



Town of Beaufort, NC

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

Town of Beaufort Historic Preservation Regular Meeting 6:00 PM Tuesday, June 04, 2024 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Minutes Approval

- [1.](#) HPC Draft Minutes 050724

Administration of Oaths

Items of Consent

- [1.](#) COA Orders from May

New Business

- [1.](#) Case # 24-14 400 Front Street - Windows & Exhaust Fans
- [2.](#) Case # 24-15 100 Sunset Lane - New Garage & Driveway

Commission / Board Comments

Staff Comments

Adjourn



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Town of Beaufort Historic Preservation Regular Meeting
6:00 PM Tuesday, May 7, 2024 - Train Depot, 614 Broad Street, Beaufort, NC 28516
Minutes

Call to Order

Vice-Chair Hedrick called the May 7, 2024 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

Roll Call

Members Present: Vice-Chair Bradley Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Members Absent: Chair Joyce McCune, Tammy Hunsucker

A quorum was declared with five members present.

Staff Present: Kyle Garner, Town Attorney Jill Quattlebaum, Jason Brinson, Laurel Anderson

Agenda Approval

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

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Minutes Approval

Member Cummins made the motion to approve the March 5th, 2024 Minutes as presented and Member Morris made the second. Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Administration of Oaths

Vice-Chair Hedrick introduced the two new Members Jonathan Haas and Jessica Sabiston and then gave the Quasi-Judicial Statement. Secretary Anderson administered the Oath to Kyle Garner.

Items of Consent

1. Approval of the Orders for 316 Moore Street, 129 Turner Street & 310 ½ Orange Street– Certificates of Appropriateness (COA)

Member Morris made the motion to approve the Items of Consent as presented and Member Cummins made the second. Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Old Business

1. Case #23-34; 122 Queen Street – Two-Story Rear Addition

Vice-Chair Hedrick introduced Case #23-34 and asked if any Members needed to recuse themselves. Hearing none, he then asked for the Staff Report. Mr. Garner explained that in March of 2024 the item had been tabled so the staff could submit the addition proposal to the State Historic Preservation Office (SHPO) for their non-binding comments. He added that the applicant had submitted revised drawings based on comments and concerns from the previous Historic Preservation Commission (HPC) meeting. Mr. Garner had also been asked to research other COA’s pertaining to the history of the house and he found one COA from 2010 when the rear portion of the house had caught on fire and the roof, siding, and windows are new from the time of the fire.

Mr. Garner then showed the revised northern elevation and requested that it be included as part of the record. The original proposed straight roofline now contains a dormer as well as corner boards and other elements. In conclusion, the applicant did take the Board’s comments and make revisions to the original submitted plans.

Member Cummins asked the extent of the 2010 fire and Mr. Garner stated that the total back of the structure as it is today was the area that had caught on fire.

Secretary Anderson administered the Oath to the applicants, Jay Horton and Ryan Edwards of Filter Design Studio. Mr. Horton explained that he and Mr. Edwards had listened to the Board at the March meeting and had incorporated as many of those ideas as possible and incorporated the character of the cottage style.

Member Cummins commended their compromise and noted the letter from the SHPO supporting the HPC’s original comments and concerns. He asked about the outdoor chimney and the proximity with the rear addition and Mr. Horton stated that the chimney was gas and would not increase in size and may be removed.

Vice-Chair Hedrick also commended the revised elevation and roofline and stated that he was not in attendance at the March 5th meeting and asked if any other items regarding the proposal had been approved. Member Cummins stated that the entire item had been tabled. Vice-Chair Hedrick asked if the Board had any other questions or concerns had been raised at the previous meeting and Member Cummins noted that the main concern was the northern elevation with the massing. Vice-Chair Hedrick also discussed the replication of the scroll-work on the side porch but agreed that it was it was allowed.

Vice-Chair Hedrick asked if there were any other parties with standing and there were none.

Secretary Anderson administered the Oath to Kevin McHugh, 124 Queen Street. Mr. McHugh stated that he lives north of 122 Queen Street and asked about rainwater sheathing from the roofline onto his property as the properties are so close. Mr. Horton stated that if there were problems they would do their best to mitigate the issues and Mr. McHugh reiterated that the building expansion may necessitate the need for French drains or another type of drainage system. Mr. McHugh then requested that the mature vines on his fence be protected and preserved during the demolition and construction process. Mr. Horton stated that they would be involved during the construction process and Vice-Chair Hedrick reminded him that part of the COA application is to maintain existing vegetation.

Vice-Chair Hedrick asked for a motion for a Finding of Fact for Case #23-34. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #23-34, move that the Commission conclude that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Additions to Historic Buildings Guidelines 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.5, 7.8.6, 7.8.7, 7.8.8, 7.8.9; Roof Guidelines 6.1.1, 6.1.2, 6.1.3, 6.1.4, 6.1.5, 6.1.6, 6.1.7, 6.1.8, 6.1.9, 6.1.10, 6.1.11; Wood Siding, Trim, and Ornament Guidelines 6.2.1, 6.2.2, 6.2.3, 6.2.4, 6.2.5, 6.2.6, 6.2.7, 6.2.8, 6.2.9, 6.2.10, 6.2.11, 6.2.12, 6.2.13, 6.2.14; Brickwork and Masonry Guidelines 6.3.1, 6.3.2, 6.3.3, 6.3.4, 6.3.5, 6.3.6, 6.3.7, 6.3.8, 6.3.9; Window and Door Guidelines 6.4.1, 6.4.2, 6.4.3, 6.4.4, 6.4.5, 6.4.6, 6.4.7, 6.4.8, 6.4.9, 6.4.10, 6.4.11; Porches and Entrances Guidelines 6.5.1, 6.5.2, 6.5.3, 6.5.4, 6.5.5, 6.5.6, 6.5.7, 6.5.8, 6.5.10; Foundations Guidelines 6.6.1, 6.6.2, 6.6.7, 6.6.10; Paint and Exterior Colors Guidelines 6.7.1, 6.7.2, 6.7.3, 6.7.4; Accessibility and Life Safety Guidelines 6.8.2; Landscaping Guidelines 8.1.1, 8.1.2, 8.1.3, 8.1.5, 8.1.6, 8.1.7, 8.1.8, 8.1.9, 8.1.10, 8.1.11, 8.1.12, 8.1.13, 8.1.14; Outside Utilities Guidelines 8.3.1, 8.3.2, 8.3.3, 8.3.4, 8.3.5, 8.3.6, 8.3.7; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3, 8.4.4, 8.4.5.

Member Morris made the second and Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #23-34.

Member Morris made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #23-34 be issued for the proposed work.

Member Haas made the second. Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair then declared Case #23-34 closed and notified the applicant the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

Mr. Garner stated for the record that the motions voted on and approved were for the revised plans brought before the Board that evening and Vice-Chair Hedrick stated that they were.

New Business

- 1. Case #24-05; 112 Moore Street – Landscaping, Parking, Wall, Fencing

Vice-Chair Hedrick introduced Case #24-05 and asked if any members needed to recuse themselves and hearing none, he asked for the Staff Report. Mr. Garner noted that the applicant’s landscaping contractor had come before the HPC in January of 2024 for the same property and was now returning with some additional work to include installing landscaping, adding a brick runner driveway and sidewalk, and a retaining wall in the front yard on the southern side of the house and to repair fencing.

Secretary Anderson administered the Oath to the applicant, Charles Haskins of Heritage Designs.

Member Cummins asked Mr. Haskins if the small retaining wall would end at the fence and Mr. Haskins agreed and stated it would be there more to protect the grade for water runoff.

Vice-Chair Hedrick asked if there were any parties with standing, and hearing none and no further questions, asked for a motion for a Finding of Fact for Case #24-05. Member Morris made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-05, move

that the Commission conclude that the pending application meets the following design standards. Design Guidelines for the Beaufort Historic District and Landmarks: Landscaping Guidelines 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.1.5, 8.1.9, 8.1.10, 8.1.11; Fences and Walls Guidelines 8.2.1, 8.2.4; Off-Street Parking Guidelines 8.5.1, 8.5.2, 8.5.3, 8.5.7.

Member Cummins made the second. Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #24-05.

Member Haas made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #24-05 be issued for the proposed work.

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

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick then declared Case #24-05 closed and notified Mr. Haskins that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

2. Case #24-11; 116 Queen Street – New Single-Family Home

Vice-Chair Hedrick introduced Case #24-11 and asked if any members needed to recuse themselves and hearing none, he asked for the Staff Report. Mr. Garner explained that the applicants, Stan and Christine Lamb of the Pecan Tree Inn, were requesting to construct a new single-family home on an undeveloped portion of the Pecan Tree Inn property. He noted that the existing is a flag-shaped lot and the Lamb’s had acquired a small interior lot to add onto their existing property. Mr. Garner also added that the materials list included smooth siding for the fiber cement siding and the height of the proposed house was 32 feet. He also noted that the house would be sited almost 200 feet away from Queen Street.

Member Cummins asked if the dwelling would be considered an accessory building and Mr. Garner responded that as the business was classified as a bed and breakfast it would be considered an extension as the owners need to live on the property.

Secretary Anderson administered the Oath to the applicant and his building contractor, Stanley Lamb of Pecan Tree Inn and Eric Cooper of JC Jackson Homes.

Member Cummins noted that the design of the house was charming and asked about the foundation and shutters.

Vice-Chair Hedrick asked about the siting on the lot, the paint colors, and the date brick.

Member Cummins requested clarification about the windows and Mr. Cooper stated that they were not grille-between-glass but would be simulated divided lite grilles. Member Cummins noted the differing grid lines on the north and south lines but stated it is a new construction and cannot be seen from the street. He also noted the railings with square wood brackets.

Hearing no further questions, Vice-Chair Hedrick asked for a motion for a Finding of Fact for Case #24-11. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-11, move that the Commission concludes that the pending application meets the following design standards. Design Guidelines for the Beaufort Historic District and Landmarks: Building Placement 7.1.1, 7.1.2, 7.1.3, 7.1.4; Building Height and Scale 7.2.1, 7.2.2, 7.2.3, 7.2.4, 7.2.5; Materials 7.3.1, 7.3.2, 7.3.3; Details 7.4.1, 7.4.2, Figure and Color 7.5.1; Form and Rhythm 7.6.1, 7.6.2, 7.6.3;

Landscaping 7.7.1; Off-Street Parking Guidelines 8.5.1, 8.5.2, 8.5.3, 8.5.4, 8.5.6, 8.5.7; Outside Utilities Guidelines 8.3.1, 8.3.6; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3; Landscaping Guidelines 8.1.2, 8.1.5, 8.1.7, 8.1.8, 8.1.12, 8.1.13.

Member Morris made the second. Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #24-11.

Member Cummins made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #24-11 be issued for the proposed work.

Member Haas made the second and Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick then declared Case #24-11 closed and notified Mr. Lamb that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

3. Case #24-12 523 Front Street - Signage

Vice-Chair Hedrick introduced Case #24-12 and asked for the Staff Report. Mr. Garner explained that the applicant requested to install one wall sign totaling 10.00 sq. ft. (30" X 48') for the new Sea Bags business at 523 Front Street. He noted the sign would be made of cedar with Sea Bags' navy blue & white colors, and the property has 35 feet of frontage which would allow for up to 70 square feet of total signage.

Secretary Anderson administered the Oath to the applicant, Alex Landry, store manager at Sea Bags.

Ms. Landry thanked the Board for hearing their application.

Vice-Chair Hedrick asked if there were any parties with standing, and hearing none and no further questions, asked for a motion for a Finding of Fact for Case #24-12. Member Morris made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-12, move that the Commission concludes that the pending application meets the following design standards. Design Guidelines for the Beaufort Historic District and Landmarks: Signage Guidelines 8.6.1, 8.6.2, 8.6.3, 8.6.5.

Member Sabiston made the second and Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #24-12.

Member Cummins made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #24-12 be issued for the proposed work.

Member Morris made the second and Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick then declared Case #24-12 closed and notified Ms. Landry that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

4. Case #24-13 112 Gallants Lane – Porch Addition

Vice-Chair Hedrick introduced Case #24-13 and asked for the Staff Report. Mr. Garner explained that the applicants, Mr. Vic and Mrs. Patricia Moore, request to construct a porch addition with a metal roof at 112 Gallants Lane.

Member Morris asked for clarification that the request is for a porch addition and a metal roof and Mr. Garner stated that it was.

Secretary Anderson administered the Oath to the applicant Vic Moore. Mr. Moore explained that the houses were built in 2005 and there was an agreement that all the houses had to have the same footprint, and rooflines and porch structure varied to change the appearances. The houses face due west and Mr. Moore further explained he wanted to extend his front porch to block the sun and rain. The new metal roof would be below the profile of the extension of the porch. The design is similar to historic homes in the district.

Member Cummins asked about the pitch and Mr. Moore explained it would not be visible from the street and the water would run off the ends of the house into a gutter system which goes into an enviro chamber to collect the runoff.

Hearing no further questions, Vice-Chair Hedrick asked for a motion for a Finding of Fact for Case #24-13. Member Morris made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-13, move that the Commission conclude that the pending application meets the following design standards. Design Guidelines for the Beaufort Historic District and Landmarks: Additions to Historic Buildings Guidelines 7.8.1, 7.8.2, 7.8.3, 7.8.4, 7.8.7, 7.8.10; Roof Guidelines 6.1.3, 6.1.9.

Member Haas made the second. Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick then asked for a motion for a Certificate of Appropriateness for Case #24-13.

Member Haas made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission conclude that the proposed project is not incongruous with the special character of the historic district as a whole and that a Certificate of Appropriateness for Case #24-31 be issued for the proposed work.

Member Morris made the second and Vice-Chair Hedrick took a vote that was unanimously approved.

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Commission / Board Comments

- a. The Board welcomed new Members Jonathan Haas and Jessica Sabiston. Member Sabiston noted her appreciation of the history provided in the staff reports for the applications.
- b. Vice-Chair Hedrick thanked the Staff and others involved in the 50th anniversary celebration for the historic district in April and noted how well it was attended by the public. He also shared an invitation to the Members from Ann Street United Methodist Church to celebrate the dedication and blessing of the labyrinth which the HPC had approved in January 2024.

Staff Comments

- a. Mr. Garner reminded the Commission about the upcoming Certified Local Government training given by the State Historic Preservation Office.
- b. Mr. Garner also asked the Members to review the draft Standards and include the Resiliency framework.
- c. He also thanked Town Attorney Ms. Quattlebaum for the verbiage in the script that the Chair, Vice-Chair, and the Board follow during the meetings.

Adjourn

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

Voting yea: Vice-Chair Hedrick, Bradley Cummins, Jonathan Haas, Marissa Morris, Jessica Sabiston

Vice-Chair Hedrick declared the May 7th, 2024 meeting adjourned at 7:41 p.m.

Acting Chair, Bradley Hedrick

Board Secretary, Laurel Anderson



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June 4, 2024

Jay Horton (Filter Design Studio PLLC)
707 Bridges Street
Morehead City, NC 28557

RE: Case # 23-34 122 Queen Street – Two-Story Rear Addition

Dear Mr. Horton:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

cc: John & Allison McNairy

Mayor Sharon Harker
Commissioner Bucky Oliver • Commissioner Melvin Cooper
Commissioner Paula Gillikin • Commissioner [redacted] LoPiccolo • Commissioner Sarah Spiegler
Town Manager [redacted] Clark



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on May 7, 2024, to consider a Certificate of Appropriateness (“COA”) application submitted by Jay Horton (Filter Design Studio PLLC) for **CASE # 23-34 122 QUEEN STREET- TWO-STORY REAR ADDITION** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on May 7, 2024, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Additions to Historic Buildings Guidelines

7.8.1 Where possible, locate new additions at the side or rear so that they have a minimal impact on the façade and other primary elevation of the affected building or adjacent properties.

7.8.2 The overall proportions of a new addition should be compatible with the existing building in height, scale, size and massing so as not to over power it visually. A new addition should never be taller or wider than the original structure unless required by code or a non-aesthetic functional requirement. Observe the principle of “additive massing” where the original structure remains dominant and the additions are adjoining and smaller masses.

7.8.3 The design elements of a new addition should be compatible with the existing building in terms of materials, style, color, roof forms, massing proportion and spacing of doors and windows, details, surface texture, and location. Contemporary adaptations of the original which clearly look like an addition and reflect the period of construction are encouraged.

7.8.4 Additions should be constructed so that they can be removed from the original building in the future without irreversible damage to significant features.

7.8.5 Vinyl, aluminum, or pressed wood are not appropriate on additions to historic buildings. Other substitute siding may be allowed. (SEE SIDING GUIDELINES)

7.8.6 Wood windows are most appropriate for new additions within the historic district; however, substitute window materials are acceptable for new additions provided the proposed windows meet the requirements set forth in the WINDOWS AND DOORS guidelines.

7.8.7 Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the original building.

7.8.8 Foundations should be similar to or compatible with the existing foundations in material, color, detailing, and height. SEE FOUNDATIONS GUIDELINES.

7.8.9 Consider in your plan older additions or other alterations to existing buildings that have acquired significance over time when planning and building a new addition.

Roof Guidelines

6.1.1 Preserve original and significant later roof forms, shapes, and major roof architectural elements such as dormers, gables, chimneys, and eave overhangs. It is not appropriate to make alterations to the front or other primary portions of the roof of a contributing structure if that roof slope can be seen from public view.

6.1.2 Preserve, maintain, and repair historic roofing details and materials such as slate, standing-seam metal, and tile. Replace in-kind only if necessary due to deterioration or damage. Replace only the damaged or deteriorated portion using materials identical to the original if possible.

