



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, November 10, 2025
Train Depot, 614 Broad Street

Call to Order/Pledge of Allegiance

Roll Call

Agenda Approval

Proclamation Presentations

- [1.](#) Small Business Saturday 2025
- [2.](#) Baptist on Mission- Disaster Relief

Items of Consent

- [1.](#) Meeting Minutes: October 13 & 27, 2025
- [2.](#) Ordinance Amendments: Section 96.03 and Section 130.07
- [3.](#) FY 26 Budget Amendment #2
- [4.](#) Resolution: Authorizing Application for PNC Financing (\$6,469,000) for USDA water line project, contingent on USDA and LGC Approval

Old Business

- | | |
|--|--------------------|
| 1. Godette Hotel- 400 Pollock Street | M. Zapp/A. Grady |
| 2. F3 Marina Draft Budget | M. Zapp/ L. Meehan |

Public Comment

Manager Report

Mayor/Commissioner Comments

Adjourn



PROCLAMATION

Small Business Saturday 2025

- WHEREAS,** small businesses are the backbone of the Town of Beaufort’s economy, representing the spirit of innovation, entrepreneurship, and community that make Carteret County unique; and
- WHEREAS** small businesses create jobs, keep dollars circulating locally, and strengthen the civic fabric of our neighborhoods through philanthropy, volunteerism, and public service; and
- WHEREAS** supporting small, independently owned businesses helps preserve the distinct character of Beaufort that enhances the quality of life for residents and visitors alike; and
- WHEREAS** small business owners in Beaufort have demonstrated resilience, adaptability, and dedication to customer service, continuing to invest in our community’s future; and
- WHEREAS** the Saturday following Thanksgiving has become nationally recognized as **Small Business Saturday**, encouraging residents to “**Shop Small**” and support local small businesses during the holiday season and throughout the year; and
- WHEREAS** the Town of Beaufort seeks to join our partners across Carteret County in amplifying the call to support local merchants, makers, and service providers.

NOW, THEREFORE, BE RESOLVED, I, Sharon E. Harker, Mayor of the Town of Beaufort, North Carolina, do hereby proclaim November 29, 2025, as

SMALL BUSINESS SATURDAY

On behalf of the Board of Commissioners and the citizens of Beaufort, I encourage all residents and visitors to **Shop Small**, dine locally, and share their experiences to inspire others to support our community’s small businesses. Let this day serve as a kickoff to a season of sustained commitment to small businesses in Beaufort and across Carteret County.

Duly adopted this 10th day of November 2025.

Sharon E. Harker
Mayor

PROCLAMATION
**Recognizing Baptists on Mission
Disaster Relief**

WHEREAS, Baptists on Mission is a Christ-centered organization committed to serving others in times of great need through disaster relief, rebuilding efforts, and compassionate outreach; and

WHEREAS, following the devastation of Hurricane Florence in 2018, Baptists on Mission responded swiftly and faithfully to Beaufort and surrounding communities, offering relief, recovery, and long-term assistance to families whose lives and homes were upended; and

WHEREAS, Through their dedicated volunteers, Baptists on Mission has demonstrated tireless compassion, providing meals, shelter, repair services, and ongoing support to families in Beaufort and across the region; and

WHEREAS Their work exemplifies the very best of neighborly care, fostering resilience, hope, and healing in communities facing some of their most difficult days; and

WHEREAS the Town of Beaufort recognizes the extraordinary partnership and service of Baptists on Mission, which continues to uplift families and strengthen the bonds of community far beyond the immediate aftermath of disaster;

NOW, THEREFORE, BE RESOLVED, I, Sharon E. Harker, Mayor of the Town of Beaufort, North Carolina express profound gratitude to Baptists on Mission for their tremendous service, leadership, and unwavering commitment to those impacted by disaster, both in our community and across the region.

Duly adopted this 10th day of November 2025.

Sharon E. Harker
Mayor



Town of Beaufort, NC

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**Board of Commissioners
Regular Meeting
6:00 PM Monday, November 10, 2025**

AGENDA CATEGORY: Items of Consent

SUBJECT: Meeting Minutes: October 13 & 27, 2025

REQUESTED ACTION:

Approval of draft minutes for the following meetings:

- October 13- Board of Commissioners Regular Meeting
- October 27- Board of Commissioners Work Session Meeting

SUMBITTED BY:

Elizabeth Lewis, Assistant Town Manager/Town Clerk



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Board of Commissioners
Regular Meeting
6:00 PM Monday, October 13, 2025
Train Depot, 614 Broad Street

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.

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

Proclamation Presentation

1. White Cane Safety Day: October 15, 2025

Mayor Harker presented a proclamation (included in the meeting packet) declaring October 15, 2025, as White Cane Safety Day in the Town of Beaufort. She recognized Peter Crumley, a member of the local Blind and Visually Impaired community who worked with state leaders to strengthen enforcement of North Carolina's White Cane Law.

Items of Consent

1. Meeting Minutes: September 8th & 22nd
2. 2026 BOC Meeting Schedule
3. Capital Project Budget Amendment #4: Street Rehabilitation & Pedestrian Improvements
4. Race to the North Pole Event Application
5. Christmas Parade & Santa House Event Applications
6. Resolution: Authorizing Donation of Surplus Rescue Equipment

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

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

Public Comment

Robert Harper: 1020 Broad Street, Beaufort NC

Mr. Harper expressed concerns about the proposed parking lot agreement on the agenda. He noted issues related to liability, maintenance obligations, permitted activities, and the overall financial benefit to the Town. He questioned whether the agreement represented a mutually beneficial arrangement and suggested that the \$10,000 payment did not appear to provide significant value.

Old Business

1. TAFT Family Ventures, Development Agreement (Draft)

Kyle Garner, Planning Director, introduced the draft development agreement with TAFT Family Ventures, noting it was a follow-up from a prior meeting where the Board had requested an agreement linking sewer allocation to workforce housing. He explained that this type of agreement was new for the Town.

