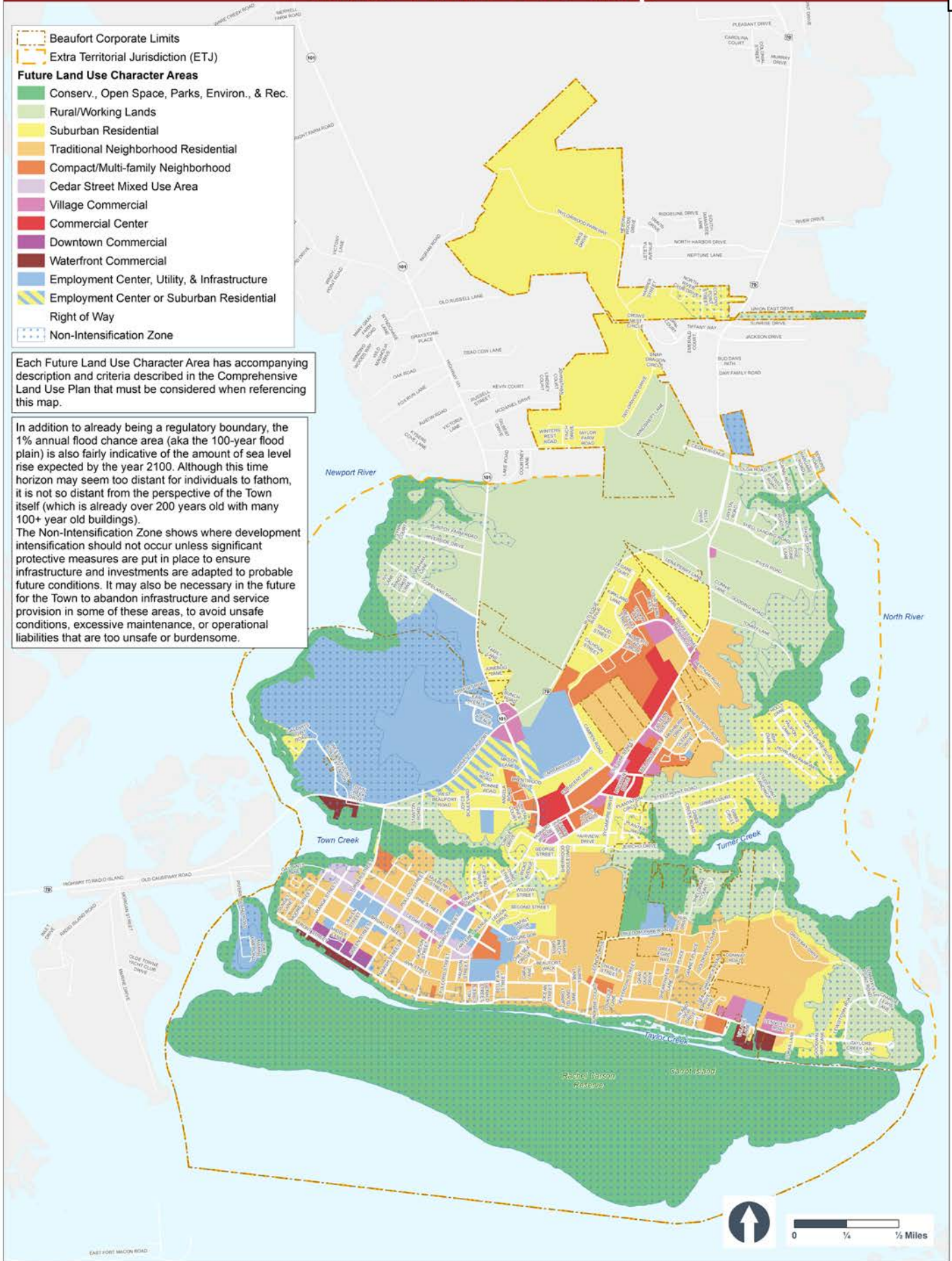
- 1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
  - a) The proposed use is an allowable special use in the zoning district it is being located within;
  - b) The application is complete;
  - c) The location and character of the use will be in conformity with the Town's Comprehensive and CAMA Land Use Plan and other comprehensive planning elements;
  - d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
  - e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
  - f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
  - g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.
- 2) The BOC shall make its findings based on "competent, material and substantial evidence" as described in N.C. Gen. Stat. §160D-406 in accordance with the procedures set forth in Section 32 herein.
- 3) Compatibility Standards for Special Uses in Residential Zones:  
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:
  - a) Size (footprint);
  - b) Height;
  - c) Proportion and scale;
  - d) Roof shape(s);
  - e) Setbacks;
  - f) Location, size, and number of openings (doors and windows);
  - g) Materials;
  - h) Color; and,
  - i) Texture.

# Future Land Use Map

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

Each Future Land Use Character Area has accompanying description and criteria described in the Comprehensive Land Use Plan that must be considered when referencing this map.

In addition to already being a regulatory boundary, the 1% annual flood chance area (aka the 100-year flood plain) is also fairly indicative of the amount of sea level rise expected by the year 2100. Although this time horizon may seem too distant for individuals to fathom, it is not so distant from the perspective of the Town itself (which is already over 200 years old with many 100+ year old buildings).  
 The Non-Intensification Zone shows where development intensification should not occur unless significant protective measures are put in place to ensure infrastructure and investments are adapted to probable future conditions. It may also be necessary in the future for the Town to abandon infrastructure and service provision in some of these areas, to avoid unsafe conditions, excessive maintenance, or operational liabilities that are too unsafe or burdensome.



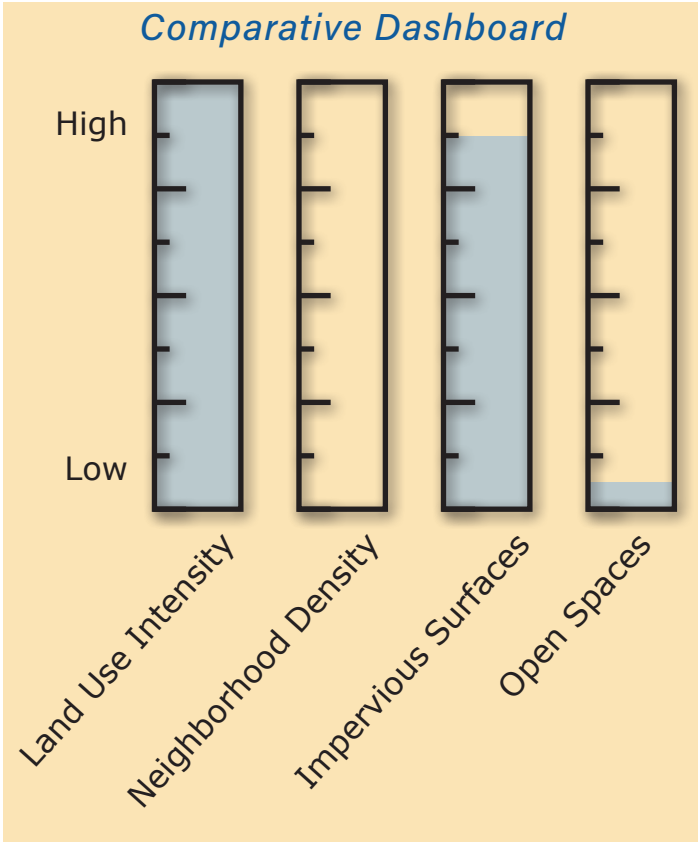
# Employment Center / Utility / Infrastructure

## General Description:

These employment-supporting land uses provide jobs and centers for economic growth. In many other Towns, these types of uses are heavily screened or separated from different uses, but in Beaufort they are typically pre-existing and/or are already closely located to neighboring structures. These areas should not be allowed to develop for lower intensity uses to infiltrate, since this type of land usually already has the unique combination of factors needed to support these higher intensity uses, and the value to the community of these larger employment-generating uses is significant.

## Streets and Circulation:

Because these uses have requirements that are often specific to the occupant, care should be taken at development to



## EXAMPLE USES:

### Typical Uses:

Offices, manufacturing, fabrication, and industrial uses, lumber yards or high intensity contractor’s offices, breweries and distilleries, transportation, logistics, and warehousing. Industrial-supportive commercial uses, such as wholesale operations. Larger institutional uses, such as hospitals or technical colleges involving industrial uses, but excluding non-intensive uses such as churches and primary and secondary schools.

### If Context Appropriate:

- » Institutional operations (government maintenance buildings, etc.), provided they

do not detract from the overall commercial nature of an area.

- » Some outside industrial operations may be permissible, depending on location and the extent of external impacts. Otherwise, indoor operations are preferable.
- » Lay-down yards and outdoor storage of heavy equipment or materials.
- » Storage of hazardous materials should only occur outside of areas susceptible to flooding. Best practices would exclude more than just areas in the 100-year floodplain to ensure the risk of environmental pollution is tightly managed.

## Employment Center / Utility/Infrastructure

maintain efficient traffic flow and cross access, while also respecting occupant needs. Automobiles and freight are prioritized over pedestrians, although pedestrian linkages may still be necessary in some locations. Streets are designed to accommodate larger vehicles and delivery trucks. Typically, blocks should not need to exceed 500' to 600', but in some locations (such as the old Atlantic Veneer campus) these areas have grown through the years with much larger block sizes.

### Other Concerns:

With the ever-present high demand for residential properties in coastal communities, it is difficult to argue against old industrial or manufacturing properties converting to residential neighborhoods. This is especially difficult if buildings are vacant and there is limited demand for manufacturing business space. However, it is important to realize that once these industrially-suited areas are lost they will likely never return. This may be tolerable and/or even appropriate, based on the specific situation, but it is a consideration to be discussed, especially given some community members' desire to diversify the employment base of the community away from a heavy reliance on tourism. If these properties are lost and demand for those uses still exists, it is likely new sites will be developed elsewhere, potentially not in Town limits.



*Examples of Employment Center/Utility/Infrastructure*



Town of Beaufort  
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516  
252-728-2142 • 252-728-3982 fax  
[www.beaufortnc.org](http://www.beaufortnc.org)

**Notification Certification**  
**Case #25-09 410 Live Oak Abutting Neighbors**  
**Special Use Permit Request**

ZACHOS MAN LLC 408 LIVE OAK ST BEAUFORT, NC 28516-1912	SADLER GERRY PO BOX 245 BEAUFORT, NC 28516-
DUKE ENERGY PROGRESS INC 550 TRYON STREET MAIL CODE: DEC44PP CHARLOTTE, NC 28202-	BBH LIVE OAK STREET LLC C/O LAURA B CHAPMAN 2431 PECAN RIDGE WAY APEX, NC 27502-8543
WINDOW WALL&INTERIOR DECOR LLC 904 PINE STREET BEAUFORT, NC 28516-2031	GILLIKIN NELSON BRYAN II PO BOX 248 BEAUFORT, NC 28516-0248
GARNER EUGENE M JR ETUX DIANNE 173 JACKSON DRIVE BEAUFORT, NC 28516-	TOWN OF BEAUFORT 701 FRONT ST BEAUFORT, NC 28516-2229

I, *Michelle Eitner*, Town Planner for the Town of Beaufort do hereby certify the above subject property owners, applicants, and adjacent property owners were each mailed a letter and vicinity map on May 23, 2025, regarding a request for a special use permit at 410 Live Oak Street. A sign was posted on the subject property on May 27, 2025 regarding the same. The rezoning request will be heard at the June 9, 2025 Board of Commissioners meeting at the Train Depot, 614 Broad Street, Beaufort, NC, at 6:00 p.m.

*Michelle Eitner*  
\_\_\_\_\_  
Signed

*5/28/25*  
\_\_\_\_\_  
Date



**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM – Monday, June 9, 2025  
Train Depot, 614 Broad Street  
Beaufort, NC 28516**

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Proposed Fiscal Year 2026 Fee Schedule

**REQUESTED ACTION:**

Review and Approve the FY 2026 Fee Schedule.  
The changes are listed below.

**Planning requested these changes:**

**Residential**

- Add- Expired Permit Fee= Cost of the current permit
- Add- Roof Repair/Replacement = \$250
- Add- New Driveway Permit \$50
- Change Demolition from \$100 to \$100 per structure
- Change Solar panels from \$100 +\$5 per panel to \$75 +\$6 per panel
- Change – change in Contractor from \$75 to \$100

**Commercial**

- Add- Expired Permit Fee= Cost of the current permit
- Add- Roof Repair/Replacement = \$500
- Add- New Driveway Permit = \$50
- Change Demolition from \$100 to \$100 per structure
- Change Solar panels from \$100 +\$5 per panel to \$100 +\$8 per panel
- Change – change in Contractor from \$75 to \$100

**The Utility Department requested these changes due to increased meter costs:**

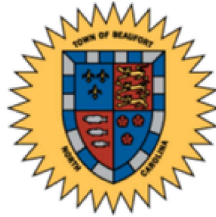
- Change Meter Only Install from \$400 to \$500 (no new tap fee)
- Change Meter Only without install from \$260 to \$350 for ¾ inch meter (1"-2" meter is at cost)

**Solid Waste Fee Changes**

- Based on the 2.8% CPI increase passed through from GFL.
- The BOC was made aware of this change at the April meeting.

**EXPECTED LENGTH OF PRESENTATION:** 5 minutes

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



# Town of Beaufort FY 2026 Proposed



**Proposed Version - 5/21/2025**



# TABLE OF CONTENTS

---

<b>Introduction</b> .....	<b>3</b>
Fee Schedule .....	4



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# **INTRODUCTION**

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# FY 2026 Fee Schedule Effective July 1, 2025

## Events & Rentals

### SPECIAL EVENT FEES

Special Event Application Fee	\$ 25.00
Tent Permit/Inspection	50.00 See Mandatory Fire Permits
Fireworks Display Permit	50.00 See Mandatory Fire Permits
Amplified Sound Permit	25.00

### RESERVING SEASONAL PARKING SPACES

East & West Front Street Lots	27.00 /space/day
All Other Town Parking Spaces	13.50 /space/day

### TOWN-PROVIDED SERVICES & SUPPLIES

Electrician Fees subject to amount billed by contractor	
Electricity per Event	50.00
Off Duty Public Safety	50.00 /hr 2 hr minimum
Public Works Service Fee (includes 2 employees)	68.00 /hr
Solid Waste or Recycling Cart	10.00 /cart
Additional Town-Provided Supplies As Required	actual cost
Fire Boat or Police Boat Launch	62.55 plus off-duty public safety fee for operational period

### TRAIN DEPOT RENTAL FEES

Refundable Security Deposit	\$ 50
Recurring Monthly Meetings	15
<i>HALF-DAY RENTAL (plus security deposit)</i>	
Resident	25
Non-Resident	75
<i>FULL-DAY RENTAL (plus security deposit)</i>	
Resident	50
Non-Resident	150

### KAYAK RACK RENTAL

Kayak Rack Fee	\$ 100
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### REMOVAL / STORAGE FEE

1st Offense	50
2nd Offense	75
3rd Offense	100



## Fire Safety Fees

### FIRE INSPECTION FINES & FEES

- 1st Inspection (initial) No charge
- 2nd Inspection (after 0- 30 days) Potential Fines
- 3rd Inspection (after 0- 30 days) \$200 per Violation and/or Criminal Citations
- 4th Inspection (after 0- 30 days) \$200 per Violation and/or Criminal Citations
- 5th Inspection (after 0- 30 days) Civil Penalties & Fines, Plus Civil Action, Misdemeanor Charges

### Life Safety Violations Fines and Fees

Life safety violations may result in fines and fees. Types of violations include:

#### Over Occupant Limit/Overcrowding

A condition that exists when either there are more people in a building, structure or portion thereof than have been authorized or posted by the fire code official, or when the fire code official determines that a threat exists to the safety of the occupants due to persons sitting and/or standing in locations that may obstruct or impede the use of aisles, passages, corridors, stairways, exits or other components of the means of egress. Each person over occupancy is considered a violation.

#### Locked/Blocked/Impeded Means of Egress

Any obstruction in the required width of a means of egress. ("Means of Egress" is the continuous and unobstructed path of vertical and horizontal egress travel from any point in a building or structure to a public way, consisting of three separate and distinct parts: the exit access, the exit, and the exit discharge.)



**Impairment of Fire-Related Equipment**

Failure to have required testing and maintenance conducted of fire alarm system(s), fire sprinkler systems and/or alternative automatic fire extinguishing systems (includes commercial hood and duct systems, wet-chemical, dry-chemical, foam, carbon dioxide systems, halon systems and clean agent systems) and to have required documentation of test(s).

Assemblies with Impaired Fire Detection/Extinguishment Equipment must provide a Fire Watch person while the building is occupied or it will be closed.

