



## **Town of Beaufort, NC**

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

### **Town of Beaufort Board of Adjustment Regular Meeting 4:00 PM Wednesday, May 28, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516 Monthly Meeting**

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**Call to Order**

**Roll Call**

**Agenda Approval**

**Minutes Approval**

- [1.](#) BOA Draft Minutes for 022525

**New Business**

- [1.](#) Appeal of an Administrative Decision

**Commission / Board Comments**

**Staff Comments**

**Adjourn**



**Town of Beaufort, NC**

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**Town of Beaufort Board of Adjustment Regular Meeting  
4:00 PM Monday, February 25, 2025  
Minutes**

**Call to Order**

Chair Oliver called the February 25, 2025 Board of Adjustment regular meeting to order at 4:00 pm.

**Roll Call**

Members Present: Wendi Oliver, Chair; Charles Harrell, Clark Patton, Joseph Provenzano, and Nick Wilson

Members Absent: Cathy Reeve, Vice-Chair; Bruce Sheldon, Alternate

A quorum was declared with five members present.

Staff Present: Mr. Kyle Garner, Planning Director, Mrs. Michelle Eitner, Town Planner, Mr. Brad Fockler, Code Enforcement Officer; Ms. Jill Quattlebaum, Town Attorney

**Agenda Approval**

*Member Patton made the motion to approve the Agenda and Member Wilson made the second. Chair Oliver took a vote that was unanimous.*

*Voting yea: Chair Oliver, Member Harrell, Member Patton, Member Provenzano, Member Wilson*

**Election of Officers**

Town Attorney Quattlebaum opened the floor for nominations and reminded the Board that alternate Members are not eligible to hold office.

Ms. Quattlebaum asked for nominations for Chair.

*Chair Oliver made the motion to nominate Catherine Reeve and there were no further nominations. Member Patton made the second.*

*Ms. Quattlebaum asked for a motion to close nominations. Member Patton made the motion to close nominations and Member Wilson made the second.*

*Ms. Quattlebaum took a vote for Member Reeve for Chair that was unanimous.*

*Voting yea: Chair Oliver, Member Harrell, Member Patton, Member Provenzano, Member Wilson*

Ms. Quattlebaum asked for a motion to open the floor for nominations for Vice-Chair.

*Chair Oliver made the motion to open the floor for nominations for Vice-Chair and Member Wilson made the second.*

Ms. Quattlebaum asked for nominations for Vice-Chair.

*Member Wilson made the motion to nominate Clark Patton for Vice-Chair and Member Provenzano made the second. There were no further nominations.*

*Ms. Quattlebaum asked for a motion to close nominations. Member Wilson made the motion to close nominations and Chair Oliver made the second.*

*Voting yea: Chair Oliver, Member Harrell, Member Patton, Member Provenzano, Member Wilson*

*Ms. Quattlebaum took a vote for Member Patton for Vice- Chair that was unanimous.*

*Voting yea: Chair Oliver, Member Harrell, Member Patton, Member Provenzano, Member Wilson*

Newly elected Vice-Chair Patton then led the meeting as newly elected Chair Reeve was not in attendance.

**Minutes Approval**

- 1. BOA Draft Minutes for 112624

*Member Wilson made the motion to approve the Minutes and Member Provenzano made the second. Vice-Chair Patton took a vote that was unanimous.*

*Voting yea: Vice-Chair Patton, Member Harrell, Member Oliver, Member Provenzano, Member Wilson*

**Items of Consent**

- 1. Approval of the Order to Deny a Variance for 133 Holly Lane

*Member Wilson made the motion to approve the Order and Member Oliver made the second. Vice-Chair Patton took a vote that was unanimous.*

*Voting yea: Vice-Chair Patton, Member Harrell, Member Oliver, Member Provenzano, Member Wilson*

**Commission / Board Comments**

Outgoing Chair Oliver thanked the Board members and staff for their hard work, and incoming Vice-Chair Patton thanked the staff for the packets and welcomed new Member Provenzano.

**Staff Comments**

Mrs. Eitner welcomed new Member Provenzano and noted there would be UNC School of Government online training on May 7th with more information to come.

Ms. Quattlebaum reminded the Board of the Open Meetings laws and all business of the body needs to be conducted in the public forum within the guidelines of a public meeting. When a majority of the Board is together the law states if they are discussing business of the Board they are conducting an illegal meeting, and to ensure they do not “reply all” when responding to emails.

**Adjourn**

*Member Harrell made the motion to adjourn and Member Provenzano made the second. Vice-Chair Patton took a vote that was unanimous.*

*Voting yea: Vice-Chair Patton, Member Harrell, Member Oliver, Member Provenzano, Member Wilson*

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**Clark Patton, Vice-Chair**

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**Laurel Anderson, Board Secretary**



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**Town of Beaufort Board of Adjustment Regular Meeting  
4:00 P.M. May 28, 2025 – 614 Broad Street – Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** Appeal of an Administrative Decision

**BRIEF SUMMARY:**

On January 7, 2025, the Beaufort Historic Preservation Commission approved an order granting a Certificate of Appropriateness for the construction of a new dwelling on property located at 312 Moore Street. On February 4, 2025, an owner of property adjacent to 312 Moore Street, Laura Holland, filed an appeal of the Certificate of Appropriateness, notwithstanding that Ms. Holland did not attend or otherwise participate in the original quasi-judicial proceeding held by the HPC for the Certificate of Appropriateness. By letter dated February 18, 2025, the Town’s Planning and Inspections Director denied Ms. Holland’s right to maintain an appeal, for the reasons set forth in that letter. This matter is now before the Board of Adjustment to consider (a) whether Ms. Holland waived her right to pursue an appeal and (b) if not, the substance of the appeal.

The Board should note that in accordance with North Carolina law, the Town has retained attorney Brett DeSelms to represent the Board during the hearing of this matter. Mr. DeSelms will provide guidance and advice to the Board since the Town’s attorney, Jill Quattlebaum, will advocate the Town’s position before the Board during the hearing on Ms. Holland’s appeal.

**REQUESTED ACTION:**

Decision on the waived right to appeal and if not substance of the appeal.

**SUBMITTED BY:**

Kyle Garner, AICP Planning Director

**BUDGET AMENDMENT REQUIRED:**

N/A



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February 18, 2025

Via Email  
noel@mcdevlaw.com

Mr. Noel McDevitt  
411 Front Street  
Beaufort, NC 28516

RE: Beaufort Historic Preservation Commission Case # 24-23 312 Moore Street- New Single-Family Home

Dear Mr. McDevitt,

This is to acknowledge your timely presentation of a purported appeal on behalf of Laura Holland to the Town of Beaufort Board of Adjustment (“BOA”). Ms. Holland has attempted to appeal the January 7, 2025 decision of the Beaufort Historic Preservation Commission (“HPC”) approving the Certificate of Appropriateness (“COA”) application filed by Kyle McLaughlin for 312 Moore Street. It is undisputed that your client received notice of the HPC hearing but failed to participate in or even attend the December 3, 2024 quasi-judicial evidentiary hearing on this COA application. Since your client was not a party to the evidentiary hearing, she has waived the right to now appeal the decision to the BOA. By her failure to attempt to join the original proceedings as a party, your client waived her right to argue that she had standing in this matter and therefore had a right to participate as a party in the HPC hearing. Accordingly, your client is not a party to this proceeding and does not have a right of appeal under Section 23(G) of the LDO.

Please note your client’s right under Section 21(F)(1)(a) and Section 31 (D)(3) of the LDO to appeal this decision to the BOA within 30 days from receipt of notice of this determination.

Sincerely,

Kyle Garner, AICP  
Planning and Inspections Director, Town of Beaufort

cc: Laura Holland, 310 Moore Street



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**Town of Beaufort Historic Preservation Commission Regular Meeting  
6:00 PM Tuesday, December 3, 2024 – 614 Broad Street – Train Depot**

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**AGENDA CATEGORY:** New Business  
**SUBJECT:** Case # 24-23 312 Moore Street – New Single-Family Home

**BRIEF SUMMARY:**

The owner wishes to construct a new home at 312 Moore Street. It should be noted there were some slight modifications made to the drawings to incorporate comments given by a HPC member during a pre-submittal conference.

**REQUESTED ACTION:**

Conduct Quasi- Judicial Hearing

**EXPECTED LENGTH OF PRESENTATION:**

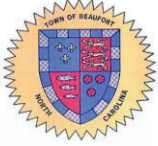
20 Minutes

**SUBMITTED BY:**

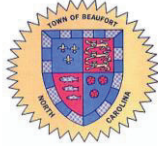
Kyle Garner

**BUDGET AMENDMENT REQUIRED:**

N/A



# BHPC STAFF REPORT



**To:** BHPC Members  
**From:** Kyle Garner, AICP  
**Date:** October 25, 2024  
**Case No.** 24-23

**Request:** Construct A New Single Family Home at 312 Moore Street  
**Applicant:** Kyle McLaughlin  
 511 Turner Street  
 Beaufort, NC 28516

**Property Information:**

**Owners:** Same  
**Location:** 112 Moore Street  
**PIN#:** 730617113723000

**Project Information:** This property received a COA for demolition at the October meeting and is now submitting their plans for construction.

**Proposed work:**

- See Application from Applicant

**Material:**

- See Application from Applicant

**Color:**

- See Application from Applicant

## 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.

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

7.1.5. For new construction on Beaufort’s waterfront, minimize any negative impact on historic vistas and conform designs to the policy statments in Chapter 5.

### 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 19<sup>th</sup> and early 20<sup>th</sup> 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 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.

8.1.4. 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.

8.1.7. 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.

### 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.

8.3.6. 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.

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

### Off-street Parking Guidelines

8.5.1. 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.

8.5.7. 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.

### 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.

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.

### 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.

### Brickwork and Masonry Guidelines

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

6.4.7. 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.

### Foundations Guidelines

6.6.4. New vents or access doors should be centered between piers. Use inconspicuous vents, such as black iron or dark plastic, rather than unpainted aluminum. Locate access doors and other new openings in areas not visible from public view.

6.6.5. For infilling between existing brick piers, construct a curtain wall that is recessed approximately 1” to 2” back from the outer face of the piers so the original piers stand out; use this treatment for both old and new foundations. Flush foundations and infill are not appropriate. Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. Leave foundations under porches open wherever possible to promote air circulation to prevent rot and deterioration; use wood lattice or grilles to enclose.

6.6.6. Wood grilles or lattice are appropriate for infill if compatible with the period or style of the structure. Stock lightweight lattice is not appropriate in areas in the public view.

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

6.7.2. 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.

### 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.

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

8.2.3. Fences shall not exceed a height of four (4) feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to six (6) feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Avoid attaching a portion of the fence to a building because of possible termite damage.

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.