Representatives from TAFT Family Ventures, Kevin Johnson and Tom Taft, described the proposal as the result of extensive collaboration with Town staff and officials to balance the developer's goals with Beaufort's housing priorities. The project would include two- and three-bedroom units, with 10% designated as workforce housing at 80% of the Area Median Income (AMI).

Commissioner Gillikin raised concerns about affordability, pointing out that workforce rent rates exceeded what a single earner at 80% AMI could reasonably afford.

The developers clarified that the units were intended for families and noted that tenants would need to meet an income threshold of three times the monthly rent.

When asked about tax benefits, the development team stated they were not seeking abatements or tax credits. They confirmed the project would generate significant property tax revenue, though exact figures were not yet available.

Commissioner Oliver expressed strong support, highlighting the rarity of workforce housing in Beaufort and commending the developer's commitment to providing quality rental options. He also encouraged continued attention to infrastructure details such as street width and sidewalks.

Commissioner Spiegler echoed the comments about future infrastructure, specifically noting the importance of sidewalks.

Mayor Harker requested additional clarifications regarding short-term rental restrictions, a 30-day marketing requirement for workforce units before converting to market rate, and the integration of all units with consistent fixtures and finishes to ensure inclusivity.

Commissioner LoPiccolo voiced concern about rent levels compared to existing local options and questioned the affordability of the proposed workforce units. Mr. Taft responded that the development would fill a gap in the market by offering larger units with upgraded amenities, which they believed met current housing demand.

Mayor Harker deemed consensus to have review the final draft before the Board for consideration at the October 27th Work Session. She directed the Town Attorney to work with the developer's attorney to produce an updated version.

2. USDA Interim Financing for the Water System Improvement Project

He advised that without additional financing, only about half of the project could be completed, leaving approximately 9,000 to 10,000 feet unfinished. To close the gap, the Town would need to borrow additional funds, which would result in annual payments of roughly \$292,000 over 40 years and require future rate increases. Mr. Zapp emphasized that the current utility rate structure could not support the added debt and acknowledged that postponing the project was unlikely to yield better conditions or lower costs in the future.

Commissioner Oliver noted that the Town was using interim financing to bridge funding and that depending on the status of USDA operations following the federal government shutdown, there might be flexibility to defer loan payments. He agreed with staff's assessment that rate increases would likely be necessary by 2027 to meet debt service coverage requirements.

The Board acknowledged that it was a difficult decision but agreed the project was too important to leave unfinished. There was consensus in support of securing the additional loan to ensure full completion of the work. The Board discussed potential payment schedules, with the first payment projected for June 2026 or possibly deferred to June 2027 if the new loan could be combined with existing financing. The interest rate on the additional borrowing would be slightly higher than the original loan.

Commissioner Oliver made a motion to approve the additional USDA debt of \$6,500,000 to complete the water portion of the USDA Utilities Project.

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

3. Crystal Coast Veterans Day Parade Request for 2025 Contribution

Mayor Harker presented a request from the Crystal Coast Veterans Day Parade organizers for a financial contribution, noting that other nearby municipalities had provided varying levels of support, both monetary and in-kind.

The Board discussed the request and while expressing appreciation for the event and respect for veterans, the group agreed that the Town's current financial position made it difficult to justify a contribution.

Commissioner Gillikin expressed reluctance to approve of the contribution. She referenced the earlier discussion about debt service and the Town's revenue-neutral budget, emphasizing that her position was not out of disrespect to veterans but rather a reflection of the Town's tight fiscal circumstances.

Commissioner LoPiccolo agreed, pointing out that Beaufort does not typically make financial contributions to local events such as the Christmas Parade or the July 4th festivities. She stated that maintaining consistency across community sponsorships was important and that approving this request could create future challenges.

Commissioner Cooper also supported exercising fiscal restraint, noting the importance of prioritizing essential expenditures given the Town's current commitments.

Following discussion, the Board reached consensus not to provide a financial contribution. Mayor Harker shared that she would contact the parade organizers to explain that, while

the Town supports the event and its purpose, budget constraints prevented a donation this year.

New Business

1. F3 Marina Budget (Draft)

Mr. Zapp presented the draft budget for F3 Marina operations beginning January 1, 2026, noting that the Town currently has \$226,096 available in the Waterfront Improvement Project Fund. The proposed budget projects gross income of approximately \$1.82 million for the first six months, resulting in a net operating income of approximately \$88,176.57. Planned capital expenditures include \$10,000 for upgraded Wi-Fi service, \$10,000 for a marina website, \$50,000 (representing six months' contribution) toward dredging, and \$142,000 for debt service on the planned \$1.2 million fuel farm.

Lori Meehan of F3 Marina described the budget as conservative, explaining it was based on a 30% occupancy rate and that current market conditions, particularly for smaller vessels, may support higher pricing.

Commissioner Oliver expressed strong support for granting F3 broad flexibility in rate setting and operational management. He noted that marina pricing often requires real-time adjustments in response to factors such as weather, demand, and capacity, and emphasized that allowing F3 to take the lead would ensure responsiveness to changing market conditions.

The Board then discussed commercial lease rates, considering whether to maintain current pricing or transition to market rates. Ms. Meehan recommended that F3 prepare an analysis comparing existing rates with market averages and propose a gradual transition plan to achieve parity over time. The Board agreed that F3 should begin meeting existing vendors starting November 1st and return with recommendations, potentially including a sliding scale approach.

Commissioner Gillikin stressed the importance of remaining sensitive to long-standing waterfront businesses and suggested keeping commercial vendor rates consistent through the first calendar year of operations, with adjustments taking effect January 1, 2027.

Ms. Meehan confirmed that F3 would provide a market analysis and proposed scale after engaging with vendors.

Commissioner LoPiccolo reiterated the importance of aligning rates with market standards given the Town's substantial investment in dock infrastructure.

Discussion then turned to insurance coverage. The proposed policy included \$2.5 million in dock coverage at an estimated annual cost of \$100,000. F3 representatives advised that this amount may be insufficient and would likely cover only a portion of the marina's total value. The Board agreed to include dock coverage in the budget but opted not to add business interruption insurance, which would cost an additional \$54,000 to \$55,000 annually.

