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

Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, February 14, 2022 - Via Zoom Due to COVID-19 Pandemic
Monthly Meeting

Call to Order

Roll Call

Agenda Approval

Manager Report

Public Comment

Presentations

1. Doug Townsend, Chairman, Beaufort Harbor & Waterways Master Plan Advisory Committee

Items of Consent

1. Minutes- December 6, 13 & 20, 2021; January 10, 2022
2. Wooden Boat Show Event

Items for Discussion and Consideration

1. Returning to In-Person Meetings
2. Update Golf Cart on Public Streets Ordinance
3. Volunteer Board, Commission & Committee Appointments
4. Wastewater Asset Management Plan

Quasi-Judicial Proceeding

1. Case #22-01 Special Use Permit for an Accessory Dwelling Unit at 308 Ann Street

Mayor/Commissioner Comments

Adjourn

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Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, Feb. 14, 2022

AGENDA CATEGORY: Presentation

SUBJECT: Harbor & Waterways Master Plan Advisory Committee Progress Report

BRIEF SUMMARY:

Mr. Doug Townsend, Chairman of the Beaufort Harbor & Waterways Master Plan Advisory Committee, will be giving a presentation that outlines the current progress of the committee, in terms of project updates and future objectives.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Elizabeth Lewis, Town Clerk

BUDGET AMENDMENT REQUIRED:

N/A

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Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, Feb. 14, 2022

AGENDA CATEGORY: Items of Consent

SUBJECT: Minutes

REQUESTED ACTION: Approve the draft meeting minutes below.

December 6, 2021- Organizational Meeting
December 13, 2021- Regular Meeting
December 20, 2021- Work Session

January 10, 2022- Regular Meeting

EXPECTED LENGTH OF PRESENTATION:

1 minute

SUBMITTED BY:

Elizabeth Lewis, Town Clerk

BUDGET AMENDMENT REQUIRED:

No

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Town of Beaufort Board of Commissioners
Organizational Meeting
December 6, 2021- 6:00 PM
Beaufort Fire Department
506 Live Oak Street

Beaufort Fire Department Honor Guard put forward a flag presentation, and the pledge of allegiance was recited by all.

Call to Order

Mayor Newton called the meeting to order at 6:00 PM

Roll Call

Mayor Newton called role.

PRESENT:

Mayor Newton
Commissioner Carter
Commissioner McDonald
Commissioner Hollinshed
Commissioner Hagle

Agenda Approval

Commissioner Hollinshed made a motion to approve the agenda.

Voting Aye: Commissioner Carter, Commissioner McDonald, Commissioner Hollinshed, Commissioner Hagle

The motion passed unanimously.

Items for Discussion and Consideration

1. Amend minutes of the February 10, 2020 Regular [4] ting – John Day, Town Manager

John Day, Town Manager, explained there was a final housekeeping item that needed to be addressed by the current board. At the regular meeting of February 10, 2020 the minutes contained a clerical error that did not indicate that Commissioner Hagle's motion also included an adoption of the reimbursement resolution for USDA utility projects. Mr. Day said they were asking that the board amend the minutes of February 10, 2020 to reflect the action to adopt a reimbursement resolution.

Mayor Newton asked if any of the commissioners had questions for the Town Manager.

There were no questions.

Mayor Newton asked what the pleasure of the board was.

Commissioner Hagle made a motion to amend the minutes as presented.

Voting Aye: Commissioner Carter, Commissioner McDonald, Commissioner Hollinshed, Commissioner Hagle

The motion passed unanimously.

2. Passing of the Gavel – Everette "Rett" Newton, Mayor

   Mayor Rett Newton invited Mayor Elect, Sharon Harker up front where she was presented with the gavel and a key to Beaufort. She was surrounded by several former Mayors of Beaufort, as well as her family and friends.

3. Oath of Office- Sharon Harker, Mayor Elect

   Barbara Cooper, North Carolina Notary Public, administered the Oath of Office to Sharon Harker as followed:

   > I, Sharon Harker, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Mayor for the Town of Beaufort, so help me God.

4. Oath of Office - Melvin Cooper, Commissioner Elect

   Judge Jefferson Griffin, North Carolina Court of Appeals, administered the Oath of Office to Melvin Cooper as followed:

   > I, Melvin Cooper, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Commissioner of the Town of Beaufort, so help me God.

5. Oath of Office - Charles "Bucky" Oliver, Commissioner Elect

   Judge Jefferson Griffin, North Carolina Court of Appeals, administered the Oath of Office to Charles "Bucky" Oliver as followed:

   > I, Charles Oliver, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and

that I will faithfully discharge the duties of my office as Commissioner of the Town of Beaufort, so help me God.

6. Oath of Office - Bob Terwilliger, Commissioner Appointee

Valerie Magnatto, North Carolina Notary Public, administered the Oath of Office to Bob Terwilliger as followed:

I, Robert Terwilliger, do solemnly swear that I will support and maintain the Constitution and laws of the United States, and the Constitution and laws of North Carolina not inconsistent therewith, and that I will faithfully discharge the duties of my office as Commissioner of the Town of Beaufort, so help me God.

7. Recognition of Outgoing Commissioners and Mayor

Mayor Harker said it was a bittersweet moment of transition but noted what great success the outgoing commissioners and mayor had, discussing their many accomplishments over the years. She presented them each with a gift and proclamation honoring their dedication to the Town of Beaufort. Each proclamation is listed below:

PROCLAMATION
Honoring Commissioner Ann Carter for her Dedicated Service to the Town of Beaufort

WHEREAS, Ann Carter, a long-time resident of Beaufort, business owner and compassionate nurse served the Town of Beaufort in numerous volunteer roles before beginning her career as an elected official; and

WHEREAS, Carter is a graduate of DePaul Hospital School of Nursing and a registered nurse volunteering her time and talents at the Broad Street Clinic; and

WHEREAS, Carter volunteered as an appointed member of both the Town of Beaufort Planning Board and Board of Adjustment volunteer committees, presiding as Chair for several years; and

WHEREAS, Carter was first elected to serve the citizens of Beaufort as a Town Commissioner in December of 1987. She served the Town in this position until 1991; and

WHEREAS, Carter was elected Mayor of the Town of Beaufort in December of 2003 and assumed that role through 2007; and

WHEREAS, Carter was re-elected as a Town of Beaufort Commissioner in December of 2009 and has been a dedicated member of the board serving consecutive terms ever since; and

WHEREAS, during Carter's years of service to the Town, she has been an advocate for the citizens, and has guided Beaufort through growth with the goal of maintaining the sense of community so important to Beaufort citizens; and

WHEREAS, Carter during her time on the Board advocated for recreational facilities, a long-term infrastructure plan and a bicycle plan in the Town of Beaufort; and

WHEREAS, Carter passionately and devotedly served the citizens of Beaufort in her roles as volunteer and elected official; and

NOW, THEREFORE, BE IT RESOLVED THAT, I, Mayor Sharon Harker do hereby proclaim December 8, 2021 as "Ann Carter Day" to express appreciation for the devotion, knowledge and service given by Ann Carter over her tenure as Commissioner and Mayor.

Duly adopted this 6th day of December 2021

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Sharon Harker
Mayor

PROCLAMATION
Honoring Commissioner Charles McDonald for his Dedicated Service to the Town of Beaufort

WHEREAS, Charles McDonald, was born and raised in Beaufort. McDonald is a graduate of the Queen Street High School and a graduate of Harris Barber College; and

WHEREAS, McDonald began his career in public service by serving as a Town of Beaufort Police Officer where he advanced to the position of Police Chief, making him the first African-American to serve in that role; and

WHEREAS, McDonald served as the Beaufort Police Chief from 1992-1998 before retiring; and

WHEREAS, McDonald has owned and operated two small businesses in his hometown of Beaufort; and

WHEREAS, McDonald was first elected to represent the citizens of Beaufort in December of 2001 as a Town of Beaufort Commissioner and has served consecutive terms through 2021; and

WHEREAS, McDonald was first selected as Mayor Pro-Tempore in 2007, a position he was again selected for a total of three terms over his career as Commissioner; and

WHEREAS, McDonald ran for office out of his love for Beaufort and his love of the people; and

WHEREAS, McDonald served as a voice of the people voting his heart and conviction; and

WHEREAS, McDonald was an advocate for equality in all neighborhoods in Town and successfully served the community with great dignity; and

NOW, THEREFORE, BE IT RESOLVED THAT, I, Mayor Sharon Harker do hereby proclaim December 9, 2021 as "Charles McDonald Day" to express appreciation for the dedication, commitment and service shown by Charles McDonald over his tenure as Commissioner/Mayor Pro-Tem.

Duly adopted this 6th day of December 2021.