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

6.1.4 Retain historic roof-top features such as ornamental eaves, cornices, rake-boards, dormers, gables, chimneys, finials, cresting, steeples, belfries, cupolas, and railings that add to the overall architectural character of a structure. All original and significant later features should be preserved and restored, rather than removed. The design of any new roof features should be based on documentary evidence and are compatible with both the building and surrounding buildings.

6.1.5 Contemporary or non-historic roof features may be installed on areas of the roof not seen from the public view or on other non-character defining secondary roofs. Included are skylights, roof-mounted vents, dormers, chimneys, antennas, and solar collectors. These are not permitted when their installation or later removal would damage or destroy a significant roof feature. In certain instances, new dormers may be permitted on side or rear elevations if their design is compatible with the building and the roofline.

6.1.6 Install new gutters without damaging or obscuring architectural features. It is inappropriate to replace concealed, built-in gutter systems with modern exposed gutters. Gutters of all materials except copper shall have a painted finish. Half-round gutters are appropriate for most contributing properties. Wood gutters may be appropriate for certain period restoration projects. Replacement of gutters is usually reviewed as a Minor Works item.

6.1.7 Ridge vents, where needed, shall be of the low-profile type and shall not diminish the original design of the roof or destroy any character-defining architectural details. Other vents, such as gable vents and roof-mounted vents, should be installed so as not to be visible from the public view where possible. In the event that they must be visible, they should be installed to respect the architectural details and character of the subject building.

6.1.8 It is not appropriate to create a false sense of historical development by making changes to roofs, such as adding conjectural features lacking insufficient historical, pictorial, or physical documentation.

6.1.9 Avoid altering the existing roof pitch or introducing a new roof pitch.

6.1.10 Avoid using a substitute material for the replacement of a deteriorated historic element that does not convey the visual appearance of the surviving parts of the roof or that is physically or chemically incompatible.

6.1.11 Avoid constructing additional stories resulting in an altered appearance.

Wood Siding, Trim, and Ornament Guidelines

6.2.1 Preserve and maintain existing original wood siding, trim, ornamentation, and other wood decorative elements.

6.2.2 Preserve and repair existing wood elements whenever possible. Use preservation techniques which

encourage repair (such as epoxies, splicing, and patching where applicable) rather than wholesale replacement.

6.2.3 Replace historic wood elements only where the original is too deteriorated to repair. If replacement is necessary, use new replacement wood that matches the original as closely as possible in all properties: shape, profile, texture, and detailing. The deteriorated or damaged condition should be documented. Replacement of these features in kind and according to the guidelines does not normally require a COA.

6.2.4 If a portion of a historic wall is deteriorated beyond repair, replace only the damaged portion. In other words, a damaged portion of a wall does not provide an excuse for wholesale replacement.

6.2.5 Prepare surfaces for painting using the gentlest means possible. Low-pressure power-washing should be used only after a test panel of washing has been performed by the contractor and reviewed by the owner for excessive damage. Sandblasting and high-pressure water blasting are not appropriate treatments.

6.2.6 Avoid stripping paint with the object of staining it or leaving it unfinished for a supposedly “natural” appearance when such an appearance cannot be historically documented.

6.2.7 Avoid replacing clapboard siding with shingle siding (or visa versa) or replacing clapboard siding with siding of a different width or profile, particularly if the later siding has gained historic significance in its own right.

6.2.8 It is not appropriate to compromise the architectural integrity of a building by introducing or removing siding, trim or other decorative features, or by concealing or removing decorative details such as cornices, corner boards or brackets.

6.2.9 The use of imitation or pressed wood, vinyl, or aluminum siding is not permitted.

6.2.10 The HPC may allow the replacement of existing substitute siding with new substitute siding (such as cement fiber siding) if the proposed replacement will be more in keeping with the original appearance of the structure. Substitute siding with a simulated wood grain will not be permitted.

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

6.2.12 Avoid removing or replacing such features as cornices, brackets, pilasters, door and window moldings, pediments, medallions, dentil and modillion molding, corner boards, and other character-defining architectural trim, particularly from the principal façade.

6.2.13 To avoid creating a false historical appearance, do not use trim salvaged from another building or buildings or stock trim. Likewise, avoid moving or rearranging existing trim to another part of a building without historical evidence to back this up. Do not use stock trim when original trim can be replicated.

6.2.14 Blown in insulation should be placed in a house so as not to disturb siding.

Brickwork and Masonry Guidelines

6.3.1 Retain and preserve historic brick and masonry elements, including walls, chimneys, foundations, and retaining walls. Preserve masonry elements that are character-defining features of the building or property.

6.3.2 Repair and restore historic masonry elements, rather than replace. Remove vegetation and vines from masonry to prevent structural or moisture damage.

6.3.3 Clean historic masonry only with low-pressure water washing and mild detergents formulated for the specific application. Use chemical cleaners formulated for historic masonry only if water and detergent cleaners are not effective.

6.3.4 Sandblasting, high-pressure water blasting, and other abrasive cleaning methods which may damage

historic masonry are not appropriate in the historic district.

6.3.5 Water-repellant sealers are generally not appropriate because they may trap moisture, causing deterioration or discoloration.

6.3.6 For repointing, use only mortars that are compatible with historic mortars in color, strength, and joint finish or surface tooling. Maintain the historic joint width, joint profile, and bond patterns when making repairs. Modern mortars may cause damage to older, softer brick.

6.3.7 Use only hand tools to remove deteriorated mortar joints, under the direction of a skilled mason. Do not use power tools or saws to remove mortar joints.

6.3.8 When replacing damaged brick or stone, use replacements that match the original units as closely as possible.

6.3.9 Avoid painting masonry surfaces that were not painted historically. When painting masonry that has been previously painted, use acrylic latex paints for best durability.

Window and Door Guidelines

6.4.1 Retain and preserve historic windows and doors, including all significant related elements such as frames, sashes, shutters, hardware, old glass, sills, trim and moldings. Documented restoration is allowable.

6.4.2 Repair existing historic windows and doors where possible, rather than replacing entire window or door units. Use techniques such as wood epoxies and wood patches to repair and strengthen deteriorated wood elements. Replace only those elements that cannot be repaired. Reproduction glass is desirable but not required.

6.4.3 Use replacement windows and doors that match the existing historic elements as closely as possible. Wood windows should be replaced with wood windows. If replacement windows or doors are required, consider first replacing only the deteriorated element, such as a single sash or door, rather than the entire frame or unit. Any new replacements shall match the original in all dimensions, materials, and detailing as closely as possible.

6.4.4 Use storm windows to improve energy efficiency where needed. New storm units should have a finish compatible with the color of the house. Unpainted aluminum is not appropriate. Storm windows for double hung sash shall have horizontal dividers that are in alignment with the horizontal meeting rails of the original upper and lower sashes. Storm windows are usually a Minor Work item.

6.4.5 Replacement of historic windows and doors for the sole purpose of improved thermal performance is not appropriate. Wood, or appropriately painted metal storm windows and doors should be used.

6.4.6 Tinted glass is not appropriate in the historic district in any area visible from public view. Energy-saving or “low-E” glass may be used only if it is not tinted.

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

6.4.8 Use storm doors to improve energy efficiency where needed. New storm doors should be compatible with the original exterior doors and with the style and period of the structure. Wood storm doors of the full view or large single-pane type are most appropriate because they do not obscure the original doors. Louvered wood doors are also appropriate. Storm doors should be the full-view type and have a paint finish in a color that is compatible with the colors of the structure. The standard “colonial” type storm door with scalloped trim and cross-buck bottom half is not permitted. Wood screen doors should be appropriate for the period and style of the structure.

6.4.9 Preserve and repair original or historic shutters. It is appropriate to add louvered shutters to a historic structure if there is evidence that it once had blinds. All shutters shall be installed so that they will fit the window frame opening if closed and shall be of correct proportions for each window. Blinds shall be provided with operable hardware, consisting of hinges, pintles and holdbacks located in the appropriate positions. Shutters may be operable or fixed. Shutters made of synthetic or substitute materials, that duplicate the look, appearance and patina of wood may be allowed. They should not be nailed or screwed onto the building surface.

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

6.4.11 Avoid the placement of metal awnings over windows and doors. Fabric awnings may be used if the house originally or historically had them. Install awnings in such a manner that they do not conceal architectural features or damage historic building fabric. Choose colors and patterns that harmonize with the building and do not compete with it.

Porches and Entrances Guidelines

6.5.1 Retain and preserve historic porches, entrances and doorways including related features such as railings, posts or columns, ceilings, steps, lattice, flooring, piers, ornamental trim, and other character defining elements.

6.5.2 Repair, rather than replace, historic porch and entrance elements, wherever feasible. Use repair techniques which preserve historic material, including patching, epoxy repair, reinforcing, or splicing-in of new wood in place of deteriorated sections. Replacement elements should match the original in size, shape, pattern, color, and texture.

6.5.3 Use appropriate materials in the repair and restoration of historic porches. Woods that are naturally rot-resistant or treated will provide the greatest durability for exposed elements such as railings, steps, flooring, and floor framing. The use of pressure-treated wood is appropriate when painted within six months. The use of substitute material that duplicates the look and patina, and architectural detail is allowed.

6.5.4 The enclosure or other alteration of original or historic front porches is not appropriate in the historic district. The enclosure of porches at the rear, or other areas not seen from the public view, is appropriate if the enclosure is designed and constructed in a manner that preserves the historic character and features of the porch.

6.5.5 Covering a porch with non-historic material such as vinyl or metal siding, or “winterizing” a screened porch by permanently attaching plastic sheeting is not permitted.

6.5.6 Using indoor-outdoor carpeting to weather-proof a porch floor is not permitted.

6.5.7 Use architectural details and ornamentation that are compatible with the style, period, and detailing of the porch and structure. Such features as new metal columns or wrought iron posts, over-scaled columns with elaborate capitals, metal or plastic balustrades are not allowed. The creation of a false historical appearance, such as adding Victorian ornament to a plain early 20th century porch, is not appropriate.

6.5.8 Removing a porch that is not repairable and not replacing it, or replacing it with a new porch that does not convey the same visual appearance on contributing historical properties is not permitted.

6.5.10 It is not appropriate to add new porches, entrances, or balconies to primary elevations or other areas of a building that are seen from the public view if none existed historically.

Foundations Guidelines

6.6.1 Retain and preserve original and historic foundations and related elements wherever possible, including: pier size, vents, grilles, lattice, materials, and other significant details.

6.6.2 Retain and preserve existing historic materials wherever possible, rather than replace. For repairs or rebuilding, select new brick, mortar, ballast stones, and other materials to match the historic materials as closely as possible in all respects.

6.6.7 Existing, unpainted historic foundations should not be painted. Previously painted foundations should be repainted an appropriate color. Avoid removing paint from a previously painted foundation (see BRICKWORK AND MASONRY guidelines).

6.6.10 Locate new utilities and mechanical equipment such as package unit furnaces, heat pumps, and air conditioning coils at the rear or other areas not seen from public view. Utilities should never be located at the front of a structure or site. Provide screening with plantings, fences, or plant treatments.

Paint and Exterior Colors Guidelines

6.7.1 Repainting a building in the same color, including minor touch-up painting, and the cleaning of existing painted surfaces do not require a COA, nor does re-lettering a painted sign in the same color.

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

6.7.3 Masonry surfaces that have been previously unpainted, such as brick, stucco, or stone should not be painted if those surfaces are in good condition and if the painting is proposed for the purpose of color change only. The painting of certain masonry surfaces may be appropriate if the surfaces have been patched or marred by damage over time, and if the visual integrity of the surface has been compromised. Paint colors should reflect the base material where possible.

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

Accessibility and Life Safety Guidelines

6.8.2 Introduce new or alternate means of access to the historic building, in ways that do not compromise the appearance of an historic entrance or front porch.

Landscaping Guidelines

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

8.1.2 Preserve and maintain the individual components and historic features that contribute to Beaufort’s historic character, including: mature trees, ornamental trees, and hedge rows.

8.1.3 Preserve and maintain mature street trees. When removal or replacement is necessary, replace with long lived tree species with large canopies that will provide a similar canopy and form as a street tree. Replacement tree species should be appropriate for the district. Suggested species include: oak, sycamore, pecan, maple, ginkgo (male only), Chinese elm, cedar (j u n i p e r) , hickory, Yaupon holly or American holly.

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

8.1.6. Palms, banana trees and other tropical type landscape materials should not dominate the landscape palette. Sabal palms may be used as a minor landscape element. Likewise, any use of other tropical style plant materials that can be viewed from the public property should be limited to a minor complementary presence. Traditional plant materials including live oak trees, deciduous shade, and understory trees (service berry or dogwood) and broadleaf evergreen and deciduous shrubs should dominate the landscape.

8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions, and landscape.

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

8.1.9 Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

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

8.1.11 Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

8.1.12 Utility wires, including power, telephone and cable should be placed underground whenever substantial utility construction takes place. Above ground utility boxes, fixtures, and equipment should be located in inconspicuous locations and should be screened from view.

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

8.1.14 Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, screening should not exceed height of three (3) feet at the street/sidewalk edge. (SEE OFF STREET PARKING GUIDELINES for more details)

Outside Utilities Guidelines

8.3.1 Locate utilities, vents and meter boxes and other utility connections in side or rear yards and screen from public view with plantings, fencing, or other means.

8.3.2 Locate roof ventilators, antennas, solar panels, and satellite dishes in areas not visible from public view. Satellite dishes exceeding 24” in diameter shall not be installed in the historic district.

8.3.3 Paint meter boxes, vents, and other utility fixtures visible from the street in colors that will allow them to blend in with the historic/existing building.

8.3.4 Avoid placing window air-conditioning units on the front façade of the building.

8.3.5 When installing utility fixtures—such as streetlights, signal boxes, or utility poles—in the public right-of-way, take into account the impact of the fixtures on the character of the streetscape and the historic district as a whole. Utility fixtures will be evaluated in terms of location, design, color, scale, and compatibility with surrounding streetscape features, and the overall visual impact on the district.

8.3.6 Install utilities underground whenever possible.

8.3.7 Avoid radically pruning street trees located under utility wires. Such pruning practices permanently damage the form and long-term health of the tree. Refer to LANDSCAPING guidelines for proper tree planting practices.

Exterior Lighting Guidelines

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

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

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

8.4.4 Use ground-mounted spots or ornamental light fixtures to illuminate signs instead of internal lighting. Screen spots and accent lighting from view.

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **CASE # 23-34 122 QUEEN STREET- TWO-STORY REAR ADDITION**.

This the 4th day of June, 2024

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



Town of Beaufort
701 Front St. • P.O. Box 390 • Beaufort, N.C. 28516
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www.beaufortnc.org

June 4, 2024

Charles Haskins
1601 Hwy 70
Newport, NC 28570

RE: Case # 24-05 112 Moore Street – Landscaping, Parking, Wall, Fencing

Dear Mr. Haskins:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

cc: Doug and Margaret Abrahams

Mayor Sharon Harker
Commissioner Bucky Oliver • Commissioner Melvin Cooper
Commissioner Paula Gillikin • Commissioner [redacted] LoPiccolo • Commissioner Sarah Spiegler
Town Manager [redacted] Todd Clark



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on May 7, 2024, to consider a Certificate of Appropriateness (“COA”) application submitted by **Charles Haskins** for **Case #24-05 112 Moore Street- Landscaping, Parking, Wall, Fencing** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on May 7, 2024, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Landscaping Guidelines

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

8.1.2. Preserve and maintain the individual components and historic features that contribute to Beaufort’s historic character, including mature trees, ornamental trees, and hedge rows.

8.1.3. Preserve and maintain mature street trees. When removal or replacement is necessary, replace long lived tree species with large canopies that will provide a similar canopy and form as a street tree. Replacement tree species should be appropriate for the district. Suggested species include: oak, sycamore, pecan, maple, ginkgo (male only), Chinese elm, cedar (j u n i p e r) , hickory, Yaupon holly or American holly.

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

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

8.1.9. Planting strips between the public sidewalks and the street edge shall be preserved and remain predominantly ground covers or tree plantings. Small walkways will be permitted on these strips if the proposed walkway aligns with the walkway leading from the front door or main entrance of the structure to the sidewalk. New walkways shall not exceed a width of four (4) feet. Paving, filling, or otherwise altering this strip within the district is not appropriate.

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

8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

Fences and Walls Guidelines

8.2.1. Retain and preserve historic fence and wall material wherever possible. If replacement is necessary, use new material that matches the historic material in composition, size, shape, color, pattern and texture.

8.2.4. Historic retaining walls should be preserved. New low walls are appropriate only where a sharp

change in grade exists and shall not exceed a height of two (2) feet. Such walls should be constructed of brick or concrete block covered with a true sand-finish stucco.

Off-street Parking Guidelines

8.5.1. lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

8.5.2. Proposals for new parking lots or off-street parking areas should be accompanied by scaled site plans, including all proposed landscape and ground cover changes and information on proposed lighting types, placement, and intensity.

8.5.3. Site new parking areas in interior or rear lot locations where possible.

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **Case # 24-05 112 Moore Street – Landscaping, Parking, Wall, Fencing.**

This the 4th day of June 2024

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



Town of Beaufort

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June 4, 2024

Stan & Christine Lamb
Pecan Tree Inn
116 Queen Street
Beaufort, NC 28516

RE: Case # 24-11 116 Queen Street- New Single-Family Home

Dear Mr. and Mrs. Lamb:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on May 7, 2024, to consider a Certificate of Appropriateness (“COA”) application submitted by **Stan and Christine Lamb** for **Case #24 –11 116 Queen Street – New Single-Family Home** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on May 7, 2024, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Building Placement

7.1.1 Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.