Commissioner LoPiccolo also inquired about staffing levels. F3 explained that the proposed staffing plan represented full operational capacity but would be phased in gradually, beginning with approximately 50% of hourly employees during the first three months as occupancy builds.

Following discussion, the Board directed Town staff to continue refining the draft budget in collaboration with F3 Marina and to bring a finalized version forward for consideration at the November 10th Regular Meeting.

2. Resolution: Adopting a Town Vehicle and Equipment Replacement Policy

The Board considered a resolution to adopt a formal vehicle and equipment replacement policy.

Mr. Zapp explained this would establish guidelines for systematic replacement of Town assets.

Commissioner LoPiccolo made a motion to adopt the Town Vehicle and Equipment Replacement Policy in the form of the Resolution presented.

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

3. Sublease Agreement: 159 Turner Street Parking Lot

Mr. Zapp presented a proposed sublease for the parking lot at Turner and Ann Streets to offset parking impacts during the Turner Street construction closure. The lot would be leased at \$5,000 per month for November and December to provide additional parking for nearby businesses while the street is fully closed with no controlled access. The agreement includes widening the Ann Street exit from 10 -18 feet to allow two-way traffic, subject to Historic Preservation Commission approval.

In response to questions from Commissioner LoPiccolo about flexibility, staff indicated the property owner is open to extending the lease if needed, though the agreement does not allow early termination. The terms also address required signage and permit the potential placement of the Fishtowne food truck in the lot during construction.

Commissioner Cooper made a motion to approve the sublease parking agreement as presented.

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

Manager Report

The Manager's report was incorporated into the various agenda item discussions throughout the meeting.

Mayor/Commissioner Comments

Commissioner LoPiccolo thanked Town staff for their efforts in cleaning up after the weekend flooding, noting he was impressed by how quickly streets were cleared of debris. He also expressed appreciation to Peter Crumley for helping him become more aware of accessibility challenges in other communities, such as improper placement of tactile surfaces at crosswalks.

Commissioner Cooper echoed thanks to Mr. Crumley, sharing that after participating in a blindfolded walk together, he gained a greater understanding of the daily obstacles faced by residents with visual impairments and the importance of accessible infrastructure.

Commissioner Spiegler thanked the Police Department for organizing a successful National Night Out event and shared her enthusiasm for the upcoming Halloween festivities throughout Town. She highlighted the planned closure of Ann Street for trick-or-treating and expressed appreciation for the community's ongoing participation in these family-friendly events.

Mayor Harker encouraged residents to continue supporting local businesses throughout the Turner Street and roundabout construction projects, reminding everyone that these same businesses have supported the community through past storms and public health challenges. She also thanked the Police Department for their efforts during National Night Out, recognized the success of the recent Beaufort Wine & Food event, and welcomed new Community Engagement Director Jennifer Welborn.

In closing, Mayor Harker reflected on the Board's earlier decision to assume additional debt for the water system improvement project, acknowledging the difficulty of the choice but emphasizing that it was made out of responsibility to maintain strong, reliable infrastructure for the Town's future.

Adjourn

Commissioner Cooper made a motion to adjourn the meeting at 8:45 PM.

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

Sharon E. Harker, Mayor

Elizabeth Lewis, Town Clerk



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Board of Commissioners
Work Session
4:00 PM Monday, October 27, 2025
Train Depot, 614 Broad Street

Call To Order

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

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 amend the agenda to move Beaufort Wine & Food Spring Event to item number one.

The motion to approve the amended agenda carried unanimously with a (5-0) vote.

Items for Discussion and Consideration

1. Beaufort Wine & Food Spring Event

Rachel Johnson, Public Information Officer, presented an event request from Beaufort Wine & Food to return to the downtown area for their April 16, 2026, event. The organization anticipates selling approximately 700 tickets and would utilize three private

spaces: The Vault, BHA space, and the Watercraft Center. Their request includes use of public roadways to allow participants to cross between locations with open containers.

Ms. Johnson explained that of the 700 tickets, 200 would be VIP tickets for an event at the Watercraft Center, requiring participants to cross Front Street. She presented two route options, with Route A being the preferred, most direct route. She noted that event hours would be 1:00-4:00 PM for The Vault and BHA sites, with a VIP band concluding at 6:00 PM, creating migration pulses around 4:00 PM.

Brittany Pittman, Executive Director of Beaufort Wine & Food, addressed the Board, emphasizing the event's history since 2005 and its community benefits. She explained the organization gave back proceeds to the community funding projects, government and non-government entities. She detailed parking and shuttle arrangements, including vendor parking at Ann Street United Methodist Church and shuttle service from the Beaufort Hotel for less mobile guests.

Commissioner Cooper raised concerns about the \$100-110 ticket price excluding many community members. Ms. Pittman responded that while the event is private and nonprofit, its mission is to generate proceeds for community projects. She cited recent donations including \$6,000 to the Beaufort Fire Department, an upcoming donation for a van for The Bridge Down East, and \$250,000 to the culinary arts program at the Community College over five years.

Commissioner Spiegler thanked Ms. Pittman for submitting the application early and working with Town staff, noting the importance of flexibility given ongoing construction projects.

Ms. Johnson confirmed that Turner Street construction should be complete by the event date, though paving status remains uncertain, making Route A preferable.

Commissioner Gillikin made a motion to approve the Beaufort Wine & Food Spring Event as presented, with Option A as the route. The motion passed unanimously with a (5-0) vote.

2. UDO Coastal Resilience Overlay District Draft

Michelle Eitner, Town Planner, introduced the draft Coastal Resilience Overlay District, explaining that the Town began the code assessment process in June 2024 and advanced to Phase Two—the creation of the Unified Development Ordinance (UDO)—in January. She noted that it is a three-year process divided into five modules and funded through the Resilient Coastal Communities Program. Ms. Eitner emphasized that Beaufort is the first community in North Carolina to undertake ordinance development using this grant funding. She stated that staff were seeking feedback and potential approval of this component.