_____

Sharon Harker
Mayor

PROCLAMATION
Honoring Mayor Newton for his Dedicated Service

WHEREAS, Everette "Rett" Newton was reared from an early age in the Town of Beaufort, which he and his family continue to call home; and

WHEREAS, Newton, demonstrated unwavering dedication to our country in the United States Air Force, retiring at the rank of Colonel after 28 years; and

WHEREAS, Newton has displayed the same dedication for his hometown of Beaufort by serving as the Chair of the Parks and Recreation Advisory Board prior to being elected Mayor; and

WHEREAS, Newton was elected Mayor in December of 2017 and again in 2019 serving two terms; and

WHEREAS, Newton worked passionately to lead the Town of Beaufort and its citizens through two major hurricanes, Florence in 2018 and Dorian in 2019, rolling up his sleeves to serve the citizens of Beaufort, from delivering MRE's in the storms' aftermath to recognizing and working to correct the disparities Florence and other natural disasters unveiled in the years that followed; and

WHEREAS, Newton led the Town through the unknown early days of the COVID-19 Pandemic, working to ensure Beaufort and its citizens remained as safe and healthy as possible by providing updated information and implementing safety precautions; and

WHERAS, Newton, a PhD candidate for Marine Science and Conservation at the Duke Marine Lab, helped move the Town of Beaufort to the forefront of the State as a leader in the effort to cleanup local waterways. Under his leadership more than 120,000 pounds of debris, 11 derelict vessels, 34 illegal moorings and more were removed from the waterways inside Beaufort's jurisdiction; and

WHEREAS, Newton pushed to invest in infrastructure to secure the future of Beaufort, leaving Beaufort better than it was at the time of his first election, and thanks to his leadership has helped establish a plan for a secure future for the Town.

NOW, THEREFORE, BE IT RESOLVED THAT, I, Mayor Sharon Harker do hereby proclaim December 10, 2021 as "Rett Newton Day" in appreciation of his dedication, commitment and service to the citizens of Beaufort.

Duly adopted this 6th day of December 2021.

_____
Sharon Harker
Mayor

8. Appointment of Mayor Pro-Tem

Mayor Harker said according to the Town Charter, at the first meeting after the election the Board of Commissioners are to select one of its members to act as Mayor Pro Tempore; the job of the Mayor Pro-Tem while they are in office is to act as Mayor, in case of sickness or absence of the Mayor, and perform their duties. Mayor Harker asked for a motion to open the floor for nominations.

Commissioner Hagle made a motion to open the floor for nominations of Mayor Pro-Tem.

Commissioner Cooper nominated Commissioner H

Mayor Harker asked if there were any other nominations, if not, was there a motion to close the floor for nominations.

Commissioner Cooper made a motion to close nominations for Mayor Pro-Tem.

Mayor Harker asked for a vote regarding the motion to appoint Commissioner John Hagle as Mayor Pro-Tem.

Voting Aye: Commissioner Cooper, Commissioner Hagle, Commissioner Hollinshed, Commissioner Oliver, Commissioner Terwilliger

The motion passed unanimously.

Mayor/Commissioner Comments

Commissioner Terwilliger thanked the commissioners who appointed him to the vacant seat, noting it was a great honor and one of the most important jobs he has had in his life. He spoke to the citizens and fellow Commissioners, saying that he looked forward to the journey over the next few years and would give it his best efforts. He also thanked his family for their support, noting he could not have done it alone.

Commissioner Cooper thanked his family, friends and citizens who put their trust in him to fill the position and said he would honor them all in every way he could.

Commissioner Oliver expressed his gratitude to be elected to the position and thanked his family for their love and support. He also stated he was excited for the years to come, but also paid deep respect to the outgoing board members.

Commissioner Hollinshed said she looked forward to working with the new board as well as Mayor Harker and hoped for a good working rapport.

Commissioner Hagle thanked Ann Carter, Charles McDonald and Rett Newton for their service to the Town of Beaufort, noting he really enjoyed working with them all and emphasized many accomplishments made, even during challenging times. He complimented the positive changes they were part of during their years of service and how the citizens of Beaufort will continue to benefit from these improvements for years to come. He added the future of Beaufort was very bright, and congratulated Mayor Harker on her new role. He also congratulated the new commissioners and said he was honored to be serving beside them to continue making Beaufort a great place to work, live and visit for all citizens and visitors. He thanked Town Manager, John Day and the rest of the employees who work hard every day to keep Beaufort safe and provide services to the citizens. He ended with a safety message, emphasizing how important focusing on your driving is and reminded everyone not to use their phone while behind the wheel, specifically texting and driving.

Mayor Harker said she wanted to extend her sincere gratitude to the citizens of Beaufort, for trusting her to serve as the next Mayor; noting she was humbled and honored. She said she was also honored to be the first African American to serve as Mayor, stating what an historical moment it was in the Town's 380-year history and one that should not be taken lightly. She thanked her husband and the rest of her family and friends who supported her along the journey. She gave thanks to the hardworking staff who have been part of many completed projects, noting while there is still work to be done, they were moving in the right direction. She discussed the season of change, as they welcome three new Commissioners, a new Mayor, and a new Town Manager, noting it was an exciting time for Beaufort, filled with magnificent opportunities for the future. She emphasized the importance of continuing to exercise diversity, equity, and inclusion, so that all cit[illegible] feel heard and valued, adding that it would take everyone working together to achieve that goal. [illegible] thanked the outgoing Commissioners and

Mayor for the dedication, service and leadership shown to the citizens of Beaufort, stating it had been an honor working with them. She welcomed the new Commissioners and expressed her excitement to continue working Commissioner Hollinshed and the newly selected Mayor Pro-Tem, John Hagle. She ended by stating the future of Beaufort is very bright.

Adjourn

Commissioner Hagle made a motion to adjourn the meeting.

Voting Aye: Commissioner Cooper, Commissioner Hagle, Commissioner Hollinshed, Commissioner Oliver, Commissioner Terwilliger

The motion passed unanimously.

The meeting was adjourned at 6:45 PM

Reception

Mayor Harker thanked everyone for coming and a reception followed.

_____

Sharon Harker, Mayor

_____

Elizabeth Lewis, Town Clerk

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Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, December 13, 2021 - Zoom due to the COVID-19 Pandemic
Minutes

Call to Order

Mayor Harker called the meeting to order at 6:00 PM

Roll Call

Elizabeth Lewis, Town Clerk, called the role.

PRESENT:

Mayor Harker
Mayor Pro-Tem Hagle
Commissioner Cooper
Commissioner Hollinshed
Commissioner Oliver
Commissioner Terwilliger

Agenda Approval

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

Voting Yea: Commissioner Hagle, Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Terwilliger

The motion passed unanimously.

Manager Report

John Day, Town Manager, shared that he and key staff members attended a two-day diversity, equity and inclusion learning retreat that was very worthwhile and informative. He also mentioned Mayor Harker had been in contact with the instructors and it would be beneficial for the new board to participate in a similar course. Mr. Day also recognized Brian Beck, Fire Captain, as he was honored at a “Hometown Hero” luncheon on December 7th in Raleigh, NC. The Hometown Heroes Program is organized through the North Carolina Automobile Dealers Association to recognize first responders. Mr. Day elaborated by characterizing Mr. Beck as an excellent employee, who was a dedicated fire fighter and a real asset to the Town of Beaufort.

Public Comment

There was none.

Items of Consent

1. Minutes- October 25 & November 8, 2021
2. Lions Club Bridge Run 2022

Commissioner Oliver pointed out there were a few minor corrections that needed to be made to the October 25, 2021 minutes, these corrections were noted as a missing commissioner name in a motion on page four and a change to a word used on page seventeen.

Mayor Harker asked for a motion to approve the consent items, including corrections to the minutes on page four and seventeen.

Commissioner Hagle made a motion to approve the consent items with the corrections to the minutes.

Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner Terwilliger, Commissioner Cooper, Commissioner Oliver

The motion passed unanimously.

Items for Discussion and Consideration

1. Returning to In-Person Meetings

Mayor Harker reported the recent covid numbers in Carteret County and initiated the discussion by asking the board their thoughts on the matter of returning to in-person meetings.

Commissioner Hagle suggested one of the January meetings as a return date, depending on the hybrid IT equipment. He asked Mr. Day if there was any update on that equipment.

Mr. Day said they had reached out but have not heard back yet, assuming it is on schedule for the end of December as they suggested.

Commissioner Hagle said he hoped to have it by the January work session and suggested holding those meetings at the Train Depot as well.

Commissioner Hollinshed agreed the conference room at Town Hall was too small for comfort and meetings should not be held there. She said she was okay with returning to the depot in January, unless there was a bump in cases after the holidays.

Commissioner Terwilliger agreed with the other comments thus far and suggested targeting January as a return window. He said the recent swearing in ceremony was successful and noted people were feeling more comfortable gathering, as long as there was the ability to distance. He agreed that the Train Depot would be an ideal place to meet; adding, with three new commissioners and a new mayor, it is important to build a bond as a group moving forward and that would be more feasible to do in person. He said he would be in favor of starting to meet in-person in January, assuming nothing degrades between now and then.

Commissioner Cooper agreed with Commissioner Terwilliger and said that people need to see them in their new roles; he would be happy to start meeting in-person sometime in January.

Commissioner Oliver said he was of the same vein; the sooner the better, the stronger.

Mayor Harker confirmed there was a consensus to aim for returning in-person at the January meeting, and suggested they discuss it again at the December work session.