**LIFE SAFETY VIOLATION FINES & FEES**

- Overcrowding \$500
- Unauthorized Burning 100
- Blocked/Impeded Exits 200
- Spraying Operation Not Complying to Code 100
- Alarm System Needing Testing/Maintenance 100
- Suppression System Needing Testing/Maintenance 100
- Sprinkler System Needing Testing/Maintenance 100
- Unauthorized Storage 100
- General Violations (per offense – including KnoxBox violations 100
- Any other violations of the NC Fire Prevention Code or Town of Beaufort Town Ordinances not specifically codified shall be fined 100

**General Fire Safety Violation Fees**

Each establishment within the Town of Beaufort will be allowed a total of **THREE** (3) false alarms per calendar year. Additional (false) fire alarms re-occurring after the third alarm will be subject to the following “Civil Citations” **(See note below defining “false alarms”):**

- 4th occurring false alarm \$100
- 5th occurring false alarm \$150
- 6th occurring false alarm \$200
- For each subsequent false alarm (within the calendar year) \$50

The fine will increase in increments of \$50.  
(Example: 4<sup>th</sup> false alarm = \$100, 5<sup>th</sup> \$150, 6<sup>th</sup> \$200, 7<sup>th</sup> false alarm = \$250; if there were to be a 4<sup>th</sup> & 5<sup>th</sup> false alarm the total fee would be \$250, if followed by a 6<sup>th</sup> the total would be \$450, etc.)



Fines for false alarm trips are issued for failure to maintain or make required repairs to fire alarm systems. Fines will not be issued for alarm trips due to natural causes, mischief or accidental activation of alarm systems that are maintained appropriately and functional. Each occurrence is a separate offense (fee as outlined above) and each occurrence fee increases as outlined above.

If a business owner/occupant provides documentation the system has been serviced by an Alarm System Technician since the 3rd nuisance alarm, then the fee will be waived. The alarm count will start new for the calendar year after the system has been serviced.

### Mandatory Operational Fire Permits

(As described in Section 105.6 of NC Fire Code)

The Town of Beaufort DOES NOT issue permits for OPEN BURNING UNLESS A PERMIT IS ISSUED BY NCDNCR or INDOOR PYROTECHNIC DISPLAYS. Such are PROHIBITED within the corporate limits of the Town.

- Amusement Buildings \$50
- Blasting \$100
- Burning (Only NCDNCR Permits) **Not Allowed in Town of Beaufort**
- Carnivals & Fairs \$50
- Combustible Dust Producing Operations \$50
- Covered Mall Buildings \$50
- Exhibits & Trade Shows \$50
- Explosives (including all fireworks retail displays) \$100
- Fireworks Displays \$100
- Flammable & Combustible Liquids (per site) \$50
- Food Service Vehicle (6 month permit) \$50
- Fumigation/Thermal Insecticidal Fogging \$50 Liquid or gas-fueled vehicles or equipment in assembly buildings \$50
- Private Fire Hydrants \$50
- Pyrotechnics Special Effects Material \$100
- Spraying & Dipping \$50
- Temporary Membrane Structures and Tents (per each permittable size) \$50
- GST/UGST Install/ Alter/ Removal/ Abandonment \$100



## Planning & Inspections Fees

Building permits are required for all work that meets any one of the following criteria.

- Work performed to structures costing \$40,000 or more
- Work involving changes to load-bearing features
- Additions, repairs, replacements, changes, or redesign of plumbing, heating, air conditioning and electrical systems
- Any new structure larger than 12' in length, height, or width
- Work performed on commercial structures. This includes any residential structure with more than two dwelling units. It also includes any residential structure housing a commercial operation.

Other Structures include sheds, piers, bulkheads, retaining walls, etc.

Permit fees may be refunded after consultation with the Town of Beaufort Finance Department and the Town Manager.



## Residential Construction Fees

### RESIDENTIAL CONSTRUCTION FEES

#### **NEW BUILDINGS & ADDITIONS**

Building & Insulation \$ 75 heated & unheated space +\$0.20/ sq  
Permit ft

Electrical Permit 75 + 0.15/ sq ft, heated & unheated space

Mechanical Permit 75 + 0.15 / sq ft, heated space

Plumbing Permit 75 + 0.15 / sq ft, heated space

Homeowner's Recover Fee 10 / structure

#### **NEW OTHER STRUCTURES**

Building & Insulation \$ 75  
Permit + \$0.10 / sq ft

Electrical Permit 75 + 0.10 / sq ft  
75

Mechanical Permit 75 + 0.10 / sq ft

Plumbing Permit 75 + 0.10 / sq ft

#### **CHANGING EXISTING STRUCTURES**

Renovation & Repair \$ 75 + \$1 sq ft (trades included)  
Permit (trades included)

Electrical Permit 75 / system

Mechanical Permit 75 / unit

Plumbing Permit 75

The Homeowner's Recovery Fee is only assessed for contractors with a current NC General Contracting License. Proceeds are sent quarterly to the General Contracting Board.



RESIDENTIAL CONSTRUCTION FEES

**MISCELLANEOUS PERMITTING**

Demolition	\$ 100	per structure + completed asbestos report
Structure Moving	\$ 500	
Single-Wide Manufactured Home	\$ 150	
Double-Wide Manufactured Home	\$ 200	
Modular Home	\$ 400	
Construction Trailer	\$ 100	
Gas pumps/Storage tanks	\$ 75	+ \$20.00 / unit
Signs	\$ 75	+ \$2 /sq ft
Low Voltage/ Burglary, Security, etc.	\$ 200	
Fire Sprinkler	\$ 75	+ \$0.08 sq ft
Fire Alarm	\$ 75	+\$0.05 sq ft
Elevator (includes electrical)	\$ 400	
Restore Power	\$ 75	
Solar Panels	\$ 75	+ \$6.00 per panel
Above Ground Swimming Pools & Hot Tubs	\$ 150	
Inground Swimming Pools & Hot Tubs	\$ 500	including electric
Sea Wall / Bulkhead	\$ 75	+\$2 linear ft
Boatlift Electrical	\$ 75	per boatlift
Change in Contractor	\$ 100	
Re-Inspection - 3rd Attempt	\$ 75	
Roof Repair/Replacement	\$ 250	
Re-Inspection - 4th Attempt and Beyond	\$ 150	
New Driveway Permit	\$ 50	
Elevation Certificate Review	\$ 100	
After Hours / Emergency Inspection	\$ 250	
Working Without a Permit		Double permit fee
Working with an Expired Permit		Current cost of permit



**COMMERCIAL CONSTRUCTION FEES  
NEW BUILDINGS & ADDITIONS**

Building & Insulation \$ 100 heated & unheated space  
Permit + \$0.40 / sq ft  
  
Electrical Permit 100 + 0.25 / sq ft, heated and unheated space  
  
Mechanical Permit 100 + 0.25 / sq ft, heated space  
  
Plumbing Permit 100 + 0.25 / sq ft, heated space

**NEW OTHER STRUCTURES INCLUDING DOCKS, PIERS, FLOATING PIERS**

Building & Insulation \$ 100 + \$0.20 / sq ft  
Permit  
  
Electrical Permit 100 + 0.15 / sq ft  
  
Mechanical Permit 100 + 0.15 / sq ft  
  
Plumbing Permit 100 + 0.15 / sq ft

**CHANGING EXISTING STRUCTURES**

Renovation & Repair \$ 100 + \$2 sq ft  
Permit  
  
Electrical Permit 100 / system  
  
Mechanical Permit 100 / unit  
  
Plumbing Permit 100



**COMMERCIAL CONSTRUCTION FEES**

**MISCELLANEOUS PERMITTING**

Demolition	\$ 100	per structure + completed asbestos report
Structure Moving		Same as new construction
Construction Trailer	\$ 200	
Floodplain Development (Utility Install)	\$ 100	
Gas pumps/Storage tanks	\$ 100	+ \$50.00 / unit
Signs	\$ 100	+ \$2.50 /sq ft
Hood Suppression	\$ 250	
Low Voltage, Burglary, Security, etc.	\$ 200	
Fire Sprinkler	\$ 100	+ \$0.08 sq ft
Fire Alarm	\$ 100	+ \$0.05 sq ft
Elevator ( includes Electrical)	\$ 400	
Restore Power	\$ 100	
Solar Panels	\$ 100	+ \$8.00 per panel
Above Ground Swimming Pools & Hot Tubs	\$ 150	
Inground Swimming Pools & Hot Tubs	\$ 500	including electric
Sea Wall \ Bulkhead	\$ 100	+\$3.00 linear ft
Change in Contractor	\$ 100	
New Business Inspection	\$ 100	
Fire/Safety Inspection	\$ 100	
ABC/ALE License	\$ 100	
Re-Inspection - 3rd Attempt	\$ 75	
Re-Inspection - 4th Attempt and Beyond	\$ 150	
Roof Repair/Replacement	\$ 500	
New Driveway Permit	\$ 50	
After Hours / Emergency Inspection	\$ 350	
Working Without a Permit		Double Permit Fee
Elevation Certificate Review	\$ 100	
Working with Expired Permit		Current cost of permit



**PLANNING APPLICATION FEES**

Certificate of Appropriateness Historic District	\$250 / application
Minor Works	\$50 / application
Rezoning Request with no Land Use Plan change	\$300 / application
Rezoning Request with Land Use Plan change	\$400 / application
Zoning or Subdivision Text Amendment	\$300 / application
Variance Request	\$300 / application
Preliminary Plat Approval	\$250 / application
Final Plat/Subdivision Approval	\$250 / application
Special Use Permission	\$400 / application
Site Plan Review (includes 2 Technical Review Meetings)	\$300 / application
Each additional Technical Review Meeting	\$100 / meeting



# Solid Waste Collection Fees

## SOLID WASTE MONTHLY FEES

- Solid Waste User Fee \$ 23.82
- Additional Solid Waste \$ 13.14
- Cart
- Additional Recycle Cart \$ 5.27
- Violations - 3rd and \$ 150.00/ violation
- subsequent

## Commercial Solid Waste Collection

The twice-weekly WBD recycling program runs May-September. Rates assume 30 carts participate. If fewer, collection fees will be distributed among the number of carts participating.

## SOLID WASTE MONTHLY FEES Waterfront Business District

<u>SERVICE TYPE</u>	<u>USAGE</u>	<u>MONTHLY FEE</u>
Compactor Solid Waste User Fee	High Volume	\$ 197.44
	Medium Volume	\$ 85.66
	Low Volume	\$ 26.37
Solid Waste Roll-Out – 96 Gallon	Once / Week	\$ 30.32
Recycling Roll-Out – 96 Gallon	Once / Week	\$ 21.08
Recycling Roll-Out – 96 Gallon	Twice / Week	\$ 85.55
Cardboard Recycling User Fee		\$ 13.01
Violations - 3rd and subsequent		150.00 / violation



# Water & Sewer Rates & Fees

The taps fees listed below cover the materials and labor costs for installation of service lines. Each water tap also includes the cost of the meter box and meter for sizes up to and including 2 inches. The fees are for "standard" installations that do not require the demolition and replacement of asphalt and/or concrete pavements, paths, sidewalks, etc. Standard installations also do not involve other special installation work such as boring, excavation to depths exceeding 4 feet, placement of trench sheeting, etc. The fee for these types of non-standard installations will be charged at cost plus 10 percent.

All water and sewer taps made outside Town limits are double in-town rates shown below. Water or sewer system development fees outside Town limits are negotiable but will not exceed 2X rates shown below.

Upgrades in service, i.e., changing from a 3/4" meter to a 1" meter, are subject to a difference in the water tap, water system development, and sewer system development fees.

All taps larger than 2" shall be installed at developer's cost in accordance with Town of Beaufort standards and developers shall pay a tap-on fee as shown below.

TAP FEES			SYSTEM DEVELOPMENT FEES		
SIZE	WATER	SEWER	SIZE	WATER	SEWER
¾"	\$ 700	\$ 750	¾"	\$ 476	\$ 5,524
1"	800	750	1"	793	6,207
1 ½"	1,075	750	1 ½"	1,585	7,015
2"	1,375	750	2"	2,536	8,064
3"	575	750	3"	4,755	10,445
4"	625	750	4"	7,925	15,875
6"	850	750	6"	15,850	22,550
8"	1,175	750	8"	25,360	26,240



**WATER USAGE RATES**

<u>TYPE</u>	<u>SIZE</u>	<u>IN</u>	
		<u>TOWN</u>	<u>OUTSIDE</u>
<i>BASE</i>	¾"	\$ 10.37	\$ 23.25
	1"	17.32	37.33
	1 ½"	34.53	82.96
	2"	55.27	147.25
	3"	110.65	333.91
	4"	172.87	NA
	6"	345.63	1,327.36
<i>VARIABLE</i>	1000 gal	5.07	7.61

**SEWER USAGE RATES**

<u>TYPE</u>	<u>SIZE</u>	<u>IN</u>	
		<u>TOWN</u>	<u>OUTSIDE</u>
<i>BASE</i>	¾"	\$21.17	\$ 42.34
	1"	35.85	70.01
	1 ½"	70.50	140.99
	2"	112.20	225.67
	3"	225.88	451.77
	4"	352.90	705.81
	6"	705.60	1,411.19
<i>VARIABLE</i>	1000 gal	16.80	33.60



**WATER & SEWER SERVICE CHARGES**

New Account Service Fee \$20 Waived with bank draft  
Application Fee \$5

*SECURITY DEPOSITS*

3/4" meter \$75-270, based on credit score  
1" meter \$100  
1 1/2" meter \$140  
2" meter \$275

Transfer Account \$25  
Returned Check Fee \$25  
Late Fees 10% added to late portion

Reconnect Fee - Business Hours \$25  
Reconnect Fee - After Hours \$75  
After Hours Service Calls \$75

Temporary Connection (for cleaning, renovation inspection, etc.) available for a 2-week period, plus water and sewer usage \$25 charges  
Fire Hydrant Meters mobilization, on site-employee, and 5,000 gal of water; additional \$75 \$.01/gal

**Meter-Only Install** \$500 **no new tap fee**  
**Meter- Only without Install** \$350 (**3/4" meter; 1" through 2" at cost**)

Fire Hydrant Tampering per day + parts & labor for damages sustained during \$1,000 tampering

Water Meter Stealing/Tampering \$125 Residential -1st Offense  
\$250 Residential -2nd Offense  
\$500 Residential -3rd and Add'l Offenses  
\$500 Commercial Each Offense

Wastewater Allocation Request Review \$50

*Fire Protection Sprinkler System Monthly Fee*

2" riser 6.25  
4" riser 10.42  
6" riser 12.5  
8 " riser 16.67



## Stormwater Fees

The Stormwater Utility Fee (SWU) is a fee for service just like the fees charged for water, sewer, and trash services. The SWU fee funds the Stormwater Management Program.

Funding from SWU fees can only be used for stormwater management with the rate of the fee being based on the cost of providing stormwater management services for the Town's Stormwater Management Program. The Town's stormwater management program is designed to address three main program areas: Stormwater Quality, Flooding & Drainage, and Public Infrastructure Operation & Maintenance. To that end, the management program involves operating programs and capital infrastructure projects.

The SWU fee is based on a property's impervious surface which is directly correlated to stormwater runoff. The impervious area used for this is different than the floor area inside a house. We measure the outside impervious area, like what a bird would see from above.

The amount of fee charged depends on a property's type and its impervious area. There are two fee structures, one for residential properties and one for non-residential properties. Residential properties include single-family homes, condominiums, and townhouses. Non-residential properties include commercial, industrial, institutional, apartments, non-profit, faith-based, and all other properties not included in the residential properties category.

**Monthly Residential Fee \$5.00**

**Monthly Non-Residential Fee \$10.00**

The Town has developed a Credit Manual that provides information on eligible practices that property owners can implement to protect stormwater quality and reduce flooding impacts, along with instructions on how to apply for "credits" to reduce their SWU fee. The Manual also includes information on how low-income property owners can apply to receive a reduced stormwater fee.

### **PARKING & VEHICLE FEES**

Annual Golf Cart Registration \$ 100

#### *PARKING TICKETS*

Regular Space 50

Handicap Space 100

Late Fee 30 on day 30

#### *PARKING PASSES*

Weekly 25

Monthly 100

Seasonal 200

WBD Resident Premium Seasonal 800



MISCELLANEOUS FEES

*PUBLIC RECORDS REQUESTS*

- paper copies \$0.15 /page
- meeting recording \$10 / 5GB USB

*NUISANCE SECURITY ALARMS*

- 4th nuisance alarm in a calendar year \$100
- Subsequent nuisance alarm in a calendar year \$200

- Cemetery Internment Permit Fee \$25
- Cemetery Plot Fee- Resident \$500
- Cemetery Plot Fee- Non Resident \$700

- Taxi Permitting Fee \$68
- Register of Deeds - Recording Fee \$26

- Off Duty Public Safety Request \$50 /hour
- Voluntary Annexation Request \$350
- Walking Tour Permit \$100
- Non-Motorized Vehicle Permit \$100
- Golf Cart Tour Permit \$300





**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Meeting  
6:00 PM Monday, June 9, 2025**

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Wastewater Allocation Request  
2303 Highway 70 Beaufort

**BRIEF SUMMARY:**

The applicant Carteret County is requesting that 24,000 gallons per day (gpd) of sewer treatment capacity be allocated for the proposed Carteret County Jail, Sherrif's Office and Public Safety Complex located at 2303 Highway 70. 24,000 GPD represents 1.6% of the total WWTP capacity. Current capacity stands at 76.2%, if approved the capacity will be raised to 77.8%.

If annexation is approved, the site will be within Town Limits but outside of the Town's sewer service area placing in a Priority Level 3 category according to the Town's Wastewater Allocation Policy. Engineering plans and specifications will need to be submitted to the Town for approval showing a pumping system capable of handling the required flow and able to pump into the Town's force main at that location. All applicable State permits will be required as well.

**REQUESTED ACTION:**

Consider allocation request of 24,000 GPD for the proposed County Jail, Sheriff's Office and Public Safety Complex located at 2303 HWY 70.