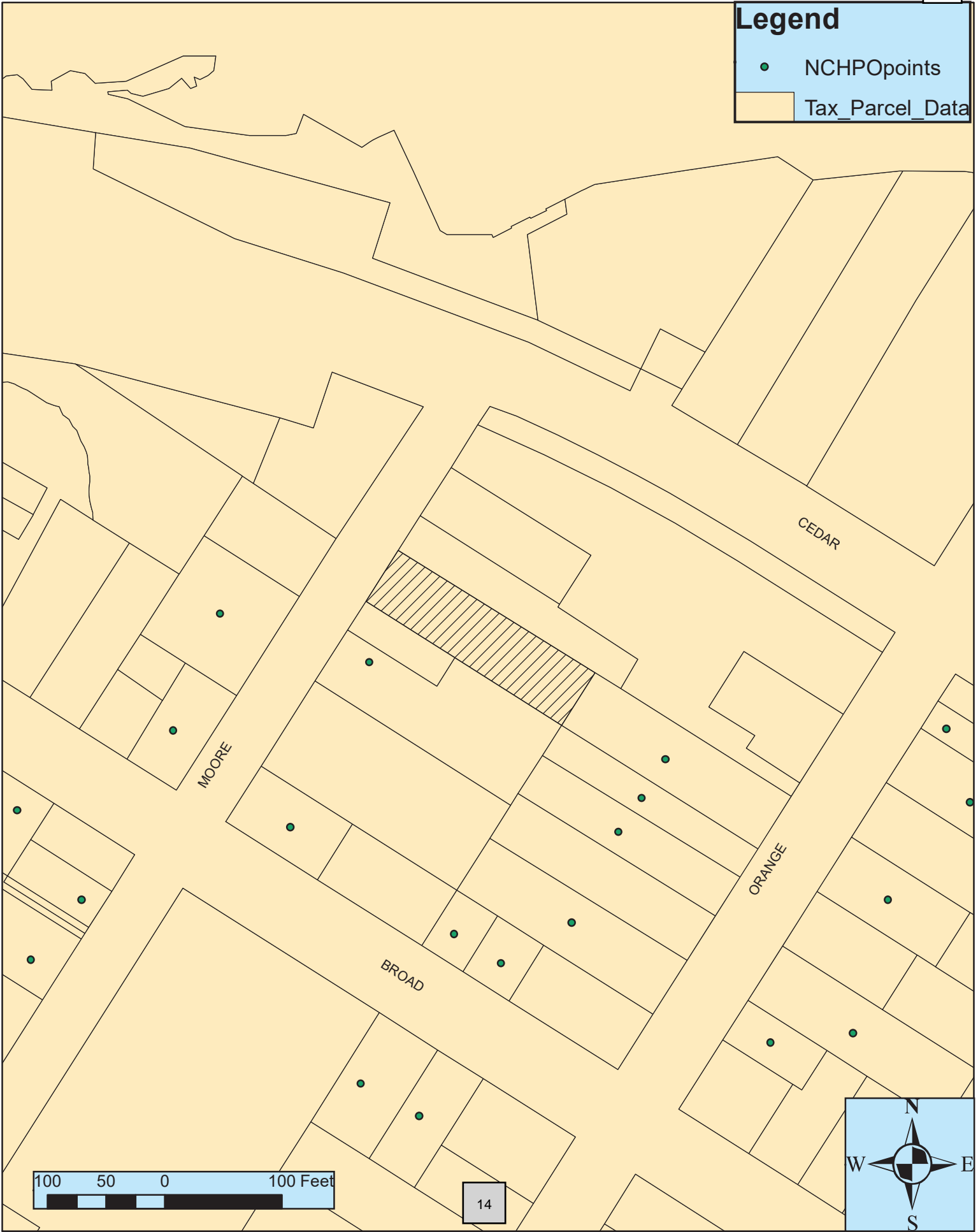
8.2.6. Use a combination of fences and plantings to screen parking lots. To provide adequate visibility for drivers entering and leaving, the fence should not exceed a height of three (3) feet at the street/sidewalk edge. (SEE OFF-STREET PARKING GUIDELINES for more details)

# Case # 24-23 312 Moore Street - New Single Family House

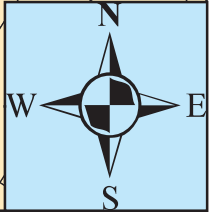
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**Legend**

- NCHPOpoints
- Tax\_Parcel\_Data

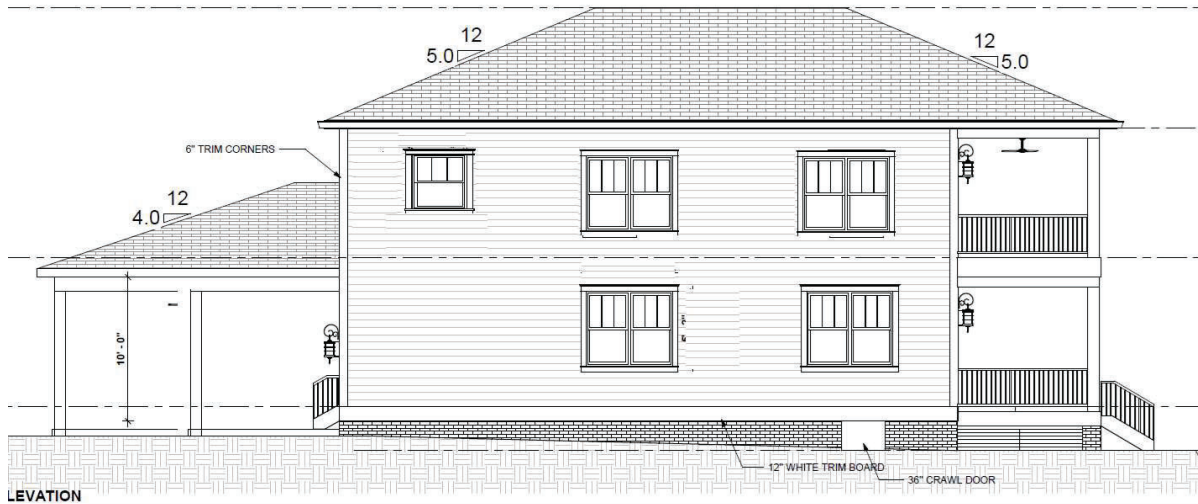


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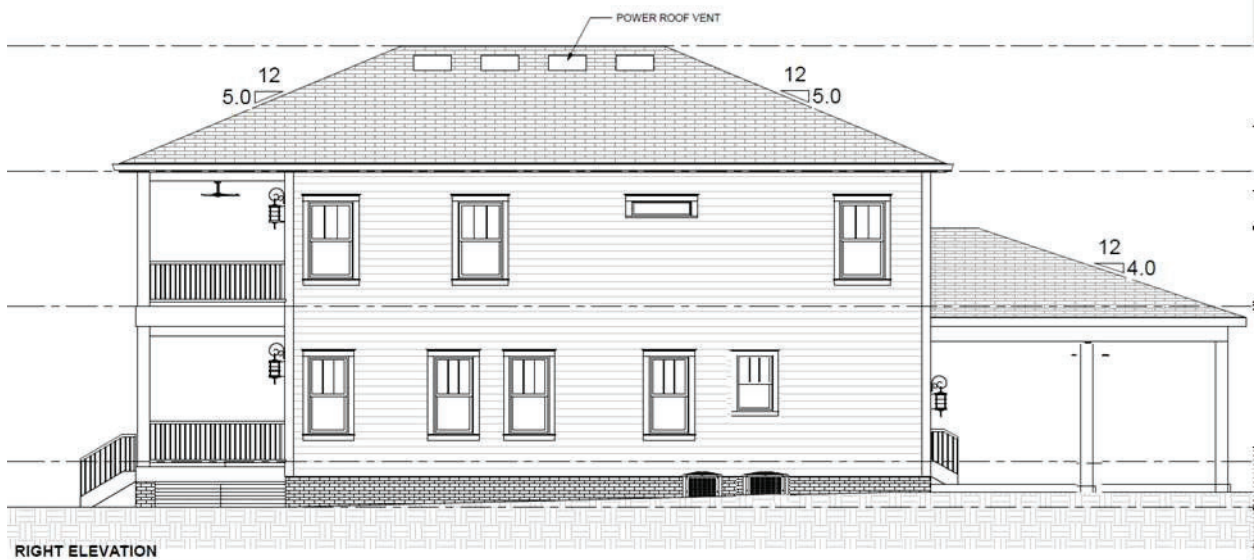


<b>OWNER</b>	<b>MAIL_ADDRE</b>	<b>MAIL_CITY</b>	<b>MAIL_STATE</b>	<b>MAIL_ZI4</b>	<b>MAIL_ZI5</b>
BEAUFORT TCS LLC C/O WILLIAM S CORBITT III	PO BOX 867	NEW BERN	NC	0867	28563
FAULKNER CHRISTOPHER LAWRENCE	1823 W FRIENDLY AVE	GREENSBORO	NC	1240	27403
HAMRICK RICHARD L ETUX JENNIFE	2234 THE CIRCLE	RALEIGH	NC	1448	27608
HAUS MARY K	801 OAKLAWN AVE	WINSTON SALEM	NC		27104
LAPSLEY BENJAMIN ETUX TAMARA	102 LIONS MOUTH COURT	CARY	NC		27518
MILLS STEPHEN D ETUX ETAL	PO BOX 520	SNOW CAMP	NC		27349
SOUTHGATE MANAGEMENT LLC	305 MOORE STREET	BEAUFORT	NC		28516
McLAUGHLIN KYLE	511 TURNER STREET	BEAUFORT	NC		28516