2. Delinquent Utility Accounts

Mr. Day explained that early in the pandemic there was an executive order that enacted a prohibition on utility disconnections for n[illegible]ayment, the order has expired, but Beaufort,

like nearly all local governments, continued to honor it. He said, currently there are 120 accounts that are about $99,000 past due. American Recovery Plan Act (ARPA) funds may be used to alleviate all or part of the past due amounts. The Town has great flexibility in structuring payment plans for past due accounts. At the November 22 Work Session, the Board decided by consensus to consider the creation of a utility assistance grant program similar to that used in Durham for those with delinquent accounts; information regarding the Durham program is attached for the Board's consideration. He said the Board also directed staff to re-establish collection efforts and implementing payment plans with those who have delinquent accounts in January. The Town newsletter listed a request for folks who are behind to call and set up some kind of payment plan. Mr. Day added that there was a recent press release from the North Carolina Department of Health and Human Services announcing a new program that is funded with American Recovery Plan Funds, to provide utility assistance to low-income households. He explained that those people who are receiving public assistance are automatically enrolled into this program and the Town has been in touch with Carteret County DSS regarding; others who income is 150% of poverty level are also eligible to apply for the program beginning in January. The program does not state clearly how many funds are available, staff is asking for direction, whether or not that be an additional program that goes beyond the one announced by NCDHH. Mr. Day suggested waiting to find out exactly how much is available through the program, so the Town will know how much it would offset the delinquent accounts. He said if there is a need for the Town to adopt its own program, one easy way to do it might be to pick up what those remaining delinquent amounts are through the funding the Town has available through the American Recovery Plan; this would make it simple, rather than going through the application process. Mr. Day said he was available to answer questions, as well as Christi Wood, Finance Director.

Mayor Harker thanked Mr. Day and asked to hear from the board members, in hopes to provide a little guidance on the situation.

Commissioner Hagle said he did some research on the State program discussed and found that North Carolina had $39 million dollars to work with; he said it sounded like a good program and reiterated that each county's Department of Social Services will be the administrator of the funds. He said he listened to a podcast earlier that explained the details of the program, and while it is unclear on how far the funds will go, but he liked the idea of the program and thought it would be very helpful.

Commissioner Hollinshed said she tended to agree with some of that but wanted to dig a little deeper. She said she wanted to know what the amounts were of each account and when these people were notified to go through DSS, there be an order to disconnect associated with it, as it is a critical piece in order to qualify for the program. She said she would also like to know if these were property owners, renters, etc., because there are different programs out there and the background would be nice to know. She said often these programs are not sure where they are, and it is good until the money runs out. She added solid waste component to the discussion, as trash pickup is associated with the utility bill. She pointed out those portions of the bill could have been unpaid as well but are not part of the utility usage. She said in her opinion, the Town of Beaufort having a plan would be the last resort and the State money available through DSS should be used first. She also questioned the businesses and their role in the delinquent account totals, as it seems the plans only address individuals.

Commissioner Terwilliger said he agreed with a lot of the questions asked but had a couple of additional ones. He said he believed they needed some additional details and a

breakdown of what comprised the 120 accounts and $99,000 past due. He said he assumed the $99,000 is continuing to grow and questioned at what rate it was growing, as it would be interesting to know how much was being added to the total on a monthly basis. He asked if the Town had an internal process for people to use if they run into financial hardships and need assistance from the Town; if not, he suggested that there be one established. He added it would help them understand who was having problems, why they were struggling and act as a basis to facilitate informed decisions. He said he did not feel there was enough information to make a decision right now, but he did not want his words to be misconstrued as he did not want to help. He said he believed they should help everybody who needs it, but it needs to be done in a controlled, organized and factful way so it can be explained to others who question the process.

Commissioner Cooper said he agreed that more information may be needed, but if there is the capability to assist our citizens, we need to move forward in that direction.

Commissioner Oliver said the biggest gap he had right now was the need for more data; he said his greatest fear was some of the non-payments may be more indicative of high sewer rates than COVID. He said that in his opinion, water and sewer are essential services to all of our users, trash likewise is an essential service, despite it being reported in the general fund. He said at this time, he did not personally have enough data to make a recommendation or a decision; he specifically noted additional information that would be helpful. He said he would like to know what the existing Town of Beaufort collection, deposit, payment, and who the responsible parties or account holders are…additionally, he requested to have a source of the order that overrode the original Town of Beaufort collection policy, with information such as what date it was implemented and rescinded. He said most importantly, he would like to get a breakdown between residential and commercial users, and an age reporting of any account that is past due, with the date that the order was implemented and the date when it was rescinded, as of 12/31/21- the end of the year. He said if they have that data, he believed they could get a better feel of why it occurred, what can be done to help, how much of it was COVID, how much of it may have existed even before the order for non-disconnect was issued; the biggest thing he would like to see, even before deciding how it is financed, is enough data that allows them to provide a good recommendation in the particular subject.

Commissioner Hagle said to start with, it is important to inform those who have delinquent accounts of the State program and the funds that are going to be available through the Department of Social Services in the County. He said he agreed, they do need more information, but suggested starting the process to help those through DSS if possible.

Commissioner Cooper said he knew that right now, DSS is going through the process, in terms of vetting their clients on the electric bill; will this be an additional burden on them, to be vetting people for our past due water bills?

Commissioner Hagle said they have been tasked to do that, and it is the same program the electric services are funded too, same group.

Mr. Day said just for clarity, the State is requiring the DSS offices to automatically enroll anyone who is receiving public assistance; so, they have already been in contact with the Town and the Town is providing them with the information they need in order to start addressing the past due utilities for those already enrolled in public assistance programs.

Commissioner Hagle asked if that included all the people in arrears?

Mr. Day said he had no idea of how many people who are in arrears or on public assistance.

Commissioner Oliver said I think it is separate.

Mr. Day said right, so that is not being taken care of at the individual level, rather than the organizational level; working directly to provide account information to DSS allowing them to work through that. As we discussed earlier, those who are not enrolled into public assistance will have to apply through the program beginning in January. He added that they do not track who has a rental property, who is a renter, and who is an owner; there is actually some prohibitions against asking people if they have rental property, that came down the legislator years ago. He said there are also privacy considerations that are statutory for utility accounts, only limited information can be given out, certainly nothing that is identifying any individuals. He suggested the easiest way to address the number of questions that have been asked would be to have each Commissioner email their specific questions to the Town Clerk, Elizabeth Lewis, so that they can be compiled and addressed by staff.

Commissioner Hollinshed asked if it had been rescinded.

Mr. Day said the last discussion the board had about this, staff was told not to do any cutoffs until January, not to even consider it until after that, and to first try and get people to work out payment plans; if there is a payment plan, we don't do cutoffs. He said that was the last direction that staff got, no cutoffs in December.

Commissioner Hollinshed said those were two different things; a cutoff versus rescinding the motion that was made to start it. She said you can stop it, but definitely not cut somebody off high and dry.

Mr. Day, right.

Mayor Harker said it sounded like they needed to have further discussion on the topic; is there a consensus for the Town to start working with NCDHHS program, to ensure citizens have that information? Also, we will get our questions answered once you email those. Do I have a consensus to start with that?

Commissioner Oliver said one thing he would like to point out, and Commissioner Terwilliger touched on it, in each of these cases, the Towns have gone to their county to tie into DSS or the system. He said he thought they needed to be mindful of that and consistent with it.

Mayor Harker said with that, we will let the Town go ahead and answer the questions that you will email, to get all the information needed to make a better decision on this. She asked to go around to make sure there was a consensus among the group.

Commissioner Hagle agreed but said he thought the focus should be on the DSS program first and then they will be able to see how many people have not been helped and go from there. He confirmed with Mr. Day regarding whether or not they would be able to know that.

Mr. Day said they had not yet heard back from the individual they are working with at DSS but assured them there would be an opportunity to follow up and find out how many folks

have been and will be able to receive help, and to what extent, because they will have to send the Town the money.

Commissioner Hollinshed said yes, that was the summation of her former comments, starting with DSS first to see where they were.

Commissioner Terwilliger had no further comments, and said he believed they were on the right track.

Commissioner Cooper had no further comments.

Commissioner Oliver had no further comments.

Mayor Harker asked Mr. Day if he thought he had all the information they needed with that.

Mr. Day said if they followed up with the emails, then yes.

Public Hearing

1. Case # 21-25 Staff Initiated Rezoning Eastern Avenue from TCA to B-1

Kyle Garner, Planning Director, presented the case and said that it was a staff-initiated rezoning. He explained this case came about after one of the property owners was reviewing some information regarding a rezoning that took place in 1998 and found that it was not consistent with the zoning map. Included in your packet, are the actual applications where those requests were made; staff went through Town attorney who recommended going through the entire process, rather than just cleaning up the map alone. Mr. Garner informed the group the item went to the Planning Board's November meeting and there were no public comments, and the Planning Board unanimously recommended approval of the request. Mr. Garner explained where the properties were located on Eastern Avenue, by explaining the vicinity map in the packet. He also referenced the past Zoning maps that were also included in the board's packet and noted the potential corrections to the map. Mr. Garner said he would be happy to answer any questions from the board.

Mayor Harker asked for a motion to go into Public Hearing.

Commissioner Hagle made the motion.

Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner Terwilliger, Commissioner Cooper, Commissioner Oliver

The motion passed unanimously.

Mayor Harker asked Ms. Lewis if there was anybody signed up to speak during the Public Hearing.

Ms. Lewis said there was not.

Mayor Harker asked for a motion to close Public Hearing.

Commissioner Hollinshed made the motion.

Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner Terwilliger, Commissioner Cooper, Commissioner O

The motion passed unanimously.

Mayor Harker asked if the board had any questions.

Commissioner Hagle had no questions and said it was really just cleaning up an old issue.

Commissioner Hollinshed had no questions.

Commissioner Terwilliger had no questions.