7.1.2 Maintain the pattern of building, separation and lot coverage that is found on the block and/or side of the street.

7.1.3 Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principle building’s prominent features or significant site features.

7.1.4 Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

Building Height/Scale

7.2.1 New construction shall not exceed thirty-five feet in height.

7.2.2 Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

7.2.3 Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

7.2.4 Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

7.2.5. If a contributing building was demolished or moved from the site, design the replacement building to be of similar height, scale, massing, and location as the previously existing building. Applicants will have a heavy burden to demonstrate to the HPC that a replacement structure with different height, scale, and massing as the previously existing building is incongruous with the Historic District.

Materials

7.3.1 Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles, and brick were common sheathing materials and should be used.

7.3.2. The use of substitute products such as vinyl, aluminum and pressed board siding and other modern-day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case-by-case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern-day products achieve compatibility with existing historic buildings that define the character of the Beaufort Historic District.

7.3.3 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

7.4.1 Use of architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2 Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

7.5.1 Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles and bead-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the texture of a building surface.

Form and Rhythm

7.6.1 Design new construction that reflects the basic shapes and forms on the block and in the historic district.

7.6.2 Maintain consistency with style of buildings and contributing structures found on the block a/or side of street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3 Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Landscaping

7.7.1 Retain and protect mature trees during construction.

Off-street Parking Guidelines

8.5.1 Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

8.5.2. Proposals for new parking lots or off-street parking areas should be accompanied by scaled site plans, including all proposed landscape and ground cover changes and information on proposed lighting types, placement, and intensity.

8.5.3. Site new parking areas in interior or rear lot locations where possible.

8.5.4. Avoid removing trees and other landscape elements that contribute to the historic character of a site.

8.5.6. Incorporate existing mature trees into new parking areas. Avoid the placement of impervious surface materials such as asphalt and concrete in areas below the canopy crown of the tree. Use turf stone, gravel, marl, or other pervious materials in these areas.

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

Outside Utilities Guidelines

8.3.1. Locate utilities, vents and meter boxes and other utility connections in side or rear yards and screen from public view with plantings, fencing, or other means.

8.3.6. Install utilities underground whenever possible.

Exterior Lighting Guidelines

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

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

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

Landscaping Guidelines

8.1.2. Preserve and maintain the individual components and historic features that contribute to Beaufort’s historic character, including mature trees, ornamental trees, and hedge rows.

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

8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions, and landscape.

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

8.1.12. Utility wires, including power, telephone and cable should be placed underground whenever substantial utility construction takes place. Above ground utility boxes, fixtures, and equipment should be located in inconspicuous locations and should be screened from view.

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

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **Case # 24-11 116 Queen Street – New Single-Family Home.**

This the 4th day of June 2024

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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

June 4, 2024

Sea Bags, LLC
25 Custom House Wharf
Portland, ME 04101

RE: Case # 24-12 523 Front Street - Signage

To whom it may concern,

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate

cc: Lawver Enterprises

Mayor Sharon Harker
Commissioner Bucky Oliver • Commissioner Melvin Cooper
Commissioner Paula Gillikin • Commissioner [redacted] LoPiccolo • Commissioner Sarah Spiegler
Town Manager [redacted] Clark



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on May 7, 2024, to consider a Certificate of Appropriateness (“COA”) application submitted by **Seabags, LLC** for **Case #24–12 523 Front Street - Signage** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on May 7, 2024, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Signage Guidelines

- 8.6.1. Use traditional materials found in the district, such as wood and metal for new signage. Substitute materials that have the appearance of wood are allowed. Plastic signs, flashing signs, or portable mobile signs, except those listed in item 9, are not allowed in the historic district. Interior neon signs larger than 10” by 18” that are located within five (5) feet of a window or glass door on an exterior wall and are so placed as to be seen from the outside are not allowed. INTERNAL GLASS MOUNTED SIGNS ARE NOT SUBJECT TO BHPC REVIEW.
- 8.6.2. Place signs so that they do not visually overwhelm the building or streetscape or damage or obscure character defining architectural details. Recognize that maximum signage allowances granted by the Beaufort Zoning Ordinance may be inappropriate in the context of the building or site under review.
- 8.6.3. Signs on commercial buildings are preferred to be located in a signboard frieze located above the display windows. In this location the sign serves as a boundary between the upper and lower façade.
- 8.6.5. Use simple, clear graphics and lettering styles in sign design.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **Case # 24-12 523 Front Street – Signage**.

This the 4th day of June 2024

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



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

June 4, 2024

Vick & Patricia Moore
14204 Wyndfield Circle
Raleigh, NC 27615

RE: Case # 24-13 112 Gallants Lane – Porch Addition with Metal Roof

Dear Mr. and Mrs. Moore:

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

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

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

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

Sincerely,

Joyce McCune, Chair
Beaufort Historic Preservation Commission

Enclosed: COA Certificate



TOWN OF BEAUFORT, NC
ORDER GRANTING A CERTIFICATE OF APPROPRIATENESS

The Historic Preservation Commission for the Town of Beaufort, N.C. (“HPC”), having held an evidentiary hearing on May 7, 2024, to consider a Certificate of Appropriateness (“COA”) application submitted by **Vick & Patricia Moore** for **Case #24 –13 112 Gallants Lane – Porch Addition with Metal Roof** and having heard all of the evidence, testimony, and arguments presented during the evidentiary hearing on this item and having the material(s) submitted to the HPC from the applicant, makes the following CONCLUSION:

Based upon the testimony, evidence, and record before the HPC on May 7, 2024, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

Addition to Historic Buildings Guidelines

7.8.1. Where possible, locate new additions at the side or rear so that they have a minimal impact on the façade and other primary elevation of the affected building or adjacent properties.

7.8.2. The overall proportions of a new addition should be compatible with the existing building in height, scale, size and massing so as not to over power it visually. A new addition should never be taller or wider than the original structure unless required by code or a non-aesthetic functional requirement. Observe the principle of “additive massing” where the original structure remains dominant and the additions are adjoining and smaller masses.

7.8.3. The design elements of a new addition should be compatible with the existing building in terms of materials, style, color, roof forms, massing proportion and spacing of doors and windows, details, surface texture, and location. Contemporary adaptations of the original which clearly look like an addition and reflect the period of construction are encouraged.

7.8.4. Additions should be constructed so that they can be removed from the original building in the future without irreversible damage to significant features.

7.8.7. Rooflines of new additions should be similar in form, pitch, and eave height to the roofline of the original building.

7.8.10. For additions on Beaufort’s waterfront that will impact historic vistas, the design should be consistent with policy statements in Chapter 5.

Roofing Guidelines

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

6.1.9 Avoid altering the existing roof pitch or introducing a new roof pitch.

THEREFORE, IT IS ORDERED based on the application submitted, the testimony given during the evidentiary hearing and the foregoing findings of fact, the HPC concludes that the proposed project is congruous with the special character of the Historic District as a whole and that a Certificate of Appropriateness be **ISSUED** for **Case # 24-13 112 Gallants Lane – Porch Addition with Metal Roof.**

This the 4th day of June 2024

Joyce McCune, Chair
Beaufort Historic Preservation Commission

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



Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, June 4, 2024 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 24-14 400 Front Street - Windows & Exhaust Fans

BRIEF SUMMARY:

The applicant wishes to install windows and exhaust fan at 400 Front Street.

REQUESTED ACTION:

Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Kyle Garner, AICP

BUDGET AMENDMENT REQUIRED:

N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP
Date: May 28, 2024
Case No. 24-14

Request: Install windows and exhaust fan at 400 Front Street

Applicant: Toma Farren Architects, LLC
 3338 Lake Boone Trail
 Raleigh, NC

Property Information:

Owners: 400 Front Street Properties, LLC
 Location: 400 Front Street
 PIN#: 730617102064000

Project Information: According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 400 Front Street, circa 1975. **Commercial Building.** Large 2-story flat-roofed building with roof-line balustrade, double front shed porch with posts, plain railing. Contains numerous shops.

February 2019 a COA was issued for a major renovation that included new windows, doors, decking and railing.

October 2020 a COA was issued for an extension of the rear second story (waterside) roof an additional 6' 10 3/4". Leave the existing concrete walkway on the Front Street side of the structure to help meet ADA requirements.

October 2020 A COA was issued for a multi-tenant signage plan

Proposed work:

- Install new windows.
- Install exhaust on west side of building for restaurant.

Material:

- See Application

Color:

- See Application

Window and Door Guidelines

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

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

Historic Store front Guidelines

6.9.1. Retain and preserve historic commercial storefronts and building façades, including display windows, entrance configurations, doors, transoms, bulkheads, windows, cornices, parapets, and brickwork.

6.9.4. Preserve and rehabilitate rear facades where possible, particularly were access is provided from rear parking areas. Eliminate or consolidate utility lines, pipes, meters, mechanical units, etc. to improve the appearance of rear facades. Locate trash cans and dumpsters away from public rear access doors and screen them from public view.

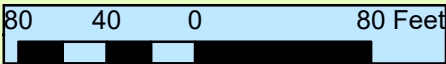
Case # 24-14 400 Front Street - Windows & Exhaust Fans

1.

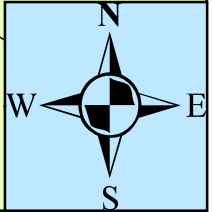


Legend

- NCHPO points
- Tax_Parcel_Data



34



OWNER	MAIL_HOUS	MAIL_ST	MAIL_CITY	IL_ST	MAIL_ZI4	MAIL_ZI	MAIL_ADD2
400 FRONT ST PROPS LLC ETAL	400-200	ASHVILLE AVE	CARY	NC		27518	
DUNCAN OF BEAUFORT LLC	325	FRONT STREET	BEAUFORT	NC		28516	
FLYBRIDGE VENTURES LLC	411	FRONT ST	BEAUFORT	NC	2126	28516	
SALTY VIBES LLC			BEAUFORT	NC		28516	PO BOX 865

CERTIFICATE OF APPROPRIATENESS APPLICATION FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT



Instructions:

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

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: TOMA FARREN ARCHITECTS PLLC

Applicant Address: 3338 LAKE BOONE TRAIL RALEIGH

Business Phone: 919.817.3313 Email/Cell: MSTOMA@TOMAFARREN.COM

Property Owner Name: 400 FRONT STREET PROPERTIES LLC

Address of Property: 400 FRONT STREET, BEAUFORT NC 27518

Phone Number: 919.795.8280 Email/Cell: DRSKTOMA@GMAIL.COM

PROJECT INFORMATION

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

THE OWNER OF 400 FRONT STREET IS PREPARING TO BUILD OUT THE SECOND FLOOR, AS WE DO SO WE WOULD LIKE TO INTRODUCE NEW DOUBLE-HUNG WINDOWS TO THE WEST ELEVATION. THESE NEW WINDOWS ARE DESIGNED TO MATCH THE EXISTING STYLE OF WINDOWS THAT ARE CURRENTLY ON THE BUILDING AND ARE CONSISTENT WITH THE DESIGN GUIDELINES BY BEING A DOUBLE-HUNG WITH A 1/1 SASH TYPE.

WE WILL BE ADDING TWO GLASS DOORS TO THE SOUTH FACADE OF THE BUILDING THAT WERE PREVIOUSLY APPROVED ON A PREVIOUS COA APPLICATION BUT WERE NOT INSTALLED DUE TO AN ORDERING ISSUE.

THE BUILDING HAS EXPERIENCED MECHANICAL ISSUES WITH THE CURRENT ROUTING OF THE KITCHEN HOOD VENT EXTENDING SO FAR TO THE ROOF. WE WILL NEED TO VENT THE KITCHEN HOOD THROUGH THE SIDE WALL OF THE BUILDING AS SHOWN ON THE WEST ELEVATION DRAWING.

Estimated Cost of Project: \$ 30,000.00

Year House Built: 1980

M. Farren
Applicant Signature

5/14/2024
Date

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

5/14/2024
Date

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

OFFICE USE ONLY

Received by: _____

Reviewed for Completeness: _____

Date: _____

36 Deemed Completed and Accepted: _____

REQUIRED ATTACHMENTS FOR A CERTIFICATE OF APPROPRIATENESS (COA)

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

1. Items required for ALL projects:

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

2. Items required as applicable to project:

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

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

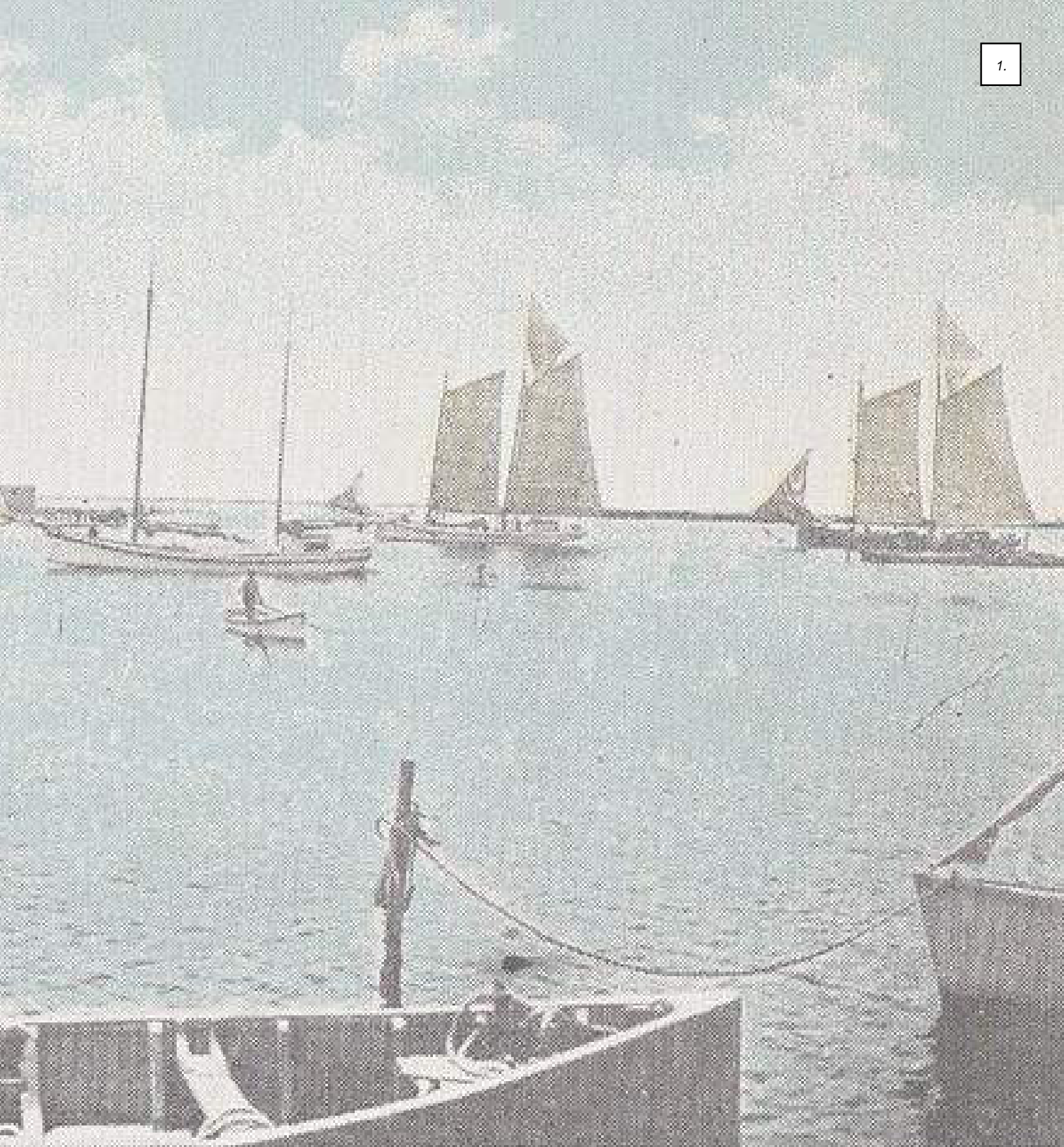
- A drawing or true likeness of the new sign indicating the dimensions of the sign (and any supporting post or hanging apparatus if applicable). The lettering style and colors of the sign should also be on the drawing or likeness.
- A paint sample/color swatch of all color(s) to be used both on the sign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