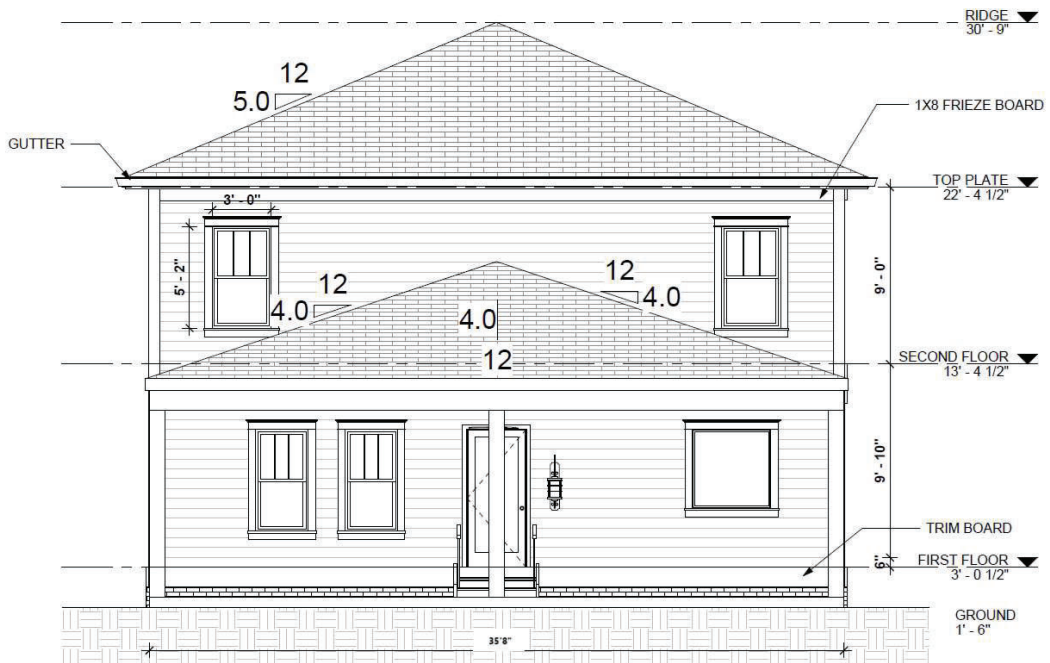
312 Moore St Elevations and Site Plan



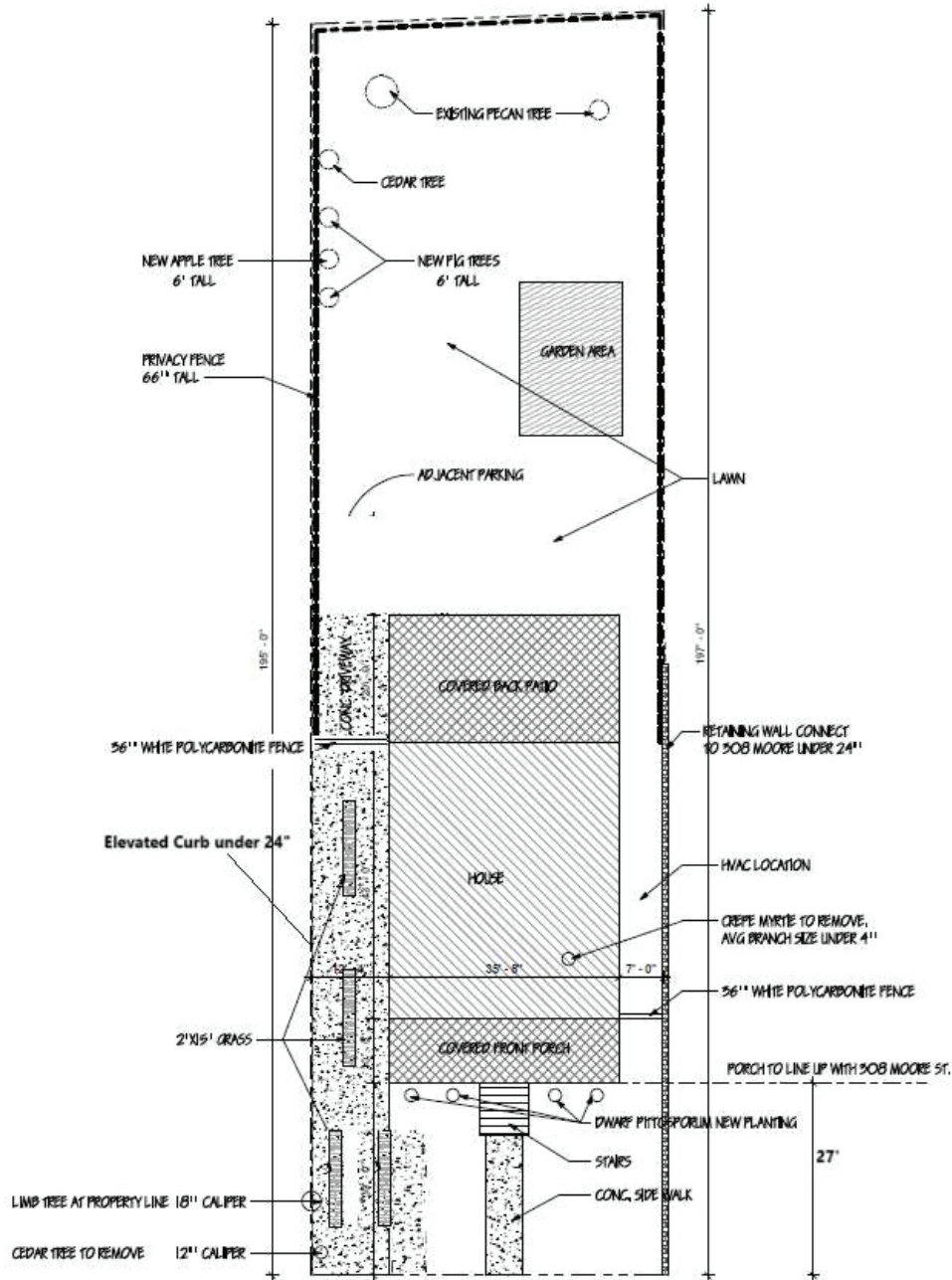
Left Side Elevation



Right Side Elevation



Rear Elevation



**EXTERIOR MATERIAL SELECTION**

**312 MOORE STREET**

**FOUNDATION**

Masonry brick – Triangle “Portsmouth”

**SIDING**

Cementitious lap siding – smooth – not textured – 7” exposure – Charleston White (DCR100)

**TRIM BOARDS**

Wood Grain Textured – SW 7005 Pure White”

**Shutters**

Louvered with hardware fixed. Aluminum

**WINDOWS**

Plygem SDL – White Windows, White Frame

**FRONT DOORS**

**36”x 96” Alexandra 4LTE with square top glass**

**DECORATIVE MOLDINGS**

Wood Grain Textured MiraTek or similarwith traditional profiles – SW 7005 Pure White”

**PORCH CEILINGS**

Open Framing first floor. Second floor beaded ceiling both painted SW6505 Atmospheric

**PORCH FLOORS**

Trex composite decking

**Porch Rails**

Poly Composite

**FENCING**

Custom built from pressure treated material – 6’ natural wood privacy rear

Left and Right Side Tie in - 3’0” picket type Vinyl

**ROOFING**

Shingles: Certaineed Landmark Cinder Black

**LANTERN LIGHT FIXTURES**

**Gaudencia 2 - Bulb 25.74" H Outdoor Wall Lantern Next to Door**

**Dimensions**

**Siding width and texture 7" Exposure smooth siding**

**Trim to be textured**

**Starter band 12" Band**

**Frieze 8"**

**Soffit vented**

**Facia 6"**

**Windows/doors like window in photo below**

**Corners 6"**



**Date Brick Engraving Example**

**312 Moore St Exterior Selections with Photos**

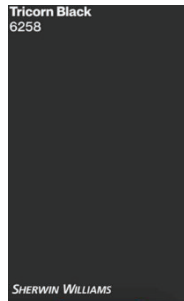
**Retaining Wall to Match 308 Moore St and to tie in**



Materials List:  
Belgard Diamond Pro – Timberline Color  
Concrete Block

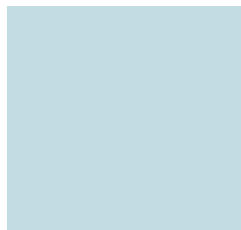
**Materials and Colors**

**Siding Paint Color “Charleston White” Satin (DCR100)**



**Shutters “Tricorn Black,” SW 6258**

**DECORATIVE MOLDINGS and Trim**



**Porch Ceiling SW6505 Atmospheric**

**SW 7005 “Pure White” Semi Gloss**

Porch Railings Poly carbonite



Porch Deck "Island" Mist Trex



Shingles: Certainteed Landmark Cinder Black

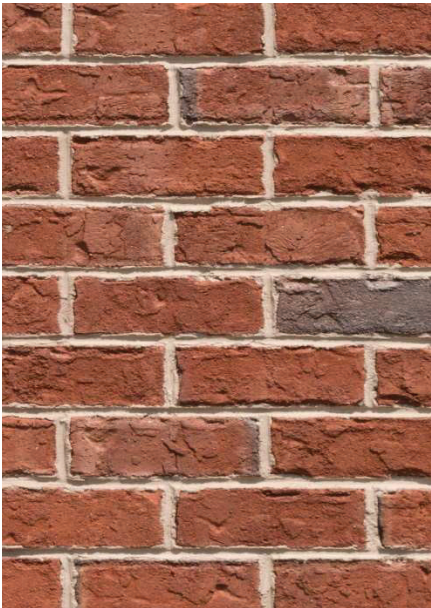


Products Insp



Cinder Black

Brick: Triangle Brick "Portsmouth"



**Porch Lights:**

Gaudencia 2 - Bulb 25.74" H Outdoor Wall Lantern Next to Door



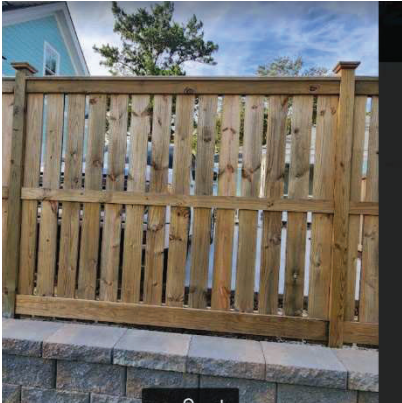


Alexandria 4LTE 36" x 96"