Commissioner Cooper had no questions.

Commissioner Oliver had no questions.

Mayor Harker said in the case of 21-25, what is the pleasure of the board?

Commissioner Hagle said he moved approval of the case as presented.

Mayor Harker said there was a motion on the table, now they will go around and vote.

Voting Yea: Commissioner Hagle, Commissioner Hollinshed, Commissioner Terwilliger, Commissioner Cooper, Commissioner Oliver.

Mayor Harker confirmed that the motion to approve the ordinance had been carried.

Mayor/Commissioner Comments

Commissioner Hagle thanked the staff for the services they provide throughout the year. He welcomed the new Commissioners and said he certainly looked forward to working with them in the coming months; he hopes they have as much fun as him in their roles. He also thanked all those who have been working to get the minutes up to date and said he hoped they would put a system in place so that it wasn't an issue again. He said thank you to staff and everyone who made the Christmas parade possible; it was a great day and beautiful weather for all those who watched and participated. He ended with a safety message: focus on your driving in a very sober way; do not drive under the influence as many do during this time of year. He also gave Happy Holiday wishes to all and reminded them to share blessings with others when possible.

Commissioner Hollinshed also welcomed the new Commissioners and said she would enjoy working with them. She also thanked Mr. Day for his service to the Town and wished him well in his retirement. She congratulated Brian Beck and gave well wishes to all staff members. She ended by discussing the major tornados that hit Kentucky and emphasized the importance of being resilient locally, in a human way, during major impacts such as a hurricane. She also wished everyone a Merry Christmas.

Commissioner Terwilliger thanked his fellow Commissioners for the warm welcome in joining the board, and said he too looks forward to working with everyone to have a productive 2022. He said he would like to echo what Commissioner Hagle said, by stating that he thought the folks in Town work really hard. He said, I don't think they get nearly the recognition they should, so I would like to personally say thank you. He said staff has gone over and above on a few things in his part of Town, which was very much appreciated. He also thanked staff in the Town Hall for their daily help when he questioned were asked or information was needed. He too wished Mr. Day a fun, relaxing and long retirement. He ended by stating that the Town was a lot of fun during the candlelight tour, there was a great turn out, and hopefully it was a sign of returning to some type of normalcy…Merry Christmas and Happy Holidays over the next few weeks.

Commissioner Cooper said he had spent time with Mr. Day and some of the staff in Town Hall; he saw the Town is in very capable hands, complimenting the employees. He wished Mr. Day an enjoyable retirement. He also reminded the board they were all stewards, and [illegible] have the responsibility of overseeing protection and

preservation in the Town of Beaufort, as the citizens have elected them to do so. He ended by wishing Happ Holidays to everyone.

Commissioner Oliver said the effort from the entire staff has been particularly clear to him during this transition of joining the board; everyone has gotten materials out properly, efficiently, courteously and he is thankful for that and for how blessed we all are; he concluded and thanked the Mayor.

Mayor Harker said the Town had gone through a lot over the years, but its resiliency has been the human portion of it; bonding together to get us through difficult times. She spoke about Mr. Day, saying he came along to the Town at the right time, imparting great wisdom that allowed a great future and vision for the citizens. She said she had learned a lot from Mr. Day and noted his compassionate nature along the way. She wished him well in his retirement and said she hoped he thought back about all the good things he helped put into place, such as encouragement, development, and training of Town staff. She welcomed the new board members and expressed how excited she was for everyone to work together. She ended by wishing staff a wonderful holiday season and recognized them for their hard work each day; with a special congratulations to Captain Beck for receiving the Hometown Hero award.

Commissioner Hagle added that he would like to also thank Mr. Day for his five years of service, noting the many improvements he has made to the Town along the way, putting it on a great path for the future.

Adjourn

Commissioner Hagle made a motion to adjourn the meeting.

The motion passed unanimously.

The meeting was adjourned at 6:55 PM

_____

Sharon Harker, Mayor

_____

Elizabeth Lewis, Town Clerk

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

Town of Beaufort Board of Commissioners Work Session Meeting
4:00 PM Monday, December 20, 2021 - Zoom due to the COVID-19 Pandemic
Minutes

Call To Order

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

Roll Call

Elizabeth Lewis, Town Clerk, called the roll.

PRESENT:

Mayor Harker
Mayor Pro-Tem Hagle
Commissioner Cooper
Commissioner Hollinshed
Commissioner Oliver
Commissioner Terwilliger

Agenda Approval

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

Voting Yea: Commissioner Hagle, Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Terwilliger

The motion passed unanimously.

Public Comment

There was none.

Project Updates

Greg Meshaw, Town Engineer, discussed the status of current projects; a summary of the presentation is included below.

- 15 Active Projects
  - 1 Parks & Recreation

  - 5 Street and Pedestrian Improvements
  - 6 Utility (5 Sewer, 1 Water & Sewer)
  - 1 Stormwater
  - 2 Building
- Active Projects- Detail
  - Cedar Street Park
  - FY20 Street Rehabilitation & Construction
  - Turner Street 100 Block Pedestrian Improvements
  - Town Wide Sidewalks (Part 5- FY20 Street Rehabilitation & Construction)
  - Downtown Parking
  - Turner Street- Broad Street Traffic Calming Improvements
  - USDA Funded Utility Project (Water, Sewer & Stormwater)
  - Wastewater Asset Inventory Assessment
  - High-Rate Infiltration System Permit Reacquisition
  - ECHS Sewer Pumping Issue Investigation
  - Wastewater Design Unit Flow Reduction Request
  - PruittHealth Sewer Service Construction
  - Meeting Street Drainage Improvements
  - Fire Station No. 2 Renovation
  - Train Depot Ceiling Repair/Painting
- USDA- Funded Utility Project (Water, Sewer & Stormwater)
  - 25% Design Meeting w/ Consultant
  - 3-day meeting
  - Direction provided by staff
  - Consultant had questions and requested “homework” for staff to complete over the next month
- Campen Road Water Line Extension Project Complete
  - Testing & disinfection complete
  - Connected
  - Pavement patching incomplete, ran out of asphalt, but almost done
  - Town staff sent certification papers to the State, still waiting on a reply
- Wastewater Design Unit Flow Reduction Request
  - Goal is to gain approval to use more accurate daily sewage flow design rate
  - Obtain from NC Department of Environmental Quality
  - Allocations of capacity become more realistic
  - The process includes assembled WWTP flowmeter calibration records, documented past infiltration and inflow studies and corrective actions, and complied daily WWTP influent flow records from 2018 to present
  - Other factors considered, determine number of sewer customers: month-by-month basis, residential vs. non-residential
  - Looking at heavier users of water
    - Calculations and results include: 281 GPD/Residential Equivalent Unit; RFU = 3 Bedroom Unit; 93.7 gallons per bedroom
  - Next step is to formalize the findings and request and send it to NCDEQ
- Wastewater Asset Inventory Assessment has been completed and the draft report has been compiled; the final report is expected to be back to Town staff soon after the first of the year. The plan has to be adopted by the board in order to receive final reimbursement for the work done by the consultant.
- Turner Street- Broad Street, Traffic Calming Improvements
  - Plans complete
  - Still need county permission for driveway realignment and bid the project out
- Train Depot Ceiling Repair/Painting
  - Peeling paint and swollen slat boards need to be addressed
  - Staff has preformed work in the attic, where the problem originated
  - HVAC ductwork resting on joists and attic insulation
  - Moisture-soaked insulation, no circulation under ductwork
  - Staff fixed the ductwork so it was not laying on the joists, they also dried and replaced moisture laden insulation

- Staff wants to obtain bids, schedule a contractor to do the work, monitor the attic through early summer and paint/repair in the summer months

Mr. Meshaw said he was happy to answer any questions or receive comments regarding the project updates.

Commissioner Oliver asked for clarification regarding the 93.7 gallons per day finding and how infiltration effects that number, looking at areas for potentially more relief.

Mr. Meshaw said that number includes infiltration, he added that they have examined water records and current records of flow to the wastewater treatment plant, which has infiltration built into it. He suggested he might be a good idea to look at it again after the USDA project is complete.

Commissioner Oliver asked how much of the 93.7 could be lowered by infiltration in our system.

Mr. Meshaw said he has not seen where any real extensive flow monitoring of this particular system had been done over the years; what has typically been conducted is several instantaneous flow type monitoring throughout certain parts of the system. He suggested however, that his past experience has shown lining to have been beneficial.

Commissioner Cooper asked where the 6.6 million came from for the pumping stations.

Mr. Meshaw said nothing has been scheduled, and the board would have to approve the projects as part of the budgeting and planning process, through adoption of a capital improvement plan that pulled the projects into the long-term budget plan. He said as time went on, he would like to look at funding that is applicable to these projects; such as USDA funds, state revolving loan funds if available, or initiatives released by the federal government. He suggested to complete these future projects, it would probably require outside and Town fundings. He reminded the group that this was a 10-year-plan, and there were many factors that contributed to the ability to be able to carry out the projects.

Commissioner Cooper asked about the sewage flow rate and how that study effects the citizens of Beaufort in terms of new construction and current residential properties.

Mr. Meshaw said it was the bulk of what was being built around Town; he explained how sewer capacity would be allocated in a residential sub-division using the proposed rate versus current numbers and the amount of water it would save.

Commissioner Cooper asked if there was any staff who were experienced enough to do the painting at the Train Depot.