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

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

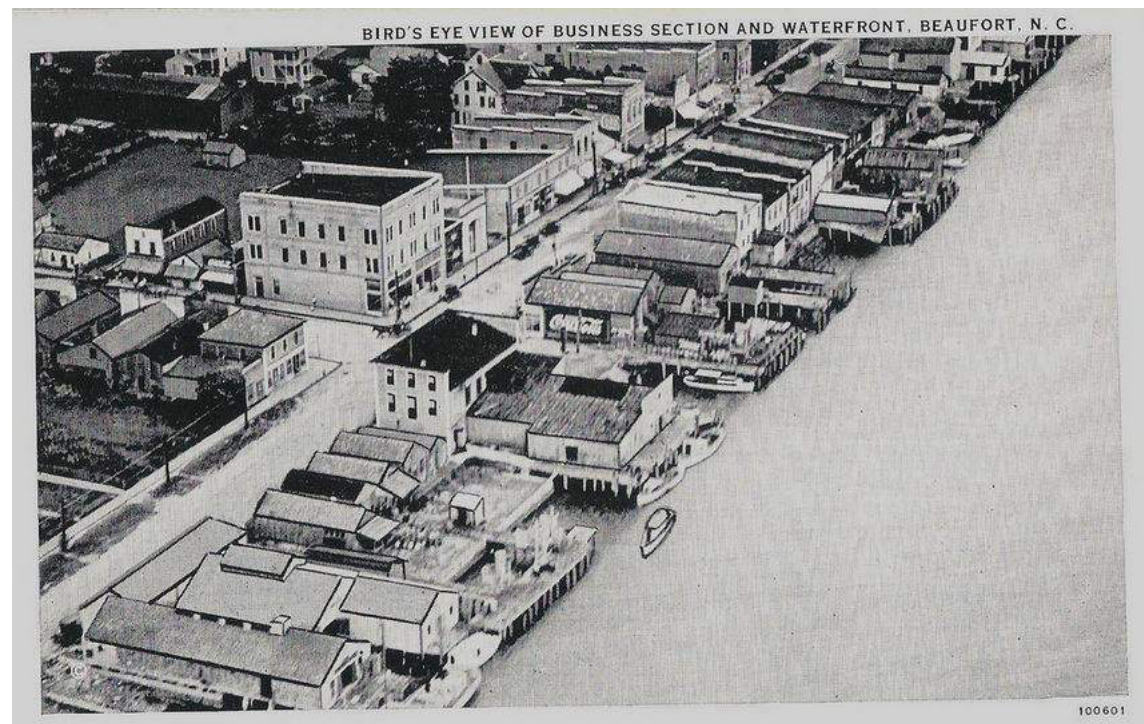
A COA is valid for a period of six (6) months and may be renewed for an additional six months via written request to Town Staff from the applicant (please state all reasons why the extension is needed). If work has not begun or a [building permit](#) for the project has not been obtained within the six-month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

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





1. PROJECT DESCRIPTION
2. EXISTING BUILDING
3. ADJOINING PROPERTIES
4. SITE PLAN & PROPOSED ELEVATIONS
5. WINDOW DETAILS



PROJECT DESCRIPTION

APPLICABLE DESIGN GUIDELINES

CHAPTER 6: GUIDELINES FOR REHABILITATION OF INDIVIDUAL LANDMARKS AND BUILDINGS IN THE BEAUFORT HISTORIC DISTRICT - WINDOWS AND DOORS

DESCRIPTION OF PROJECT AND ALIGNMENT WITH DESIGN GUIDELINES:

THE OWNER OF 400 FRONT STREET IS PREPARING TO BUILD OUT THE SECOND FLOOR, AS WE DO SO WE WOULD LIKE TO INTRODUCE NEW DOUBLE-HUNG WINDOWS TO THE WEST ELEVATION. THESE NEW WINDOWS ARE DESIGNED TO MATCH THE EXISTING STYLE OF WINDOWS THAT ARE CURRENTLY ON THE BUILDING AND ARE CONSISTENT WITH THE DESIGN GUIDELINES BY BEING A DOUBLE-HUNG WITH A 1/1 SASH TYPE. ON THE SOUTH FACADE WE ARE PLANNING ON INSTALLING TWO DOORS THAT HAVE PREVIOUSLY BEEN APPROVED BUT HAD NOT BEEN INSTALLED DURING THE 6 MONTH WINDOW.

EXISTING PROPERTY



1.



EXISTING BUILDING
400 FRONT STREET | HISTORIC REVIEW



ADJOINING PROPERTIES



1 330 FRONT STREET
 GEER FAMILY, LLC
 105 B SOUTH 17TH STREET
 MOREHEAD CITY, NC 28557

3 410 FRONT STREET
 SALTY VIBES, LLC
 PO BOX 865
 BEAUFORT, NC 28516

5 325 FRONT STREET
 BEAUFORT REAL ESTATE, LLC
 325 FRONT STREET
 BEAUFORT, NC 28516

6 411 FRONT STREET
 FLYBRIDGE VENTURES LLC
 411 FRONT STREET
 BEAUFORT, NC 28516

8 415 FRONT STREET
 LEWIS, GENE LEHEW
 168 CANDLEWOOD ROAD
 ROCKY MOUNT, NC 27804

2 PUBLIC BATHROOMS
 TOWN OF BEAUFORT
 PARCEL # 730617101066000

4 412 FRONT STREET
 YOU CAN FLY, LLC
 PO BOX 1839
 NAGSHEAD, NC 27959

331 FRONT STREET
 DUNCAN OF BEAUFORT, LLC
 325 FRONT STREET
 BEAUFORT, NC 28516

7 413 FRONT STREET
 PAERL, BARBARA & HANS
 100 HOLLY LANE
 BEAUFORT, NC 28516



FRONT STREET

TAYLORS CREEK

1 330 FRONT STREET
 GEER FAMILY, LLC
 105 B SOUTH 17TH STREET
 MOREHEAD CITY, NC 28557

DESCRIPTION:

1 STORY RESTAURANT, NO EXPOSED FOUNDATION
 PAINTED STUCCO OVER CMU
 WOOD AND VINYL EXTERIOR TRIM
 WOOD AND VINYL WINDOWS
 METAL STANDING SEAM ROOF AND FLAT MEMBRANE ROOF
 GRADE ELEVATION
 FLOOR ELEVATION
 BUILDING HEIGHT FROM GRADE 12' +/-



FRONT STREET

TAYLORS CREEK

2 PUBLIC BATHROOMS
 TOWN OF BEAUFORT
 PARCEL # 730617101066000

DESCRIPTION:

2 STORY OFFICE / BUSINESS BUILDING
 CONCRETE FOUNDATION
 CEMENTITIOUS PANEL SIDING
 WOOD AND VINYL EXTERIOR TRIM
 ALL VINYL WINDOWS W/ DIVIDED LIGHTS
 GRADE ELEVATION
 FLOOR ELEVATION
 BUILDING HEIGHT FRONT GRADE 12' +/-



FRONT STREET



TAYLORS CREEK

3

410 FRONT STREET

SALTY VIBES, LLC
PO BOX 865
BEAUFORT, NC 28516

DESCRIPTION:

- 2 STORY OFFICE / BUSINESS BUILDING
- BRICK FOUNDATION
- WOOD AND CEMENTITIOUS PANEL SIDING
- WOOD AND VINYL EXTERIOR TRIM
- WOOD WINDOWS W/ DIVIDED LIGHTS
- FABRIC AWNINGS OVER ENTRIES
- FLAT MEMBRANE ROOF
- GRADE ELEVATION
- FLOOR ELEVATION
- BUILDING HEIGHT FRONT GRADE 26' +/-

ADJOINING PROPERTIES

400 FRONT STREET | HISTORIC REVIEW



FRONT STREET



TAYLORS CREEK

4

412 FRONT STREET

YOU CAN FLY, LLC
PO BOX 1839
NAGSHEAD, NC 27959

DESCRIPTION:

- 2 STORY OFFICE / BUSINESS BUILDING
- CONCRETE FOUNDATION
- CEMENTITIOUS PANEL SIDING
- WOOD AND VINYL EXTERIOR TRIM
- ALL VINYL WINDOWS W/ DIVIDED LIGHTS
- ASPHALT SHINGLES
- GRADE ELEVATION
- FLOOR ELEVATION
- BUILDING HEIGHT FRONT GRADE 22' +/-

ADJOINING PROPERTIES

400 FRONT STREET | HISTORIC REVIEW



5 325 FRONT STREET
BEAUFORT REAL ESTATE, LLC
325 FRONT STREET
BEAUFORT, NC 28516

DESCRIPTION:

1 STORY OFFICE / BUSINESS BUILDING
CONCRETE FOUNDATION
CEMENTITIOUS PANEL SIDING
WOOD AND VINYL EXTERIOR TRIM
ALL VINYL WINDOWS W/ DIVIDED LIGHTS
ASPHALT SHINGLES AND FLAT MEM-
BRANE ROOF
GRADE ELEVATION
FLOOR ELEVATION
BUILDING HEIGHT FROM GRADE 20' +/-

331 FRONT STREET
DUNCAN OF BEAUFORT, LLC
325 FRONT STREET
BEAUFORT, NC 28516



6 411 FRONT STREET
FLYBRIDGE VENTURES LLC
411 FRONT STREET
BEAUFORT, NC 28516

DESCRIPTION:

2 STORY BANK BUILDING
MASONRY / CONCRETE FOUNDATION
LARGE UNIT STONE MASONRY
STONE TRIM
STEEL / ALUMINUM WINDOWS
FLAT MEMBRANE ROOF
GRADE ELEVATION
FLOOR ELEVATION 2' +/-
BUILDING HEIGHT FRONT GRADE 24' +/-



7 413 FRONT STREET
PAERL, BARBARA & HANS
100 HOLLY LANE
BEAUFORT, NC 28516

DESCRIPTION:
1 STORY RETAIL BUILDING
CONCRETE / MASONRY FOUNDATION
BRICK MASONRY WALLS
BRICK AND WOOD EXTERIOR TRIM
WOOD AND ALUMINUM WINDOWS
MEMBRANE ROOF W/ METAL PARAPET CAP
STANDING SEAM METAL AWNING AT ENTRY
GRADE ELEVATION
FLOOR ELEVATION
BUILDING HEIGHT FRONT GRADE 20' +/-

8 415 FRONT STREET
LEWIS, GENE LEHEW
168 CANDLEWOOD ROAD
ROCKY MOUNT, NC 27804

DESCRIPTION:
1 STORY RETAIL BUILDING
MASONRY FOUNDATION
BRICK MASONRY WALLS
BRICK AND STONE EXTERIOR TRIM
ALUMINUM WINDOWS
FLAT MEMBRANE ROOF W/ METAL PARAPET CAP
FLAT MEMBRANE AWNING OVER ENTRY
GRADE ELEVATION
FLOOR ELEVATION
BUILDING HEIGHT FRONT GRADE 14' +/-



326 FRONT STREET
MOONRAKERS RESTAURANT

DESCRIPTION:
2 STORY RESTAURANT BUILDING
CONCRETE FOUNDATION
CEMENTITIOUS PANEL SIDING
WOOD AND VINYL EXTERIOR TRIM
ALL VINYL WINDOWS W/ DIVIDED LIGHTS
GRADE ELEVATION
FLOOR ELEVATION
BUILDING HEIGHT FRONT GRADE 20' +/-



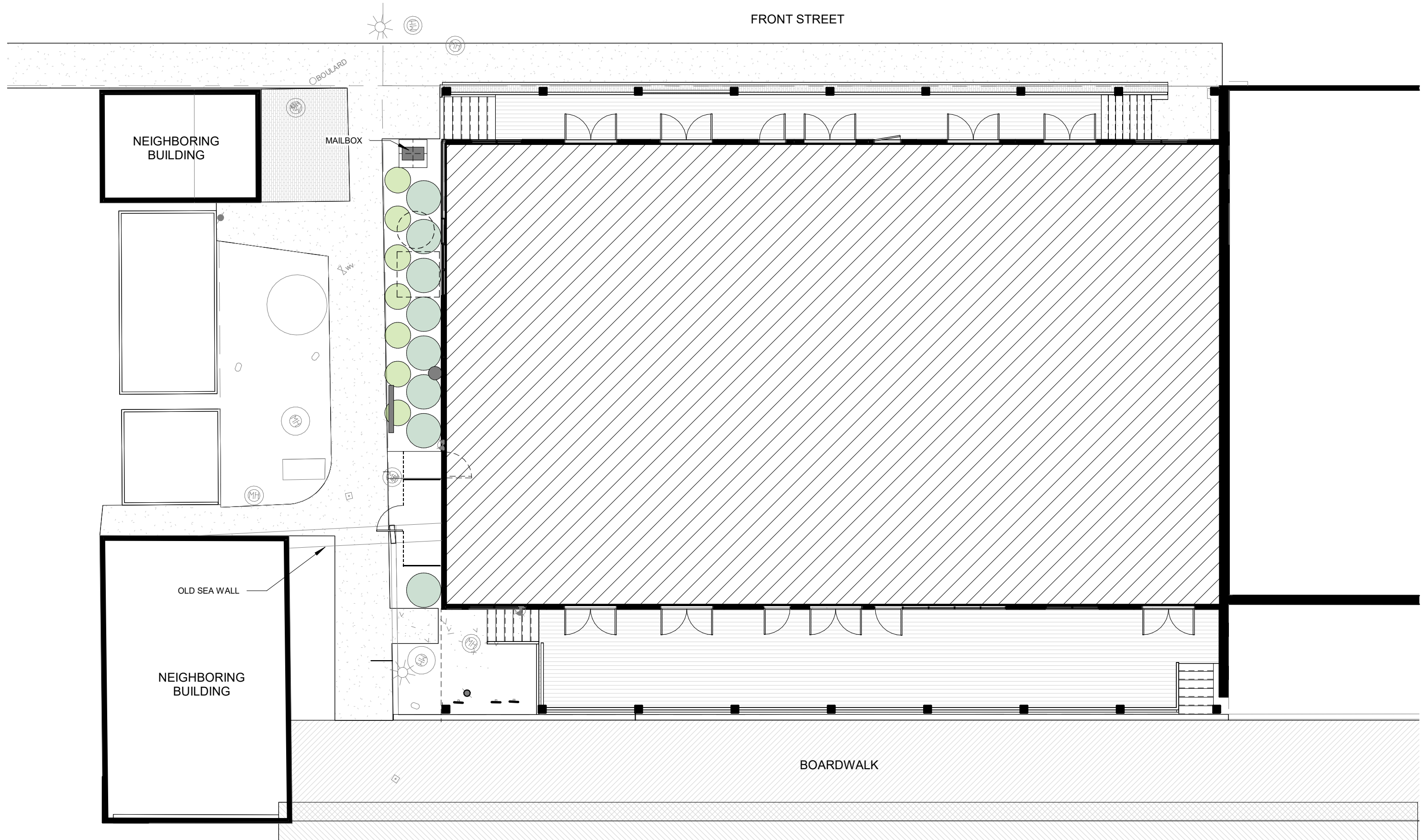
322 FRONT STREET
 HARVEY W. SMITH WATERCRAFT CENTER
 NORTH CAROLINA MARITIME MUSEUM

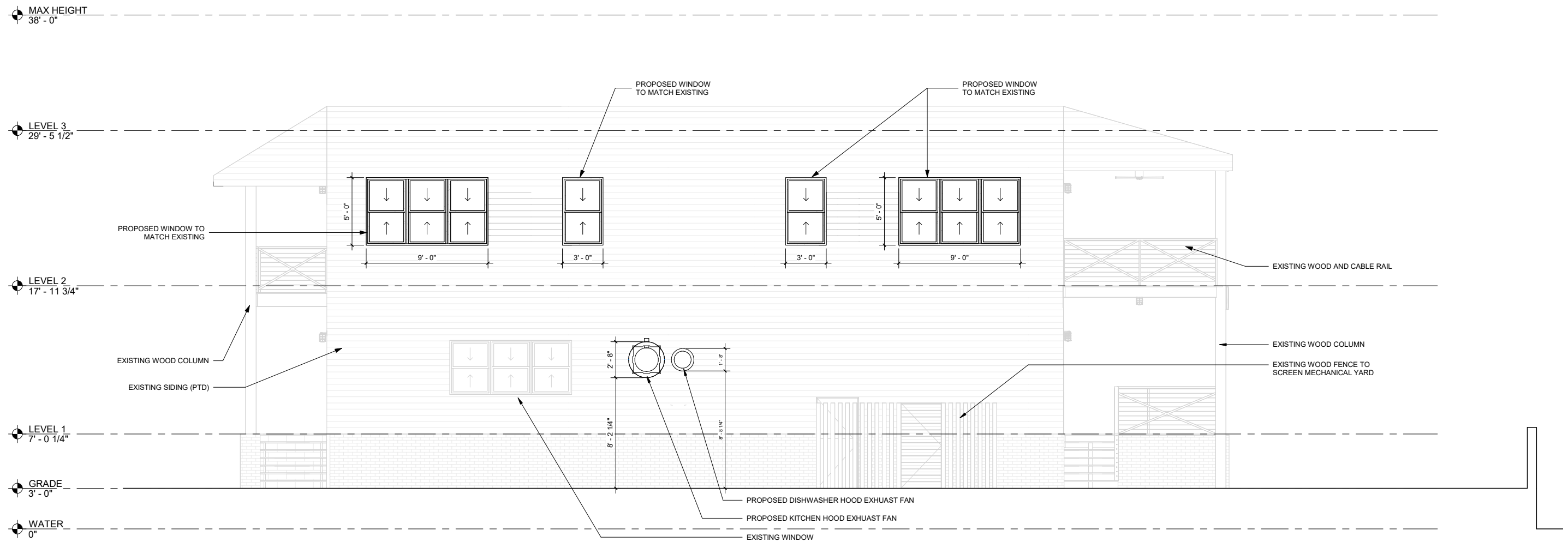
DESCRIPTION:
 1 STORY MUSEUM BUILDING
 CONCRETE FOUNDATION
 SILVERED CEDAR SHAKES SIDING
 WOOD EXTERIOR TRIM
 ALL WOOD WINDOWS W/ DIVIDED LIGHTS
 PAINTED WOOD SIGNAGE
 GRADE ELEVATION
 FLOOR ELEVATION
 BUILDING HEIGHT FRONT GRADE 28' +/-