**Side and rear Window Trim Example (Shutters not to be included on sides)**

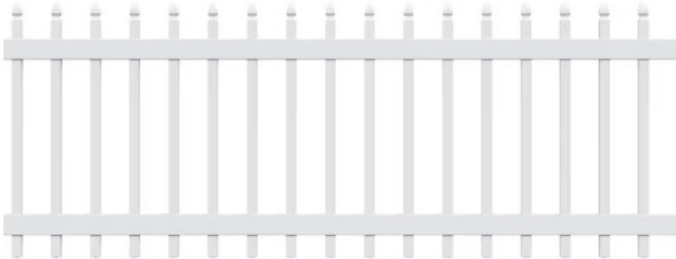


**Fencing Rear and sides to rear of home to match tie in at 308 Moore neighbor**



**Right Side Vinyl Fence 3'**

**Freedom Newport 3-ft H x 8-ft W White Vinyl Picket Fence Panel for side tie in**



24038

**SURVEY DISCLAIMER** SITE PLAN

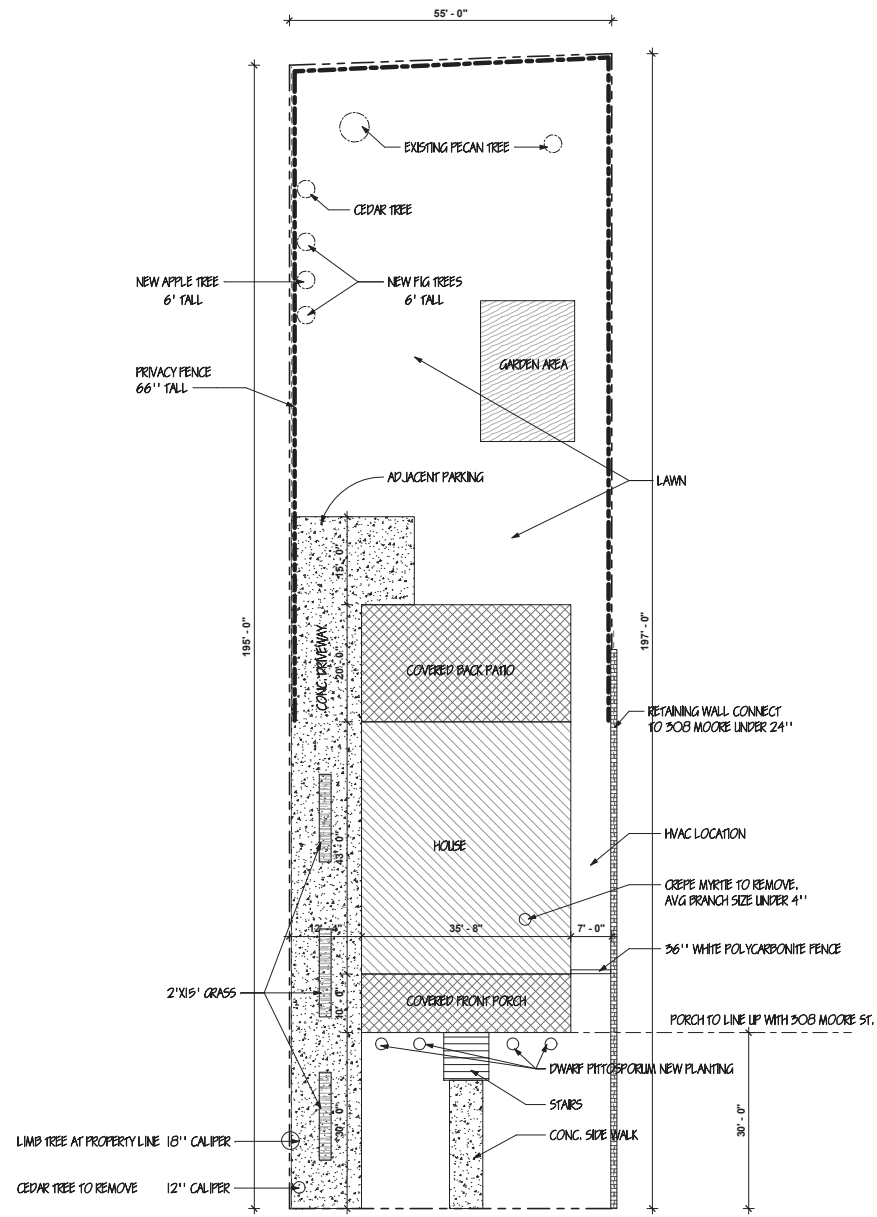
THIS SITE PLAN IS DRAWN WITHOUT THE BENEFIT OF A BOUNDARY SURVEY. BOUNDARY AND EXISTING STRUCTURE LOCATIONS ARE APPROXIMATE BASED ON FIELD INFORMATION AND FOR ILLUSTRATIVE PURPOSES ONLY.



PROJECT		
HOUSE PLANS		
PROJECT # 20240928		
312 Moore St, Lancaster, SC 29720, USA		
REVISIONS		
No.	Description	Date



PROJECT STATUS	
NEW CONSTRUCTION	
ISSUE DATE	
10.13.2024	
SHEET NAME	
SITE PLAN	
SHEET NUMBER	



**1** SITE PLAN FRONT OF THE HOUSE  
1" = 10'-0"

D:\Projects\24038\24038.mxd\dwg\ink\_floor\_plans\_and\_elevations\Project.mxd\ink.rvt

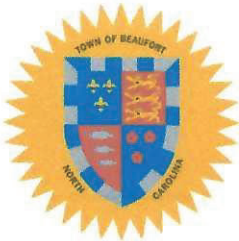
10/14/2024 9:56:55 AM

Landscape Site Photos Existing





### 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: Kyle McLaughlin

Applicant Address: 511 Turner St Beaufort NC 28516

Business Phone: 804 833 5953 Email/Cell: McLaughlinR4@gmail.com

Property Owner Name: Kyle McLaughlin

Address of Property: 312 Moore St Beaufort NC 28516

Phone Number: \_\_\_\_\_ Email/Cell: \_\_\_\_\_

#### **PROJECT INFORMATION**

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

Construction of a new home  
Construction of a retaining wall under 2'  
Removal and replacement of (3) trees  
Relocation of drive entrance

Estimated Cost of Project: \$ 600,000

Year House Built: 2025

[Signature]  
Applicant Signature

10/13/2024  
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](http://www.beaufortnc.org). The Commission meets regularly on the first Tuesday of the month unless it is a holiday.*

#### **OFFICE USE ONLY**

Received by: \_\_\_\_\_

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

Date: \_\_\_\_\_

Date Deemed Completed and Accepted: \_\_\_\_\_



# COA – 500 ANN ST – CASE # 24-07

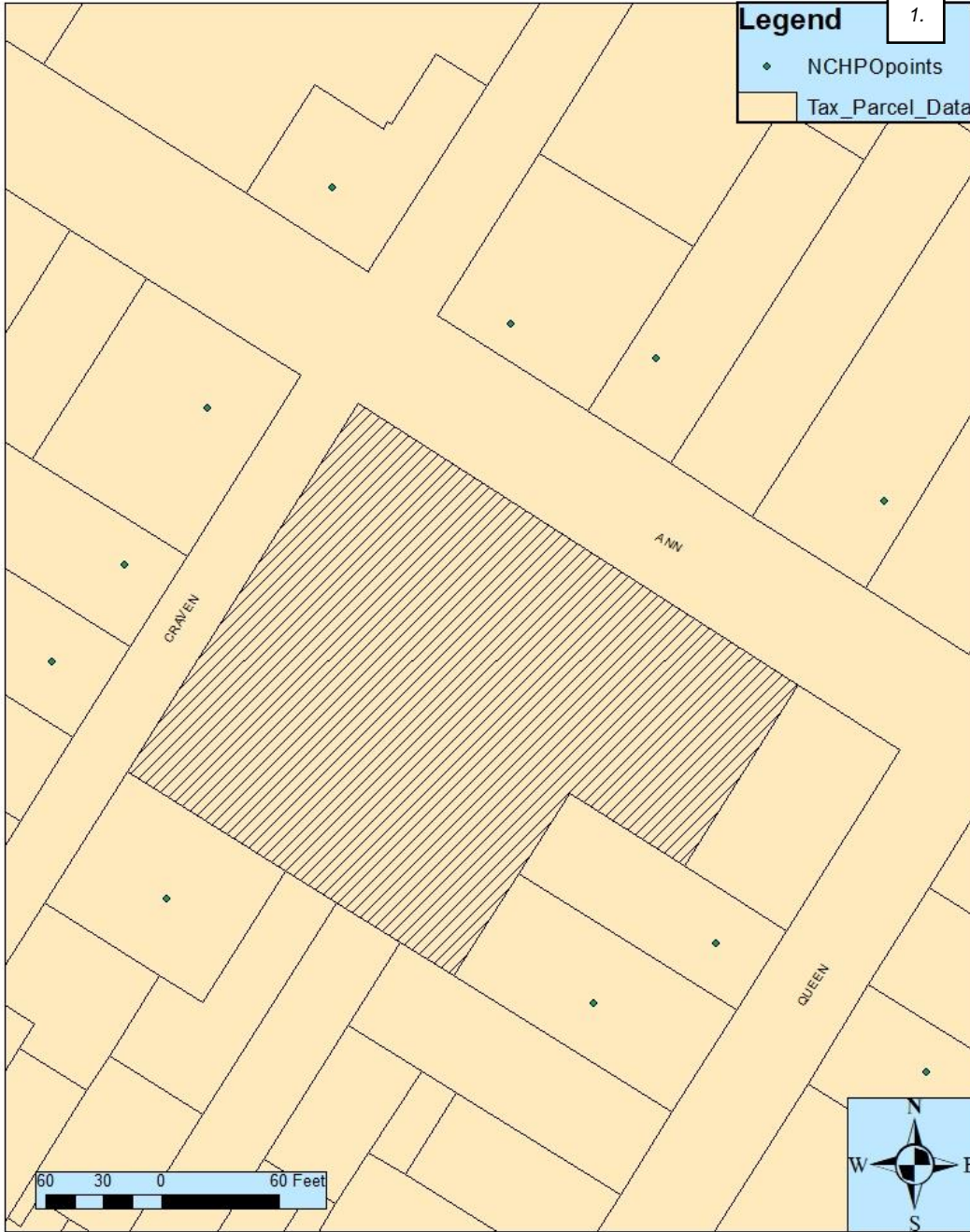
Applicant – Ann Street Methodist Church

Request – Install new fencing on the education building property (Eure)

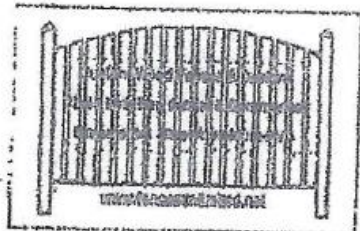
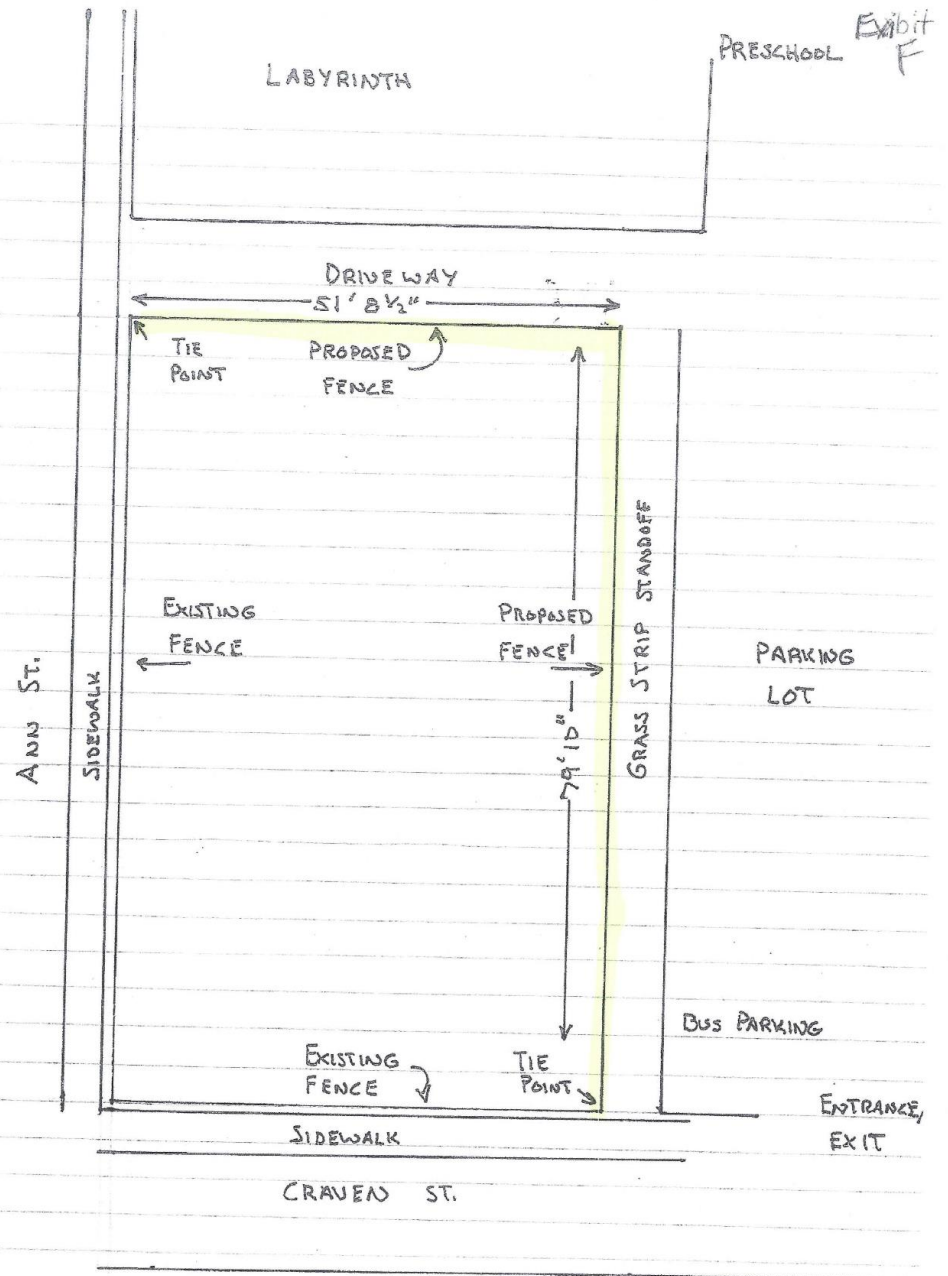
Project Information –