**EXPECTED LENGTH OF PRESENTATION:**

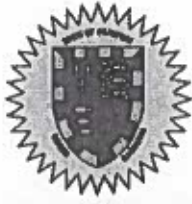
15 minutes

**SUBMITTED BY:**

Sam Bell, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No



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

## WASTEWATER ALLOCATION REQUEST

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

Wastewater Allocation Request Review Fee: \$50

### SITE INFORMATION

Name of Project: Carteret County Jail, Sheriff's Office and Public Safety Complex Acreage of Property: 40.98  
County Tag Number: N/A NC PIN: \_\_\_\_\_  
Address/Location: 2303 Highway 70, Beaufort, NC 28516

Zoning District: R20 pending application for voluntary annexation request approval  
Location Status:  Town Limits  Existing Out-of-Town Service Area  
 Out-of-Town Service Approval/Agreement Annexation Request Attached

### APPLICANT INFORMATION

Applicant: County of Carteret  
Mailing Address: 302 Courthouse Square, Beaufort, NC 28516  
Phone Number: 252-728-8410 Fax: 252-728-8485  
Contact Person: Sharon Griffin  
Email Address: Sharon.Griffin@carteretcountync.gov

### PROPERTY OWNER INFORMATION

Name: County of Carteret  
Mailing Address: 302 Courthouse Square, Beaufort, NC 28516  
Phone Number: 252-728-8410 Fax: 252-728-8485  
Email Address: Sharon.Griffin@carteretcountync.gov

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ File Number/Name: \_\_\_\_\_

**PROJECT INFORMATION**

Use:  New  Expanded  Change Use Type:  Residential  Commercial

Proposed Use(s): Jail, Sheriff's Department, & Public Safety Complex Existing Use(s): Empty Lot

Developer Name: Waiting on the award of RFQ that is due March 31, 2025

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

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

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

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

The following supplemental information is required:

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

Residential:

Gross Acreage: \_\_\_\_\_

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

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

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

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

Gross Acreage: 40.98

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
County Jail- Current Jail	116 Beds Currently		78.4	9094
County Jail Expansion	300 Beds Total		78.4	23520
Total of additional beds	184 Additional Beds		78.4	14426
<b>Total</b>	184 Additional Beds		-----	

TOTAL REQUESTED GALLONS PER DAY: 24,000 GPD SEE ADD'N SHEETS ATTACHED

### APPLICANT AFFIDAVIT

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

Sharon Griffin  
Print Name

[Signature]  
Signature of Applicant

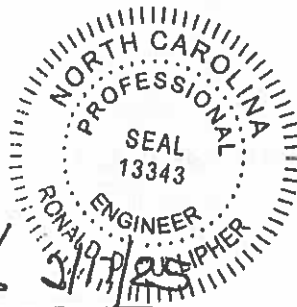
2/19/25  
Date

### ENGINEER'S CERTIFICATION

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

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

Ronald D. Colipher  
Signed and Dated Professional Engineer Seal



The Colipher Group, PA      151 A HWY 24 Morehead City, NC  
Firm Name      Address      28557

252-773-0090      ron@tcgpa.com  
Telephone No.      Email Address

**TOWN OF BEAUFORT OFFICE USE ONLY:**

Approved by:  Town Engineer  
 Board of Comissioners

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

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

Confirmation signature by:

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

CARTERET COUNTY JAIL SEWER FLOW ALLOCATION REVIEW  
FEBRUARY 17 2025

BASED ON 300 BEDS FOR THE JAIL

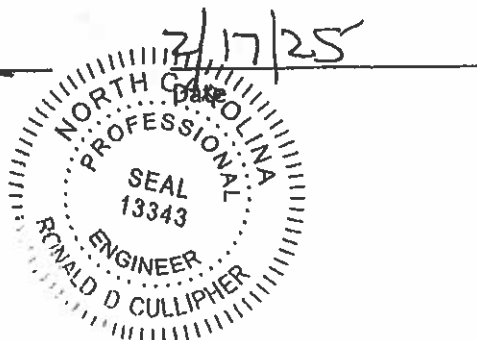
EVALUATION 1 PAST WATER RECORDS WITH ALL JAIL/SHERIFF DEPT STAFF  
AVERAGED 78.4 GPD/BED WITH 116 BEDS  
EXTRAPOLATE FOR 300 BEDS YIELDS 23509 GALLONS PER DAY

EVALUATION 2	300 INMATE BEDS	75 GPD	22500 GPD
	18 EMPLOYEES 24/7	25 GPD	450 GPD
	6 JAIL ADMINISTRATION	25 GPD	150 GPD
	2 MEDICAL STAFF	25 GPD	50 GPD
	26 DEPUTIES	25 GPD	650 GPD
	TOTAL		23800 GPD

BOTH METHODS EXTREMELY CLOSE TO EACH OTHER  
I RECOMMEND REQUESTING 24,000 GPD

*Ronald D. Cullipher*  
\_\_\_\_\_  
Ronald D. Cullipher, P.E.

The Cullipher Group, PA  
151 Hwy 24  
Morehead City, NC 28557  
252-773-0090  
Corporate License C-4482



Town of Beaufort Jail Usage

Month	Water	Sewer	Total Billed	Usage	Monthly Average Inmates	Average Jail Staff Hours per Month	Average Sheriff's Office Staff Hours Per Month
December-23	\$ 1,644.52	\$ 5,229.39	\$ 6,873.91	290,267	123	7,233	2970
January-24	\$ 1,560.82	\$ 4,952.09	\$ 6,512.85	273,758	135	7,345	2966
February-24	\$ 1,543.40	\$ 4,894.31	\$ 6,437.71	270,322	134	7,345	3318
April-24	\$ 1,872.33	\$ 5,984.26	\$ 7,856.59	335,200	130	7,401	3318
May-24	\$ 1,734.94	\$ 5,528.98	\$ 7,263.92	308,100	137	7,401	3142
June-24	\$ 1,866.76	\$ 5,965.78	\$ 7,832.54	334,100	138	7,401	3318
July-24	\$ 1,438.85	\$ 4,547.86	\$ 5,986.71	249,700	150	7,345	3142
August-24	\$ 1,281.17	\$ 4,025.38	\$ 5,306.55	218,600	155	7,401	3318
September-24	\$ 1,811.49	\$ 5,782.66	\$ 7,594.15	323,200	152	7,401	3142
October-24	\$ 1,845.97	\$ 5,896.90	\$ 7,742.87	330,000	151	7,401	3318
November-24	\$ 1,892.61	\$ 6,051.46	\$ 7,944.07	339,200	131	7,289	2970
<b>Total</b>	<b>\$18,492.86</b>	<b>\$59,859.01</b>	<b>\$77,351.87</b>	<b>3,272,447</b>	<b>140</b>	<b>7,360</b>	<b>3,175</b>
<b>Average</b>							

Average monthly use 272,704 gallons per month – approximately 9090 gallons per day

Current jail beds – 116 – demand per bed 78.4 gpd/bed

Proposed beds – 300 @ 78.4 gpd/bed =23509 gpd total demand

## SEWAGE FLOW RATE ESTIMATING GUIDE

(Range and Typical are shown in gallons per unit)

Estimates are based on US standards for water usage and sewage strength.

### Typical Wastewater Flow Rates from Commercial Sources

Source	Unit	Range	Typical
Airport	Passenger	2-4	3
Auto Service Station	Vehicle Served	7-13	10
Bar	Employee	9-15	12
	Customer	1-5	3
	Employee	10-16	13
Department Store	Toilet Room	400-600	500
	Employee	7-13	10
Industrial Building (Sanitary Waste Only)	Employee	7-16	13
Laundry (Self-Serve)	Machine	450-650	550
	Wash	45-55	50
Office	Employee	7-16	13
Restaurant	Meal	2-4	3
	Employee	7-13	10
Shopping Center	Parking Space	1-2	2

### Typical Wastewater Flow Rates from Residential Sources

Source	Unit	Range	Typical
Apartment, High-Rise	Person	35-75	50
Low Rise	Person	50-80	65
Hotel	Guest	30-55	45
Individual Residence			
Typical Home	Person	45-90	70
Better Home	Person	60-100	80
Luxury Home	Person	75-150	95
Older Home	Person	30-60	45
Summer Cottage	Person	25-50	40
Motel			
with Kitchen	Unit	90-180	100
without kitchen	Unit	75-150	95
Mobile Home Park	Person	30-50	40

### Typical Wastewater Flow Rates from Institutional Sources

Source	Unit	Range	Typical
Hospital, Medical	Bed	125-240	155
	Employee	5-15	10
Hospital, Mental Health	Bed	75-140	100
	Employee	5-15	10
Correctional Institution (Prison)	Inmate	75-150	115
	Employee	5-15	10
Rest Home	Resident	50-120	85
School, day			
w/ cafeteria, gym, & showers	Student	15-30	25
w/ cafeteria only	Student	10-20	15
no cafeteria; no gym	Student	5-17	11
School, boarding	Student	50-100	75

### Typical Wastewater Flow Rates from Recreational Sources

Source	Unit	Range	Typical
Apartment, Resort	Person	50-70	60
Cabin, Resort	Person	8-50	40
Cafeteria	Customer	1-3	2
	Employee	8-12	10
Campground (developed)	Person	20-40	30
Cocktail Lounge	Seat	12-25	20
Coffee Shop	Customer	4-8	6
	Employee	8-12	10
Country Club	Member Present	60-130	100
	Employee	10-15	13
Day Camp (no meals)	Person	10-15	13
Dining Hall	Meal Served	4-10	7
Dormitory	Person	20-50	40
Hotel, Resort	Person	40-60	50
Store, Resort	Customer	1-4	3
	Employee	8-12	10
Swimming Pool	Customer	5-12	10
	Employee	8-12	10
Theatre	Seat	2-4	3
Visitor Center	Visitor	4-8	5

11/18/2014



**Town of Beaufort, NC**

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

**Beaufort Board of Commissioners Regular Meeting  
6:00 PM Monday, June 9, 2025 – 614 Broad Street- Train Depot**

---

**AGENDA CATEGORY:** New Business

**SUBJECT:** Case #25-03 400 Airport Road Hanger 72 - Site Plan.

**BRIEF SUMMARY:**

The applicant wishes to construct an 8,500 sq. ft. airplane hangar on lot 72 of the airport.

**REQUESTED ACTION:**

Decision on Proposed Site Plan

**EXPECTED LENGTH OF PRESENTATION:**

10 Minutes

**SUBMITTED BY:**

Kyle Garner, AICP

Planning & Inspections Director

**BUDGET AMENDMENT REQUIRED:**

N/A



# STAFF REPORT



**To:** Honorable Mayor & Board of Commissioners  
**From:** Kyle Garner, Planning Director  
**Date:** May 23, 2025  
**Case No.** 25-03 400 Airport Road Hanger 72 - Site Plan

**THE REQUEST:** To decide to approve or deny a proposed site plan for an 8,500 sq. ft. airplane hangar at Michael J. Smith airfield. At their May 19, 2025 meeting the Planning Board unanimously recommended approval of the plan.

**INFORMATION:**

Location: 400 Airport Road  
Property Owner: Carteret County (Applicant – Jeffery McCann)  
Zoning District: IW – Industrial Warehouse  
Existing Land Use: Airport  
Adjoining Uses/Zoning: North: Single-family residential uses zoned R-20  
West: Newport River  
East: a mix of single family residential and commercial uses  
South: US 70 By-pass

**PUBLIC UTILITIES & WORKS:**

Water: Town of Beaufort  
Sanitary Sewer: Town of Beaufort

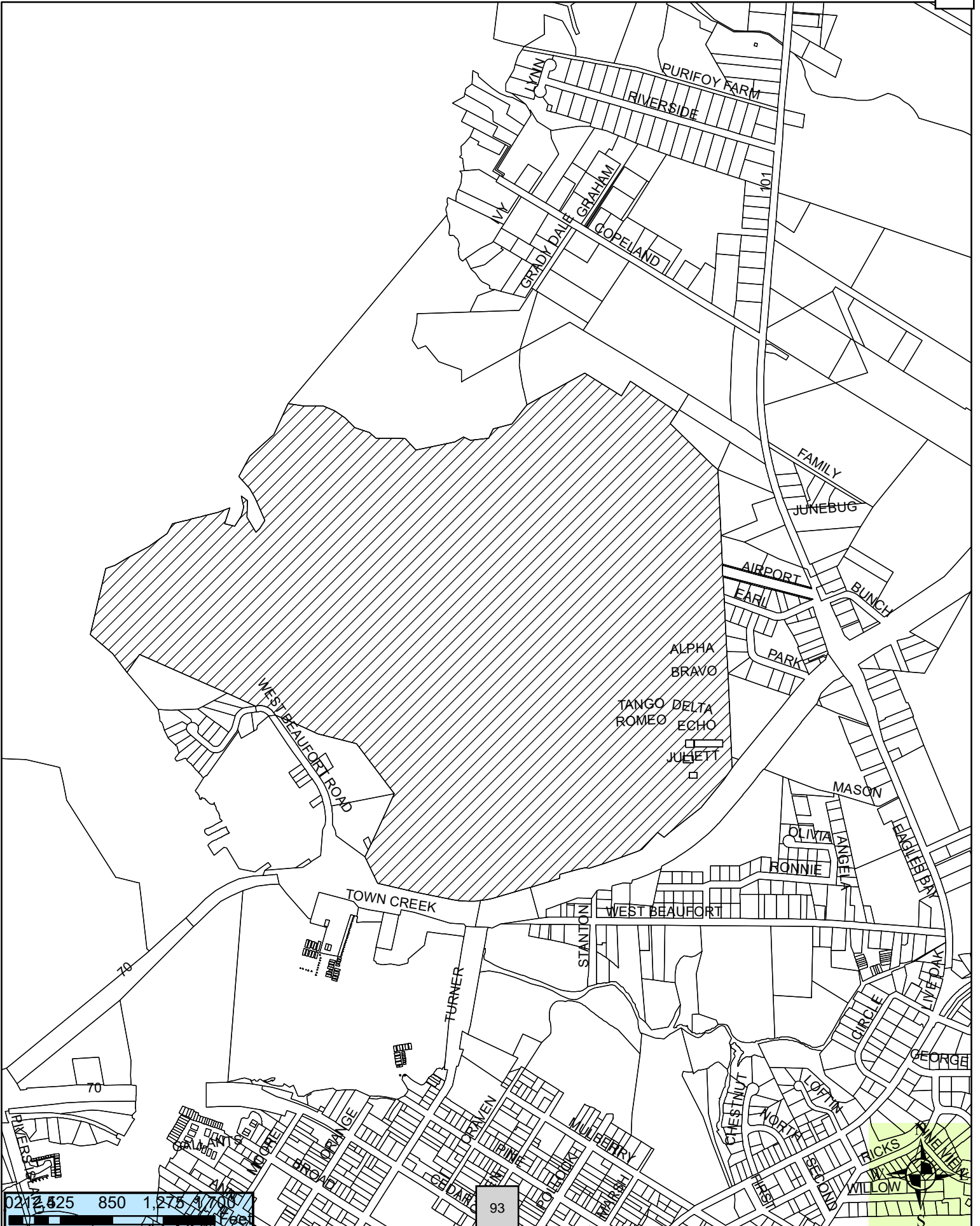
**OPTIONS:**

1. Approval of the Site Plan
2. Denial of the Site Plan based on specific failures to meet the requirements of the LDO.

**ATTACHMENTS:**

- Attachment A – Staff Report
- Attachment B – Vicinity Map
- Attachment C – Hanger Location (Boxed Area)
- Attachment D – Airport Master Plan
- Attachment E – Stormwater Plan for Hanger 72