Kelly Cousino of White Smith Cousino presented the draft document and summarized the extensive public engagement process, which included six steering committee meetings, two community conversation events, a joint work session, and a Planning Board meeting. She explained that the steering committee ultimately determined that an overlay district was the most effective approach for implementing the resiliency policies contained in the Town's Comprehensive Plan and CAMA Land Use Plan.

Ms. Cousino reviewed several revisions made since the August 25th presentation. These included recognizing Beaufort's downtown waterfront as an "urban waterfront" designation, clarifying that sea-level rise measurements would be based on NOAA data, and maintaining the proposed subdistrict names, CR-NIZ for the Non-Intensification Zone and CRM for the Moderate Hazard subdistrict. She noted that the overlay district boundaries would be fixed as of the adoption date, with any future FEMA map changes requiring a formal text amendment.

Ms. Cousino also summarized the Planning Board's discussion from its September 15th meeting, noting several topics raised for consideration: removing residential use limitations in the CR-NIZ, defining "heavy equipment" for invasive species removal, reducing minimum tree-planting sizes, and clarifying standards for utility line penetrations. The Planning Board also questioned whether the overlay district would apply to state or federal lands. Ms. Cousino confirmed that such lands would be exempt unless approval was granted by the Council of State.

Commissioner Oliver expressed strong objections to considering the draft in its current form, sharing that it violates North Carolina law prohibiting down-zoning. He explained that he could not morally support or promote a document that conflicts with state law and voiced concern about requesting a \$100,000 contribution from an entity while advancing a proposal he believes to be unlawful. He further noted that more than 900 tax-paying parcels located within the 100-year floodplain would be affected and expressed concern that property owners had not been adequately informed about the potential impacts.

Commissioner Gillikin suggested including descriptive language outlining the Town's strategy to proceed with or without the down-zoning legislation in place, noting that many legislators are currently monitoring potential amendments. She emphasized the importance of creating a Frequently Asked Questions (FAQ) document to address public misunderstandings and misinformation, explaining that significant confusion had circulated about the overlay district and that it was easy for residents to misinterpret the information.

Commissioner Spiegler expressed support for the intent of the overlay district, explaining that the Non-Intensification Zone is designed to limit uses in the most flood-prone and vulnerable areas. She suggested that the Town wants to continue encouraging new development but in safer, more suitable locations, where properties will not be at such high risk.

Commissioner LoPiccolo raised concerns about protecting business owners, noting that properties with more than 50 percent lot coverage would become non-conforming under the proposed regulations. She suggested adding provisions similar to those applied to single-family homes to ensure that businesses could rebuild following storm damage without undue hardship.

Town Attorney, Arey Grady, clarified that it would be legally permissible for the Town to approve and submit a draft version for grant purposes, provided that the grant agency understands the document may be significantly revised prior to adoption. He confirmed that the draft could not be formally adopted in its current form if it conflicts with state law.

Mackenzie Todd, Coastal Resiliency Coordinator with the North Carolina Division of Coastal Management, explained that the grant contract expects the submitted draft to closely resemble the final adopted version. She advised that the Town could request a six- to twelve-month extension to allow additional time for discussion, public input, and revision.

Following the discussion, Commissioner Oliver made a motion to direct staff to request a twelve-month extension of the \$100,000 Resilient Coastal Communities Program grant.

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

3. TAFT Family Ventures Sewer Allocation and Workforce Housing Agreement (Draft)

Kyle Garner, Planning Director, presented the revised sewer allocation and workforce housing agreement for TAFT Family Ventures. He noted that the board had requested several changes to the original document, including changing the title to "Sewer Allocation and Workforce Housing Agreement," clarifying that rentals would be no shorter than three months (not short-term rentals), and requiring the developer to provide rental criteria and next available unit policies as exhibits.

Mr. Garner explained that the agreement now includes provisions for the Town to receive performance data at least twice yearly, with the option to request more frequent reports if needed. He detailed Exhibit C, which outlines applicant rental criteria based on income levels, and Exhibit D, which addresses the medium income set-aside and lease-up procedures for the next available unit. He emphasized that the ten workforce housing units would be distributed throughout the project rather than segregated in specific buildings, per the Board's previous request.

Mr. Garner noted that TAFT representatives were not present at the meeting.

Mayor Harker inquired about oversight of the self-regulated system, with Mr. Garner explaining that the required data reports would allow the board to monitor compliance with who occupies the units and turnover frequency.

Commissioner LoPiccolo made a motion to approve the workforce housing agreement as set forth in the document.

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

The Board decided to take action on the tabled sewer allocation request separately.

Sam Bell, Town Engineer, confirmed the request for reservation was for 16,380 gallons per day. He explained that according to the Town's sewer allocation policy, TAFT would need to pay 20% of calculated sewer impact fees upfront to reserve the allocation for 24 months.

Commissioner Oliver clarified that this would be a reservation, not final approval, and that all installation costs including pump stations would be at the developer's expense.

Mr. Bell confirmed it was a reservation and the developer would be responsible for that cost.

Mayor Harker asked about which lift station would be used, with Mr. Bell indicating it would be either lift station seven or nine, both of which currently have capacity. He noted that lift station seven is currently out for bid for replacement.

Commissioner Oliver made a motion to approve the sewer allocation reservation for 16,380 gallons per day in accordance with the request that was tabled at a previous meeting. The motion passed unanimously with a (5-0) vote.

4. Beaufort Town Docks Logo Selection

Commissioner Gillikin presented logo options for the Beaufort Town Docks, explaining that the Beaufort Waterfront Operations and Finance Committee (BWOFF) had reviewed renderings and provided feedback through an online survey. She noted that the selected logo would need to be finalized soon for use on dock staff apparel and signage, though minor tweaks could still be made. Discussion among the Board of Commissioners focused on practical considerations for logo reproduction.

Commissioner LoPiccolo initially favored the darker version on the far right, noting its stronger visual impact.

Commissioner Oliver agreed that darker colors would provide better contrast.