**This is the follow up to the February 2024 meeting when there was some issue with fencing and the Commission requested that once the Church worked those issues out to return with a revised proposal, which is what has now happened.**

Case # 24-07 500 Ann Street - Fencing







Fences Unlimited at the Crystal C  
 PO Box 1762  
 Morehead City, NC 28557

Office: (252) 247-8033      Email: jason@fencesunlimited.net  
 Fax: (252) 240-2842      Website: www.fencesunlimited.net

**Bill To:**  
 Ann Street Methodist  
 417 Ann Street  
 Beaufort NC 28516  
 252-241-2849

**Estimate**  
 Estimate #  
 Date:

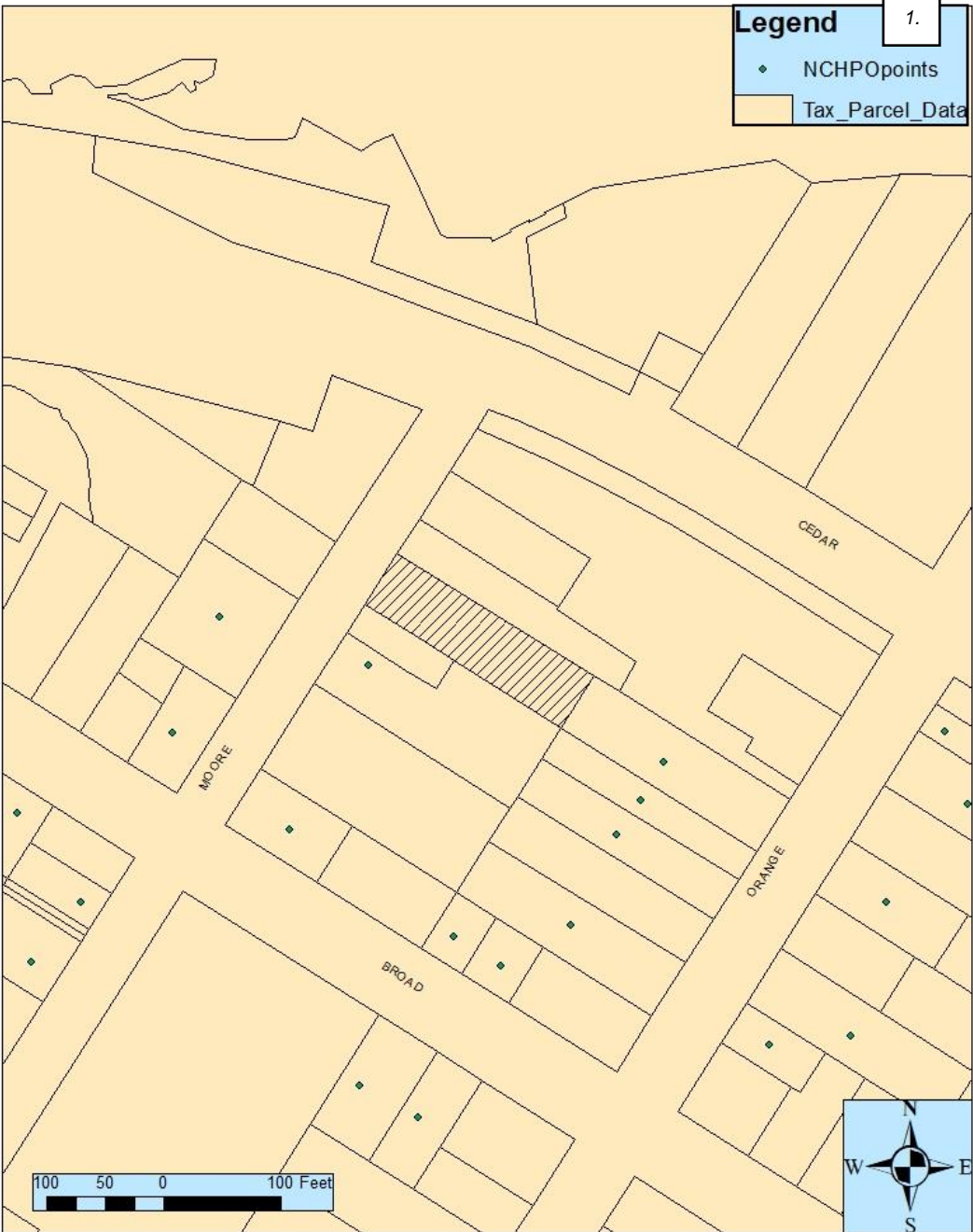
**Description**  
 Furnish and install 118 linear feet of 3' tall sawtooth wood picket fence including 1-8' double gate with drop rod installed on one side for support. All posts set in concrete. 1 year labor warranty.