# Vicinity Map - Case #25-03 400 Airport Road Hanger 72 - Site Plan





NCCOA APPROVAL STAMP

CARTERET COUNTY-BEAUFORT AIRPORT AUTHORITY

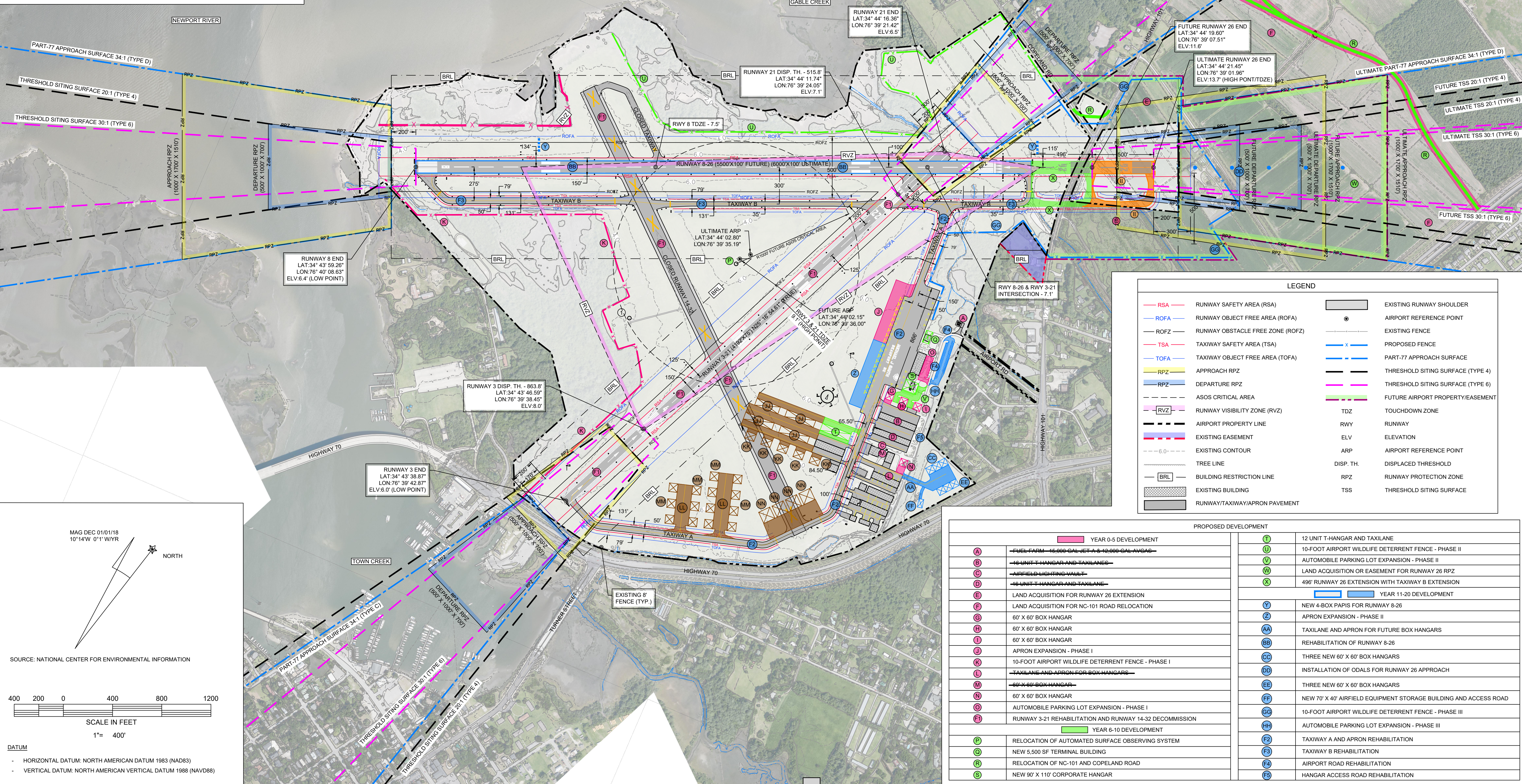
APPROVED \_\_\_\_\_

DATE \_\_\_\_\_

NOTE

NO MODIFICATIONS TO STANDARDS REQUIRED

	ULTIMATE DEVELOPMENT (20+ YEARS)
	500' RUNWAY 26 EXTENSION WITH TAXIWAY B EXTENSION
	ON-DEMAND DEVELOPMENT
	T-HANGAR AND TAXILANE
	80' X 60' BOX HANGAR AND APRON
	CORPORATE HANGAR TAXILANE
	70' X 70' BOX HANGAR
	100' X 100' CORPORATE HANGAR AND APRON



MAG DEC 01/01/18  
10°14'W 0°11'WYR

NORTH

SOURCE: NATIONAL CENTER FOR ENVIRONMENTAL INFORMATION

400 200 0 400 800 1200

SCALE IN FEET

1" = 400'

DATUM

- HORIZONTAL DATUM: NORTH AMERICAN DATUM 1983 (NAD83)
- VERTICAL DATUM: NORTH AMERICAN VERTICAL DATUM 1988 (NAVD88)

**TALBERT & BRIGHT**  
ENGINEERING & PLANNING CONSULTANTS

4810 SHELLEY DRIVE  
WILMINGTON, NC 28405  
PHONE: 910-763-5350  
FAX: 910-762-6281

NC LICENSE NO. C-0713  
EMAIL: TBILLM@TALBERT.COM

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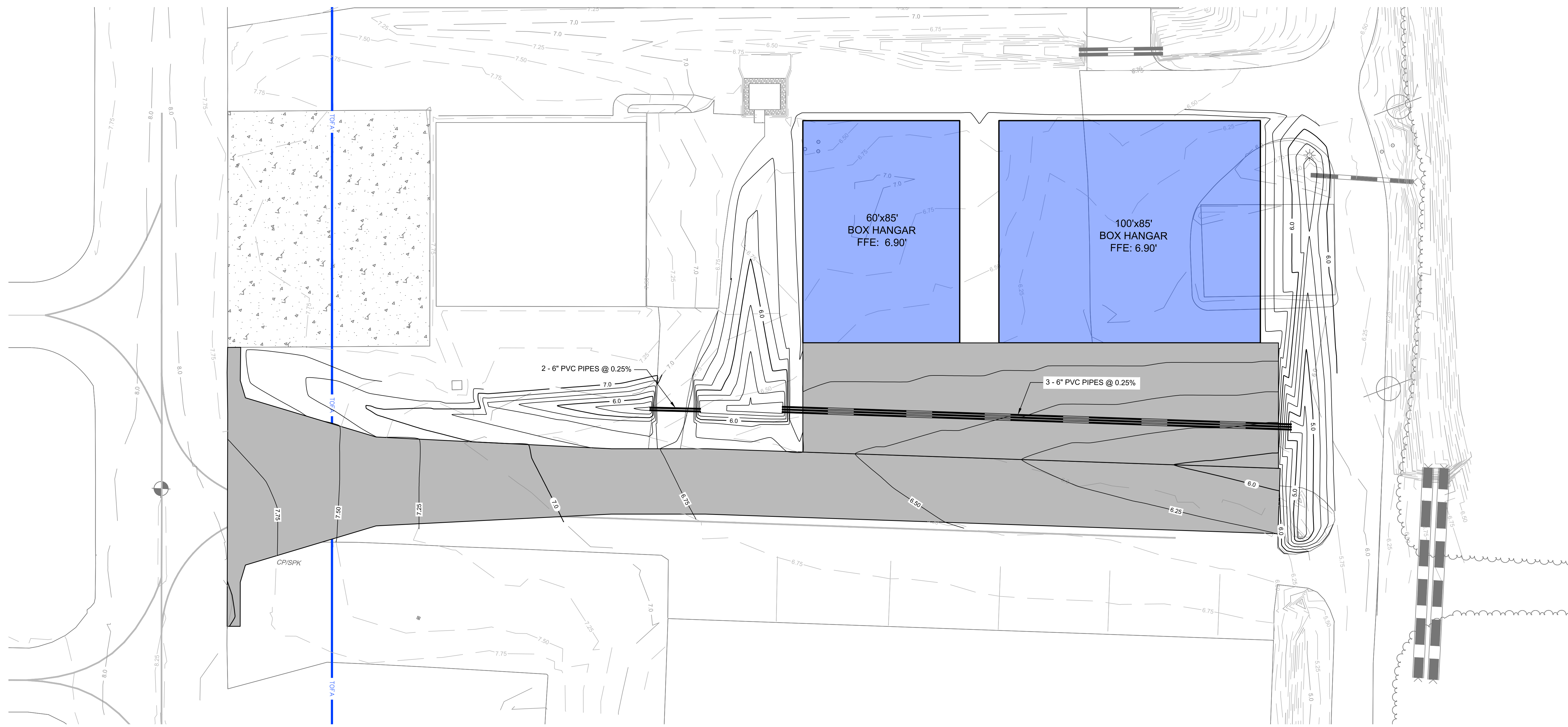
REV. NO.	DESCRIPTION	DATE
1	PEN & INK CHANGES TO ADD INFIELD HANGAR DEVELOPMENT	APRIL 2024

MICHEAL J. SMITH FIELD  
BEAUFORT, NORTH CAROLINA

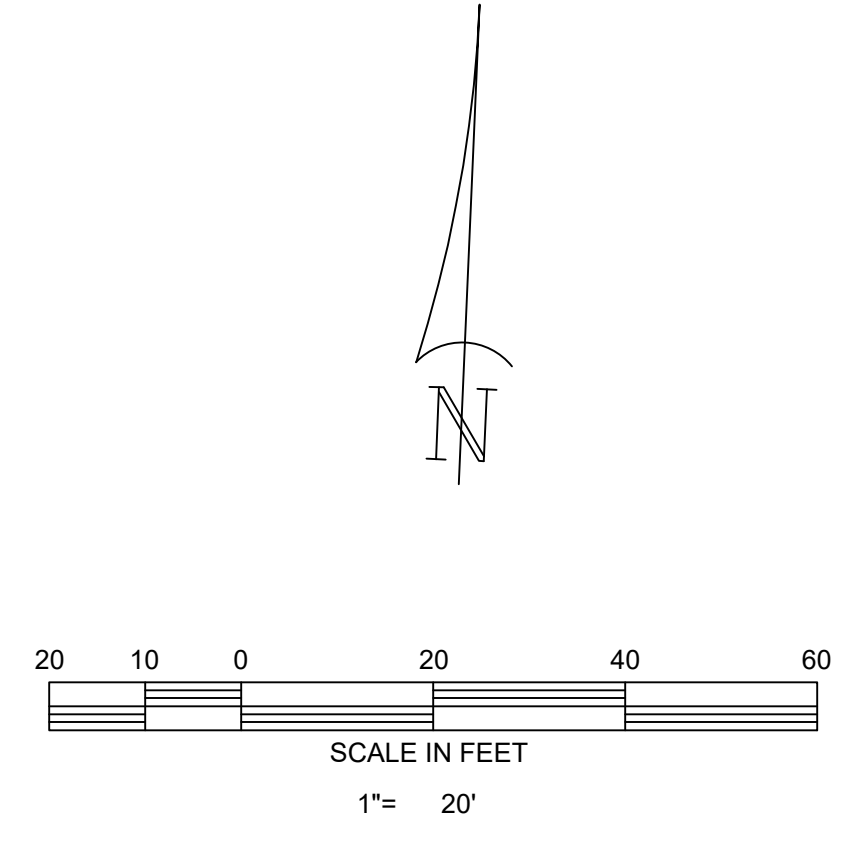
**AIRPORT LAYOUT DRAWING - PROPOSED**

Date	AUGUST 2020
Scale	1" = 400'
Drawn	NT
Checked	JMM
Project No.	2112-1702
Sheet No.	4

PROPOSED DEVELOPMENT	
	YEAR 0-5 DEVELOPMENT
	FUEL FARM 16,000 GAL VET A & 10,000 GAL AVGAC
	16 UNIT T-HANGAR AND TAXILANES
	AIRFIELD LIGHTING VAULT
	16 UNIT T-HANGAR AND TAXILANE
	LAND ACQUISITION FOR RUNWAY 26 EXTENSION
	LAND ACQUISITION FOR NC-101 ROAD RELOCATION
	60' X 60' BOX HANGAR
	60' X 60' BOX HANGAR
	60' X 60' BOX HANGAR
	APRON EXPANSION - PHASE I
	10-FOOT AIRPORT WILDLIFE DETERRENT FENCE - PHASE I
	TAXILANE AND APRON FOR BOX HANGARS
	60' X 60' BOX HANGAR
	60' X 60' BOX HANGAR
	AUTOMOBILE PARKING LOT EXPANSION - PHASE I
	RUNWAY 3-21 REHABILITATION AND RUNWAY 14-32 DECOMMISSION
	YEAR 6-10 DEVELOPMENT
	RELOCATION OF AUTOMATED SURFACE OBSERVING SYSTEM
	NEW 5,500 SF TERMINAL BUILDING
	RELOCATION OF NC-101 AND COPELAND ROAD
	NEW 90' X 110' CORPORATE HANGAR
	12 UNIT T-HANGAR AND TAXILANE
	10-FOOT AIRPORT WILDLIFE DETERRENT FENCE - PHASE II
	AUTOMOBILE PARKING LOT EXPANSION - PHASE II
	LAND ACQUISITION OR EASEMENT FOR RUNWAY 26 RPZ
	496' RUNWAY 26 EXTENSION WITH TAXIWAY B EXTENSION
	YEAR 11-20 DEVELOPMENT
	NEW 4-BOX PAPIS FOR RUNWAY 8-26
	APRON EXPANSION - PHASE II
	TAXILANE AND APRON FOR FUTURE BOX HANGARS
	REHABILITATION OF RUNWAY 8-26
	THREE NEW 60' X 60' BOX HANGARS
	INSTALLATION OF ODALS FOR RUNWAY 26 APPROACH
	THREE NEW 60' X 60' BOX HANGARS
	NEW 70' X 40' AIRFIELD EQUIPMENT STORAGE BUILDING AND ACCESS ROAD
	10-FOOT AIRPORT WILDLIFE DETERRENT FENCE - PHASE III
	AUTOMOBILE PARKING LOT EXPANSION - PHASE III
	TAXIWAY A AND APRON REHABILITATION
	TAXIWAY B REHABILITATION
	AIRPORT ROAD REHABILITATION
	HANGAR ACCESS ROAD REHABILITATION



LEGEND	
	EXISTING 1' CONTOUR
	EXISTING 0.25' CONTOUR
	PROPOSED 1' CONTOUR
	PROPOSED 0.25' CONTOUR
	PROPOSED STORM DRAIN PIPE
	PROPOSED HMA PAVEMENT
	PROPOSED HANGAR



**TALBERT & BRIGHT**  
 ENGINEERING & PLANNING CONSULTANTS  
 4810 SHELLEY DRIVE  
 WILMINGTON, NC 28405  
 PHONE: 910-762-6281  
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REV. NO.	DESCRIPTION	DATE

CARTERET COUNTY- BEAUFORT AIRPORT AUTHORITY  
 MICHAEL J. SMITH, FIELD, BEAUFORT, NORTH CAROLINA  
**HANGAR LAYOUT AND PERMITTING ASSISTANCE**  
**HANGAR SITE PLANS - 1**

Date	OCTOBER 2021
Scale	1" = 20'
Drawn	JE
Checked	RRF
Project No.	2112-2103
Sheet No.	C-1



**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 Board of Commissioners Regular Meeting  
6:00 PM Monday, June 9, 2025 – Train Depot**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case 25-07 Site Plan – Boys & Girls Club at 497 Campen Road

**BRIEF SUMMARY:**

To recommend to the Board of Commissioners approval or denial of the proposed site plan for construction of a new Boys and Girls Club facility at 497 Campen Road

**REQUESTED ACTION:**

Presentation and discussion of proposed site plan  
Decision on proposed site plan

**EXPECTED LENGTH OF PRESENTATION:**

15 Minutes

**SUBMITTED BY:**

Michelle Eitner  
Town Planner

**BUDGET AMENDMENT REQUIRED:**

N/A



# STAFF REPORT



**To:** Board of Commissioners  
**From:** Michelle Eitner, Town Planner  
**Date:** June 9, 2025  
**Case No.** 25-07 Site Plan – Boys & Girls Club at 497 Campen Road

**THE REQUEST:** Approval or denial of site plan of a new Boys and Girls Club facility at 497 Campen Road (behind Beaufort Middle School)

**INFORMATION:**

**Location:** 497 Campen Road (behind Beaufort Middle School)  
**Property Owner:** Carteret County Schools  
**Applicant:** Boys & Girls Club of the Coastal Plain (leaseholder)  
**Zoning District:** Residential Single-Family District (R-20)  
**Size:** 5.22a (extent of leased area of 38.5a parcel)  
**Existing Land Use:** Vacant area  
**Proposed Land Use:** Boys & Girls Club (“Government/Non-Profit Owned/ Operated Facilities & Services” permitted use in R-20)  
**Adjoining Uses/Zoning:** North: Hwy 70 and vacant land (TCA)  
 West: Vacant lands (B-1 and R-20)  
 East: Eastport Apartments (TCA)  
 South: Beaufort Middle School (R-20)  
**Utilities:** Town Water and Sewer (concurrent allocation request)

**OPTIONS:**

1. Approval of the Site Plan
2. Approval of the Site Plan with conditions to bring it into compliance with the LDO
3. Denial of the Site Plan based on specific failures to comply with the LDO.
4. Table the recommendation pending additional information necessary to make a decision

**ATTACHMENTS:**

- Attachment A – Staff Report
- Attachment B – Vicinity Map
- Attachment C – Zoning Map
- Attachment D – Application
- Attachment E – Site Plans

**STAFF COMMENTS:**

The Boys and Girls Club project at 497 Campen Road is represented by the following development team:

- Developer: Boys and Girls Clubs of the Coastal Plain
- Property Owner: Carteret County Schools
- Architect: Oakley Collier Architects
- Civil Engineer: Stocks Engineering
- Surveyor: Stokes Surveying and Mapping

The Boys and Girls Clubs of the Coastal Plain propose to establish a new facility at 497 Campen Road behind Beaufort Middle School. This facility, on 5.22 acres of land leased from the Carteret County Schools, includes:

- A 21,400 square foot single-story building with reception area, classrooms, kitchen, indoor basketball court, and separate teen area
- Outdoor basketball court with storage building
- Playground, multi-surface area, and raised garden planters
- Field area (outdoor soccer, etc.)
- Sidewalk to connect to and extend existing sidewalks along the west side of Campen Road
- Removal of existing speed bump and create new raised crosswalk as requested by the Town
- 5,272sf Vehicle Accommodation Area landscaping including 4 Red Maple trees, 6 Live Oak trees, and 11 Dwarf Yaupon Holly shrubs – all species listed in LDO Section 14.E Native Shrubs and Trees of Carteret County
- 80 parking spaces (4 handicap accessible) in parking lot aligned with driveway cut across the street
- 2 dumpsters with screening to match building
- Erosion control, grading, and drainage for state permitting (applications submitted)

The Technical Review Committee met on April 29<sup>th</sup> to review the project. Following minor revisions on the plans, all departments have approved the plans to move forward for Planning Board review pending minor clarifications of technical items.