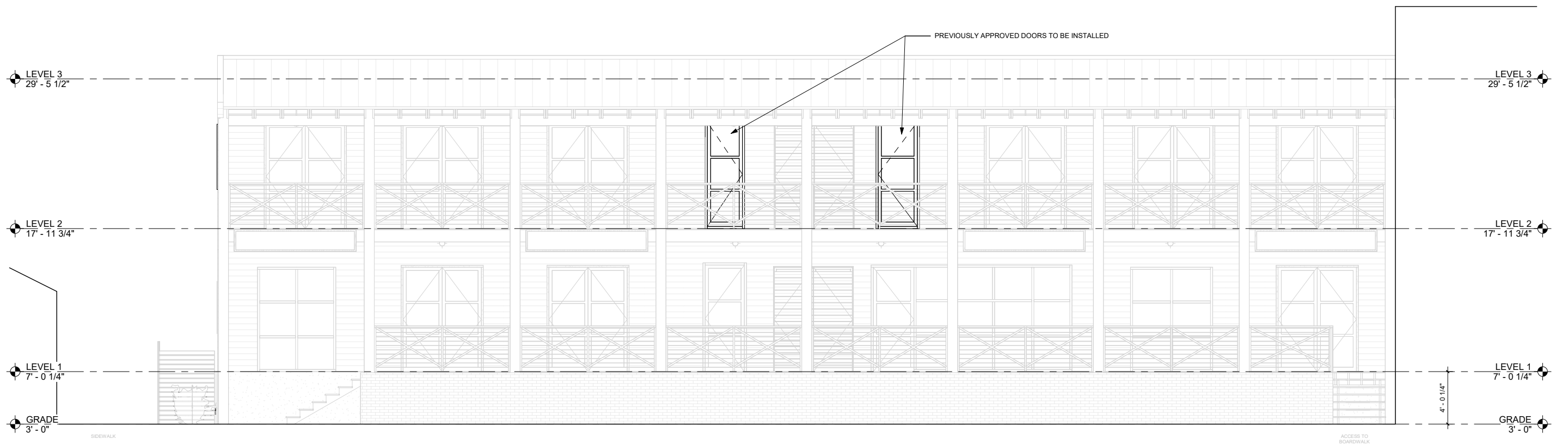
425 FRONT STREET
 CLAWSON'S RESTAURANT

DESCRIPTION:
 1 / 2 STORY RESTAURANT BUILDING
 CONCRETE FOUNDATION
 CEMENTITIOUS PANEL SIDING
 WOOD AND VINYL EXTERIOR TRIM
 ALL VINYL WINDOWS W/ DIVIDED LIGHTS
 GRADE ELEVATION
 FLOOR ELEVATION
 BUILDING HEIGHT FRONT GRADE 20' +/-

SITE PLAN & PROPOSED ELEVATIONS





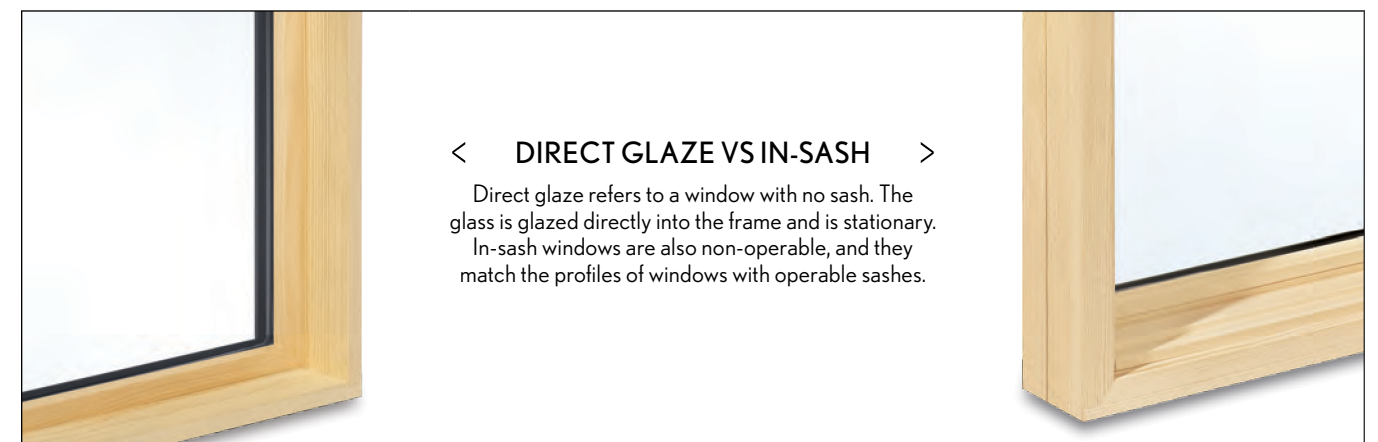


WINDOWS



DIRECT GLAZE

Homes designed to express a unique vision need windows to match. Direct Glaze windows blur the line between inside and outside. Big glass, narrow frames and nearly unlimited shapes and sizes combine to create open, light-filled spaces. Ideal for creating multiple units into stunning window wall configurations.

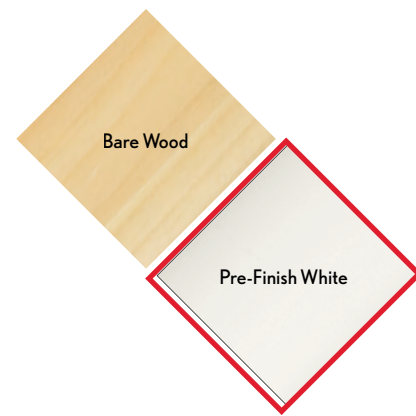


COLOR AND HARDWARE OPTIONS

We're obsessed with making the best-performing materials and products - but they should look stunning too. That's why our doors are designed with customization in mind.

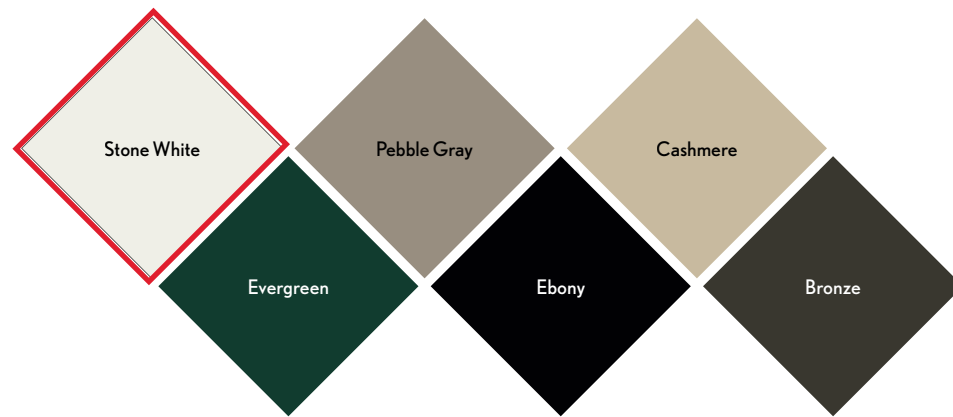
INTERIOR FINISHES

Pre-finished white or bare wood that can be custom stained or painted to match your interior.



ULTREX® FIBERGLASS EXTERIOR FINISHES

6 exterior Ultrex finishes. And don't forget: unlike most competitors, Ultrex can be painted to fit any home build.



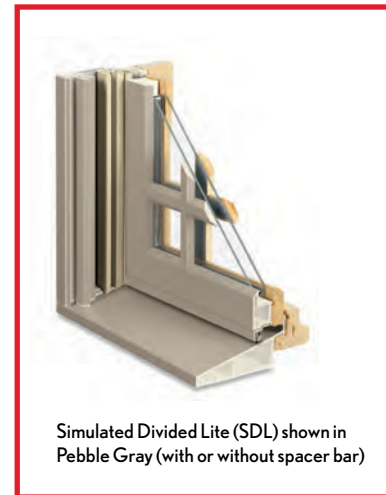
DIVIDED LITES



Grilles-Between-the-Glass (GBG) shown in Bronze



Removable Wood Interior Grilles shown in Bare Wood

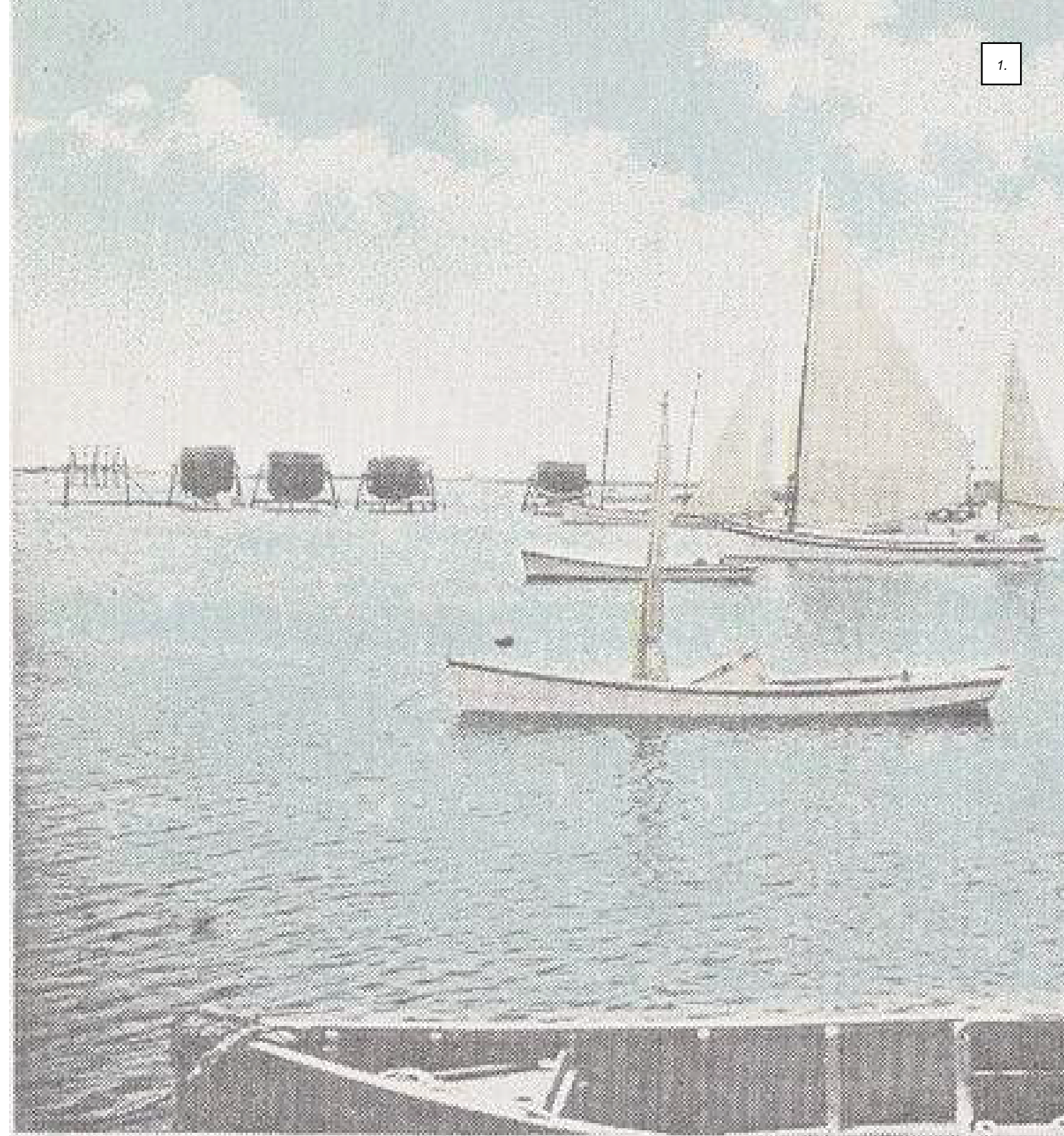


Simulated Divided Lite (SDL) shown in Pebble Gray (with or without spacer bar)

GLAZING

Doors come standard with tempered Low E2 insulating glass with argon gas. Optional Low E1, Low E3 and Low E3/ERS* for superior performance and long-term energy cost savings are also available. Variable thickness glass provides enhanced STC and OITC sound abatement performance.

* Low E3/ERS available on All Ultrex only.





Town of Beaufort, NC

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

**Town of Beaufort Historic Preservation Commission Regular Meeting
6:00 PM Tuesday, June 4, 2024 – 614 Broad Street – Train Depot**

AGENDA CATEGORY: New Business
SUBJECT: Case # 24-15 100 Sunset Lane - New Garage & Driveway

BRIEF SUMMARY:
The applicant wishes to construct a new Garage & Driveway for 100 Sunset Lane.

REQUESTED ACTION:
Conduct Quasi- Judicial Hearing

EXPECTED LENGTH OF PRESENTATION:
10 Minutes

SUBMITTED BY:
Kyle Garner, AICP

BUDGET AMENDMENT REQUIRED:
N/A



BHPC STAFF REPORT



To: BHPC Members
From: Kyle Garner, AICP
Date: May 24, 2024
Case No. 24-15

Request: Construct a new Garage & Driveway for 100 Sunset Lane
Applicant: Jay Horton (Filter Design Studio PLLC)
 707 Bridges Street
 Morehead City, NC 28557

Property Information:
Owners: Sunset Lane Properties, LLC
Location: 100 Sunset Lane
PIN#: 730617004925000

Project Information: According to The Beaufort National Register Historic District Comprehensive Survey by M. Ruth Little, Ph.D. of 1997: 100 Sunset Lane, circa 1970. House. *2-Story*, front gable house with wood shake walls and 8/8 sash. NC Garage. c. 1970. *1-Story* wood-shingled garage. (***This structure was demolished in 2018***)

In February 2024 the Commission issued a COA for a revised landscaping and parking plan that included a detailed fencing plan, shrub species along Sunset Lane and a new parking area near the structure. (Case # 23-33 driveway plans attached)

In March 2018 a COA was issued for the demolition of a house at 100 Sunset Lane and a new residential structure with garage for 120 Sunset Lane. Original Garage Elevation Plan attached.

Proposed work:

- See Application from Applicant

Material:

- See Application

Color:

- See Application

New Construction Guidelines

Building Placement

7.1.1 Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.

7.1.2 Maintain the pattern of building, separation and lot coverage that is found on the block and/or side of the street.

7.1.3 Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principle building’s prominent features or significant site features.

7.1.4 Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

Building Height/Scale

7.2.1 New construction shall not exceed thirty-five feet in height.

7.2.2 Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

7.2.3 Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

7.2.4 Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

Materials

7.3.1 Keep the siding and trim material of the proposed building consistent with materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles, and brick were common sheathing materials and should be used.

7.3.2. The use of substitute products such as vinyl, aluminum and pressed board siding and other modern-day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case-by-case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern-day products achieve compatibility with existing historic buildings that define the character of the Beaufort Historic District.

7.3.3 Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Details

7.4.1 Use of architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2 Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Texture and Color

7.5.1 Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles and bead-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the texture of a building surface.

Form and Rhythm

7.6.1 Design new construction that reflects the basic shapes and forms on the block and in the historic district.

7.6.2 Maintain consistency with style of buildings and contributing structures found on the block a/or side of street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

7.6.3 Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Landscaping

7.7.1 Retain and protect mature trees during construction.

Off-street Parking Guidelines

8.5.1 Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

8.5.2. Proposals for new parking lots or off-street parking areas should be accompanied by scaled site plans, including all proposed landscape and ground cover changes and information on proposed lighting types, placement, and intensity.

8.5.3. Site new parking areas in interior or rear lot locations where possible.

8.5.4. Avoid removing trees and other landscape elements that contribute to the historic character of a site.

8.5.7. Use paving materials that were traditionally used on surface parking areas and driveways on the surrounding block or street. Gravel, marl, crushed shells, asphalt, and concrete are typical parking lot

treatments, while grass, gravel or concrete runners with a grassy median, brick, and marl are typical driveway treatments. Use bricks, stone, or metal to contain loose paving materials. Landscaping timbers, railroad ties, and concrete or plastic edging are not allowed.

Landscaping Guidelines

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

8.1.2. Preserve and maintain the individual components and historic features that contribute to Beaufort’s historic character, including mature trees, ornamental trees, and hedge rows.

8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions, and landscape.

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

8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

Roof Guidelines

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

Wood Siding, Trim, and Ornament Guidelines

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

Exterior Lighting Guidelines

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

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

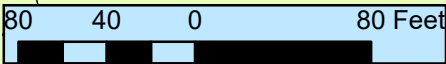
8.4.3. Avoid placing fixtures in areas that will obscure or damage character-defining architectural elements or site features.

Case # 24-15 100 Sunset Lane - New Garage & Driveway

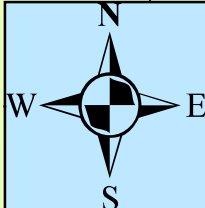


Legend

- NCHPOpoints
- Tax_Parcel_Data



59



<u>OWNER</u>	<u>MAIL_HOUS</u>	<u>MAIL_ST</u>	<u>MAIL_CITY</u>	<u>IL_ST</u>	<u>MAIL_ZI5</u>	<u>MAIL_ADD2</u>
BEACON STREET BRADLEY LLC	3126	SUSSEX RD	RALEIGH	NC	27607	
CANDLEWOOD INVESTMENTS LLC			ROCKY MOUNT	NC	27804	PO BOX K
COPLAND,JASON C ETAL	3156	ABINGDON PLACE	BURLINGTON	NC	27215	
CRAMER,ADELE B	809	DEVON PLACE	ALEXANDRIA	VA	22314	
DURSO,LEE ETAL K SHAVER	652	WALTERS DRIVE	WAKE FOREST	NC	27587	
ELLINGTON,JOHNS N ETUX ETAL	5721	WINTHROP DRIVE	RALEIGH	NC	27612	
FLOW,VICTOR ETUX	18	GRAYLYN PLACE CT	WINSTON SALEM	NC	27106	
GLASGOW,MOLLY H ETVIR THOMAS B	2806	O'BERRY STREET	RALEIGH	NC	27607	
LITTLEWOOD,GEORGE F ETUX PAGE	113	FRONT STREET	BEAUFORT	NC	28516	
MANSON HOUSE ASSETS LLC	553	CAROLINA MDWS VILLA	CHAPEL HILL	NC	27517	



HPC Application

Certificate of Appropriateness

Proposed Garage and Driveway

Applicant	Filter Design Studio PLLC
Contractor	DJ Rose & Son
Property Address	100 Sunset Lane, Beaufort, NC

Table of Contents

1. Certificate of Appropriateness Application
2. Project Description
3. Character Defining Features
4. Project Specifications
5. Guidelines
6. Adjacent Property Owners Information
7. Site Plan
8. Proposed Materials

**CERTIFICATE OF APPROPRIATENESS APPLICATION
FOR PROJECTS WITHIN THE BEAUFORT HISTORIC DISTRICT**



Instructions:

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

APPLICANT/OWNER INFORMATION

Please print!