# COA – 312 MOORE ST – CASE # 24-23

Applicant – Kyle McLaughlin

Request – To construct a new single-family dwelling at 312 Moore Street

## Case # 24-23 312 Moore Street - New Single Family House





**NEXT ARCHITECT**  
DREAM TO REALITY!

CONSULTANT

PROJECT

**HOUSE PLANS**

PROJECT # 20240928

312 Moore St, Lancaster,  
SC 29720, USA

REVISIONS

No.	Description	Date

PROJECT STATUS

**NEW CONSTRUCTION**

ISSUE DATE

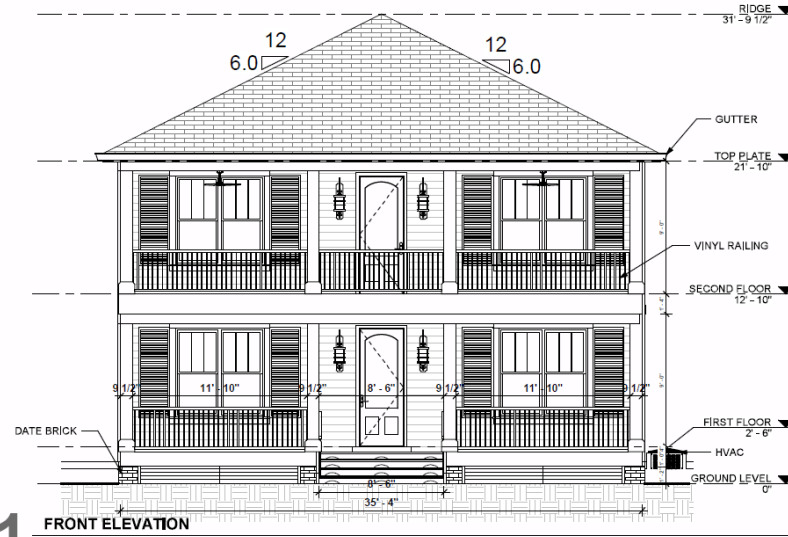
**10.13.2024**

SHEET NAME

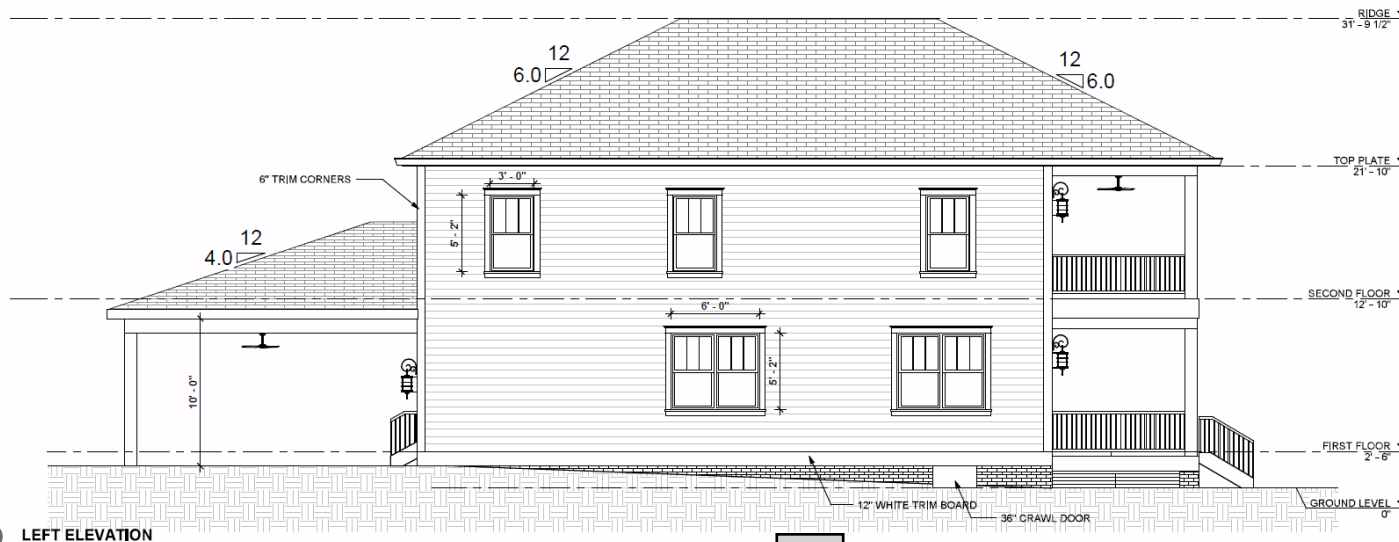
**EXTERIOR  
ELEVATIONS**

SHEET NUMBER

**A2.1**



**1 FRONT ELEVATION**  
1/4" = 1'-0"



**2 LEFT ELEVATION**  
1/4" = 1'-0"

36



CONSULTANT

PROJECT

**HOUSE PLANS**

PROJECT # 20240928

312 Moore St, Lancaster,  
SC 29720, USA

REVISIONS

No.	Description	Date

PROJECT STATUS

**NEW CONSTRUCTION**

ISSUE DATE

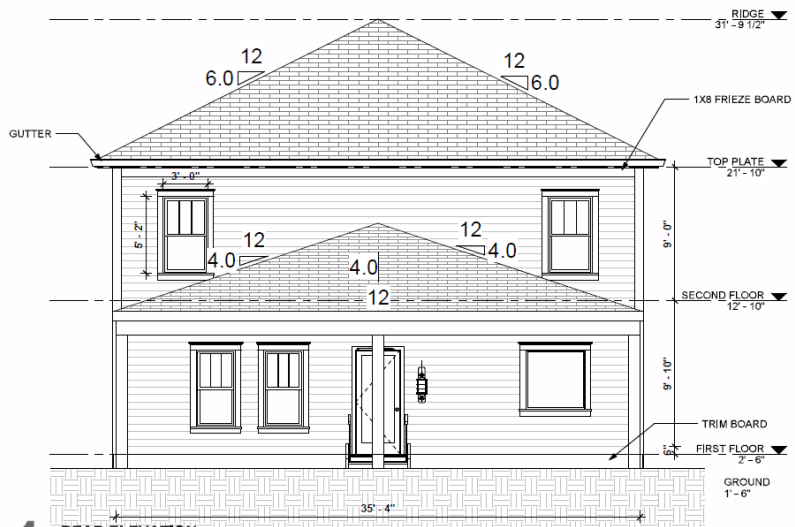
**10.13.2024**

SHEET NAME

**EXTERIOR ELEVATIONS**

SHEET NUMBER

**A2.2**



**1 REAR ELEVATION**  
1/4" = 1'-0"

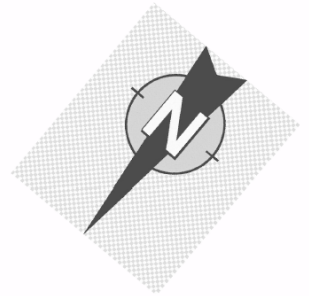
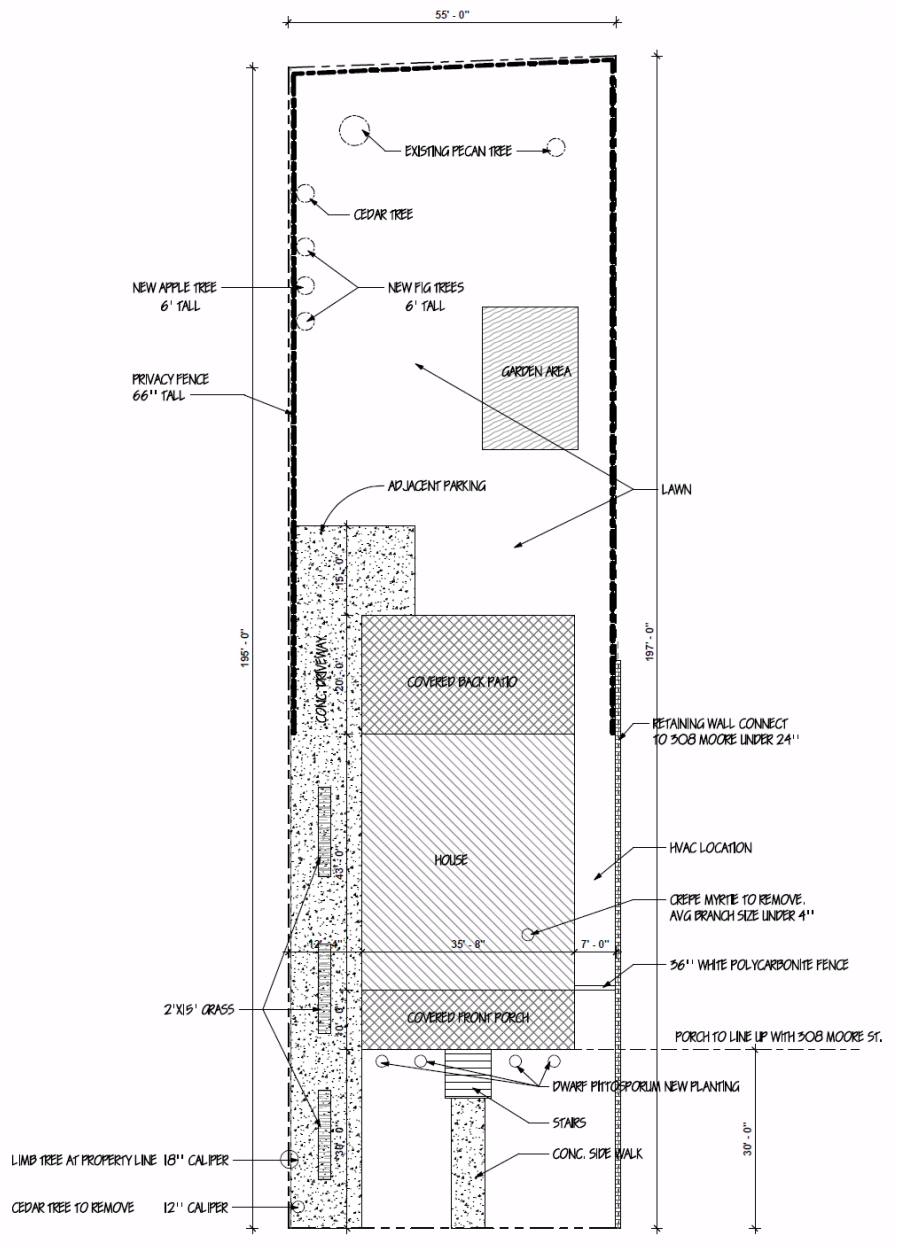


**2 RIGHT ELEVATION**  
1/4" = 1'-0"

**SURVEY DISCLAIMER**

SITE PLAN

THIS SITE PLAN IS DRAWN WITHOUT THE BENEFIT OF A BOUNDARY SURVEY. BOUNDARY AND EXISTING STRUCTURE LOCATIONS ARE APPROXIMATE BASED ON FIELD INFORMATION AND FOR ILLUSTRATIVE PURPOSES ONLY.



**1 SITE PLAN**  
1" = 10'-0"

38 HOUSE



1.

PROJECT

**HOUSE PLANS**

PROJECT # 20240928

312 Moore St. Lancaster, SC 29720, USA

REVISIONS

No.	Description	Date

PROJECT STATUS

**NEW CONSTRUCTION**

ISSUE DATE

10.13.2024

SHEET NAME

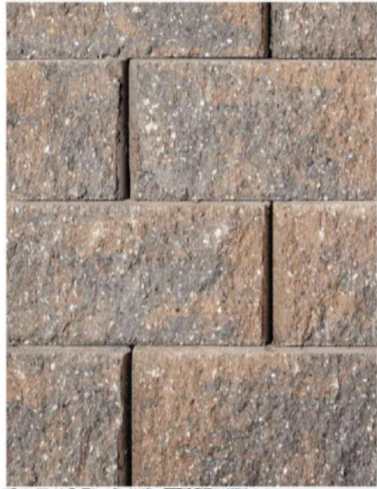
**SITE PLAN**

SHEET NUMBER

SP



Retaining Wall to Match 308 Moore St and to tie in



Materials List:  
Belgard Diamond Pro – Timberline Color  
Concrete Block

Shutters “Tricorn Black,” SW 6258



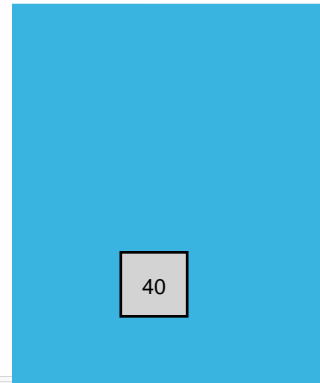
Materials and Colors

Siding Paint Color “Charleston White” (DCR100)



DECORATIVE MOLDINGS and Trim

SW 7005 “Pure White”



Porch Railings Poly carbonite



Porch Deck "Island" Mist Trex



Porch Ceiling SW6505 Atomospheric



Shingles: Certainteed Landmark Cinder Black



Brick: Triangle Brick "Williamsburg"



**Porch Lights:**

Quoizel Breitling 1-Light 18-in



36"x80' Brentwood 4-Lite Mahogany Entry Door with Clear Beveled Low-E Glass

[https://www.doors.com/products/36x80-brentwood-4-lite-mahogany-entry-door-with-clear-beveled-low-e-glass?\\_pos=15&\\_fid=4196821af&\\_ss=c](https://www.doors.com/products/36x80-brentwood-4-lite-mahogany-entry-door-with-clear-beveled-low-e-glass?_pos=15&_fid=4196821af&_ss=c)

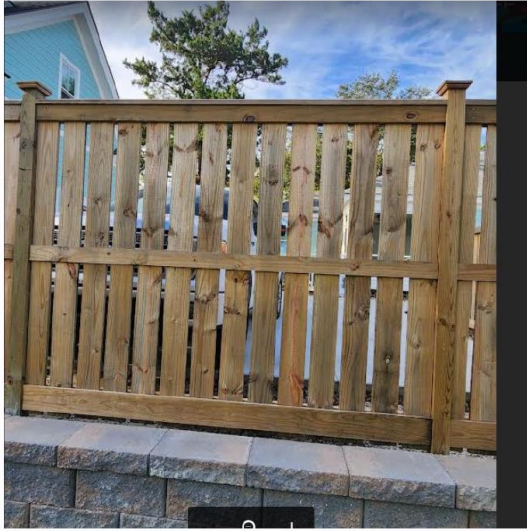


Front Window Trim Example

Side and rear Window Trim Example (Shutters not to be included on sides)

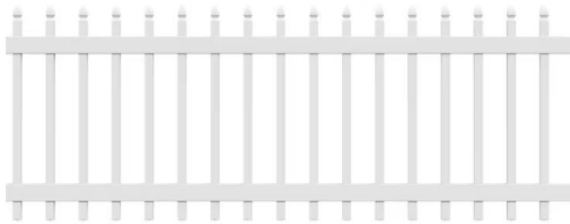


Fencing Rear and sides to rear of home to match tie in at 308 Moore neighbor



Right Side Vinyl Fence 3'

Freedom Newport 3-ft H x 8-ft W White Vinyl Picket Fence Panel







**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, December 3, 2024 - Train Depot, 614 Broad Street, Beaufort, NC 28516**  
**Minutes**

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**Call to Order**

Chair McCune called the December 3<sup>rd</sup>, 2024 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

**Roll Call**

Members Present: Joyce McCune, Chair; Bradley Hedrick, Vice-Chair; Bradley Cummins, Tammy Hunsucker, Jessica Sabiston

Members Absent: Jonathan Haas, Marissa Morris

A quorum was declared with five members present.

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

**Agenda Approval**

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

**Minutes Approval**

*Vice-Chair Hedrick made the motion to approve the October 1<sup>st</sup>, 2024 Minutes as presented and Member Sabiston made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

**Administration of Oaths**

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

Secretary Anderson then administered the Oath to Kyle Garner.

**Items of Consent**

- 1. Approval of the Orders for 312 Moore Street & 300 Front Street – Certificate of Appropriateness

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

**New Business**

- 1. Case #24-07; 500 Ann Street - Fencing

Chair McCune introduced Case #24-07 and asked for the Staff Report.

Mr. Garner stated this request is the follow up to the February 2024 meeting when there was an issue with the fencing proposal and the Commission requested that once the Church worked those issues out to return with a revised proposal.