Mayor Harker observed that tighter spacing between elements, similar to existing Town logos, would improve visibility when printed.

Commissioner Spiegler provided context that the logos would primarily appear on dock staff shirts but could have different background colors for websites or other applications. She emphasized the need for a standard, uniform version for staff apparel while allowing flexibility for other uses.

After discussion, the Board reached consensus on using a bit of each version with specific modifications: darker blue coloring similar to the far-right example, a properly proportioned

menhaden fish, tighter spacing between elements, and retention of the flower/propeller element.

Commissioner Gillikin volunteered to create draft versions, though she noted that high-resolution files in various formats (EPS, PDF, PNG, JPEG) would eventually need to be produced by staff or professional designers.

Staff Comments

Ms. Lewis shared Halloween events and activities taking place in the upcoming week. She also shared that the Town plans to submit the HMGP Advance Assistance grant application the following day, thanking Sam Bell and other staff members for preparing the information.

Adjourn

Commissioner Cooper made a motion to adjourn the meeting at 5:30 PM.

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

Sharon E. Harker, Mayor

Elizabeth Lewis, Town Clerk



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**Board of Commissioners
Regular Meeting
6:00 PM Monday, November 10, 2025**

AGENDA CATEGORY: Items of Consent

SUBJECT: Ordinance Amendments: Section 96.03 and Section 130.07

SUMMARY:

While addressing a concern from a citizen regarding the possession of weapons on town property, staff discovered conflicting language in two of our Town ordinances.

- Sec. 96.03 addresses the prohibition of all weapons in parks and recreation facilities except for concealed handguns.
- Sec. 130.07 addresses only the prohibition of concealed weapons on town property, to include parks, contradicting Sec. 96.03 and contrary to NC General Statutes, essentially allowing the open carry of weapons in town facilities and parks.

After speaking with the Town Manager, it was determined that prohibiting weapons, regardless of whether they are concealed or not, is recommended for town property and facilities. It should be noted that there are provisions in N.C. General Statutes that prohibit municipalities from placing restrictions on legally carrying concealed handguns in parks.

The draft ordinances suggested by the Town Attorney accomplish this intent with minor text changes. If approved, appropriate signage reflecting the prohibitions will be installed accordingly.

REQUESTED ACTION:

Approval of draft language amending Town Ordinances: Section 96.03 and Section 130.07.

SUBMITTED BY:

Chief Burdette, Police Department

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

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

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

(Ord. of 11-26-2018)Sec. 130.07. - Concealed & other weapons; posting of signs prohibiting weapons; municipal property.

(A) Weapons Prohibited. It is unlawful for any person to carry a weapon, concealed or openly, in any building or portion of a building owned, leased as lessee, operated, occupied, managed or controlled by the town, as well as the appurtenant premises to the buildings, or in any town recreational facility as defined in NCGS sec. 14-415.23(c).

(BA) Posting of signs required. The Chief of Police is hereby authorized and instructed to post conspicuous signage at appropriate locations on or within each **park-recreational facility as defined in NCGS sec. 14-415.23(c)** and each building or portion of a building owned, leased as lessee, operated, occupied, managed or controlled by the town, as well as the appurtenant premises to the buildings, indicating that carrying a **weapon, concealed or openly, concealed handgun** is prohibited therein.

(CB) Location of signs. Signs on buildings shall be visibly posted on the exterior of each entrance by which the general public can access the building. The Chief of Police shall exercise discretion in determining the number and appropriate location of signs to be placed on or within appurtenant premises and **parksrecreational facilities.**

(1992 Code, § 13-7; Ord. passed 11-6-1995)



Town of Beaufort, NC

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**Board of Commissioners
Regular Meeting
6:00 PM Monday, November 10, 2025**

AGENDA CATEGORY: Items of Consent
SUBJECT: FY 26 Budget Amendment #2

BRIEF SUMMARY:

- The Town of Beaufort received the 2024 Assistance to Firefighters Grant (FEMA). The grant amount awarded is \$140,952, the match required is \$7,048. The total budget for the project is \$148,000.
- This grant and match will fund the Vehicle Exhaust Removal Systems at Fire Stations 1 & 2.
- Carteret County will provide the match for Station 2, in the amount of \$2,667.
- Town of Beaufort will provide the match for Station 1, in the amount of \$4,381.
- This Budget Amendment requests the appropriation of the grant funds and the match.
- An appropriation of fund balance is requested for the Town of Beaufort match, \$4,381.
- Additionally, this amendment appropriates \$7,430 from Carteret County for the Station 2 upfit.

REQUESTED ACTION:

Approve FY 26 Budget Amendment #2

SUBMITTED BY:

Christi Wood- Finance Director

BUDGET AMENDMENT REQUIRED:

Yes



**TOWN OF BEAUFORT
FY 2026 BUDGET AMENDMENT #2**

WHEREAS, the Town of Beaufort adopted its Fiscal Year 2026 Budget through Ordinance on June 9, 2025, and

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

BE IT THEREFORE ORDAINED that the Board of Commissioners amends the Fiscal Year 2026 Budget as follows:

SECTION I: GENERAL FUND

This amendment requests the appropriation of Grant Funds, County Funds, and Fund Balance for the Assistance to Firefighters Grant award and the corresponding match. The grant will provide funding for the Vehicle Exhaust System at Stations 1 & 2.

A. REVENUE

<u>INCREASE</u>	
INTERGOVERNMENTAL.....	\$ 10,097
OTHER REVENUE.....	\$ 140,952
APPROPRIATED FUND BALANCE.....	\$ 4,381
TOTAL INCREASE.....	\$ 155,430

B. EXPENDITURES AUTHORIZED BY DEPARTMENT

<u>INCREASE</u>	
FIRE DEPARTMENT.....	\$ 155,430
TOTAL INCREASE.....	\$ 155,430

SECTION VI: DISTRIBUTION

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

Adopted this 10th day of November, 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, November 10, 2025**

AGENDA CATEGORY: Items of Consent
SUBJECT: Resolution: Authorizing Application for PNC Financing (\$6,469,000) for USDA water line project, contingent on USDA and LGC Approval

REQUESTED ACTION:

Approve the resolution for financing an additional \$6,469,000 with PNC to complete the original scope of the USDA water line project.