Mr. Meshaw said it would be discussed internally and pointed out that staff does do a lot of office remodeling work.

Commissioner Cooper suggested it would save money if Town staff did the work, rather than contracting the job out to another company.

Mr. Meshaw pointed out it was a historic building, but they would look at staff doing the work.

Commissioner Terwilliger followed up with a question regarding the wastewater design guidelines, by asking Mr. Meshaw if the recommendation was 93.7 gallons versus 120 gallons.

Mr. Meshaw confirmed that was correct.

Commissioner Terwilliger asked if he thought studying it longer would be more beneficial in the long-run.

Mr. Meshaw said as long as the infiltration existed, they would not get any more credit; it is about how much shows up at the wastewater treatment plant, which factors into the calculations. He said as far as waiting goes, this could be reassessed again after the USDA project was completed, roughly three years from now. He said he did not think it was a matter of additional study, rather than additional action to precipitate changed conditions, that will achieve a better result…overall he suggested sufficient information had been complied.

Commissioner Terwilliger asked about the status of the rapid infiltration permit.

Mr. Meshaw said there was progress, said they were in a transition mode from preliminary engineering to real design and permitting work. He said this was being done by a consultant and he just received a scope of work from them last week; upon adequate review, they will move forward with authorizing the next step in the project.

Commissioner Hollinshed said in anticipation of receiving some stimulus money for the pump station repairs, would that be taken into consideration when considering the inventory report.

Mr. Meshaw said yes, right now they are targeting that money to a station that is not on the asset inventory recommendation list because it is already part of the capital improvement plan. He said this was wastewater station #7 and it would be a rather large expense, somewhere around $750,000 as an estimate.

Commissioner Hollinshed asked who was assisting Mr. Meshaw with this other than immediate staff.

Mr. Meshaw said that a lot of the heavy lifting had been done by finance staff regarding past usage, billing and gallons used per household. He said utilities staff had also helped in the process of gathering this data, as well as himself.

Commissioner Hagle brought up the point of older lift stations being considered a confined space; they are a hazard that must be managed quite diligently. He asked if those seven older stations were estimated to be in the same cost range as the $750,000 for station #7.

Mr. Meshaw said he did not have the numbers in front of him but estimated that the ones of Front Street would be more expensive, particularly the one at the end of Turner; he added that all of those stations are 50 years or older.

Commissioner Hagle asked about the infiltration pond and if the State might come around to the idea.

Mr. Meshaw said they had been in conversation recently regarding regulatory buffers, and so far, the discussions have gone well. He did add that he believed the regulators look at these types of systems more than they did in the early years, because there have been a few in the western part of the State that failed. He said that the systems on the coast have a greater potential to be more successful because of the sandy soils found in the area.

Commissioner Hagle asked if improvements to infiltration are made in the future, will he be able to go back to the State and request a lower rate?

Mr. Meshaw said a year's worth of inflow to the wastewater treatment plant is needed to back up the request; if the work is successful, the numbers will show it through the flow rates.

Items for Discussion and Consideration

1. Returning to In-Person Meetings

   Mayor Harker shared current COVID numbers in Carteret County and initiated discussion on the topic of returning to in-person meetings.

   The consensus of the Commissioners was to keep the virtual meetings in place until the hybrid option becomes available, to ensure the safety of the citizens. The board members also suggested additional safety measures may need to be in place even after returning to the Train Depot. The topic will be assessed and discussed again at the next meeting.

2. 806 Cedar St Mixed Use - Site Plan

Kyle Garner, Planning Director, requested the item be placed on the consent agenda for the January 10, 2022 Regular Meeting. He added this item had previously been approved two years ago but recently expired; the applicant re-submitted and there were no changes to the past approved plan.

Mayor Harker asked if there were any questions for Mr. Garner.

Commissioner Oliver asked for an explanation of how stormwater was addressed on a small parcel like the one mentioned.

Mr. Garner said they look at it as part of the original Cedar Street Mixed Use, and for the State, usually when development happens in a commercial setting a stormwater plan must be assembled and engineered. He said in this particular case, the property was less than 8,000 square feet, even with the lot next door, it is close to the same, making it under 20,000 square feet. He added the Town was looking to put in stormwater chambers and basins along Cedar Street as part of that project, as the area is becoming more commercialized, and some type of stormwater system will be needed. He suggested this is why the State has been involved, and the chambers are included as almost bioretention areas, so absorb some of the stormwater.

Commissioner Oliver asked if this was being offered to the applicant as part of the consideration of how stormwater is being handled on this particular lot.

Mr. Garner said absolutely, as well as anyone along the Cedar Street Mixed Use area.

Commissioner Cooper confirmed that the plans indicated two-stories, with the lower end being business and the upper story being residential. He asked if it would be considered a rental?

Mr. Garner said it was his understanding it would be a long-term rental.

Mayor Harker asked if there were any more questions, if not was there a consensus to place this item on the consent agenda?

The board unanimously agreed to place it on the consent agenda.

3. Rezone 2158 Live Oak Street totaling 0.579 acres from R-20 to B-1

Mr. Garner asked that this item be placed as part of a public hearing for the January 10, 2022 meeting; He explained it was a rezoning as well as a CAMA Map Amendment to the current map.

Mayor Harker asked if there were any questions; there were none.

The consensus of the board was to place the item as a public hearing.

4. Minutes- July 26, Aug. 17 and Sept. 27, 2021

The consensus of the board was to place this item on the consent agenda.

5. Minutes- November 22, 2021

The consensus of the board was to place this item on the consent agenda.

6. Financial Notes

Christi Wood, Finance Director, discussed the November financial report, tax balances report for October and November, and sales & use tax distribution for the month of September sales, which totaled $205,781. She said she was happy to answer any questions about the report.

Commissioner Oliver requested to spend some time, about an hour or so, with Ms. Wood to go over the report more in depth. He said he hoped this would address his questions and help him do a deep dive on the six-month report, which is more of a customary business review. He also brought up the audit report deadline of October 31, 2021 to the LGC; he said there was a 30-day grace period and asked if a waiver was required beyond that period. He also asked when the best expectation was for the audit report to be presented to the board.

Ms. Wood said the audit contract was amended by the manager, and it was being finalized. She said the audit report would be presented to the board in January or February.

Commissioner Oliver asked if the Town was required to have any kind of permission from the LGC beyond their guidance.

Ms. Wood said when the audit contract is amended, it must be submitted to the LGC; so yes, they are aware of it.

Commissioner Oliver confirmed that the contract amendment would be asking for their permission.

Ms. Wood said that was correct.

Commissioner Cooper said he would also like to sit down with the Finance Director and ask some questions, as well as each department head, to better understand how they represent the Town.

Commissioner Terwilliger said he would also like to sit down with Ms. Wood to go through the financial side of things. He too said he would like to meet with all the department heads at some point, mainly to become familiar with what they do.

Commissioner Hollinshed said she could use a refresher as well, and it would be good to sit down with department heads as well but suggested waiting for the new Town Manager to be part of the process.

Commissioner Hagle agreed and said he hoped to get a better financial reporting system in place, suggesting the current report has too much detail and is hard to understand.

Mayor Harker agreed meeting with staff was important, especially with a new board, and suggested scheduling time after the new Town Manager begins on January 4, 2022.

Mayor/Commissioner Comments

Commissioner Oliver said it would be very helpful to sit down with Ms. Wood and he would follow-up to schedule a time with her; he suggested the main goal was to get education on the present financial system. He suggested giving the new manager time to get settled before asking him for recommendations; he suggested it might be better to divide those two meetings up but believes they are both important.

Commissioner Cooper agreed it would be great to get these meetings set-up with staff to become more informed about what was going on around Town. He thanked those staff members who spoke on items earlier in the meeting.

Commissioner Terwilliger wished his fellow commissioners, the mayor and all those in attendance, a safe and happy holiday and said he was looking forward to working everybody as they moved forward into 2022.

Commissioner Hollinshed said there was a lot of work on their plates and looked forward to working through it in the upcoming year; she also wished everyone a safe and Merry Christmas.

Commissioner Hagle also wished everyone happy holidays and a Merry Christmas. He particularly thanked t staff for all the hard work they completed over the past year. He said it was great to be working with the new board and spoke on how important their new ideas and initiatives were moving forward. He ended by asking people to help others when possible and reminded everyone to focus on their driving during the holidays.

Mayor Harker said she remembered being a new commissioner and how that felt, even though her situation was different as she was surrounded by seasoned members. She said she appreciated the fact the new members were looking to enhance their knowledge and be more vocal on the board. She reminded the group that the new Town Manager starts on January 4, 2022 and touched on the importance of education, in terms of the required ethics training class. She ended by wishing everyone a happy and joyous holiday.

Adjourn

Commissioner Hagle made a motion to adjourn the meeting.

Voting Yea: Commissioner Hagle, Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Terwilliger

The motion passed unanimously, and the meeting was adjourned at 5:15 PM

_____

Sharon Harker, Mayor

_____

Elizabeth Lewis, Town Clerk

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

Town of Beaufort Board of Commissioners Regular Meeting
6:00 PM Monday, January 10, 2022
Via Zoom Due to COVID-19 Pandemic
Minutes

Call to Order

Mayor Harker called the meeting to order at 6:00 PM

Roll Call

Elizabeth Lewis, Town Clerk, called the roll.