Applicant Name: Jay Horton - Filter Design Studio

Applicant Address: 707 Bridges Street, Morehead City, NC 28557

Business Phone: 252-230-0788 Email/Cell: jay@filterdesignstudio.com

Property Owner Name: Candlewood Investments LLC

Address of Property: 100 Sunset Lane, Beaufort, NC 28516

Phone Number: _____ Email/Cell: _____

PROJECT INFORMATION

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

A detailed description can be found in the attached narrative.

Estimated Cost of Project: \$ 120,000.00

Year House Built: 2021

Applicant Signature

May 9, 2024
Date

Property Owner Signature (if different than above)

Date

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

OFFICE USE ONLY

Received by: _____

Reviewed for Completeness: _____

Date: _____

63 Deemed Completed and Accepted: _____

Project Description:

The goal of this project is to propose an aesthetically pleasing and historically appropriate garage and driveway, to be newly constructed at a residence located within the historical district, at **100 Sunset Lane, Beaufort, NC, 28516**.

The proposed garage will be used as storage for the owners' golfcarts, and water play toys. The owner of the subject property is also the owner of the adjacent property. All historical setback guidelines will be adhered to and the existing property will remain in compliance.

We have acknowledged and complied with all guidelines set forth by the Beaufort Historical Preservation Commission, to alter or add to a historic property. The property will remain in its original historic nature and character. The proposed project located at **100 Sunset Lane Beaufort, NC 28516**, will be consistent with the design of the existing structure. The proposed project will reflect the characteristic scale, mass, rhythm, proportions, and building traditions of the existing building, as well as its surroundings.

The scope of work of the proposed project includes:

1. Proposed Golfcart Garage & Outdoor Steps
2. Proposed Driveway
3. Proposed Walk Pad

The proposed project is designed using and adhering to the historical defining features that are part of the existing residence, as well as maintaining its historical streetscape. The proposed project will comply with the rules, regulations, and design guidelines put in place by the Beaufort Historical Preservation Commission. The project, located at **100 Sunset Lane, Beaufort, NC 28516**, will remain historically appropriate and aesthetically pleasing.

Character Defining Features

1. Brackets
2. Overhangs
3. Standing Seen Metal Roofing
4. Cementitious Lap Siding and Trim
5. Brick Pavers
6. Wood Carriage House Garage Doors

Project Specifications:

See drawings and comments within each applicable guideline below.

Guidelines

New Construction Guidelines

Building Placement

7.1.1. Maintain a similar front, side, and rear yard setback to other contributing historic buildings on the block and/or side of the street.

The side, and rear yard accessory structure setbacks will be adhered to.

7.1.2. Maintain the pattern of building separation and lot coverage that is found on the block and/or side of the street.

Building separation and lot coverage will be maintained and will comply with the pattern of separation and lot coverage found on the block and within neighboring properties.

7.1.3. Place outbuildings and accessory structures in side and rear yards. Avoid locations that obscure the principal building's prominent architectural features or significant site features.

The proposed garage will be placed in the side yard and will be located to the side of the existing residence. The proposed garage will not obscure the principal building's prominent architectural features or significant site features.

7.1.4. Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.

Ground disturbance will be kept at a minimum to avoid unnecessary damage to unknown archaeological resources.

Building Height/Scale

7.2.1. New construction shall not exceed thirty-five feet in height.

The proposed garage will not exceed 16 feet in height as required by accessory structure setbacks and guidelines.

7.2.2. Make the scale of the proposed building compatible with the scale of contributing structures on the block or side of street.

The scale of the proposed garage will be compatible with the scale of contributing structures on the block and side of the street.

7.2.3. Design the proportion (the ratio of height to width) of the proposed new building and its architectural elements to be consistent with the proportion of contributing buildings and their associated architectural elements on the block or side of street.

Proportion and ratio will remain consistent.

7.2.4. Use windows and doors in new construction that are compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

Proposed garage windows/doors will be compatible in proportion, shape, location, pattern, and size with windows and doors of contributing buildings on the block or side of street.

Materials

7.3.1. Keep the siding and trim material of the proposed building consistent with the materials traditionally used on the immediate block and in the historic district. Wood siding, wood shingles (as typically found in gables of Victorian period residential architecture), and brick, were common sheathing materials and should be used.

The siding and trim of the proposed garage will consist of cementitious siding, which will be painted white to match the existing residential structure.

7.3.2. The use of substitute products such as vinyl, aluminum and pressed board siding and other modern-day products marketed to imitate traditional building materials are not allowed. Smooth fiber cement siding may be used on a case-by-case basis. Use of fiber-cement lap siding may be approved for use on new structures. In all circumstances every effort shall be made to ensure that new structures and the application of modern-day products achieve compatibility with existing historic buildings that define the character of the Beaufort Historic District.

There will be no use of substitute products such as vinyl, aluminum, and pressed board siding, but cementitious siding will be used with smooth side out.

7.3.3. Use materials in traditional ways. New materials should appear as if they were applied in a traditional manner so as to convey the same visual appearance as historically used and applied building materials.

Materials will be applied in a modern way and will appear as if they were applied in a traditional manner. The materials will convey the same visual appearance as historically used and applied building materials.

Details

7.4.1. Use architectural details on the building that complement the architectural details of contributing structures on the block and/or side of the street.

The proposed garage will contain architectural details that complement the architectural details of contributing structures on the block and/or side of the street.

7.4.2. Provide a date brick or other exterior date identification marker on all new construction to assist future generations in the dating of buildings.

Date brick or other exterior date identification marker will take place on proposed construction to assist with future generations in the dating of buildings. Location of marker has not been determined.

Texture and Color

7.5.1. Create in new construction a similar degree of texture that is found in contributing buildings in the historic district. Texture is the relief on a building surface that is achieved through use and interaction of a variety of building materials and shapes. Materials such as weatherboard siding, decorative fish-scale shingles, and beaded-board porch ceilings are examples of wooden architectural elements that have different physical and visual qualities and contribute to the “texture” of a building surface.

New construction will contain a similar degree of texture that can be found in contributing buildings in the historic district. The proposed garage will contain cementitious lap siding, which is consistent with its primary structure and surrounding properties.

Form and Rhythm

7.6.1. Design new construction that reflects the basic shapes and forms on the block and in the historic district.

The proposed garage will reflect basic shapes and forms on the block and in the historic district.

7.6.2. Maintain consistency with style of buildings and contributing structures found on the block and/or side of the street. Roof forms commonly found in the historic district include gable varieties with an average pitch of 7/12 or greater and hipped roofs in the residential areas and flat roofed buildings in the late 19th and early 20th century commercial downtown.

The proposed garage will remain consistent in the style of buildings and contributing structures found on the block and/or side of the street. The proposed garage will include a gable roof with an average pitch. The roof style and pitch will be like that of the primary structure.

7.6.3. Maintain similar percentages and patterns of window and door openings consistent with the style of buildings. Openings which vary considerably from the established patterns found on the block in which the new construction is placed will tend to have a disruptive effect on the desired harmony of the streetscape.

Patterns of window and door openings will remain consistent with the style of buildings. The garage door will be a wooden. The garage door can be best described as early colonial or carriage style, which complements the Beaufort Cottage style of the primary structure.

Landscaping

7.7.1. Retain and protect mature trees during construction.

Mature trees will be protected during construction.

Landscaping Guidelines

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

The landscapes that contribute to the character of the historic district will be preserved and maintained.

8.1.2. Preserve and maintain the individual components and historic features that contribute to Beaufort's historic character, including: mature trees, ornamental trees, and hedge rows.

Mature trees, ornamental trees, and hedge rows will be preserved and maintained.

8.1.7. Maintain the relationship between the mass/proportion of the building and open space within the context of the streetscape for new construction, additions and landscape.

The mass and proportion of the proposed garage, driveway, and steps will be maintained and complement the streetscape.

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

The proposed construction will be sited in the side yard and will not require the removal of mature plantings.

8.1.11. Historic sidewalks and other paving materials should be preserved and maintained. New sidewalks shall be compatible in material, detailing, color and finish to existing historic sidewalks.

Historic sidewalks and other paving materials will be preserved and maintained. The proposed walk pad and driveway will be compatible in material, detailing, color, and finish to existing historic sidewalks.

Exterior Lighting Guidelines

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

The new fixtures will be simple and unobtrusive. The fixtures will compliment the building and the site. Fixture approval will be requested prior to installation.

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

Lighting sources will generate soft white light. Fixture approval will be requested prior to installation.

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

Fixtures will not be placed in an area that will obscure or damage character-defining architectural elements or site features. Fixture approval will be requested prior to installation.

Off-Street Parking Guidelines

8.5.1. Locate new parking lots and driveways in the historic district as unobtrusively as possible. Parking lots consisting of large expanses of concrete or asphalt with little planting or other screening are not appropriate.

The proposed driveway will take place in the side yard and will complement and remain consistent with the historical character defining features found in its original existing structure as well as surrounding structures. Planting will occur on the borders of parking lot.

8.5.3. Site new parking areas in interior or rear lot locations where possible.

Parking area will be located to the side of the property.

8.5.4. Avoid removing trees and other landscape elements that contribute to the historic character of a site.

There will be no removing of trees or other landscape elements that contribute to the historic character of a site.

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

Concrete pavers will be used to match Sunset Lane Project, which was previously approved by the Beaufort Historic Commission. See materials below.

Adjacent Property Owners

To the West:

PARCEL NUMBER: 730617002865000

OWNER: LITTLEWOOD,GEORGE
F ETUX PAGE

PHYSICAL ADDRESS: 113 FRONT ST
BEAUFORT

MAILING ADDRESS: 113 FRONT STREET
BEAUFORT NC 28516

To the East:

PARCEL NUMBER: 730617003895000

OWNER: COPLAND,JASON
C ETAL

PHYSICAL ADDRESS: 117 FRONT ST
BEAUFORT

MAILING ADDRESS: 3156 ABINGDON
PLACE
BURLINGTON NC
27215

To the South:

PARCEL NUMBER: 730617002687000

OWNER: COPLAND, JASON
C ETAL

PHYSICAL ADDRESS: 116 FRONT ST
BEAUFORT

MAILING ADDRESS: 3156 ABINGDON
PLACE
BURLINGTON NC
27215

To the North:

PARCEL NUMBER: 730617004925000

OWNER: SUNSET LANE
PROPERTIES
LLC

PHYSICAL ADDRESS: 100 SUNSET LN
BEAUFORT

MAILING ADDRESS: PO BOX K
ROCKY MOUNT
NC 27802

Photos:

FRONT OF HOUSE



REAR OF HOUSE



LEFT SIDE OF HOUSE



RIGHT SIDE OF HOUSE



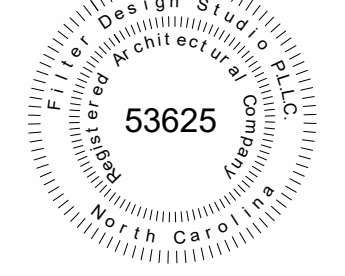
Materials:

Please see individual items above in drawings.

Architect Seal



Firm Seal



Architecture

Company: Filter Design Studio, P.L.L.C.
 Architect: Ryan Edwards
 Address: 707 Bridges Street
 Morehead City, NC 28557
 Phone: 252-622-4119
 Email: ryan@filterdesignstudio.com

Landscape Architecture

Company: Filter Design Studio, P.L.L.C.
 Landscape Architect: Thomas "Jay" Horton
 Address: 707 Bridges Street
 Morehead City, NC 28557
 Phone: 252-622-4119
 Email: jay@filterdesignstudio.com

Proposed Garage

100 Sunset Lane

Beaufort, North Carolina

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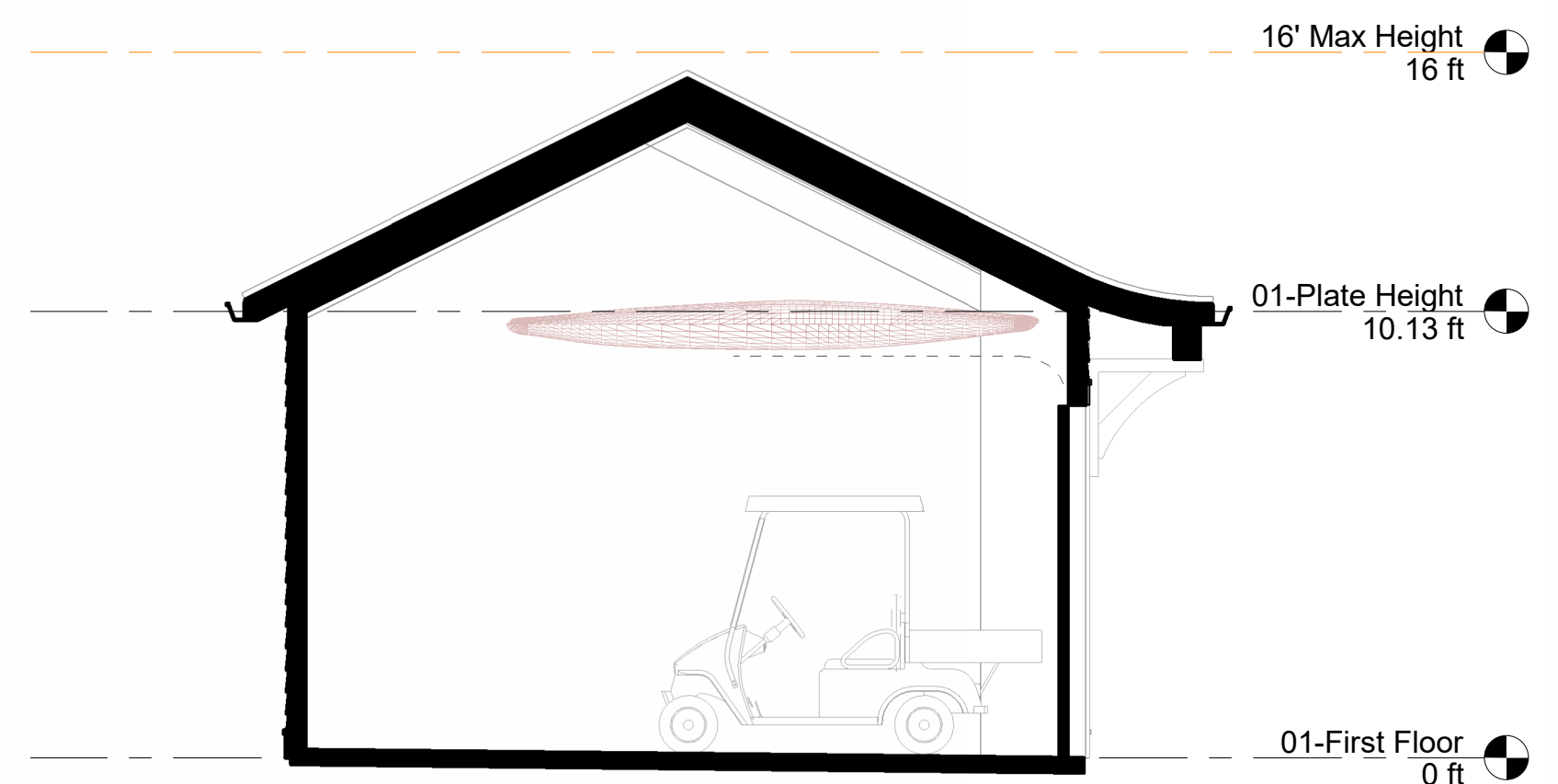
No.	Description	Date