Contingent to USDA and LGC approval.

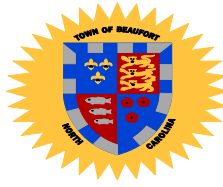
As you are aware, the project initially began under Sunland Builders and later transitioned to T.A. Loving Company due to performance-related challenges. This contractor change—combined with evolving market conditions and project complexities—has resulted in an estimated \$6.5 million increase in total project costs. The overall project includes approximately 21,000 linear feet of waterline installation.

This resolution is a requirement for the LGC application for approval of debt.

EXPECTED LENGTH OF PRESENTATION: 5 minutes

SUBMITTED BY: Christi Wood – Finance Director

BUDGET AMENDMENT REQUIRED: NO



RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT, NORTH CAROLINA DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTES AND SUBSEQUENT WATER AND SEWER SYSTEM REVENUE BONDS; MAKING CERTAIN FINDINGS OF FACT; AND REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE TOWN'S WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTES AND SUBSEQUENT WATER AND SEWER SYSTEM REVENUE BONDS

RESOLUTION NO. _____.

WHEREAS, the Board of Commissioners (the "*Board of Commissioners*") of the Town of Beaufort, North Carolina (the "*Town*") hereby determines that it is necessary to improve its water system (the "*Project*"); and

WHEREAS, the Board of Commissioners is considering the issuance of an up to \$14,500,000 Town of Beaufort, North Carolina Water and Sewer System Revenue Bond Anticipation Note (the "*Water Note*") to the Project. \$8,031,000 of the proceeds of the Note shall be applied to refinance an outstanding Water and Sewer Bond Anticipation Note of the Town and the remaining \$6,469,000 of proceeds shall be applied to pay a portion of the costs of the Project. The Town has received commitments from the United States Department of Agriculture ("*USDA*") to provide long-term financing for the Project on completion of construction, at which time the Town will issue its Water and Sewer System Revenue Bonds (the "*Bonds*") and together with the Note, the "*Instruments*") to refund the Note; and

WHEREAS, the Board of Commissioners wishes to retain Parker Poe Adams & Bernstein LLP of Raleigh, North Carolina, as bond counsel; and

WHEREAS, the Board of Commissioners desires that the Town Manager (1) file with the Local Government Commission of North Carolina (the "*Commission*") an application for its approval of the Instruments, on a form prescribed by the Commission, requesting in such application that the Commission approve (a) the sale of the Note, (b) the sale of the Bonds to USDA and (c) the Town's use of Parker Poe Adams & Bernstein LLP as bond counsel for the Town, and (2) state in such application such facts and to attach thereto such exhibits in regards to the Note, the Bonds, the Town and the Town's financial condition as the Commission may require, and to take all other action necessary to issue the Instruments; and

Now, THEREFORE, be it resolved by the Board of Commissioners as follows:

Section 1. The Town will issue the Instruments to finance the Project and pay the costs of issuing the Instruments, all as set out fully in the documents attached to the Town's application to the Commission.

Section 2. Parker Poe Adams & Bernstein LLP is hereby retained to serve as bond counsel.

Section 3. The Town Manager, with advice from bond counsel, is hereby authorized, directed and

designated to file an application with the Commission for its approval of the issuance of the Instruments. Any actions previously taken with respect thereto are hereby ratified and approved.

Section 4. The Board of Commissioners finds and determines, and asks the Commission to find and determine, from the Town's application and supporting documentation the following:

- (a) The issuance of the Instruments is necessary or expedient;
- (b) The stated principal amount of the Instruments will be sufficient but is not excessive, when added to other money available to the System, for the proposed Project;
- (c) The Project is feasible;
- (d) The Town's debt management procedure and policies are good; and
- (e) The Instruments can be marketed at a reasonable interest cost to the Town.

Section 5. The Mayor, the Town Clerk, the Town Manager, the Finance Director of the Town are hereby authorized to do any and all other things necessary to complete the steps necessary for the issuance of the Instruments.

Section 6. This Resolution is effective on the date of its adoption.

* * *

EXTRACT OF MINUTES

of

A regular meeting of the Board of Commissioners the Town of Beaufort, North Carolina held at the Train Depot, 614 Broad Street, Beaufort, North Carolina, with Mayor Sharon Harker presiding and the following Commissioners present, on _____, 2025.

Present:

Absent:

On motion of Commissioner _____, the foregoing resolution entitled “**RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT, NORTH CAROLINA DIRECTING THE APPLICATION TO THE LOCAL GOVERNMENT COMMISSION FOR APPROVAL OF WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTES AND SUBSEQUENT WATER AND SEWER SYSTEM REVENUE BONDS; MAKING CERTAIN FINDINGS OF FACT; AND REQUESTING LOCAL GOVERNMENT COMMISSION APPROVAL OF THE TOWN'S WATER AND SEWER SYSTEM REVENUE BOND ANTICIPATION NOTES AND SUBSEQUENT WATER AND SEWER SYSTEM REVENUE BONDS**” was duly adopted by the following vote:

The motion was adopted by a vote of

AYES:

NAYS:



Town of Beaufort, NC

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252-728-2141 - 252-728-3982 fax - www.beaufortnc.org

**Board of Commissioners
Regular Meeting
6:00 PM Monday, November 10, 2025**

AGENDA CATEGORY: Old Business
SUBJECT: Godette Hotel- 400 Pollock Street

SUMMARY:

Laura Benson and Walt Silva will present data related to the potential redevelopment of the Godette Hotel property, owned by Ms. Sandie Smith.

SUMBITTED BY:
Matt Zapp, Town Manager



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**Board of Commissioners
Regular Meeting
6:00 PM Monday, November 10, 2025**

AGENDA CATEGORY: Old Business
SUBJECT: F3 Marina Draft Budget

SUMMARY:

Lori Meehan with F3 Marina will be present to share an updated draft budget. These recommendations follow the initial budget presentation and discussion held by the Board of Commissioners at their October 13, 2025 Regular Meeting.