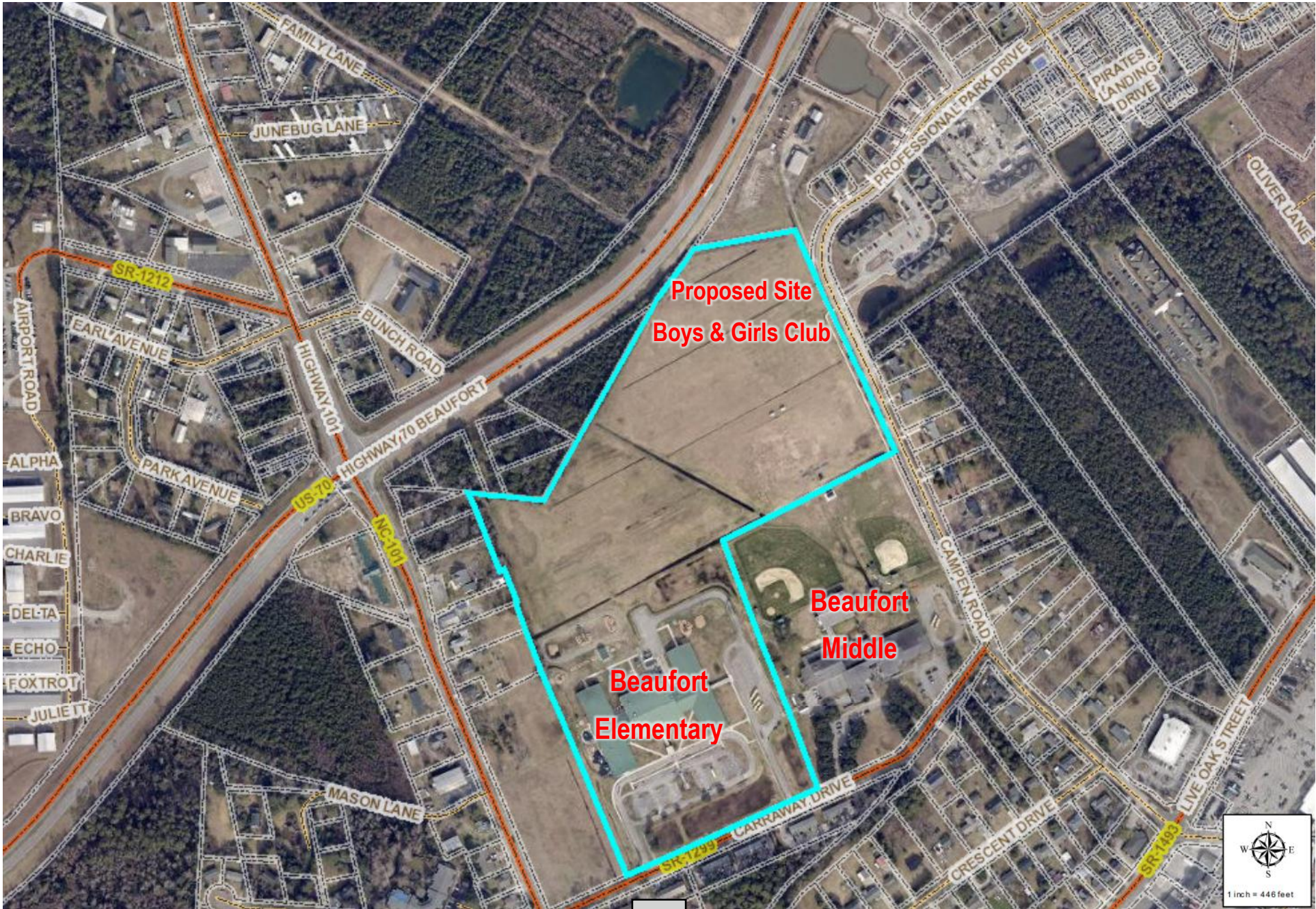
The Planning Board met on May 19<sup>th</sup> to review this project. They unanimously recommended approval of the project but requested that additional consideration for the following items:

- consider pedestrian access through the parking lot from the sidewalk/crosswalk to the front door
- consider child movement and use of the proposed relocated crosswalk and consider a 4-way stop sign at the driveway entrances

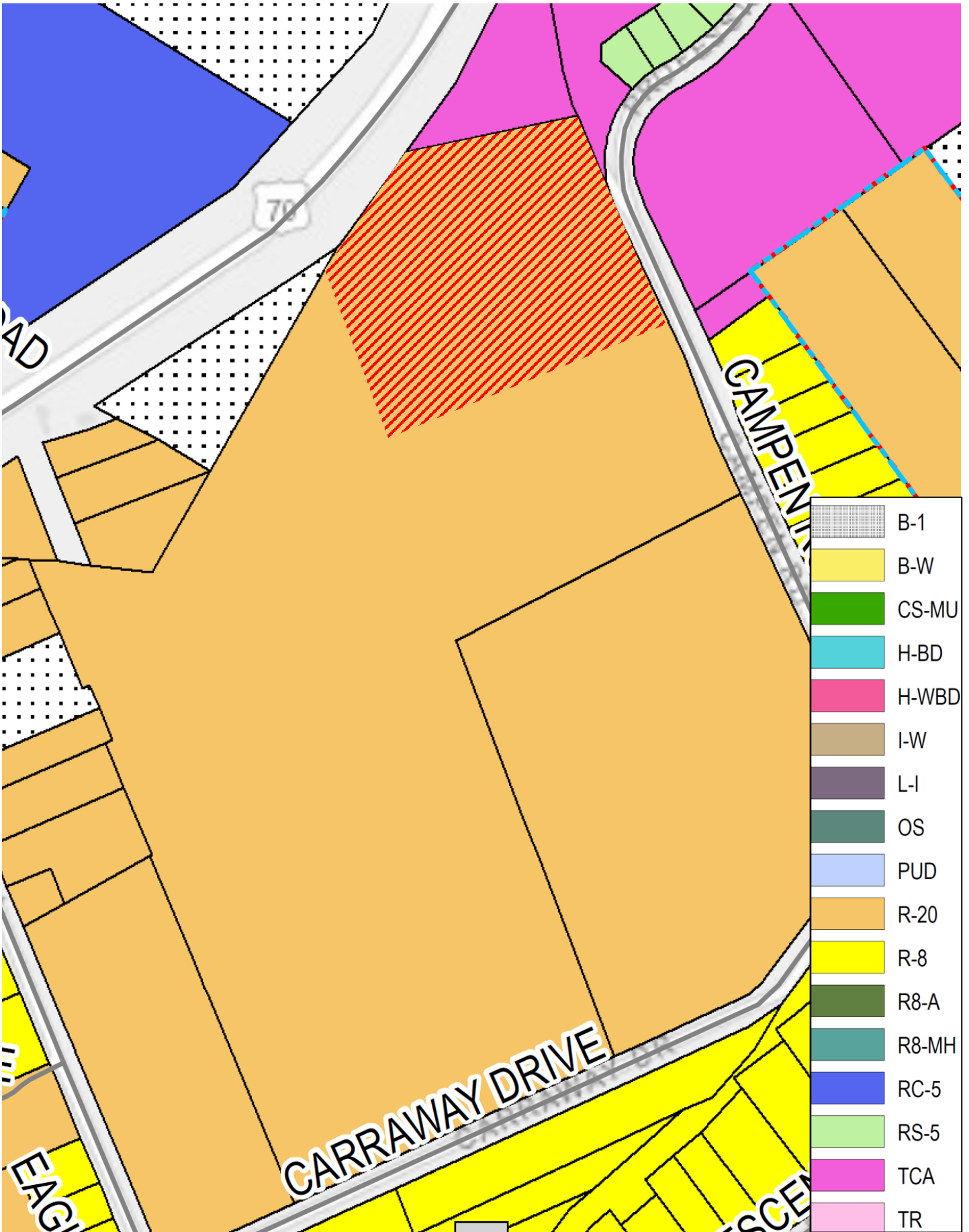
The proposed crosswalk across Campen Road is located as requested by Beaufort’s Police, Fire, and Public Works Departments during the April 29<sup>th</sup> Technical Review Committee meeting, but the project engineer was open to continuing that discussion as needed.

Updated plans were received following the Planning Board meeting including pedestrian connection from the sidewalk to the front door, which is comprised of additional sidewalk and crosswalk within the parking lot. Clarifications were made in the plans for minor technical items requested by staff as well.

# Case 25-07 Attachment B – Vicinity Map



# Case 25-07 Attachment C – Zoning Map





**APPLICATION FOR SITE PLAN REVIEW**

**Instructions:**

Please complete the application below including all required attachments and the **application fee of \$300.00** and return to the Beaufort Town Hall, 701 Front Street or P.O. Box 390; Beaufort, N.C., 28516. Incomplete applications will not be processed but **will be** returned to the applicant. Please contact Planning and Inspections at 252-728-2142 if there are any questions.

**APPLICANT INFORMATION**

Applicant/Company Name: Boys and Girls Club of the Coastal Plain  
 Applicant Address: 621 West Fire Tower Road, Winterville, NC 28590  
 Applicant Phone Number(s): 252-355-2345  
 Applicant Email Address: mholtzman@bgccp.com

**PROPERTY INFORMATION**

Property Owner Name: County of Carteret  
 Property Owner Address: 302 Courthouse Square, Suite 200, Beaufort  
 Property Owner Phone(s): 252-728-8450  
 Property Owner Email Address: Sharon.Griffin@carteretcountync.gov  
 Property Address: 110 Carraway Dr, Beaufort, NC 28516  
 PIN # and Block #: 7306-1564-9861-000 (portion)  
 Size of property (in sq. ft. or acres): 5.22 Current Zoning: R-20  
 Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Property Owner Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_  
*\*Property owner signature needed if different person than the applicant. In lieu of a signature here, a signed note from the owner is acceptable.*

An **application fee of \$300.00**, either in cash, money order, or check made payable to the "Town of Beaufort" must accompany this application (a credit card payment can be made in person at Town Hall). The complete application, payment, and supporting materials **must** be received by Town Staff at least 15 working days prior to a regularly scheduled Planning Board meeting date.

Please refer to the **Land Development Ordinance**, Section 18, for the submission procedures and list of materials needed to submit with this application. All plans and drawings submitted should be submitted in an electronic or digital copy and at least one paper color copy of such plans and drawings submitted.

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

**OFFICE USE ONLY** Revised 08/2020

Date: \_\_\_\_\_ Reviewed for completeness by: \_\_\_\_\_  
 Received by: \_\_\_\_\_ Date deemed complete/accepted: \_\_\_\_\_



# BEAUFORT BOYS AND GIRLS CLUB CAMPEN ROAD BEAUFORT, NORTH CAROLINA

## CONTACT INFORMATION

**PLANNING/ZONING:** TOWN OF BEAUFORT  
701 FRONT STREET  
BEAUFORT, NC 28516  
252-459-4511

**WATER & SEWER:** TOWN OF BEAUFORT  
301 FREEDOM PARK ROAD  
BEAUFORT, NC 28516  
(252) 241-3525

## INDEX OF SHEETS

COVER	COVER SHEET
CE-1.0	EXISTING CONDITIONS
CE-2.0	SITE AND UTILITY PLAN
CE-3.0	GRADING PLAN
CE-4.0	SCM DETAIL SHEET
CE-5.0	LANDSCAPE PLAN
CE-6.0	EROSION CONTROL PLAN
D-01	EROSION CONTROL DETAILS
D-02	EROSION CONTROL DETAILS
D-03	NPDES SHEETS
D-04	NPDES SHEETS
D-05	SITE NOTES AND DETAILS
D-06	UTILITY DETAILS
D-07	BEAUFORT DETAILS

## SITE INFORMATION

LOCATION: 497 CAMPEN ROAD  
 COUNTY: CARTERET COUNTY  
 TOTAL SITE ACREAGE: ±5.22 Ac.  
 ZONING: R-20  
 MINIMUM BUILDING SETBACKS:  
 FRONT: 30'  
 SIDE: 15'  
 REAR: 25'  
 MAXIMUM BUILDING HEIGHT: NA  
 EXISTING USE: VACANT  
 PROPOSED USE: CIVIC CLUB  
 TOTAL BUILDING SIZE: 21,400 Sq. Ft.  
 PARKING REQUIRED:  
 MINIMUM PARKING: 80 SPACES  
 PARKING PROVIDED:  
 REGULAR 9x18': 76  
 H.C. (REGULAR): 3  
 H.C. (VAN ACCESSIBLE): 1  
 TOTAL PROVIDED: 80  
 PIN: 7306-1564-9861-000 (PORTION)  
 EX. IMPERVIOUS AREA: 0 Ac.  
 PRO. IMPERVIOUS AREA: 77,017 S.F. (33.91%)  
 LANDSCAPE AREA: 150,149 S.F. (66.09%)

### Owner/Developer:

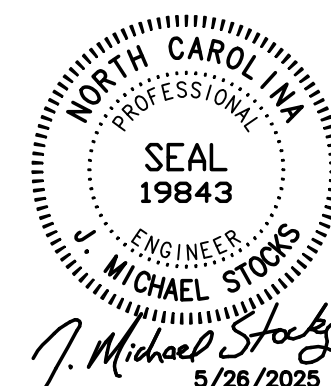
**BOYS AND GIRLS CLUBS of the COASTAL PLAIN**

 621 WEST FIRE TOWER ROAD  
WINTERVILLE, NC 28590  
CONTACT: MARK HOLTSMAN  
PHONE: (252) 355-2345

### Civil Engineer:



Contact: J. Michael Stocks, PE  
 mstocks@stocksengineering.com  
 License Number: 19843