PRESENT:

Mayor Harker
Mayor Pro-Tem Hagle
Commissioner Cooper
Commissioner Hollinshed
Commissioner Oliver

ABSENT:

Commissioner Terwilliger

Mayor Harker informed the group that Commissioner Terwilliger was unable to attend the meeting due to personal reasons and asked for a motion to excuse him from the meeting.

Commissioner Hagle made a motion to excuse Commissioner Terwilliger from the meeting.

Voting Yea: Commissioner Hollinshed, Commissioner Cooper, Commissioner Oliver, Commissioner Hagle

Agenda Approval

Commissioner Hollinshed made a motion to approve the agenda.

Voting Yea: Commissioner Hollinshed, Commissioner Cooper, Commissioner Oliver, Commissioner Hagle

Manager Report

Todd Clark, Town Manager, said he was working with the mayor and in the process of scheduling dates for the Board of Commissioners Retreat. He reported that the annual audit should be presented in February. He also mentioned transitioning the Human Resources part-time position to a full-time position and said he anticipated that to be an item at the January 24, 2022 Work Session. Mr. Clark shared that the Beaufort Fire Department ISO rating should be released by the end of January. He also shared that Pruitt Health Care has recently submitted their building permits to the Planning department.

Public Comment

Paloma Capanna; 127 Middle Lane, Beaufort, NC 28516

Ms. Capanna shared her concern about the 806 Cedar Street item, as she was not notified with a letter, nor did she see any signage posted. She mentioned knowing the neighbors but said it was only a consequence that she found out the item was on the agenda. She said she spoke with Kyle prior to the meeting, and it was her understanding that Beaufort has no notice requirements for any permit, not even for new construction, and that any notice requirements is set per North Carolina State Law, with no notice requirement for 806 Cedar Street. She requested the Town adopt a 30-day notice requirement, tiered by distance to the scale of the project, to be attested to by the applicant. She also said she would like the Town to adopt a seven-day publication requirement for the agendas to all meetings, at which a permit application is filed, including that the seven-day publication requirement applied to the Town website uploads; she said she would be glad to follow up with a letter to the Mayor referencing these requests. She ended with again stating she just happen to find this item on the agenda mid-day today and wanted to bring her concerns to the board's attention.

Kevin Sisson; 314 Marsh Street, Beaufort, NC 28516

Mr. Sisson said he had a couple questions about the 806 Cedar Street item on the agenda; referencing the site plan, at the south and west corner of the plan there is a notation, an as drawn, the affected area appears to be on two separate adjacent parcels. He said that the notation says a 5 ½ tall wooden fence on adjacent property, coordinate with owners to repair and complete missing section. He said he was unaware of the details of the fence and would like to know more about what he is required to do, offsets, requirements by the Town. He also asked if there was a grading and drainage plan showing direction of water flow at times of heavy rain; he said their property was immediately adjacent and noted that on the site plan it indicates lowering elevation of the southwest area, which abounds his property by .10 feet. He discussed the proposed elevation of the building in the south and east corners, stating the asphalt parking lot partially drains into an area right outside the backdoor of his building. He said he would like consideration to be given, at least, to address the finish grade at the southwest parking lot corner, if that was possible.

Items of Consent

1. Minutes- July 26, Aug. 17 and Sept. 27, 2021
2. Minutes- November 22, 2021
3. ~~806 Cedar St Mixed Use - Site Plan~~

Commissioner Hagle made a motion to remove item number three from the consent agenda and move it as item number one under items for discussion and consideration.

Voting Yea: Commissioner Hollinshed, Commissioner Cooper, Commissioner Oliver, Commissioner Hagle

The motion carried unanimously.

Commissioner Cooper made a motion to approve the minutes listed on the consent agenda.

Voting Yea: Commissioner Hollinshed, Commissioner Cooper, Commissioner Oliver, Commissioner Hagle

The motion carried unanimously.

Items for Discussion and Consideration

1. 806 Cedar St Mixed Use- Site Plan (Added)

Mayor Harker asked Mr. Clark to recognize a staff member to address the questions related to this item.

Kyle Garner, Planning Director, presented a brief PowerPoint- referenced and attached as Appendix I, that offered a detailed explanation of the project. Additionally, Mr. Garner informed the group that Laura and Vic Fasolino were tuned into the meeting as well and asked that they address the fence and drainage questions.

Vic Fasolino said he did not know the gentleman who made the comments about the fence, but assumed he was the property owner to the south side. He informed the group that there was a comment on the plans that said they would coordinate with the owner to repair and complete the existing section of fence; there is a fence on his property parallel to the back property line of ours, and it looked as if the last section (about 10-foot) of the fence had been hit or damaged by something. He said the comment was on there to confirm that they would be willing to complete or rebuild the last section of the fence for the owner, because that fence provides a visual screen between properties. He added that the fence was probably 60-feet long and it is only one section being discussed. Mr. Fasolino addressed the second question, regarding drainage, and said it was his intention for all the stormwater that falls on the parking lot to run forward on the site, out to Cedar Street. He said the way the grade is in the southwest corner is proposed, he saw the concern, as the proposed was showing as 100, and that would actually make it a little bit lower than the neighbor's property; what he would do is alternate the grade to raise it to 101, which would make the water come forward onto Cedar Street.

Mayor Harker asked if there were any questions for Mr. Fasolino.

Commissioner Oliver asked Mr. Garner if stormwater collection would be available as Cedar Street is developed, in the public aspect.

Mr. Garner said as part of the Cedar Street improvement, they were looking to put in some stormwater chambers, in conjunction with the NCDOT as partners. He said the water that drained into that area would be designed to go into one of those chambers.

Commissioner Oliver said he thought that was important for the public to know and wanted to confirm that the Planning Commission recommended approval of this request.

Mr. Garner said they did.

Commissioner Hagle made a motion to approve the site plan as presented, with the corrections Mr. Fasolino alluded to in the southwest corner elevation.

Voting Yea: Commissioner Hollinshed, Commissioner Cooper, Commissioner Oliver, Commissioner Hagle

The motion carried unanimously.

2. Emergency Leave Policy and Returning to In-Person Meetings

Barbara Cooper, Human Resources Manager, explained the Emergency Leave Policy was originally adopted in July 2021 and it had recently expired. She asked that the policy be extended until the end of December 2022; she noted employees were using the policy and the pandemic was still a factor.
Commissioner Hollinshed said the policy does not specify being fully vaccinated, and that would be the only thing she saw that needed to be tweaked.

Commissioner Cooper asked if there was anything in the policy regarding those who did not get the shot due to religious reasons or things of that nature.

Ms. Cooper explained that when the board adopted the policy in July, they determined the only employees who would be eligible were those who had been vaccinated.

Commissioner Cooper asked if the staff was fully vaccinated.

Ms. Cooper said they were not and would guess about 50-75% were fully vaccinated.

Commissioner Oliver said he was in favor of extending the policy for three months, instead of twelve months.

Commissioner Hagle said they could do three months or there could be an understanding that the policy could be revoked when it was no longer needed. He suggested looking at it on a month-to-month basis. He explained that the policy was created with intentions of providing an incentive for employees to get vaccinated.

Commissioner Cooper suggested that the incentive did not work, as all employees were not fully vaccinated and proposed all employees be eligible for the leave regardless of vaccination status.

Mayor Harker said it was still a personal choice, whether to be vaccinated or not, and the policy being discussed was setup to address those who have been vaccinated are eligible for the leave.

Ms. Cooper said her concern if the policy was changed would be those people who were turned down over the past year that had not been vaccinated. She said that would cause issues among employees.

Commissioner Hagle made a motion to extend the policy like it is, with the understanding it can be terminated when it is no longer needed and is reviewed on a month-to-month basis.

Commissioner Hollinshed said she would like to amend the motion to include the term “fully” vaccinated in the policy.

Mayor Harker confirmed to include the definition of fully vaccinated and asked for a vote.

Voting Yea: Commissioner Hollinshed, Commissioner Cooper, Commissioner Hagle

Voting Nay: Commissioner Oliver

The motion carried with a 3-1 vote.

Mayor Harker provided recent COVID numbers in Carteret County and initiated a discussion regarding returning to in-person meetings.

Commissioner Hollinshed suggested it was not a good time to return to in-person meetings.

Commissioner Cooper said if we go back to in-person, he would like to see people masked and provide proof of vaccination.

Commissioner Oliver asked if the communication equipment had been installed yet.

Mr. Clark said it had not, the delivery date had been pushed back to March.
Commissioner Oliver said he would vote in favor of virtual for the month.

Commissioner Hagle said he would say continue with virtual for the month and discuss it at the next meeting.

Mayor Harker said it sounded as if the consensus was to stay virtual for the next meeting and discuss it again at the work session.

3. Appointment to Beaufort Harbor and Waterways Master Plan Advisory Committee

Mayor Harker explained former Commissioner Ann Carter held the Ex-Officio position on the Beaufort Harbor and Waterways Master Plan Advisory Committee and the position needed to be filled with a current Commissioner. She asked for a motion to open the floor for nominations.

Commissioner Cooper made a motion to open the floor for nominations to the Waterways Committee.

Voting Yea: Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Hagle

The motion passed unanimously.

Commissioner Cooper nominated Commissioner Bucky Oliver.

Commissioner Hagle made a motion to close the nominations.

Voting Yea: Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Hagle

The motion passed unanimously.