F3 Marina and Town staff will seek feedback on the proposed recommendations, with a final budget scheduled to be presented for approval at the December 8, 2025 Regular Meeting.

Please find the attached documents for your review in advance of the meeting.

SUMBITTED BY:
Matt Zapp, Town Manager

BEAUFORT TOWN DOCKS
FY2026 Initial Operating Budget
Draft Budget 11/5/2025 Reflects a 6 month period January 1 - June 30, 2026

	FY2026	January	February	March	April	May	June
Category	Proposed Budget	7	8	9	10	11	12
Income							
4025 Slip Rental - Annual	-	-	-	-	-	-	-
4030 Slip Rental - Monthly	-	-	-	-	-	-	-
4035 Slip Rental - Transient	431,165.61	47,907.29	47,907.29	47,907.29	95,814.58	95,814.58	95,814.58
4040 Slip Rental - Commercial	54,652.50	9,108.75	9,108.75	9,108.75	9,108.75	9,108.75	9,108.75
4045 Slip Rental - Electricity	74,659.50	8,295.50	8,295.50	8,295.50	16,591.00	16,591.00	16,591.00
4090 Marina - Discount	-	-	-	-	-	-	-
4095 Slip Discount	-	-	-	-	-	-	-
Total 4000 Sales - Water	560,477.61	65,311.54	65,311.54	65,311.54	121,514.33	121,514.33	121,514.33
4205 Fuel - Gasoline	-	-	-	-	-	-	-
4215 Fuel - Diesel	1,200,000.00	-	-	-	400,000.00	400,000.00	400,000.00
4315 Merchandise - Food	-	-	-	-	-	-	-
4320 Merchandise - Beverage	-	-	-	-	-	-	-
4325 Merchandise - General	-	-	-	-	-	-	-
4330 Merchandise - Apparel	-	-	-	-	-	-	-
4335 Merchandise - Boat Accessories	-	-	-	-	-	-	-
4340 Merchandise - Ice	1,750.00	100.00	150.00	200.00	200.00	500.00	600.00
4345 Merchandise - Gifts	-	-	-	-	-	-	-
4350 Merchandise - Jewelry	-	-	-	-	-	-	-
4360 Merchandise - Store Discounts	-	-	-	-	-	-	-
Total 4200 Sales - Retail	1,201,750.00	100.00	150.00	200.00	400,200.00	400,500.00	400,600.00
4725 Pumpout	-	-	-	-	-	-	-
4745 Pavilion Rental	-	-	-	-	-	-	-
4740 Key Cards	-	-	-	-	-	-	-
Credit Card Surcharge Fee Income	52,866.84	1,962.35	1,963.85	1,965.35	15,651.43	15,660.43	15,663.43
Total 4700 Sales - Other	52,866.84	1,962.35	1,963.85	1,965.35	15,651.43	15,660.43	15,663.43
Total Income	1,815,094.45	67,373.89	67,425.39	67,476.89	537,365.76	537,674.76	537,777.76
500 Cost of Goods Sold							
5005 COGS - Fuel - Gasoline	-	-	-	-	-	-	-
5010 COGS - Fuel - Diesel	900,000.00	-	-	-	300,000.00	300,000.00	300,000.00
5015 COGS - General	-	-	-	-	-	-	-
5020 COGS - Service Parts	-	-	-	-	-	-	-
5025 COGS - Food	-	-	-	-	-	-	-
5030 COGS - Beverage	-	-	-	-	-	-	-
5035 COGS - Boat Accessories	-	-	-	-	-	-	-
5040 COGS - Apparel	-	-	-	-	-	-	-
5045 COGS - Ice	875.00	50.00	75.00	100.00	100.00	250.00	300.00
5050 COGS - Gifts	-	-	-	-	-	-	-
5055 COGS - Jewelry	-	-	-	-	-	-	-
5060 5060 COGS - Spoilage	-	-	-	-	-	-	-
5100 Vendor Service & Delivery Fees	-	-	-	-	-	-	-
Inventory Shrinkage	-	-	-	-	-	-	-
Total COGS	900,875.00	50.00	75.00	100.00	300,100.00	300,250.00	300,300.00
Gross Profit	914,219.45	67,323.89	67,350.39	67,376.89	237,265.76	237,424.76	237,477.76
Operating Expenses							
6005 Payroll - Wages	193,454.50	27,275.55	27,275.55	27,275.55	37,209.28	37,209.28	37,209.28
7010 Bank Fees	-	-	-	-	-	-	-
7025 Computer Services	7,850.67	6,475.67	275.00	275.00	275.00	275.00	275.00
7030 Contract Labor	-	-	-	-	-	-	-
7035 Contract Services	-	-	-	-	-	-	-
7040 Customer Relations	-	-	-	-	-	-	-
7050 Credit Card Fees	52,866.84	1,962.35	1,963.85	1,965.35	15,651.43	15,660.43	15,663.43
7055 Dues & Subscriptions	499.98	83.33	83.33	83.33	83.33	83.33	83.33