### Surveyor:

**STOKES SURVEYING and MAPPING**

1425-105 B ROCK QUARRY ROAD  
 RALEIGH, NC 27610  
 CONTACT: MIKE STOKES, PLS  
 PHONE: (919) 971-7897



**BEAUFORT BOYS and GIRLS CLUB**  
 CAMPEN ROAD  
 BEAUFORT, NC

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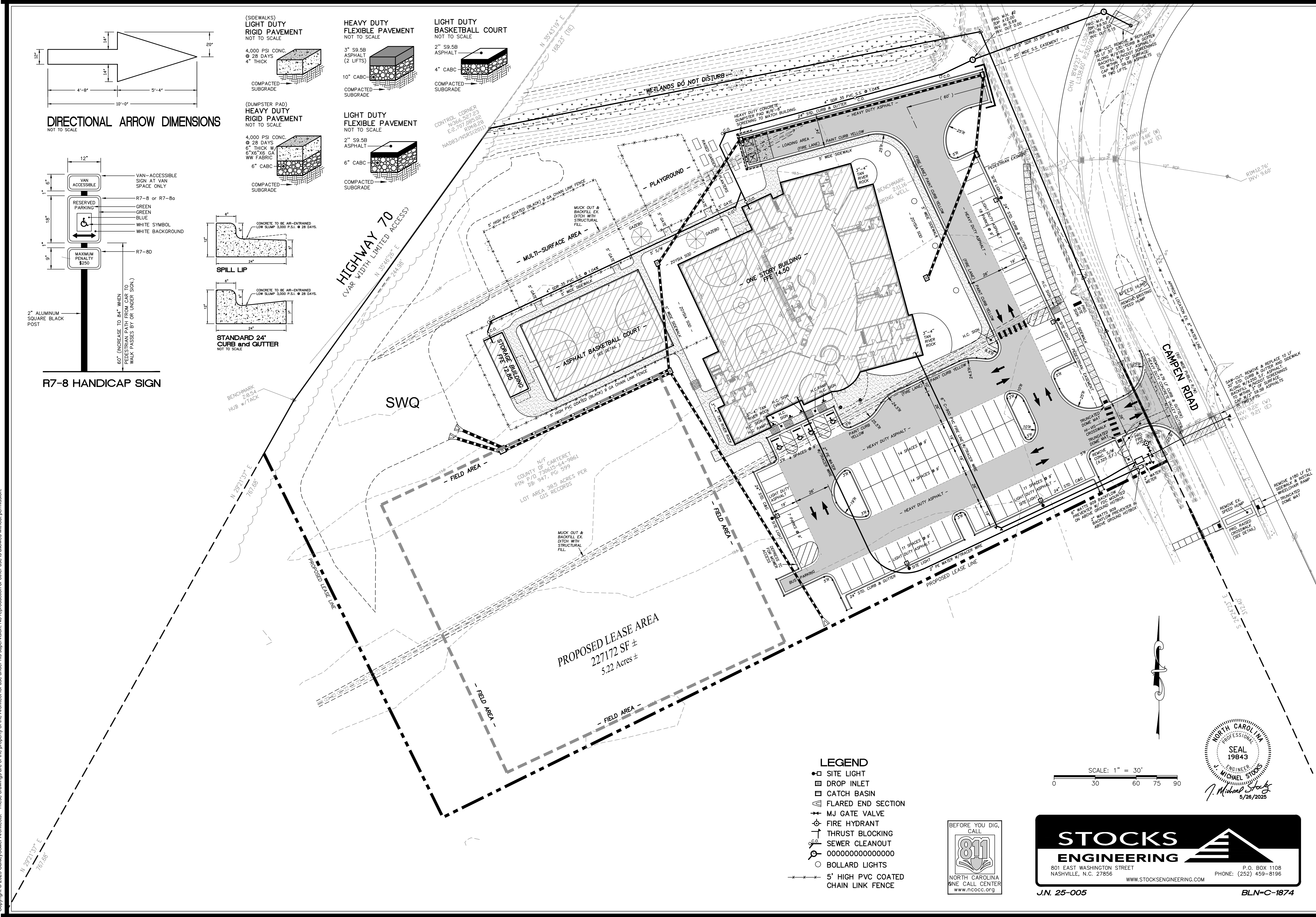
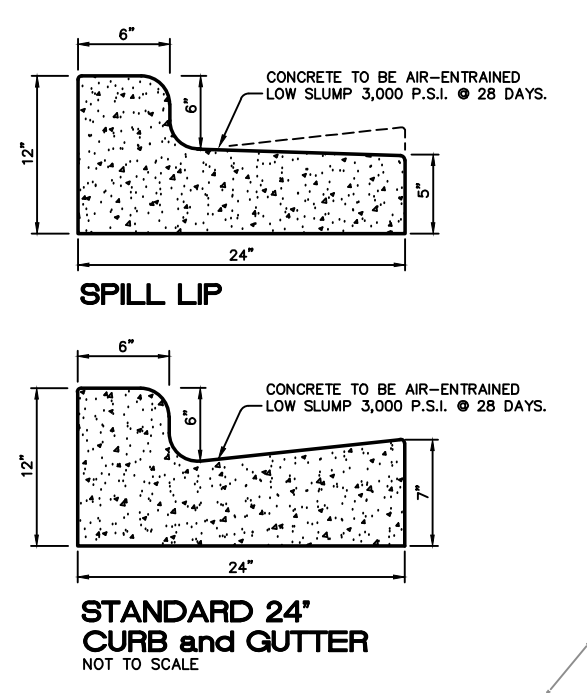
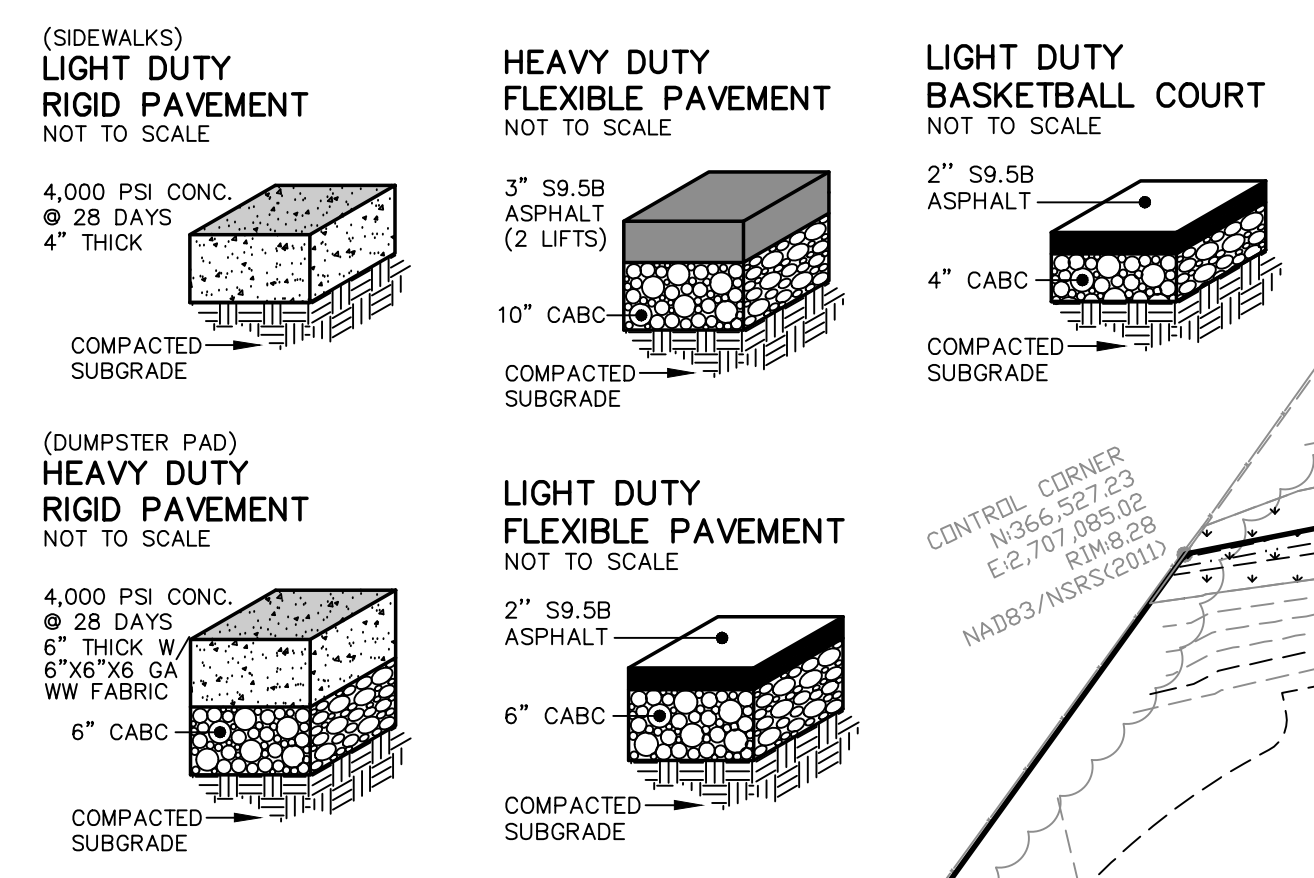
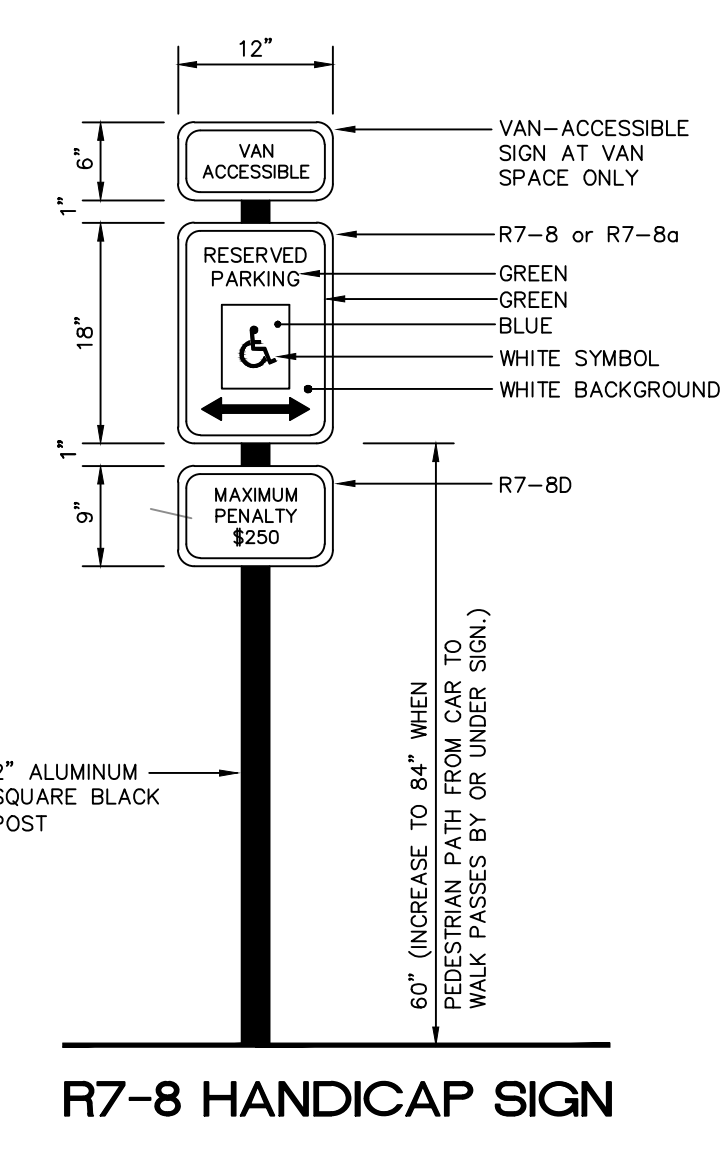
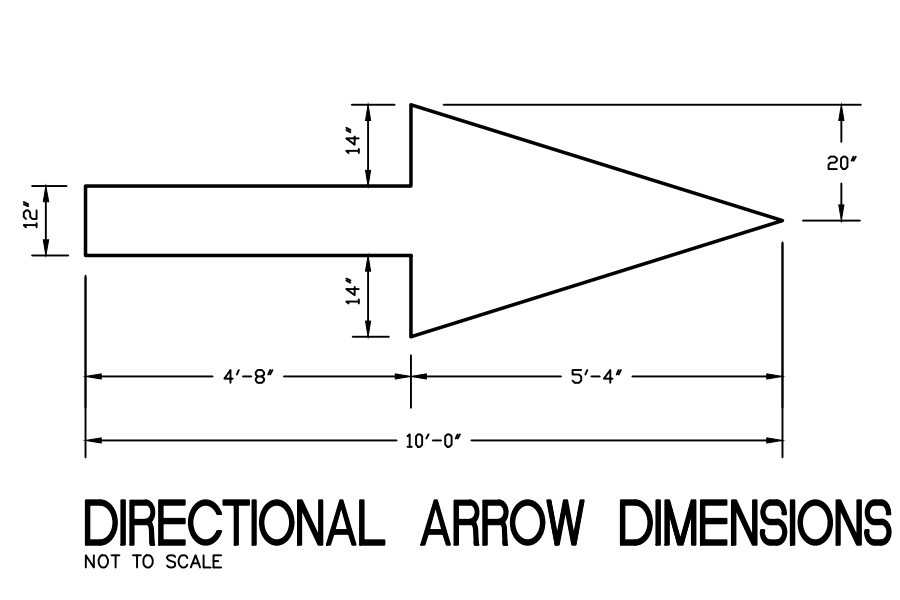
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Revisions	Description	Date

Date	Project No.
05/26/25	00000
Drawn By	Sheet No.
TL	COVER
Checked By	
JKV	

Sheet Title  
 EXISTING CONDITIONS





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OCA ARCHITECTS

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305 W. Martin Street, Raleigh, NC 27601

**BEAUFORT BOYS and GIRLS CLUB**  
CAMPEN ROAD  
BEAUFORT, NC

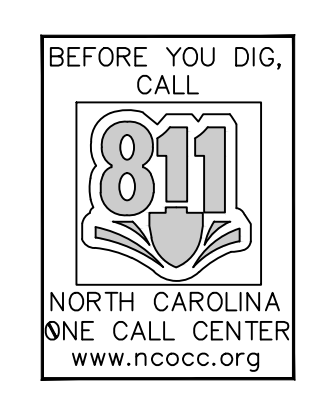
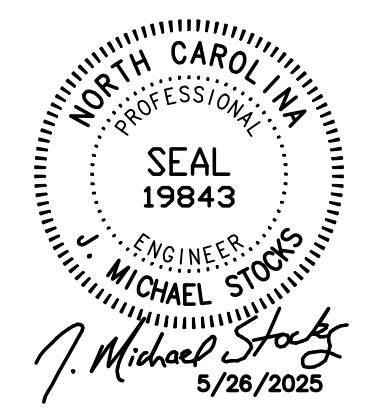
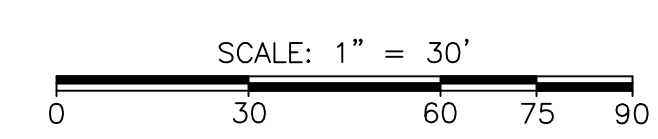
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Revisions	Description	Date
1	NCDEQ EC	5/21/25

Date	Project No.
05/26/25	00000
Drawn By	Sheet No.
TL	CE2.0
Checked By	
JKV	
Sheet Title	
SITE & UTILITY PLAN	



**STOCKS ENGINEERING**

801 EAST WASHINGTON STREET  
NASHVILLE, N.C. 27856

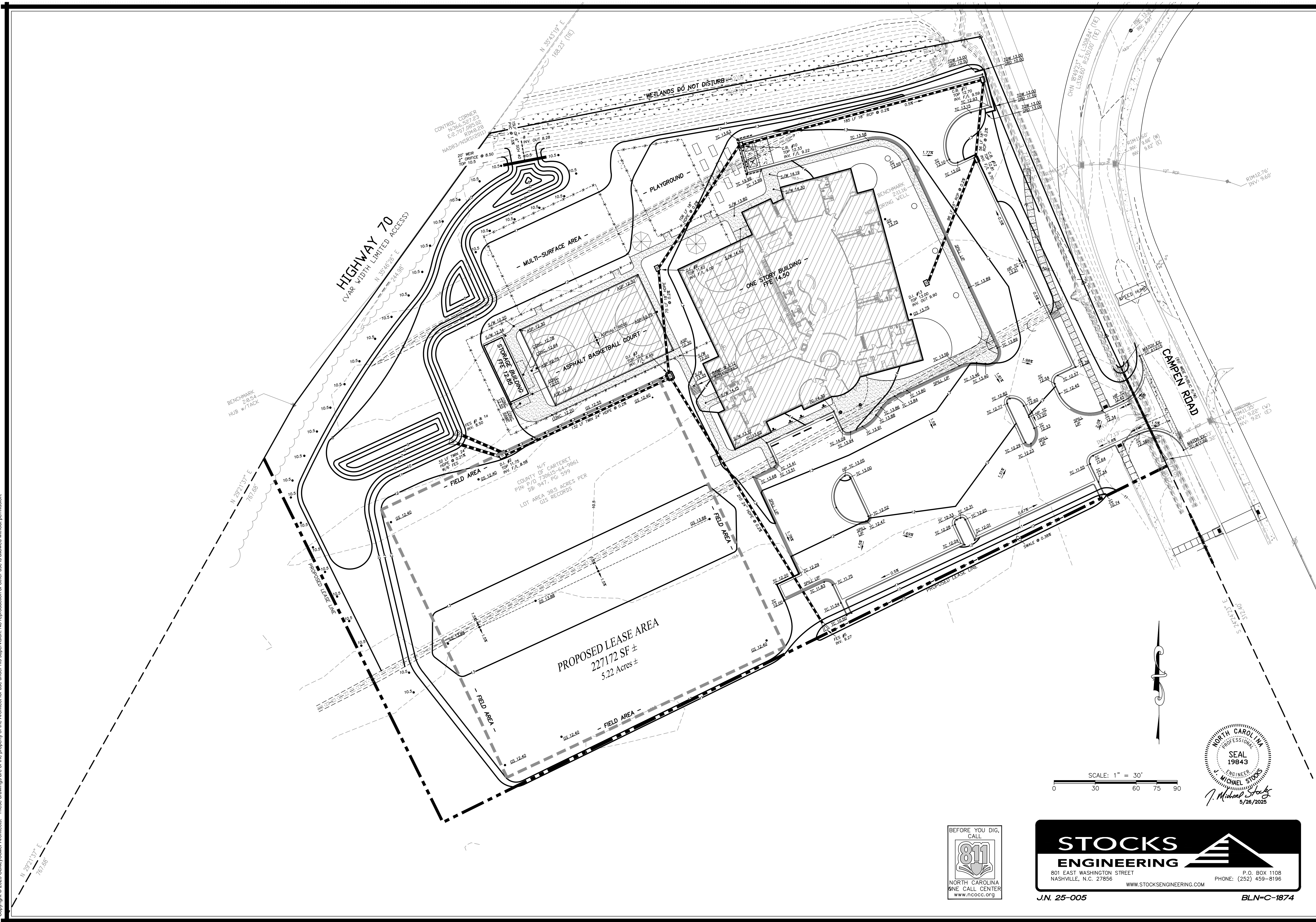
P.O. BOX 1108  
PHONE: (252) 459-8196

WWW.STOCKSENGINEERING.COM

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ARCHITECTS  
OCA ARCHITECTS

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BEAUFORT BOYS and  
GIRLS CLUB  
CAMPEN ROAD  
BEAUFORT, NC

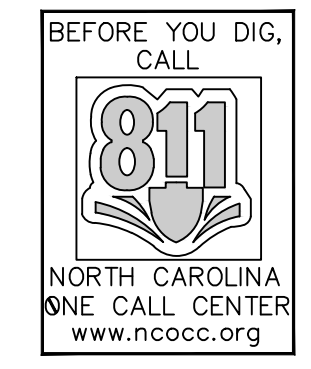
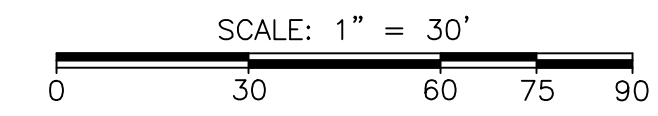
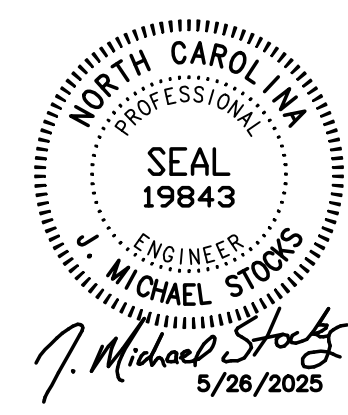
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Revisions	Description	Date
1	NCDEQ EC	5/21/25