Chair McCune asked if any Board members needed to recuse themselves and hearing none, asked if they had any questions for Mr. Garner. The Board clarified with him that the original request for fencing was for the area across the street and this application was now for the other side of the street.

Secretary Anderson administered the Oath to the applicant, Anna Willis.

Ms. Willis explained the fence would enable children to be safely contained during church functions. She further stated that it would match the existing fence.

The Board had no questions for the applicant.

*Chair McCune 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 #24-07. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for case #24-07, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Fences and Walls Guidelines 8.2.2, 8.2.3.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #24-07.

*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 #24-07 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

Chair McCune then declared Case #24-07 closed and notified Ms. Willis that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

2. Case #24-23; 312 Moore Street – New Single Family Home

Chair McCune introduced Case #24-23 and asked if any Members needed to recuse themselves. Hearing none, she asked for the Staff Report. Mr. Garner stated that the request was for a new home at 312 Moore Street. As the Historic Preservation Commission meeting in November did not have a quorum Mr. McLaughlin was able to update some of his plans from a consultation with Member Cummins. Mr. Garner stated for the record that Member Cummins did not tell the applicant what to do but only gave him things to consider. Member Cummins noted the consultation was before the application had been submitted.

Mr. Garner noted the height, scale, mass and proportion is consistent with other structures in the neighborhood.

Vice-Chair Hedrick asked that since the building demolished on the site was not a contributing structure, there is no obligation to maintain similar massing for the new structure, and Mr. Garner stated that was correct.

Secretary Anderson administered the Oath to the applicant, Kyle McLaughlin.

Mr. McLaughlin submitted brick and paint samples to the Board.

Member Cummins asked about the shutters and Mr. McLaughlin stated they were non-operable aluminum shutters.

Vice-Chair Hedrick also asked the composition of the shutters and Mr. McLaughlin said they were aluminum. He then asked about the windows and Mr. McLaughlin stated they would be simulated divided light (SDL) vinyl windows. Vice-Chair Hedrick asked what the front porch rail material would be and Mr. McLaughlin stated it would be wood as well as the fence, and he entered two photos into evidence showing porch railing and fencing and specified they would both be made of wood.

Member Hunsucker inquired about the trees on the property and the materials of the driveway, which Mr. McLaughlin stated would be concrete with grass elements.

Chair McCune asked about the elevated cement curb on the driveway and Mr. McLaughlin explained that he's trying to raise the curb to level the lot and try to capture all the water on the site to keep it off the adjacent properties.

The Board discussed the aluminum shutters and Member Hunsucker pointed out the Guidelines for Materials 7.3.2 prohibited aluminum and Vice-Chair Hedrick discussed the prohibition of vinyl for windows. Mr. McLaughlin stated he would change the shutters to wood or composite materials. The Board further discussed the vinyl window selection and Guideline 7.3.2 and Mr. McLaughlin stated that he would use Andersen 100-series windows.

*Chair McCune 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 #24-23. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #24-23, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Building Placement 7.1.1, 7.1.2, 7.1.4, 7.1.5; Building Height/Scale 7.2.1, 7.2.2, 7.2.3, 7.2.4; Materials 7.3.1, 7.3.2, 7.3.3; Details 7.4.1, 7.4.2; Texture and Color 7.5.1; Form and Rhythm 7.6.1, 7.6.2, 7.6.3; Landscaping Guidelines 8.1.1, 8.1.2, 8.1.3, 8.1.4, 8.1.5, 8.1.7, 8.1.8, 8.1.12; Outside Utilities Guidelines 8.3.1, 8.3.2, 8.3.3, 8.3.6; Exterior Lighting Guidelines 8.4.1, 8.4.2, 8.4.3, 8.4.5; Off-Street Parking Guidelines 8.5.1, 8.5.2, 8.5.3, 8.5.7; Roof Guidelines 6.1.3, 6.1.6; Wood Siding, Trim, and Ornament Guidelines 6.2.11; Brickwork and Masonry Guidelines 6.3.9; Window and Door Guidelines 6.4.7; Foundations Guidelines 6.6.4, 6.6.5, 6.6.6, 6.6.10; Paint and Exterior Colors Guidelines 6.7.2; Fences and Walls Guidelines 8.2.1, 8.2.2, 8.2.3, 8.2.4, 8.2.6 with the following conditions: 1. The porch railing be made of wood, 2. The front and side fencing be made of wood, 3. The shutters be made of wood or composite, and 4. All windows be Andersen 100 Series with SDL muntins.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #24-23.

*Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission 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 #24-23 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

Chair McCune then declared Case #24-23 closed and notified Mr. McLaughlin that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

3. 2025 Historic Commission Meeting and Submittal Calendar

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

**Commission / Board Comments**

There were no Board Comments.

**Staff Comments**

Mr. Garner introduced Brad Fockler, the new Code Enforcement Officer for Planning and Inspections, and explained his duties to the Board.

**Adjourn**

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


*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Tammy Hunsucker, Jessica Sabiston*

Chair McCune declared the December 3<sup>rd</sup>, 2024 meeting adjourned at 7:07 p.m.



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Chair, Joyce McCune



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Board Secretary, Laurel Anderson



**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, January 7, 2025 - Train Depot, 614 Broad Street, Beaufort, NC 28516**  
**Minutes**

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**Call to Order**

Chair McCune called the January 7<sup>th</sup>, 2024 Beaufort Historic Preservation Commission regular meeting to order at 6:00 p.m.

**Roll Call**

Members Present: Joyce McCune, Chair; Bradley Hedrick, Vice-Chair; Bradley Cummins, Marissa Morris, Jessica Sabiston

Members Absent: Jonathan Haas, Tammy Hunsucker

A quorum was declared with five members present.

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

**Agenda Approval**

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

**Minutes Approval**

*Vice-Chair Hedrick made the motion to approve the December 3<sup>rd</sup>, 2024 Minutes as presented and Member Morris made the second. Chair McCune took a vote that was unanimously approved.*

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

**Administration of Oaths**

Secretary Anderson then administered the Oath to Kyle Garner and Brad Fockler.

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

**Items of Consent**

- 1. Approval of the Orders for 312 Moore Street & 500 Ann Street – Certificate of Appropriateness

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

**New Business**

- 1. Case #24-05; 112 Moore Street - Fencing

Chair McCune introduced Case #24-05 and asked for the Staff Report.

Mr. Garner stated this request is to install a 6-foot-high fence along the northern property line and side yard.

Chair McCune asked if any Board members needed to recuse themselves and hearing none, asked if they had any questions for Mr. Garner.

Secretary Anderson administered the Oath to the applicant’s agent, Charles Haskins.

Mr. Haskins stated that there were conflicting surveys with the adjoining homeowner but the applicants’ survey had been recorded.

The Board asked about the height of the fence which would be around 5 1/2” feet, issues with property lines with adjacent property owners, the original repair and current replacement of the fence and following the limitations of the approved Certificate of Appropriateness (COA).

Chair McCune asked if there were any parties with standing.

Mr. Bryce Pike, attorney for the adjacent property owner, introduced Michelle LaRussa of 114 Moore Street.

Secretary Anderson then administered the Oath to Michelle LaRussa.

Chair McCune asked how Ms. LaRussa had standing in the matter and Mr. Pike stated that the property had been surveyed, and the fence had been moved onto his c

*Chair McCune made a motion to allow Mr. Pike standing as Ms. LaRussa’s attorney and Member Sabiston made the second. Chair McCune took a vote that was approved.*

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

The Board was then given photos of Ms. LaRussa’s property before and after the original fence was removed and Chair McCune entered the photos into the record. There were no questions for Mr. Pike from the Board.

Secretary Anderson then administered the Oath to Zachary Johnson, 210 Ann Street.

Mr. Johnson stated that he owned property behind the applicant’s property and his property was double deeded. He stated that he considered the applicant putting a fence on his property to be a hardship.

*Chair McCune made a motion to allow Mr. Johnson standing and Member Cummins made the second. Chair McCune took a vote that was approved.*

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune stated that the burden of proof is on the applicant and the Commission cannot make property line judgements. She felt there was no choice but to deny or table the application.

There were no further witnesses who may have standing in the matter.

Ms. Quattlebaum stated that property lines are not the purview of the Commission and discussed options of denial or tabling the COA.

*Member Cummins made a motion continue the case until the February meeting and Member Morris made the second. Chair McCune took a vote that was approved.*

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

2. Case #25-01; 607 Ann Street – Driveway

Chair McCune introduced Case #25-01 and asked for the Staff Report. Mr. Garner stated that the request was to install a brick ribbon driveway at 607 Ann Street. He showed an example of the current and requested driveway.

Secretary Anderson administered the Oath to the applicant, John Carter, and his contractor Timothy Fulcher.

Mr. Carter explained the brick material pavers requested for the project.

There were no questions for the applicant.

*Chair McCune 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 #25-01. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-01, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Off-Street Parking Guidelines 8.5.7.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-01.

*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 #25-01 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then declared Case #25-01 closed and notified Mr. Carter that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

3. Case #25-02; 307 Front Street – Second Floor Windows Doors & First Floor Porch

Chair McCune introduced Case #25-02 and asked for the Staff Report and asked if any Commission members needed to recuse themselves. Hearing none she asked for the Staff Report. Mr. Garner stated that the request was the installation of a new door with a new location and windows on the second story rear portion of the structure with an extension of the existing porch on the first story east side which is an extension from a COA approved in 2015.

Secretary Anderson administered the Oath to the applicant’s contractor, Tom Owens and John Engelhard, project manager.

Mr. Engelhard answered questions from the Commission regarding roofing, explaining the new roof would match existing. There was a short discussion regarding the metal roofing.

*Chair McCune 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 #25-02. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-02, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Window and Door Guidelines 6.4.3, 6.4.7, 6.4.10, 6.4.11; Porches and Entrances Guidelines 6.5.1, 6.5.3, 6.5.5, 6.5.7, 6.5.10; Roof Guidelines 6.1.1; Wood Siding, Trim, and Ornament Guidelines 6.2.12.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-02.

*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 #25-02 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then declared Case #25-02 closed and notified Mr. Owens and Mr. Engelhard that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

4. Case #25-03; 216 Orange Street – Exterior Stairway – Privacy Fence & Shower

Chair McCune introduced Case #25-03 and asked for the Staff Report. Mr. Garner asked that the Staff Report be submitted as part of the record and stated that the request was to install a new exterior stairway in the rear of the house and add a 6-foot tall privacy fence and shower in the rear yard. Elements of the rear yard can be seen from Broad Street. Mr. Garner noted the privacy fence was more of a screen than a fence.

In August 2007, a COA was approved for an extension of the front porch/stoop and this home is not historic.

Secretary Anderson administered the Oath to the applicant, Steve Magowan.

Mr. Magowan explained that there was no existing stairway. He noted the desire to hide his kayaks and trashcans leading to his request of the natural color screening fence.

*Chair McCune 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 #25-03. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-03, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Wood Siding, Trim, and Ornament Guidelines 6.2.2; Paint and Exterior Colors Guidelines 6.7.1, 6.7.2; Accessibility and Life Safety Guidelines 6.8.1, 6.8.2; Additions to Historic Buildings Guidelines 7.8.1, 7.8.2, 7.8.4; Fences and Walls 8.2.2, 8.2.3; Outside Utilities Guidelines 8.3.1, 8.3.2.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-03.