7070 Employee Training	-	-	-	-	-	-	-
7075 Equipment Lease	-	-	-	-	-	-	-
7085 Insurance	80,000.00	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33	13,333.33
7090 Internet Expenses	4,200.00	700.00	700.00	700.00	700.00	700.00	700.00
7095 License & Permits	1,000.00	166.67	166.67	166.67	166.67	166.67	166.65
7100 Management Fee	54,452.83	2,021.22	2,022.76	2,024.31	16,120.97	16,130.24	16,133.33
7105 Marketing	28,833.33	7,166.67	5,000.00	4,166.67	4,166.67	4,166.67	4,166.65
7115 Miscellaneous Expense	-	-	-	-	-	-	-
7120 Office Supplies	6,000.00	6,000.00	-	-	-	-	-
7135 Postage	-	-	-	-	-	-	-
7150 Professional Fees - Other	-	-	-	-	-	-	-
7155 Promotion & Events	-	-	-	-	-	-	-
7160 Rents - Office & Other	-	-	-	-	-	-	-
7210 R&M - Docks	25,000.00	4,166.66	4,166.66	4,166.66	4,166.66	4,166.66	4,166.70
7220 R&M - Equipment	-	-	-	-	-	-	-
7225 R&M - Fuel Equipment	-	-	-	-	-	-	-
7230 R&M - General	8,621.74	-	-	-	-	-	8,621.74
7235 R&M - Grounds & Landscaping	3,000.00	500.00	500.00	500.00	500.00	500.00	500.00
7240 R&M - Office & Building	-	-	-	-	-	-	-
7250 R&M - Vehicle Expense	-	-	-	-	-	-	-
7310 Signage	-	-	-	-	-	-	-
7405 S&E - Fuel Equipment	-	-	-	-	-	-	-
7410 S&E - General	-	-	-	-	-	-	-
7415 S&E - Guest	-	-	-	-	-	-	-
7425 S&E - Restrooms	-	-	-	-	-	-	-
7500 Taxes - Other	-	-	-	-	-	-	-
7510 Taxes - Real Estate	-	-	-	-	-	-	-
7515 Telephone & Communications	1,500.00	250.00	250.00	250.00	250.00	250.00	250.00
7520 Trade Shows	-	-	-	-	-	-	-
7525 Travel Expense	3,000.00	-	3,000.00	-	-	-	-
7530 Uniforms	900.00	900.00	-	-	-	-	-
7605 Utilities - Electricity	99,546.00	11,060.67	11,060.67	11,060.67	22,121.33	22,121.33	22,121.33
7610 Utilities - Gas	-	-	-	-	-	-	-
7615 Utilities - Heating	-	-	-	-	-	-	-
7620 Waste Removal	6,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
7625 Utilities - Water/Sewer	7,500.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00	1,250.00
7635 Bank Service Charges	-	-	-	-	-	-	-
Total Operating Expenses	584,225.89	84,312.12	72,047.82	68,217.54	116,994.68	117,012.95	125,640.78
Net Operating Income	329,993.56	(16,988.23)	(4,697.43)	(840.65)	120,271.08	120,411.81	111,836.98
Non Operating Expenses							
7014 Brokerage - Broker Commissions	-	-	-	-	-	-	-
7140 Professional Fees - Accounting	-	-	-	-	-	-	-
7145 Professional Fees - Legal	-	-	-	-	-	-	-
Capex (Insurance Savings)	50,000.00	50,000.00	-	-	-	-	-
Wifi Setup	10,000.00	10,000.00	-	-	-	-	-
Website Build Out	10,000.00	10,000.00	-	-	-	-	-
Dredge	50,000.00	50,000.00	-	-	-	-	-
Debt Service	143,000.00	-	-	-	-	-	143,000.00
8030 Depreciation	-	-	-	-	-	-	-
8035 Amortization	-	-	-	-	-	-	-
Total Non Operating Expenses	263,000.00	120,000.00	-	-	-	-	143,000.00
Net Income	66,993.56	(136,988.23)	(4,697.43)	(840.65)	120,271.08	120,411.81	(31,163.02)



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MEMO

TO Mayor Harker and Board of Commissioners
FROM Matt Zapp, Town Manager
Lori Meehan, F3 Marina
DATE Monday, November 10, 2025
RE Commercial Slip Rentals for 2026

On October 13, 2025, the Board of Commissioners asked the Town Manager to request that F3 Marina perform a market analysis and provide recommendations related to the pricing of Commercial Slip Rentals in the Beaufort Town Docks for 2026.

A comprehensive market analysis was performed by Lori Meehan, F3 Regional Manager.

- Market rate for our area is \$16.00 per foot. F3 proposes \$10.50 per foot.

BWOF Committee Member Steve Bishop provided current rental data for the existing commercial vendors that utilize slips in Beaufort. Town Manager Zapp confirmed rental pricing for the Crystal Coast Lady and Pirate Ship with Mr. George Aswad.

Below is a chart displaying the current prices paid by existing commercial vendors and the recommended pricing per F3 Marina:

Vendor Name	Slip #	Ft.	2025 Pricing	Proposed 2026
Island Ferry Adventures	66	35	4,800	4,410
	67	35	4,800	4,410
Waterbug Tours	65	35	3,200	4,410
<i>Currently pays 8-months</i>				
Beaufort Parasail	64	35	3,200	4,410
<i>Currently pays 8-months</i>	63	35	3,200	4,410
Lookout Catamaran Cruises	58	45 x 1.5	7,656	8505
Crystal Coast Lady	68	100	20,300	20,790
Pirate Ship	69	65	<i>Included above</i>	<i>Included above</i>
Annual Revenue			47,165	51,345

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



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MEMO

TO Mayor Harker and Board of Commissioners
FROM Matt Zapp, Town Manager
Lori Meehan, F3 Marina
DATE Monday, November 10, 2025
RE Annual Slip Rentals for 2026

F3 Regional Manager Lori Meehan arrived in Beaufort on November 1, 2025. During week one on property, she performed a physical review and analysis of the Beaufort Town Docks.

Mrs. Meehan identified that the west end of the West Floater dock is not conducive to transient rental. Specifically, slips WF 1 through WF 6.

- Boats docked in this area will conflict with the vessel docked adjacent to Finz.
- F3 Marina recommends the 6 slips be rented at a market rate of \$16.00 per foot.

Below is a chart displaying the optional annual rent program recommended by F3 Marina:

Annual Rental Option	Slip #	Ft.	2026 Monthly Pricing	2026 Annual
West side of the West Floater	WF1	35	560	6,720
West side of the West Floater	WF2	35	560	6,720
West side of the West Floater	WF3	35	560	6,720
West side of the West Floater	WF4	35	560	6,720
West side of the West Floater	WF5	35	560	6,720
West side of the West Floater	WF6	35	560	6,720
Potential Revenue			3,360	40,320

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