Date	Project No.
05/26/25	00000
Drawn By	Sheet No.
TL	CE3.0
Checked By	Sheet Title
JKV	GRADING & DRAINAGE PLAN



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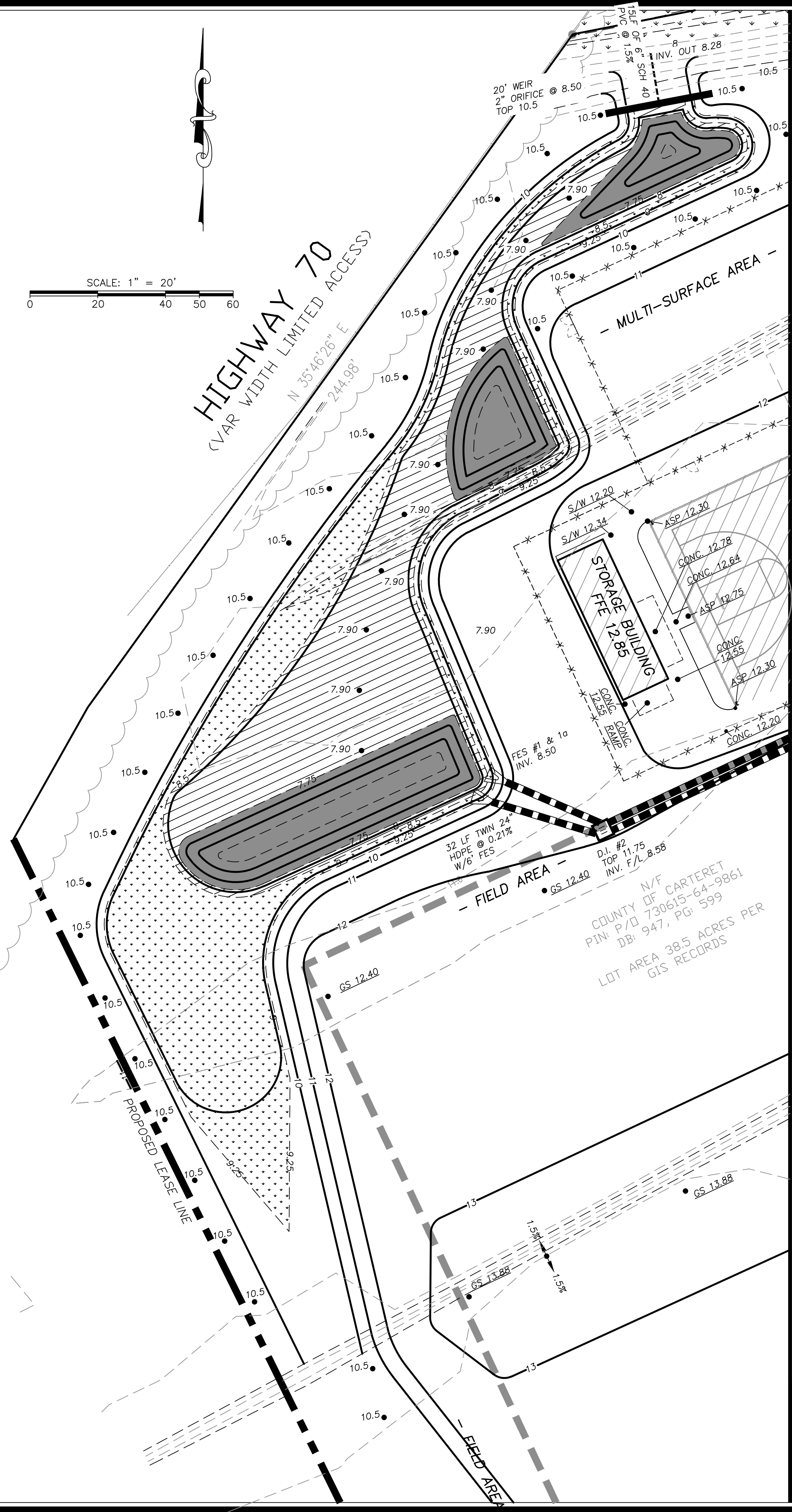
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**VEGETATED SHELF LANDSCAPE PLAN**

CHOOSE A MINIMUM OF 5 OF THE FOLLOWING SPECIES FOR EACH AREA W/NO MORE THAN 33% OF ANY SPECIES. PLANTS SHALL BE IN 4" CONTAINERS.

**SHALLOW WATER (BELOW PERM. POOL) (MIN. 1348 PLANTS)**

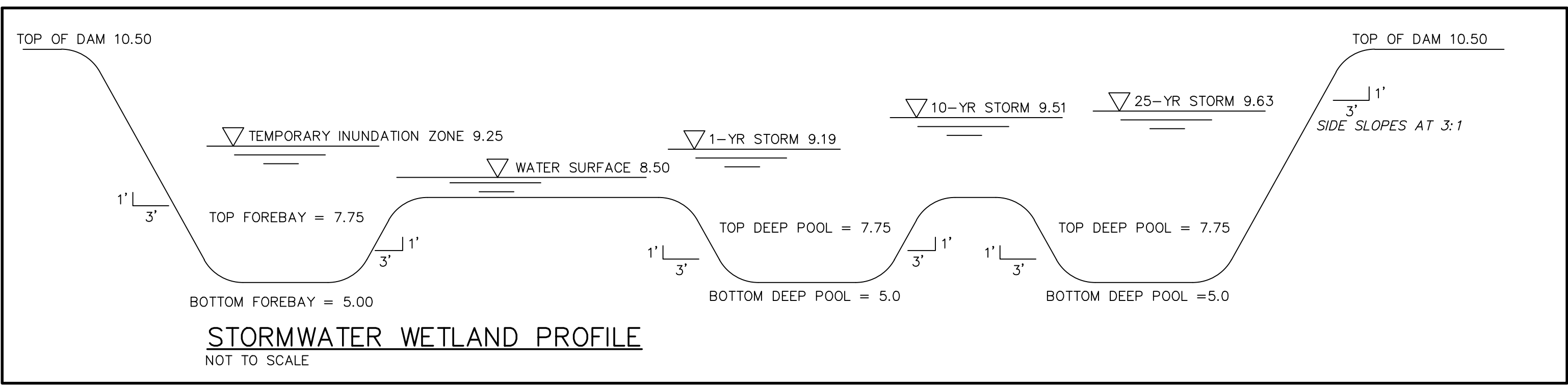
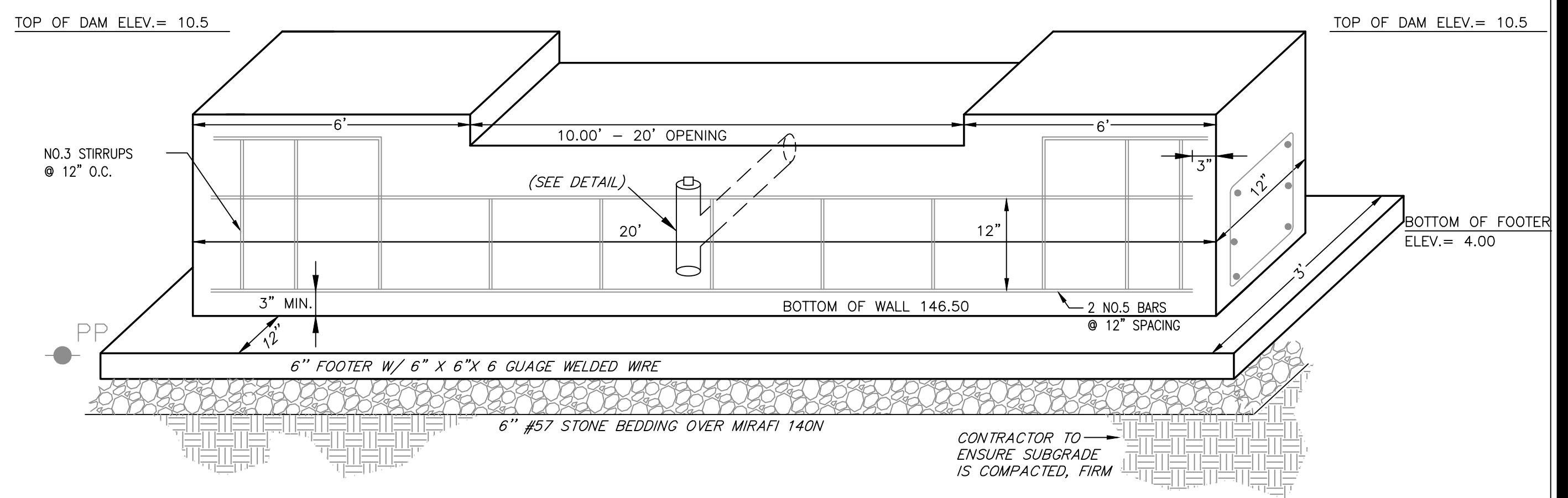
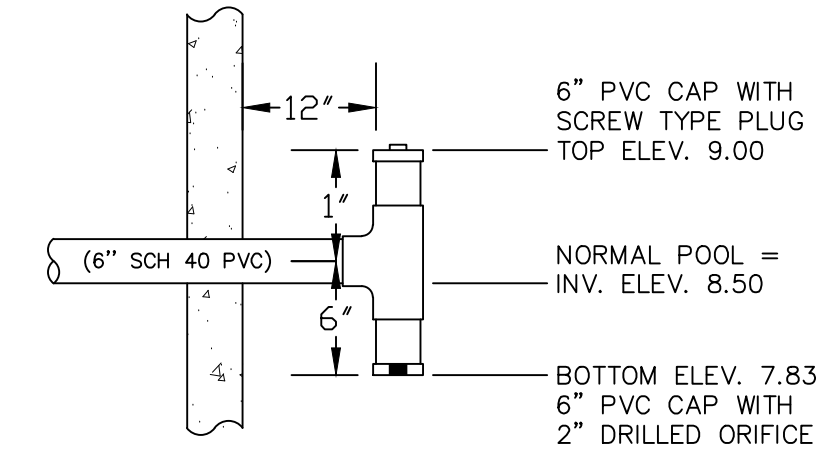
Botanical Name	Common Name
Iris virginica	Blue flag Iris
Ludwigia spp.	Primrose willow
Peltandra virginica	Arrow arum
Pontederia cordata	Pickerelweed
Sagittaria latifolia	Duck Potato
Sagittaria lancifolia	Bulltongue

**SHALLOW LAND (ABOVE PERM. POOL) (MIN. 1455 PLANTS)**

Botanical Name	Common Name
Chelone glabra	White Turtlehead
Eupatoriadelphus dubius	Dwarf Joe Pye Weed
Kosteletzkya virginica	Seashore Mallow
Lobelia cardinalis	Cardinal flower
Lobelia siphilitica	Great blue Lobelia
Rhynchospora colorata	Starrush whitetop

**STAGE/STORAGE TABLE**

STAGE	ELEVATION	CONTOUR AREA (SF)	INCREMENTAL STORAGE (CF)	TOTAL STORAGE (CF)
0.00	8.50	9,915	0	0
0.50	9.00	13,585	5,875	5,875
1.50	10.00	18,550	16,068	21,943
2.00	10.50	26,599	11,287	33,230



**WETLAND AREA**

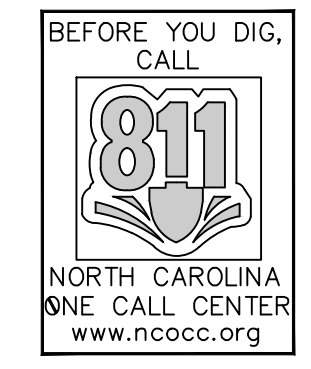
FOREBAY	1,916 S.F. (12.93%)
NON-FOREBAY	1,683 S.F. (11.36%)
SHALLOW WATER	5,394 S.F. (36.40%)
TEMP. INUNDATION ZONE	5,822 S.F. (39.29%)
<b>Total</b>	<b>14,817 Sq. Ft.</b>

NOTE: CONTRACTOR TO COMPACT BOTTOM OF POND TO ENSURE INFILTRATION IS LESS THAN 0.01 IN./HR. OR IMPORT IMPERMEABLE CLAY AS NEEDED.

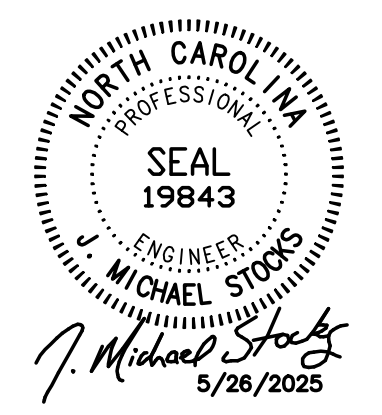
NOTE: A PORTABLE PUMP SHALL BE USED DURING MAINTENANCE AND EMERGENCIES. THE DRAWDOWN PUMP RATE SHOULD ALLOW FOR THE SCM TO BE DRAWN DOWN OVER A 3 DAY OF LONGER PERIOD TO PREVENT THE COLLAPSE OF THE SATURATED SIDE SLOPES.

PLANTING NOTE: PLANTINGS SHALL BE EVENLY SPACED TO COVER THE ENTIRE POND AREA EXCLUDING THE FOREBAY AND OUTLET DEEP POOL. ALL AREAS TO RECEIVE PLANTS SHALL HAVE 12" OF TOPSOIL.

The pH, compaction, and other attributes of the first 12-inch depth of the soil shall be adjusted if necessary to promote plant establishment and growth.



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**BEAUFORT BOYS and GIRLS CLUB**  
 CAMPEN ROAD  
 BEAUFORT, NC

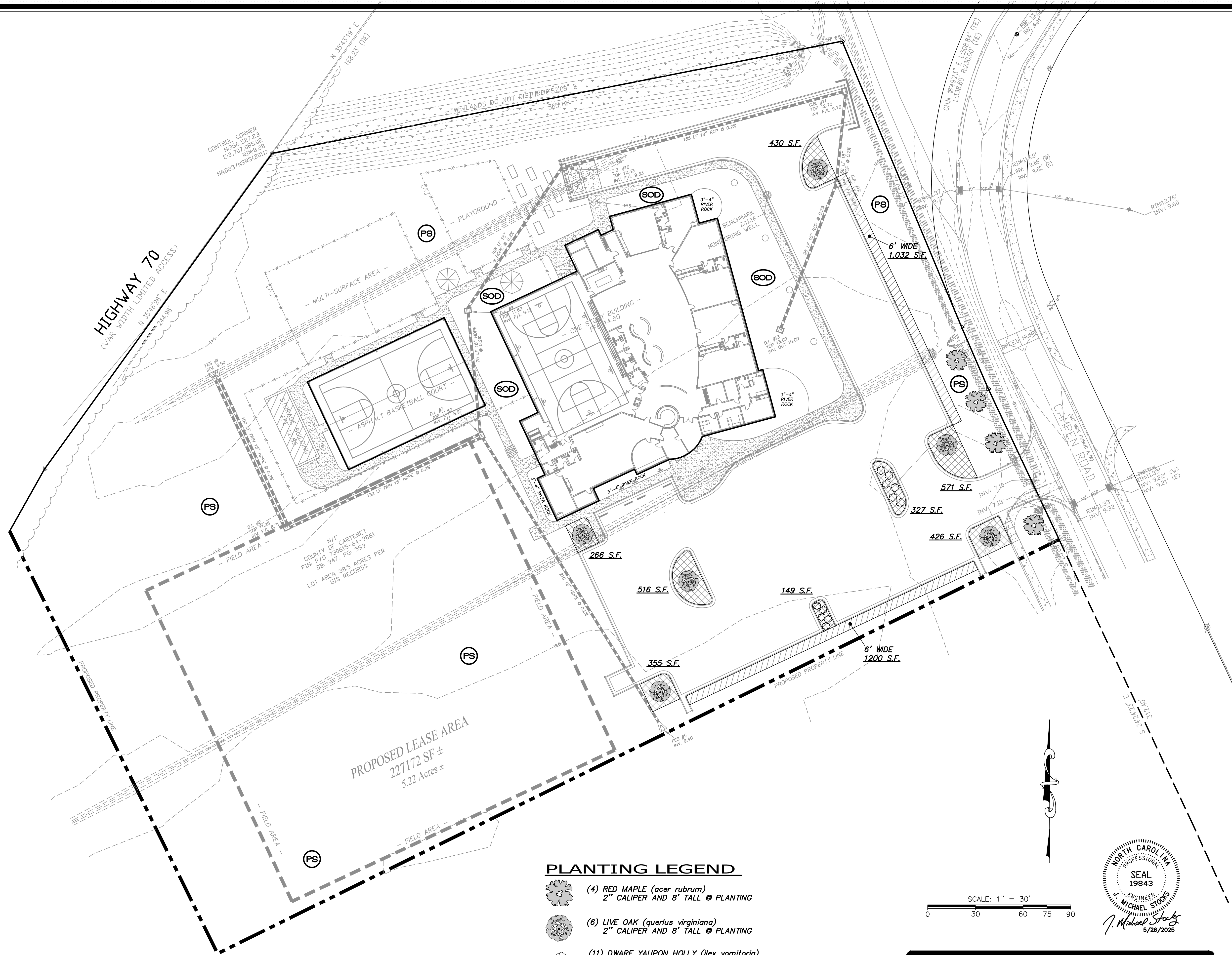
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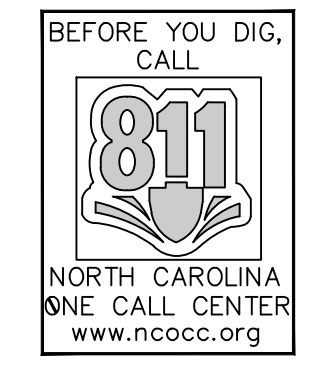
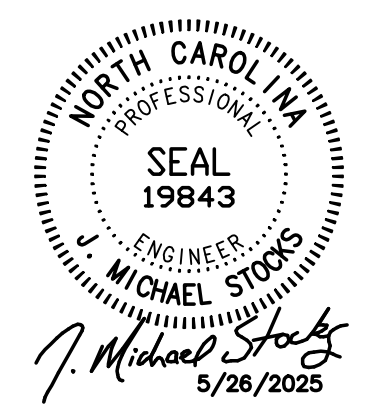
Revisions	Description	Date
Date: 05/26/25	Project No: 00000	
Drawn By: TL	Sheet No: CE4.0	
Checked By: JKV	Sheet Title: SCM DETAIL SHEET	