Mayor Harker asked for a vote for Commissioner Bucky Oliver to replace Ann Carter as the Ex-Officio position on the Harbor and Waterways Master Plan Advisory Committee.

Voting Yea: Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Hagle

The motion passed unanimously.

Commissioner Hagle made a motion to appoint Ann Carter into the voting member position, as she has been actively working with the committee over the past few months.

Voting Yea: Commissioner Hagle, Commissioner Hollinshed

Voting Nay: Commissioner Cooper, Commissioner Oliver

Mayor Harker voted to break the tie; her vote was recorded as a nay.

The motion was denied with a 3-2 vote.

Mayor Harker explained the position will be opened and filled through the normal process; individuals will have the opportunity to submit an application. She said she encouraged Ms. Carter to apply for the position if she was interested in serving on the committee.

Commissioner Hollinshed suggested Ms. Lewis take a look at past applications, as there were many qualified candidates who applied last year when the committee was formed.

Public Hearing

1. Rezone 2158 Live Oak Street totaling 0.579 acres from R-20 to B-1

Mr. Garner presented Case #21-26, as a rezoning request. He explained the supporting documents in the agenda packet by elaborating on the staff report, and surrounding vicinity maps. He said that in February 2019 the Board of Commissioners rezoned the property surrounding the lot from R-20 to B-1 as well as amending the Land Use Plan Map to reflect Commercial Land Use. Since 2019, the surrounding owner has now acquired this .579 acre tract and wishes to rezone the property to be consistent with the surrounding and a Land Use Map Amendment to be congruous with the adjacent property. He added that the Planning Board recommended approval of the rezoning request and corresponding CAMA Map amendment at their November 15th meeting. Mr. Garner said in addition to conducting a Public Hearing, it is requested that a statement of consistency is provided for the request and proposed amendment to the Future Land Use Map to commercial. He added the applicant and property owners were in attendance should there be any questions for them, and of course he would entertain any questions as well.

Mayor Harker asked for a motion to open the floor for a Public Hearing.

Commissioner Hollinshed made a motion to go into Public Hearing.

Voting Yea: Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Hagle

The motion passed unanimously.

Mayor Harker asked Ms. Lewis if there was anyone signed up to speak during the Public Hearing.

Ms. Lewis said there was not anyone signed up.

Commissioner Hagle made a motion to close the Public Hearing.

Voting Yea: Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Hagle

The motion passed unanimously.

Commissioner Oliver asked Mr. Garner on separate parcels like these that are commonly owned, what are the stormwater requirements?

Mr. Garner said if they are developed, they are looked at as one group when discussing stormwater; everything under one ownership must be taken into consideration.

Commissioner Oliver said he would like whatever motion is made on this to site that as a condition.

Commissioner Hagle made a motion to approve the item as presented, with the understanding stormwater is dealt with as one total parcel, and the statement of consistency for the proposed amendment to the Future Land Use Map.

Voting Yea: Commissioner Cooper, Commissioner Hollinshed, Commissioner Oliver, Commissioner Hagle

The motion passed unanimously.

Mayor/Commissioner Comments

Commissioner Hollinshed welcomed Mr. Clark and offered a positive outlook on the future.

Commissioner Cooper also welcomed Mr. Clark as the new Town Manager. He thanked all those who participated in the New Year's Eve Pirate Drop event and said it was a great representation of Beaufort. He also applauded Mr. Meshaw with his quick response to a resident's concern.

Commissioner Oliver thanked Mr. Clark for attending the Harbor and Waterways committee meeting and sincerely welcomed him in his new role. He also touched on the hybrid equipment at the Train Depot, noting that equipment is very important to him, as it will be a tool to help build relationships with not only the other Commissioners and staff, but the public as well. He followed up on a few outstanding items: the delinquent utility accounts, updated job descriptions from the consultant who did the recent pay study, and construction on the Godette property. He said he was noting these future items to ensure consistency and to make sure they did not get dropped in the transition period.

Commissioner Hagle welcomed Mr. Clark and said he was excited to work with him. He mentioned how great it was to see the continued work being throughout Town, on streets and sidewalks, and commended Mr. Meshaw on his reports and projects. He ended by noting how important the IT equipment at the Train Depot was, just as Commissioner Oliver had mentioned, and said that will really help with getting back to in-person meetings.

Mayor Harker also welcomed Mr. Clark to the Town and also thanked the staff for working hard during the recent time of severe flooding. She mentioned the upcoming series which was part of the NC Resilient Coastal Community Program; she encouraged all citizens to participate in the virtual meeting on January 27th at 5:30 PM. She also recognized Samantha Burdick, Town Planner, for her hard work in leading the program.

Adjourn

Commissioner Hagle made a motion to adjourn the meeting.

The motion carried unanimously, and the meeting was adjourned at 7:00 PM

_____

Sharon Harker, Mayor

_____

Elizabeth Lewis, Town Clerk

Appendix I- PowerPoint Presentation

Case No. 22-01
Site Plan Review
806 Cedar Street

Request: Construct a two story 4,606 sq. ft. mixed-use structure on .180 acres at 806 Cedar Street on property that is zoned Cedar Street Mixed Use District (CS-MU)

•**Applicant:** Sound Shore Construction, LLC

Staff Comments:
This mixed-use project is permitted by right in Cedar Street Mixed Use District. The Cedar Street Mixed Use District does have specific design criteria which must be applied to Mixed Use & Commercial projects which the applicant has addressed as follows:

- Exterior Siding Material – ***The Site Plan identifies that the exterior building material shall be fiber cement which is an approved material per Section 8-D-5-e of the LDO.***
- Outside Walls - Section 8-D-5-f of the LDO allows for a "total area of glass, windows, and/or any similar transparent areas for any side of a commercial structure shall not exceed thirty-five percent (35%) of the surface area for such side of the building and must be positioned uniformly along the face of the structure. ***The Site Plan identifies that the ratio of glazed to total area = 32% which meets the requirement of being less than 35%.***
- Roof Forms – Section 8-D-5-g "The dominant shape of the roof shall be gabled, hipped or parapet." ***The Site Plan identifies that the roof as a parapet on the front and a hipped on the sides and rear.***
- Parking – A parking table is provided below providing a clearer picture of what is required and provided.

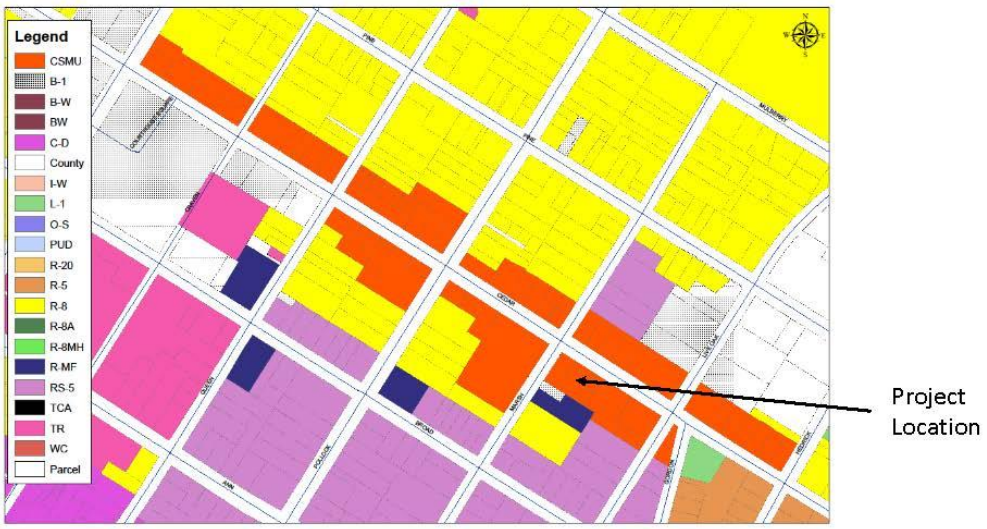
PARKING TABLE	Required Spaces	Provided Spaces
Mixed Use *	3	6