Architectural Drawings

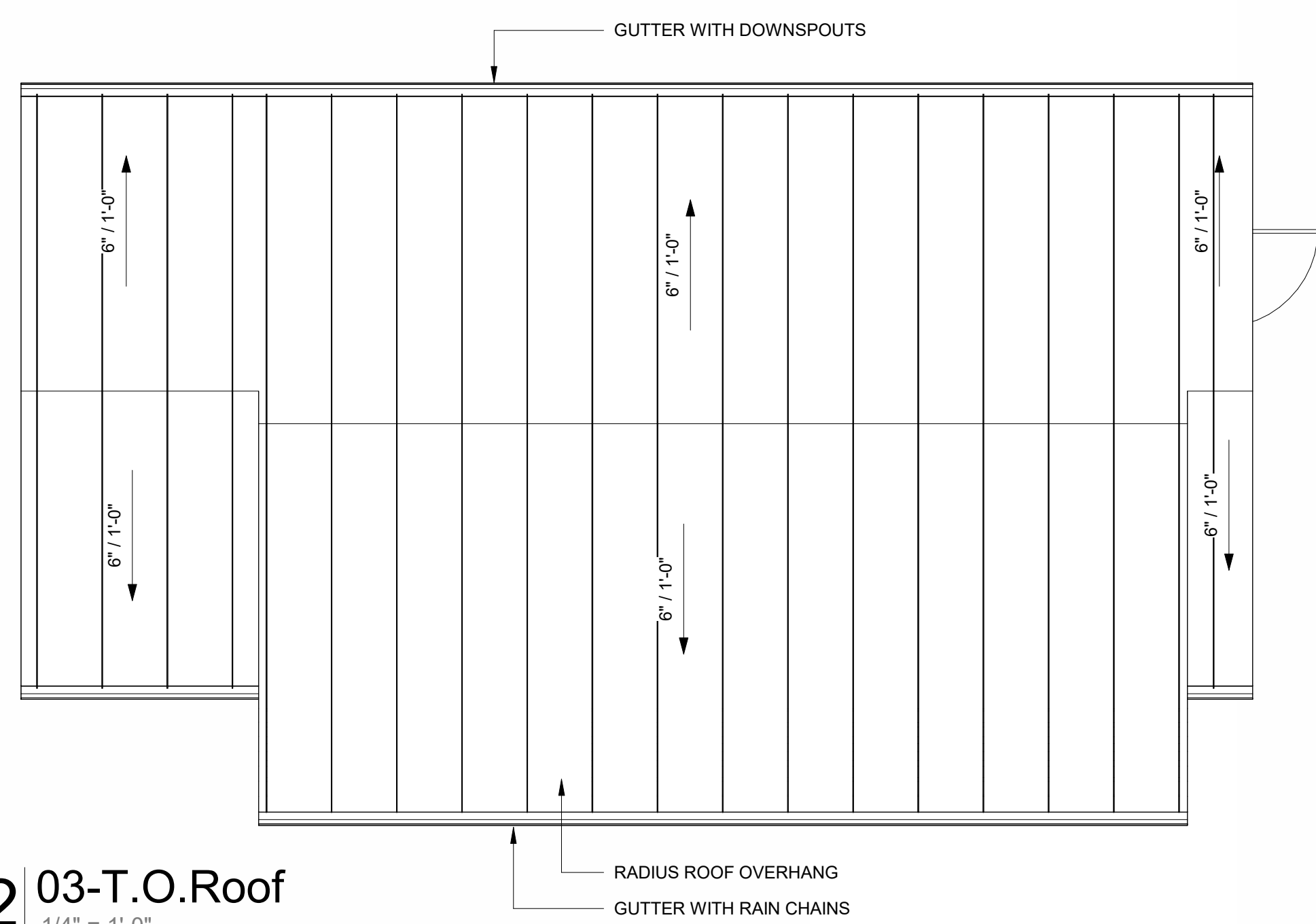
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 Date: 01/01/2024

A101

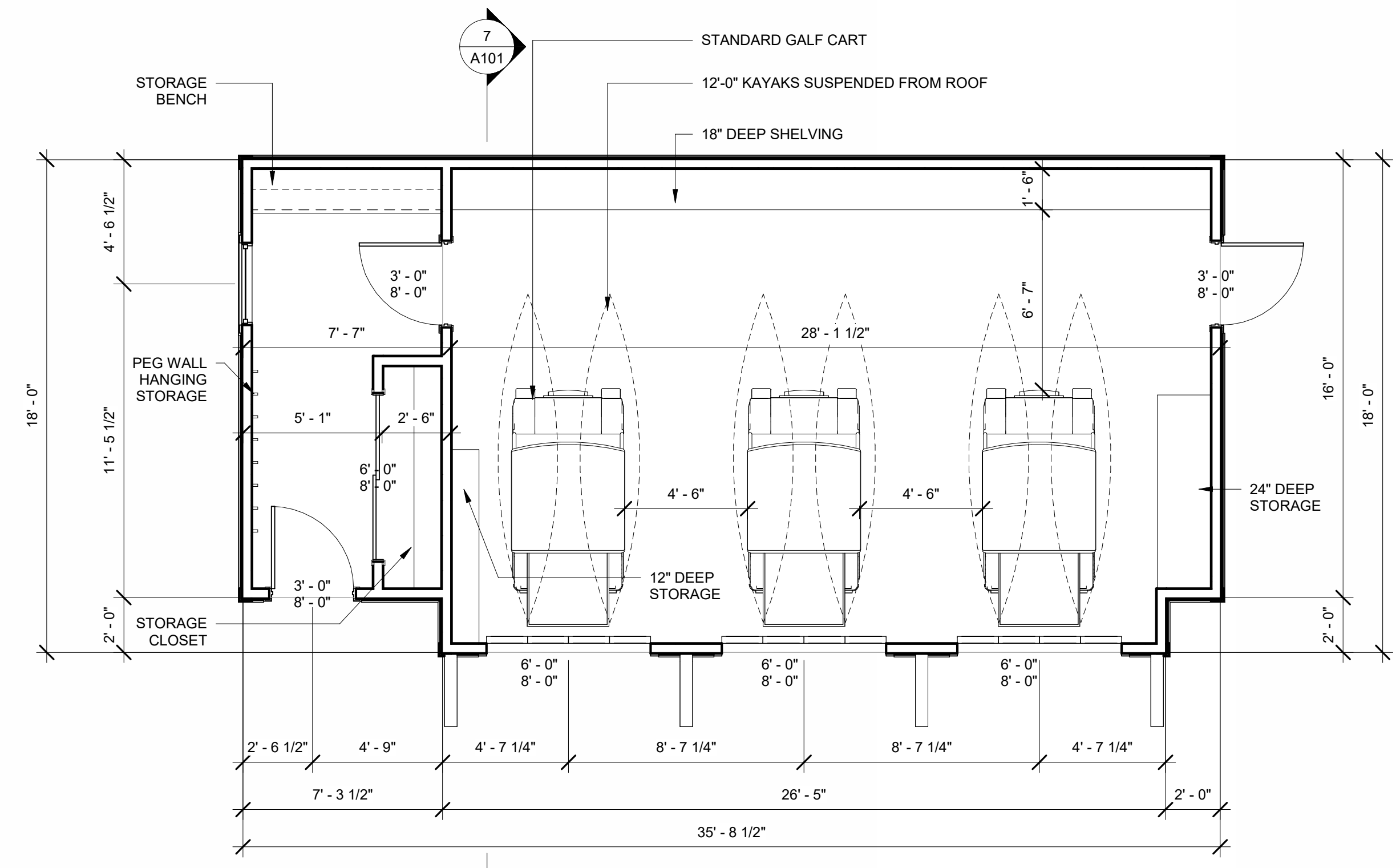
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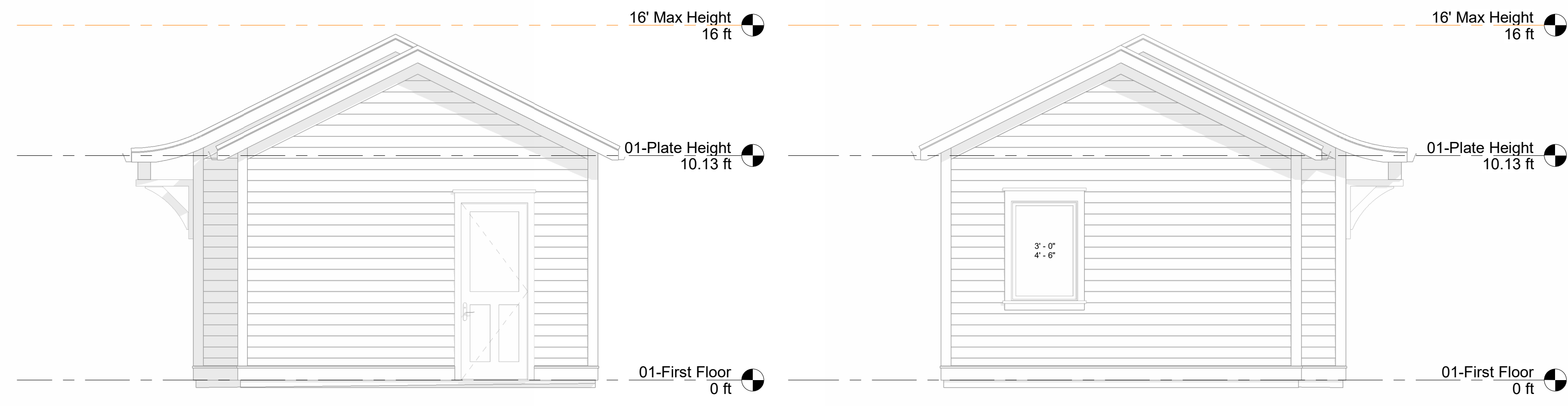
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1/4" = 1'-0"



2 03-T.O. Roof
1/4" = 1'-0"

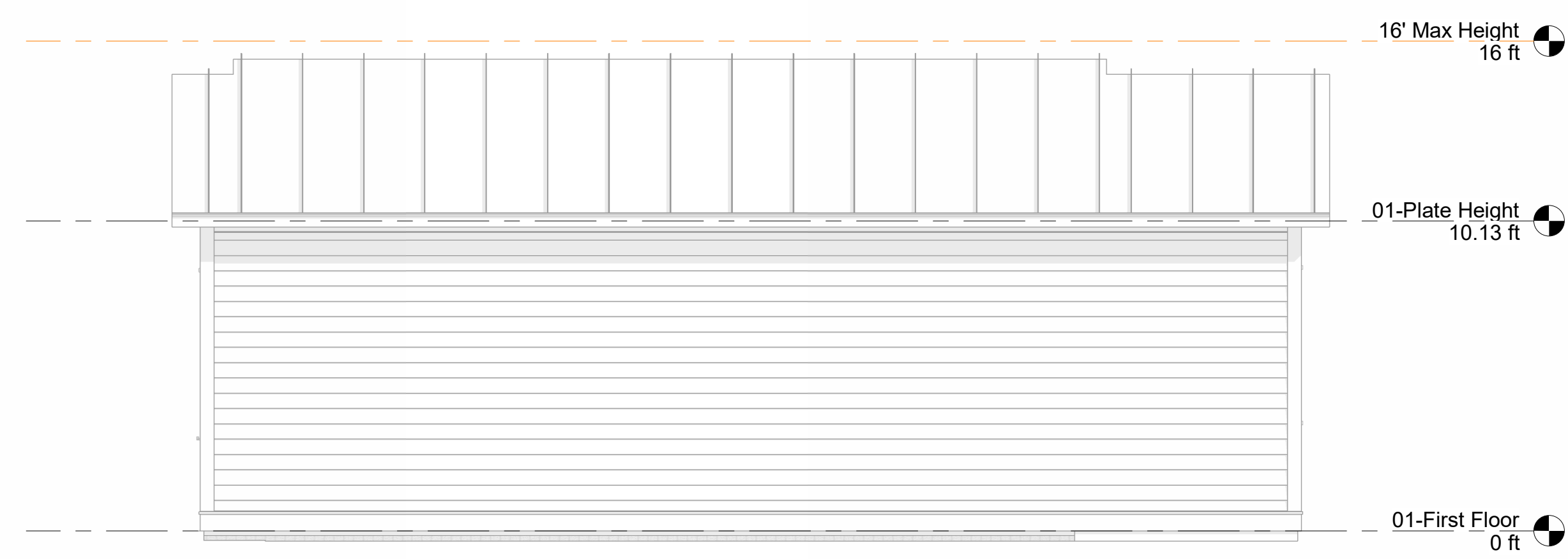


1 01-First Floor
1/4" = 1'-0"

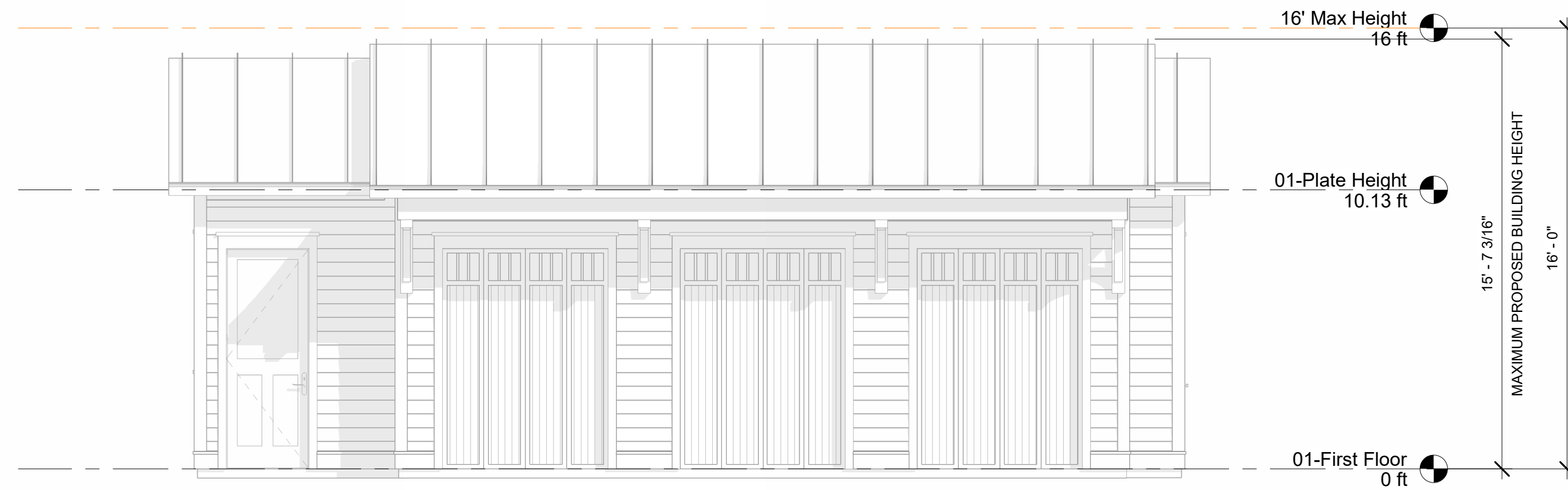


6 Right
1/4" = 1'-0"

5 Left
1/4" = 1'-0"



4 Rear
1/4" = 1'-0"

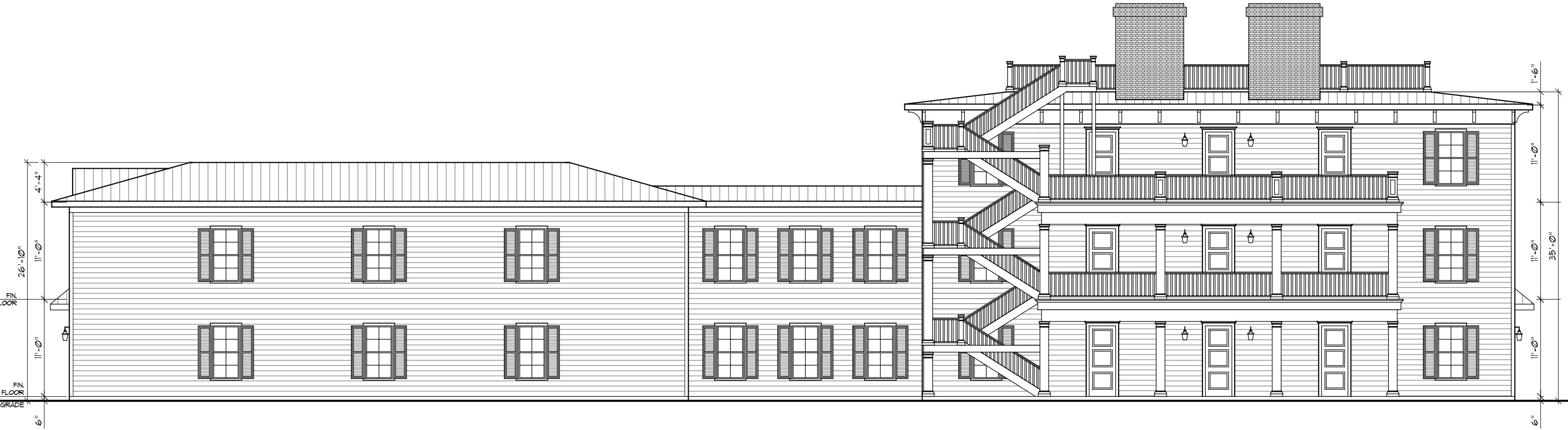


3 Front
1/4" = 1'-0"



PROPOSED ELEVATION FACING SUNSET LANE
 $\frac{3}{32}'' = 1' - 0''$

R&L
ROGERS & LaPAN
ARCHITECTURE & ENGINEERING
120 SUNSET LANE
BEAUFORT, NC
02/12/2018
BFT - 1



PROPOSED ELEVATION FACING TOWARDS MOORE ST
 $\frac{3}{32}'' = 1' - 0''$

R&L
 ROGERS & LaPAN
 ARCHITECTURE & ENGINEERING
 120 SUNSET LANE
 BEAUFORT, NC
 02/12/2018
 BFT - 2



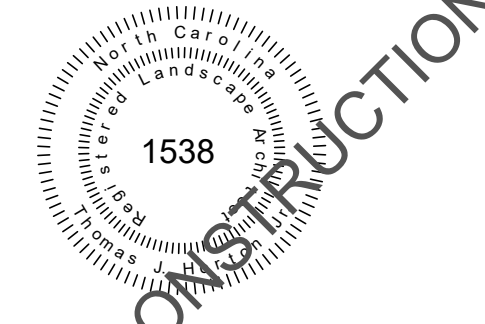
PROPOSED ELEVATION FACING TOWARDS FRONT ST
 $\frac{3}{32}'' = 1' - 0''$