1. Including parking spaces, driveways, loading areas, parking aisles, and other circulation areas and not including building area or any area which will remain completely undeveloped, calculate square footage of the VAA	42,253 sq. ft.
2. Required landscaping percentage.	12%
3. For required landscaping area, multiply line 1 by line 2.	5,070 sq. ft.
4. Interior landscaping percentage.	50%
5. For the required landscaping in the interior of the VAA, multiply line 3 and line 4.	2,535 sq. ft.
6. Existing landscaping area, if any, to be retained in and around the VAA.	-- sq. ft.
7. Subtract line 3 from line 6. This is the landscape area required.	5,070 sq. ft.
8. Total amount of impervious surface area on the lot including building area, parking spaces, driveways, loading areas, parking aisles, and other circulation areas and not including any area which will remain completely undeveloped.	77,017 sq. ft.
9. Total development impact area (Do not include areas in wetlands or flood plains)	227,166 sq. ft.
10. For Impervious Surface Ratio (ISR), divide line 1 by line 2:	34%
11. Including parking spaces, driveways, loading areas, parking aisles, and other circulation areas and not including building area or any area which will remain completely undeveloped, calculate the square footage of the VAA.	42,253 sq. ft.
12. Deciduous trees needed (use ISR from line 11 above to determine ISI ratio): For High ISR, enter 0.0003; For Moderately High ISR, enter 0.00025; For Moderate ISR, enter 0.00020; For Low ISR, enter 0.00016.	7 Trees
13. Shrubs needed (use ISR from line 11 above to determine ISI ratio): For High ISR, enter 0.0030; For Moderately High ISR, enter 0.0020; For Moderate ISR, enter 0.0010; For Low ISR, enter 0.0003.	13 Shrubs
14. Is the amount of parking more than what is prescribed in Section 13	If YES go to line 15 If NO, stop here
15. For extra trees required, multiply line 12 by 0.05:	-- Trees
16. For extra shrubs required, multiply line 13 by 0.05:	-- Shrubs
17. Subtotal (deciduous trees) add line 12 & line 15:	7 Trees
18. Subtotal (shrubs) add line 13 & line 16:	13 Shrubs
19. A minimum of 30% of the parking is provided in the side or rear of the building	YES
20. VAAs are distinctly divided into smaller units. (each less than 25,000 ft.²)	NO
21. Stormwater detention pond is incorporated with the landscaping elements	NO
22. A minimum of 20% of the total VAAs are paved using paving grids.	NO
23. Total number of boxes checked in lines 19 through 22:	1
24. Reduction multiplier: Multiply line 23 by 0.05 (5% reduction in required landscaping)	5%
25. Street trees planted at rate of 1 per 30' of street.	YES
26. Evergreen shrubs screen VAAs from adjacent lots and street rights-of-way	NO
27. Adequate provisions have been made for pedestrian and bike traffic by installing walkways, bikeways, bicycle parking, and other similar facilities within the VAAs	NO
28. Total number of boxes checked in lines 25-27:	1
29. Reduction in landscaping: Multiply line 28 by 0.1 (10% reduction in required landscaping)	10%
30. Total Exemptions - add line 24 & line 29:	15%
31. For the reduction in the number of deciduous trees required, multiply line 17 and line 30:	1 Trees
32. For the reduction in the number of shrubs required, multiply line 18 and line 30:	2 Shrubs
33. Deciduous Trees: Subtract line 31 from line 17:	6 Trees
34. Shrubs: Subtract line 32 from line 18:	11 Shrubs



- PLANTING LEGEND**
- (4) RED MAPLE (*acer rubrum*)  
2" CALIPER AND 8' TALL @ PLANTING
  - (6) LIVE OAK (*quercus virginiana*)  
2" CALIPER AND 8' TALL @ PLANTING
  - (11) DWARF YAUPON HOLLY (*ilex vomitoria*)  
18" HIGH @ PLANTING
  - INTERIOR LANDSCAPING (3,040 S.F.)
  - EXTERIOR LANDSCAPING (2,232 S.F.)
  - TOTAL LANDSCAPING AREA (5,272 S.F.)**

SCALE: 1" = 30'



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J.N. 25-005

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**BEAUFORT BOYS and GIRLS CLUB**  
 CAMPEN ROAD  
 BEAUFORT, NC

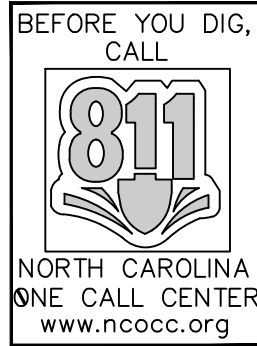
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Revisions	Description	Date

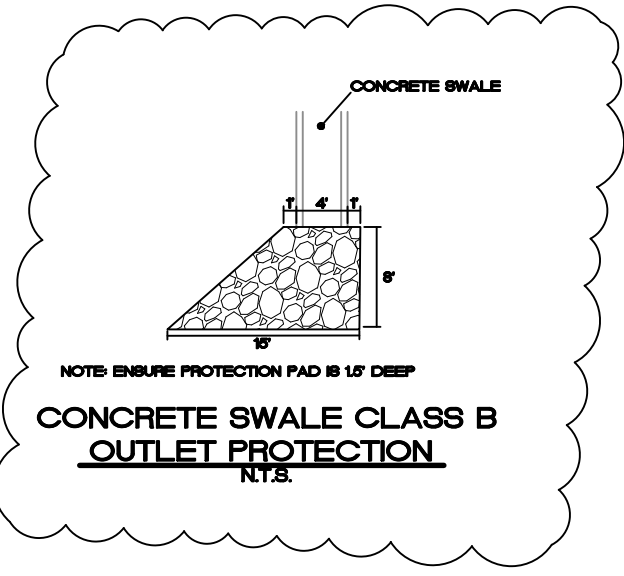
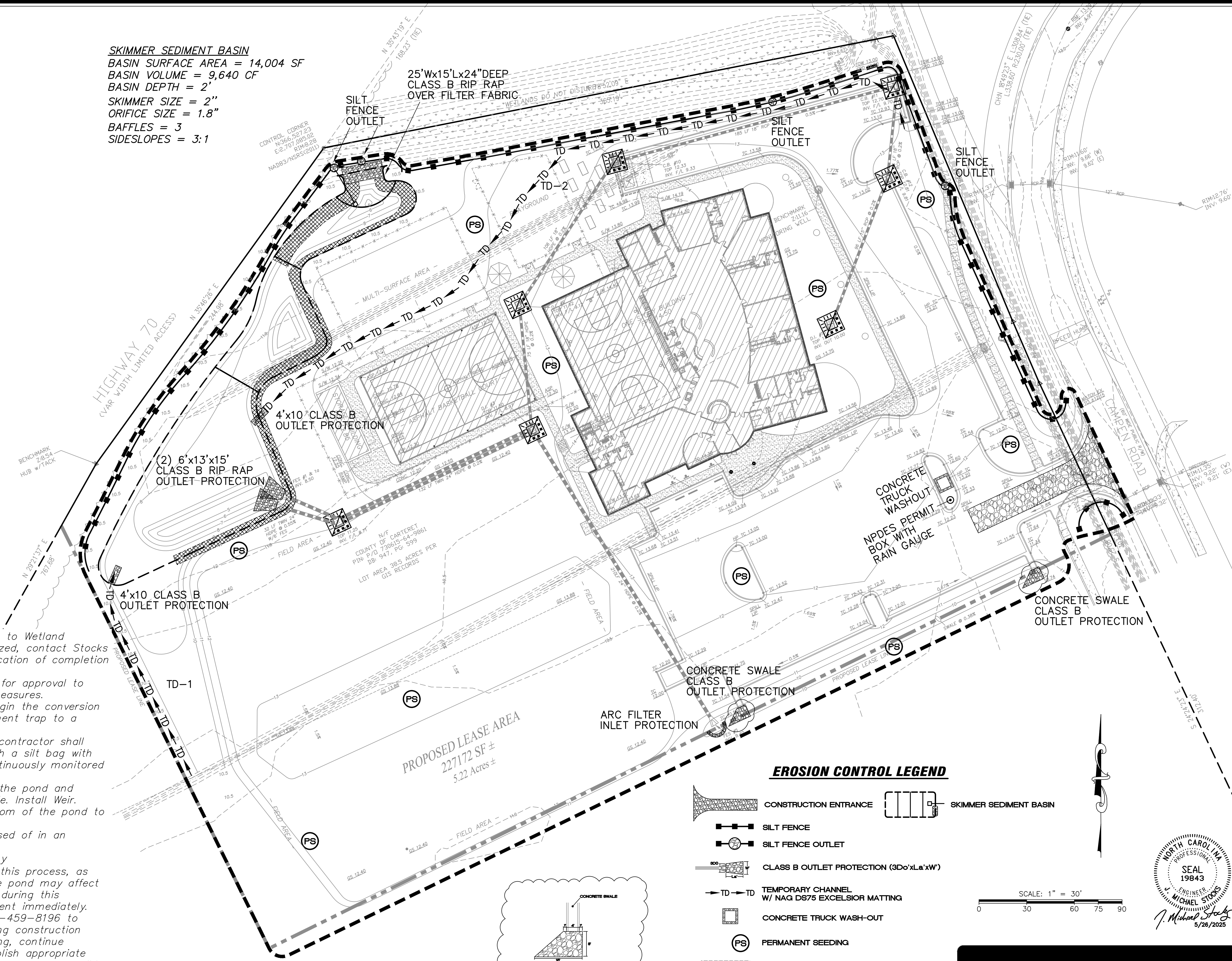
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JKV	
	Sheet Title
	LANDSCAPE PLAN



**SKIMMER SEDIMENT BASIN**  
 BASIN SURFACE AREA = 14,004 SF  
 BASIN VOLUME = 9,640 CF  
 BASIN DEPTH = 2'  
 SKIMMER SIZE = 2"  
 ORIFICE SIZE = 1.8"  
 BAFFLES = 3  
 SIDESLOPES = 3:1

**Conversion Procedure - Sediment Basin to Wetland**

1. After the site is completely stabilized, contact Stocks Engineering @ 252-459-8196 for verification of completion and stabilization.
2. Contact the NCDEQ Control Office for approval to remove all temporary erosion control measures.
3. Upon approval from the NCDEQ begin the conversion of the Wetland from a temporary sediment trap to a permanent BMP as follows.
4. If standing water is in the basin, contractor shall pump the water out discharging through a silt bag with floating intake. The silt bag will be continuously monitored during operation.
5. Bring the side slopes surrounding the pond and vegetated shelves to the proposed grade. Install Weir.
6. Contractor shall excavate the bottom of the pond to the depth of the proposed wetland.
7. Excavated material must be disposed of in an approved off-site location.
8. Care must be taken to prevent any sedimentation/re-sedimentation during this process, as sediment deposits in the bottom of the pond may affect the depth. If any sedimentation occurs during this process, Contractor shall remove sediment immediately.
9. Contact Stocks Engineering @ 252-459-8196 to inspect excavated pond before continuing construction.
10. Upon approval of Stocks Engineering, continue constructing Wetland per details. Establish appropriate permanent vegetation around Wetland as soon as possible.
11. Upon completion of pond construction, remove sediment from silt fence and dispose of at an approved off-site location. Plant vegetated shelf and seed and mulch side slopes.
12. Contact Stocks Engineering @ 252-459-8196 to inspect completed pond before placing pond in service.



- EROSION CONTROL LEGEND**
- CONSTRUCTION ENTRANCE
  - SKIMMER SEDIMENT BASIN
  - SILT FENCE
  - SILT FENCE OUTLET
  - CLASS B OUTLET PROTECTION (3D'xLx'xW')
  - TEMPORARY CHANNEL W/ NAG DS75 EXCELSIOR MATTING
  - CONCRETE TRUCK WASH-OUT
  - PERMANENT SEEDING
  - NAG DS150 ERONET MATTING
  - TOTAL AREA DISTURBED - 5.1 Ac.
  - ARC FILTER INLET PROTECTION
  - HARDWARE CLOTH INLET PROTECTION

SCALE: 1" = 30'



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**BEAUFORT BOYS and GIRLS CLUB**  
 CAMPEN ROAD  
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1	NCDEQ EC	5/21/25

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05/26/25	00000
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EROSION CONTROL PLAN	

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**Town of Beaufort, NC**

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

**Board of Commissioners  
Regular Session Meeting  
6:00 PM Monday, June 9, 2025**

---

**AGENDA CATEGORY:** New Business  
**SUBJECT:** Wastewater Allocation Request  
Boys and Girls Club

**BRIEF SUMMARY:**

The applicant Boys and Girls Club is requesting that 2,000 gallons per day (gpd) of sewer treatment capacity be allocated for the facility located at 110 Carraway Drive. 2,000 GPD represents 0.13% of the total WWTP capacity. Current capacity stands at 76.2%.

The site is located within Town Limits and within the Town’s sewer service area which places it in a Priority Level 1 category according to the Town’s Wastewater Allocation Policy. Engineering plans and specifications have been reviewed by the Town.

**REQUESTED ACTION:**

Consider the allocation request of 2,000 GPD for the proposed Boys and Girls Club facility located at 110 Carraway Drive.

**EXPECTED LENGTH OF PRESENTATION:**

15 minutes

**SUBMITTED BY:**

Sam Bell, PE, Town Engineer

**BUDGET AMENDMENT REQUIRED:**

No



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

## WASTEWATER ALLOCATION REQUEST

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

Wastewater Allocation Request Review Fee: \$50

### SITE INFORMATION

Name of Project: Beaufort Boys & Girls Club Acreage of Property: 38.54 (portion)  
County Tag Number: N/A NC PIN: 7306-1564-9861-000 (portion)  
Address/Location: 110 Carraway Dr

Zoning District: R-20

Location Status:  Town Limits  Existing Out-of-Town Service Area  
 Out-of-Town Service Approval/Agreement

### APPLICANT INFORMATION

Applicant: Boys & Girls Club of the Coastal Plain  
Mailing Address: 621 West Fire Tower Road, Winterville, NC  
Phone Number: 252-355-2345 Fax: \_\_\_\_\_  
Contact Person: Mark Holtzman  
Email Address: mholtzman@bgccp.com

### PROPERTY OWNER INFORMATION

Name: County of Carteret  
Mailing Address: 302 Courthouse Square, Suite 200, Beaufort  
Phone Number: 252-728-8450 Fax: \_\_\_\_\_  
Email Address: sharon.griffin@carteretcountync.gov

### FOR OFFICE USE ONLY

Date Received: \_\_\_\_\_ File Number/Name: \_\_\_\_\_

### PROJECT INFORMATION

Use:  New  Expanded  Change Use Type:  Residential  Commercial

Proposed Use(s): Boys & Girls Club Existing Use(s): vacant

Developer Name: Boys & Girls Club of the Coastal Plain

Mailing Address: 621 West Fire Tower Road, Winterville, NC 28590

Phone Number: 252-355-2345 Fax Number: \_\_\_\_\_

Email Address: mholtzman@bgccp.com

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

The following supplemental information is required:

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

Residential:

Gross Acreage: \_\_\_\_\_

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

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

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

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

Gross Acreage: 38.54

Use	Measurement Unit	# of Units	GPD per Unit	Total Requested GPD
school without cafeteria/showers	gallon	200	10	2,000
<b>Total</b>		200	-----	2,000

TOTAL REQUESTED GALLONS PER DAY: 2,000

### APPLICANT AFFIDAVIT

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

Mark Holtzman  
Print Name

*[Handwritten Signature]*  
Signature of Applicant

5/27/2025  
Date

### ENGINEER'S CERTIFICATION

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

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

*J. Michael Stocks*  
5/27/25



Signed and Dated Professional Engineer Seal

Stocks Engineering, PA  
Firm Name  
252-459-8196  
Telephone No.

PO Box 1108, Nashville, NC 27856  
Address  
kvarnell@stocksengineering.com  
Email Address

**TOWN OF BEAUFORT OFFICE USE ONLY:**

Approved by:  Town Engineer  
 Board of Commissioners

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

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

Confirmation signature by:

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