*Member Sabiston 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 #25-03 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then declared Case #25-03 closed and notified Mr. Magowan that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

5. Case #25-04; 309 Moore Street – Solar Panels

Chair McCune introduced Case #25-04 and asked if any Commissioners needed to recuse themselves; hearing none she asked for the Staff Report. Mr. Garner asked that the Staff Report be submitted as part of the record and stated that the request is to install solar panels on the southern and western roof line of the structure at 309 Moore Street. In April 2012 the Charles King Trust received a COA for a new single-family residence which was not built, but in October 2013 the COA was modified and the new home was built.

Secretary Anderson administered the Oath to the homeowner, Chris Faulker, and Matt Stallings, project developer at Cape Fear Solar Systems.

The Commission discussed the height of the panels above the metal roof and Mr. Stallings stated that they would be attached approximately 4” above the roof. There was also a discussion regarding updating the new Standards with language to reflect newer technologies. The Commission also noted the solar panels are not a permanent change to the structure.

*Chair McCune 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 #25-04. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-04, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Roof Guidelines 6.1.5; Outside Utilities Guidelines 8.3.2.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-04.

*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 #25-04 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then declared Case #25-04 closed and notified Mr. Faulkner that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

6. Case #25-05; 309 Moore Street – Bulkhead & Pier

Chair McCune introduced Case #25-05 and asked if any Commissioners needed to recuse themselves; hearing none she asked for the Staff Report. Mr. Garner asked that the Staff Report be submitted as part of the record and stated that the request is to install a new bulkhead and pier at 309 Moore Street.

Chair McCune asked if the requested bulkhead was vinyl and Mr. Garner stated that it was. She further noted that there were other vinyl bulkheads in the historic district that are made of vinyl.

Mr. Faulkner stated the bulkhead was to prevent erosion.

Member Cummins asked if the boat lifts on page 95 of the application were included and Mr. Faulkner stated that they were not requested at this time. Member Cummins stated it was important to note that the bulkhead cannot be seen from the street and the boatlifts are not included in this application.

*Chair McCune 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 #25-05. Vice-Chair Hedrick made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-05, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Docks, Piers, and Boardwalks Guidelines 8.7.1.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-05.

*Chair McCune 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 #25-05 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then declared Case #25-05 closed and notified Mr. Faulkner that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

7. Case #25-06; 510 Front Street – Replace 10 Windows on Water Side

Chair McCune introduced Case #25-06 and asked if any Commissioners needed to recuse themselves; hearing none she asked for the Staff Report. Mr. Garner asked that the Staff Report be submitted as part of the record and noted the following COA’s for the non-historical building:

- 2023 – COA was granted for new signage and window replacement.
- 2021 - COA was granted for a new 16 sq. ft sign facing Front (Beaudega)
- 2017 - COA was granted for a new 16 sq. ft. sign facing Front (Black Sheep)
- 2017 - COA was granted to install 3 retractable awnings on upper units.
- 2010 - COA was granted for a 16 sq. ft. sign (Queen Anne’s Revenge) Other COA’s have been granted for this building going back to 2003 and mostly for signage for businesses and for the screening fence on the east side of the structure next to the Boardwalk.

There was a discussion regarding the previous COA’s for window replacements.

Secretary Anderson administered the Oath to the applicant’s agent, John Flowers.

He stated that this is a repair and replace project on the east side of the building. The existing windows are vinyl with grilles between glass.

*Chair McCune 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 #25-06. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-06, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Window and Door Guidelines 6.4.3, 6.4.7, 6.4.10; Historic Store Front Guidelines 6.9.1.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-06.

*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 #25-06 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then declared Case #25-06 closed and notified Mr. Flowers that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

8. Case #25-07; 209 Moore Street – Siding & New Front Porch & Rear Deck & Fence

Chair McCune introduced Case #25-07 and asked if any Commissioners needed to recuse themselves; hearing none she asked for the Staff Report. Mr. Garner asked that the Staff Report be submitted as part of the record and stated that the owner wishes to install a new front porch, rear deck, install new siding on front and install a Beaufort Style Fence at 209 Moore Street. He noted that the applicant, Ms. Maggie Chalk, met with Chair McCune and staff to review the application.

Secretary Anderson administered the Oath to the property owner, Michael Martin, and Ms. Maggie Chalk, preservation architect AIA, NCARB.

Ms. Chalk stated that the house at 209 Moore St is a modified segment of a historic building which was part of St. Paul’s School, called Watson Hall. She explained the proposed modifications including the removal of a third chimney to add a deck, removal of landscaping, and addition of new landscaping.

Mr. Martin added that they had researched extensively for photographs and information regarding the house and its history with limited findings.

Ms. Chalk also explained that the front vinyl siding will be removed and the uncovered original wood siding and trim repaired on the front exterior wall. The front second story gable vinyl shake-profile siding will be removed and replaced with painted cedar shake siding, and all embellishments will be removed. Front vinyl siding only will be removed at this time. Ms. Chalk showed paint samples to the Commission.

*Chair McCune 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 #25-07. Member Sabiston made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-07, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Roof Guidelines 6.1.1, 6.1.2, 6.1.3, 6.1.6; Wood Siding, Trim, and Ornament Guidelines 6.2.1, 6.2.2, 6.2.3, 6.2.14; Brickwork and Masonry Guidelines 6.3.1, 6.3.2, 6.3.9; 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; Decks on Historic Buildings Guidelines 7.9.1, 7.9.2, 7.9.3, 7.9.4; Landscaping Guidelines 8.1.1, 8.1.5; Fences and Walls Guidelines 8.2.2, 8.2.3.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-07.

*Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission 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 #25-07 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then declared Case #25-07 closed and notified Mr. Faulkner that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

9. Case #25-08; 300 Front Street Unit 3 - New Signage

Chair McCune introduced Case #25-08 and asked if any Commissioners needed to recuse themselves; hearing none she asked for the Staff Report. Mr. Garner asked that the Staff Report be submitted as part of the record and stated that the request is to install a hanging sign = 10.6 sq. ft., an attached sign on the east side of the building = 16 sq. ft. totaling = 26.6 sq. ft.

The proposed signage is to replace the former Mexican Restaurant hanging sign (10.6 sq. ft) as well as the attached signage on the east side of the building which was 16 sq. ft. This property has 85 feet of street frontage which would permit up to 170 square feet of total signage per the Land Development Ordinance (LDO) So far Encanto has 30.63 sq. ft and Beaufort Yacht Sales has 28 sq. ft. So far total signage is 58.63 sq. ft of the 170 allowed.

Secretary Anderson administered the Oath to the applicant, Lindsey Nguyen.

*Chair McCune 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 #25-08. Member Cummins made the following motion: Having reviewed the record and having considered all evidence submitted and oral testimony for Case #25-08, move that the Commission concludes that the pending application meets the following design standards under the Design Guidelines for the Beaufort Historic District and Landmarks: Signage Guidelines 8.6.1, 8.6.2, 8.6.3, 8.6.5.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then asked for a motion for a Certificate of Appropriateness for Case #25-08.

*Vice-Chair Hedrick made a motion to approve the Certificate of Appropriateness based on the following: Based upon the foregoing Findings of Fact, I move that the Commission 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 #25-05 be issued for the proposed work.*

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune then declared Case #25-08 closed and notified Ms. Nguyen that the Minutes and Findings of Fact would be adopted at the next meeting and the COA would then be issued.

**Commission / Board Comments**

Vice-Chair Hedrick asked about an updated survey of the historic district.

**Staff Comments**

Mr. Garner thanked Ms. Quattlebaum, Mr. Fockler, and Ms. Anderson for their support.

Regarding the updated survey of the historic district, appropriations have been planned in the future budget for the survey.

**Adjourn**

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

*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*


*Voting yea: Chair McCune, Vice-Chair Hedrick, Bradley Cummins, Marissa Morris, Jessica Sabiston*

Chair McCune declared the January 7<sup>th</sup>, 2025 meeting adjourned at 8:30 p.m.



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Chair, Joyce McCune



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Board Secretary, Laurel Anderson



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

January 7, 2025

Kyle McLaughlin  
511 Turner Street  
Beaufort, NC 28516

RE: Case # 24-23 312 Moore Street- New Single-Family Home

Dear Mr. McLaughlin:

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 December 3, 2024, to consider a Certificate of Appropriateness (“COA”) application submitted by **KYLE MCLAUGHLIN FOR CASE #24-23 312 MOORE 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 December 3, 2024, we find that the application submitted meets the following design standards under the Design Guidelines for the Beaufort Historic District & Landmarks [revised 2008]:

*New Construction Guidelines*

*Building Placement*

- 7.1.1. Maintain a similar front, side, and rear yard set back 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.
- 7.1.4. Minimize ground disturbance during new construction to avoid unnecessary damage to unknown archaeological resources.
- 7.1.5. For new construction on Beaufort’s waterfront, minimize any negative impact on historic vistas and conform designs to the policy statements in Chapter 5.

*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 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.
- 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 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 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.

*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 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.

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 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.

8.1.4. 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.

8.1.7. 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.

*Outside Utilities Guideline*

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.

8.3.6. 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.

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

*Off-street Parking Guidelines*

8.5.1. 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.

8.5.7. 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.

*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.

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.

*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.

*Brick and Masonry Guidelines*

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*

6.4.7. 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.

*Foundation Guidelines*

6.6.4. New vents or access doors should be centered between piers. Use inconspicuous vents, such as black iron or dark plastic, rather than unpainted aluminum. Locate access doors and other new openings in areas not visible from public view.

6.6.5. For infilling between existing brick piers, construct a curtain wall that is recessed approximately 1” to 2” back from the outer face of the piers so the original piers stand out; use this treatment for both old and new foundations. Flush foundations and infill are not appropriate. Concrete block may be used only if covered with a veneer of brick or sand-finished stucco. Leave foundations under porches open wherever possible to promote air circulation to prevent rot and deterioration; use wood lattice or grilles to enclose.

6.6.6. Wood grilles or lattice are appropriate for infill if compatible with the period or style of the structure. Stock lightweight lattice is not appropriate in areas in the public view.

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*

6.7.2. 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.

*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.

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


8.2.3. Fences shall not exceed a height of four (4) feet in front yards and other areas of primary visual concern. Fences at rear yards and other areas not readily seen from the public view may be up to six (6) feet high. The transition between low front fences and higher rear fences should be made as far to the rear of the enclosed structure or yard as possible, and no more than half the depth of the yard forward of the principal structure. Avoid attaching a portion of the fence to a building because possible termite damage.

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.

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

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 # 24-23 312 MOORE STREET – NEW SINGLE-FAMILY HOME** with the conditions that **(1) the porch railing be made of wood, (2) the front and side fencing be made of wood, (3) the shutters be made of wood or composite, and (4) that all windows be Anderson 100 SDL Series windows.**

This the 7<sup>th</sup> day of January, 2025.

  
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Joyce McDune, 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.