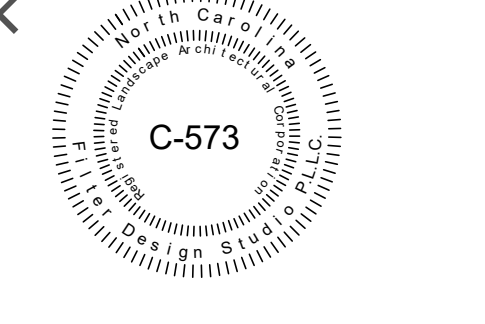
PROPOSED FRONT ELEVATION FACING TOWARDS ANN ST
 $\frac{3}{32}'' = 1' - 0''$

R&L
 ROGERS & LaPAN
 ARCHITECTURE & ENGINEERING
 120 SUNSET LANE
 BEAUFORT, NC
 02/12/2018
 BFT - 3

Landscape Architect Seal



Firm Seal



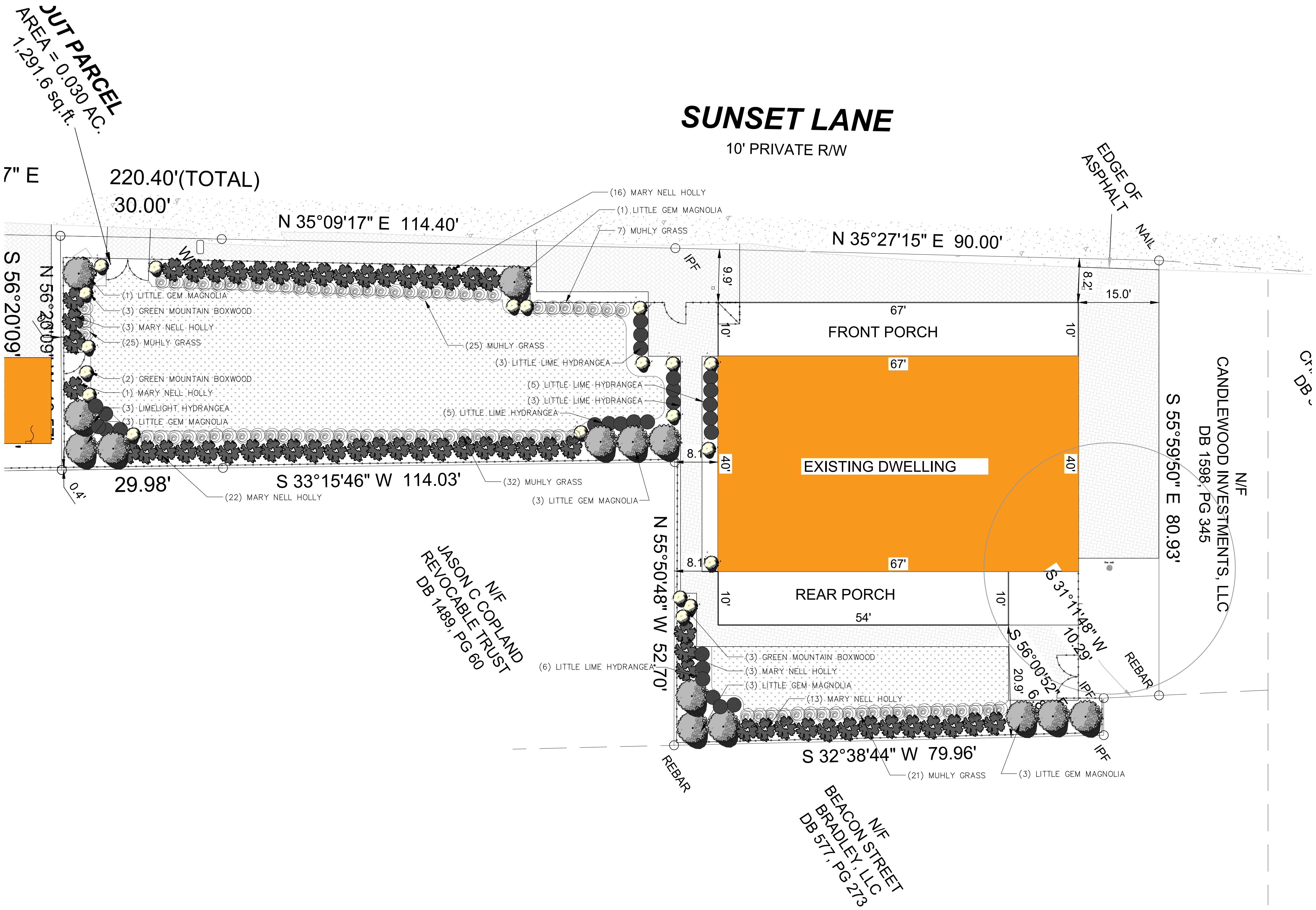
Architecture

Company: Filter Design Studio, P.L.L.C.
Architect: Ryan Edwards
Address: 707 BRIDGES STREET
Morehead City, NC 28557
Phone: 252-622-4119
Email: ryan@filterdesignstudio.com

Landscape Architecture

Company: Filter Design Studio, P.L.L.C.
Landscape Architect: Jay Horton
Address: 707 BRIDGES STREET
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Email: jay@filterdesignstudio.com

SUNSET LANE PROPERTIES
 HPC
 SUNSET LANE,
 BEAUFORT, NC
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TURF NOTES

1. Till natural and planting areas and spread topsoil 3 inches deep over adverse soil conditions, if available.
 2. Rip entire area.
 3. Remove all loose rock, roots, and other obstructions leaving surface reasonably smooth and uniform.
 4. Apply agricultural lime, fertilizer, and superphosphate uniformly as recommended by soils test.
 5. Continue tillage until a well-pulverized, firm, reasonably uniform seedbed is prepared 4 to 6 inches deep.
- Sod Preparation:
Follow preparation as directed for steps 1-5 above. Immediately water sod upon installation and continue until roots are established.
6. Contractor shall water and maintain all lawn areas for 6 weeks or an acceptable stand of grass has been established and signed off on by landscape architect or owners representative.
 7. Once an acceptable stand of grass has been established, the Contractor shall repair all damaged areas and monitor the lawn areas until the grass reaches an acceptable stand.
 8. At the time the grass reaches a height, the Contractor shall mow the grass to the height recommended by North Carolina Turfgrass Association and turn over the lawn maintenance to the Owner.
 9. An acceptable stand of grass shall be 92% coverage or better.

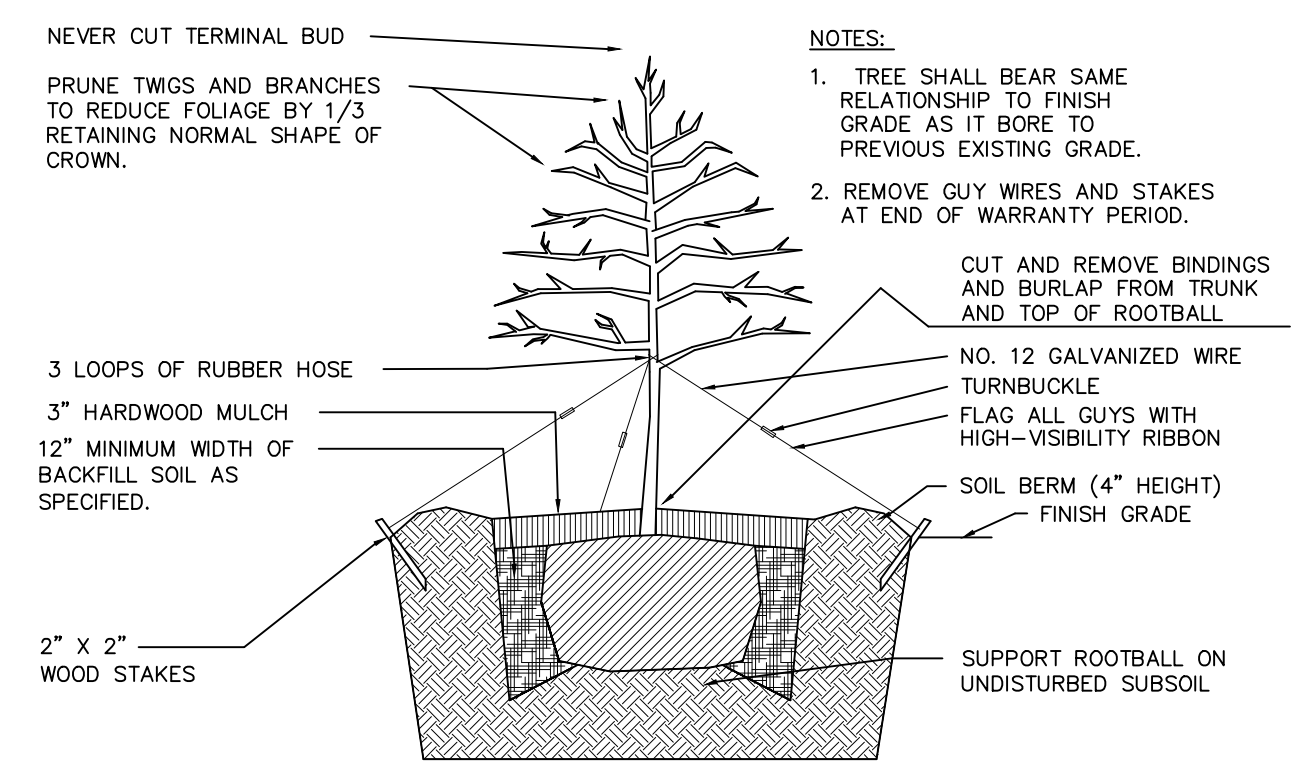
IRRIGATION NOTES

1. Contractor shall provide irrigation for all new plantings AS SHOWN.
2. Location of controller shall be approved by Owner prior to installation.
3. Contractor shall coordinate meter, backflow preventer, permits, and electrical source with Owner prior to providing a cost estimate. These items are the Contractor's responsibility unless otherwise noted.
4. See Irrigation Plan this set.

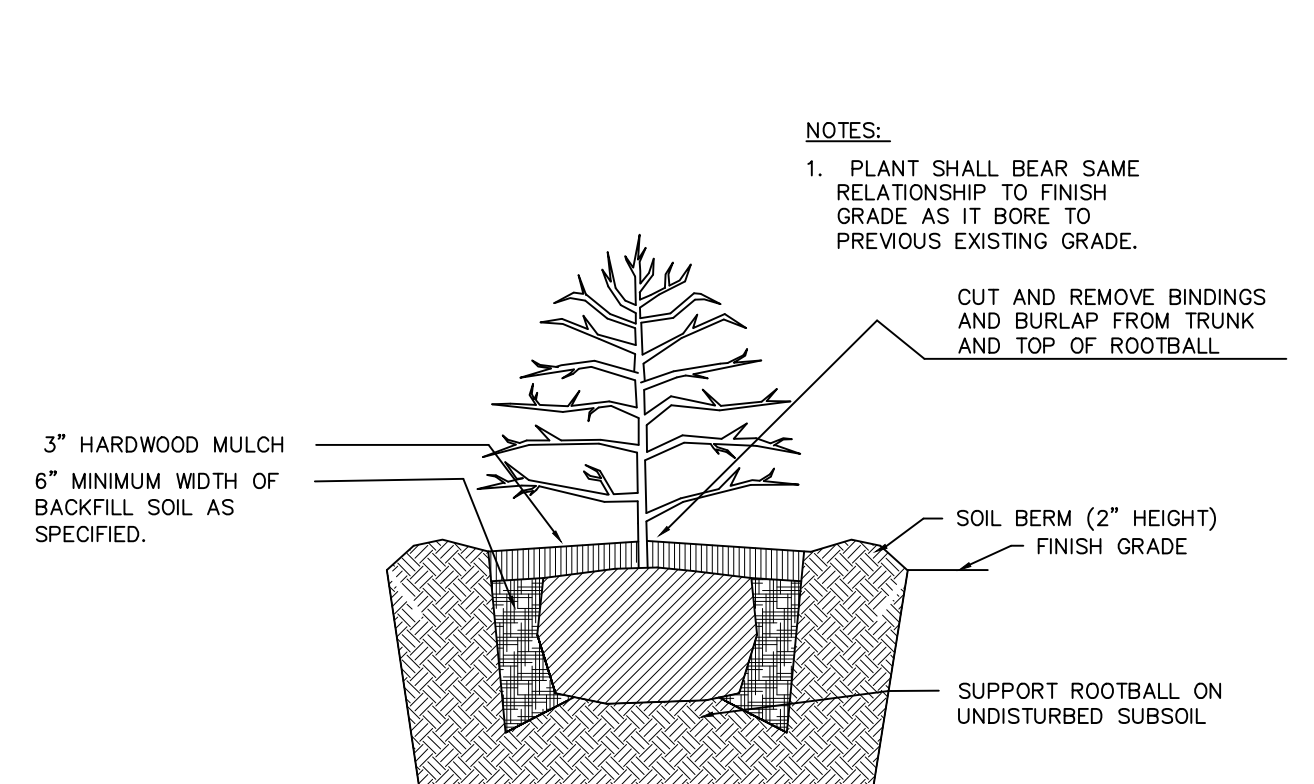
PLANTING NOTES

1. Prior to the start of any excavation for the project, the contractor shall notify NC One Call or equivalent to locate all existing utilities.
2. Contractor shall maintain or provide positive drainage away from all building foundations, structures and within planting beds.
3. Contractor shall supply all plant materials in quantities sufficient to complete all plantings shown on this drawing. Clarify any discrepancies with the Landscape Architect prior to ordering plant material.
4. All plants shall meet or exceed the minimum standards set by the U.S.D.A. for Nursery Stock, sponsored by the American Association of Nurserymen, Inc., Washington, D.C.
5. All plants shall bear the same relationship to finished grade as to the original grades before digging. The Contractor shall revise grades at a minimum of +/- 1/2% to ensure smooth transitions between planting beds and lawn areas.
6. 3 inches Mulch - install stone mulch.
7. All plant materials are subject to the approval of the Landscape Architect at the nursery and at the job site. Landscape Architect has the right to refuse any and all plant material on the site if deemed unacceptable due to size, health, etc..
8. Contractor is encouraged to provide the Landscape Architect with concerns and/or suggestions regarding proposed plant materials, prior to placing a purchase order.
9. Contractor is responsible for verifying all quantities. DRAWINGS SHALL RULE OVER PLANT SCHEDULE. Plant schedule is provided as a convenience to the contractor.
10. All trees located adjacent to walks and drives shall have 6' of clearance height to first branching.
11. All trees shall be placed a minimum of 3' from sidewalks, curbs, or fire hydrants.
12. All plants shall be installed as per generally accepted planting details.
13. All plants and stakes shall be set plumb unless otherwise specified.
14. Refer to existing conditions plan for trees/shrubs to be either removed or to remain undisturbed if applicable.
15. Landscape Architect shall select and layout all the perennial beds.
16. All planting bed edges to be smooth flowing arcs unless otherwise noted.
17. Bed edge shall be smooth, consistent, hand trenched 3 to 4 inches deep, and "V" shaped. All excavated material shall be removed from the bed edge and planting bed. If bed edging is proposed, contractor to use 1/4" thick steel edging.
18. If the landscape contractor observes any deficiencies in the site conditions or which could negatively affect plant establishment, survival, or guarantee, notify the Owner and Landscape Architect prior to procurement and/or installation.
19. Any disturbed areas that are not planted or grassed as part of the landscape plan shall be restored to their previous existing condition (including raking uneven areas, seeding grassed areas and for natural areas spreading minimum 2' depth of mulch).
20. Site information has been provided by OTHERS. Jay Horton Designs is not responsible for any discrepancies between actual site, plan and proposed plans.

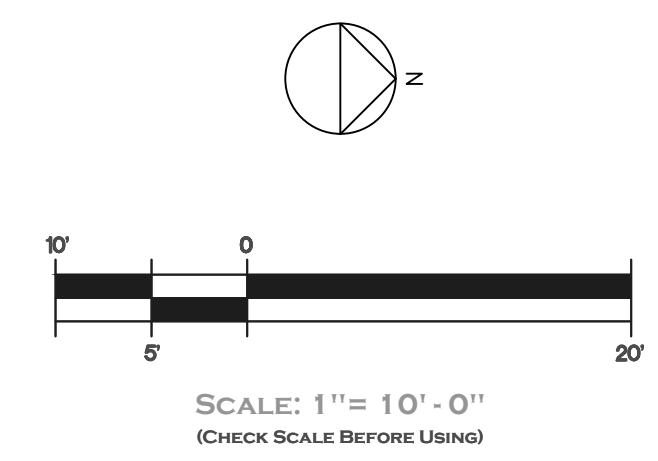
QUAN.	PLANT SCHEDULE		SIZE	NOTES
	BOTANICAL NAME	COMMON NAME		
TREES				
58	ILEX X MARY NELL	MARY NELL HOLLY	8"	CONTAINER FULL
14	LAGERSTOEMIA INDICA NATCHÉZ	LITTLE GEM MAGNOLIA	10'-12"	B/B FULL
SHRUBS				
58	MULLENBERGIA CAPILLARIS	PINK MUHLY GRASS	7 GAL.	
27	HYDRANGEA PANNICULATA	LITTLE LIME HYDRANGEA	7GAL	CONTAINER FULL
20	BUXUS SP.	GREEN MOUNTAIN BOXWOOD	30"-36"	CONTAINER FULL



TREE PLANTING DETAIL



SHRUB PLANTING DETAIL



No.	Description	Date

Planting Plan

Project number: 2023-30
 Date: 2023-09-01
 Drawn by: JH
 Review: JH

LA102

Scale: 1"=10'