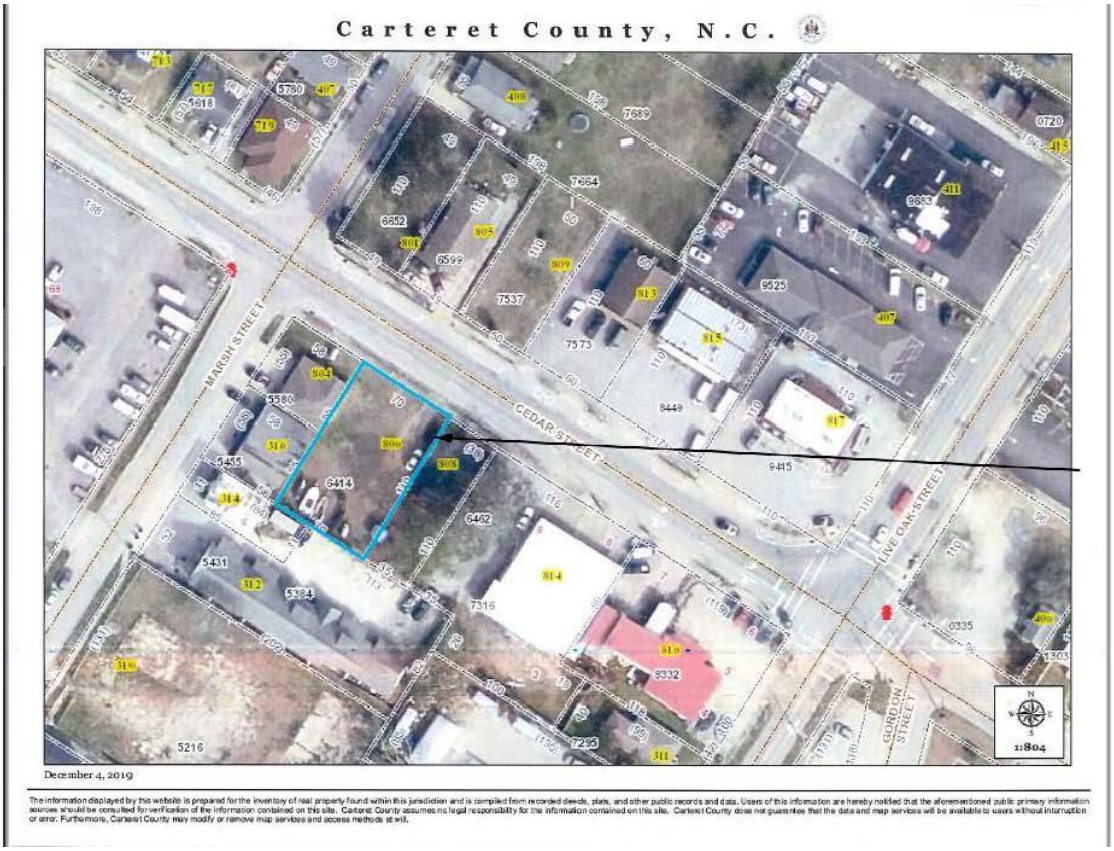
*Mixed Use shall provide 1.5 onsite parking spaces/unit. There are two (2) residential units so a total of three (3) spaces are required.

This site plan has been reviewed and approved by the Town's Technical Review Committee which consist of the Fire, Police, Public Works & Public Utilities Departments as well as the Town Engineer and Planning.

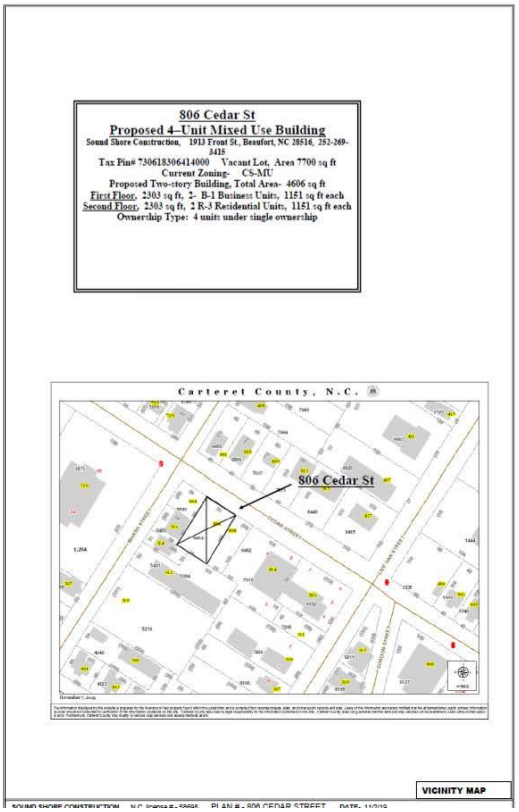
Conclusion
This project meets the design criteria required in the LDO for mixed use projects in the Cedar Street Overlay District and staff recommends approval.

Cedar Street Mixed Use Zoning Area

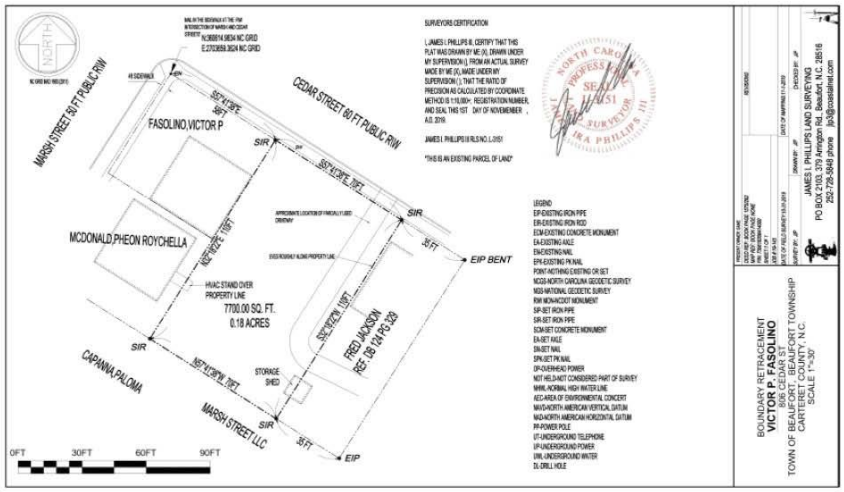




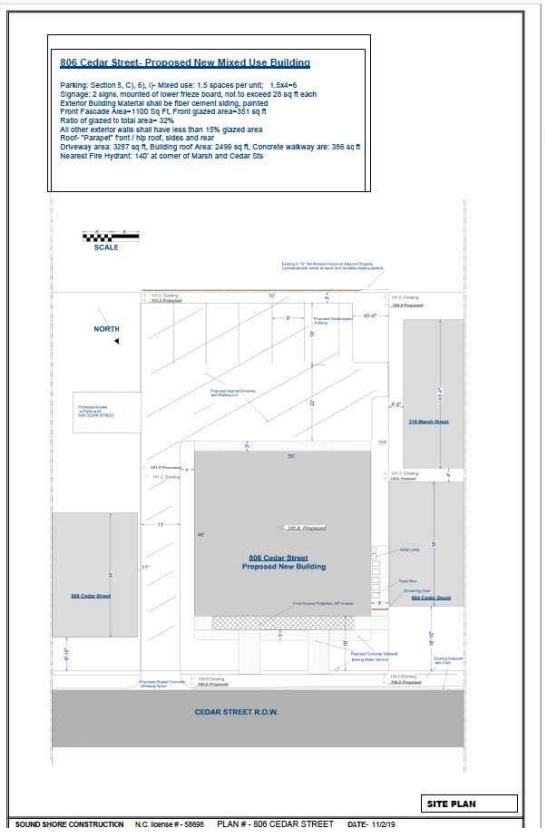
Project Location



Cover Sheet

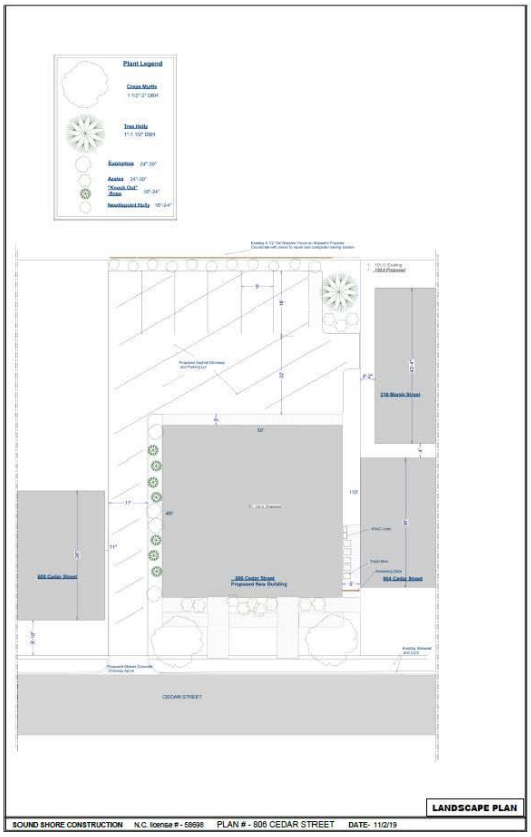


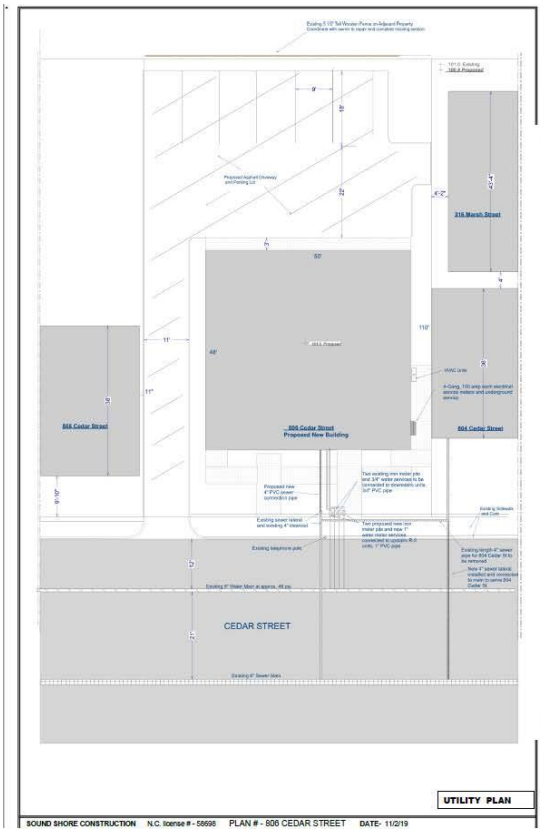
Survey



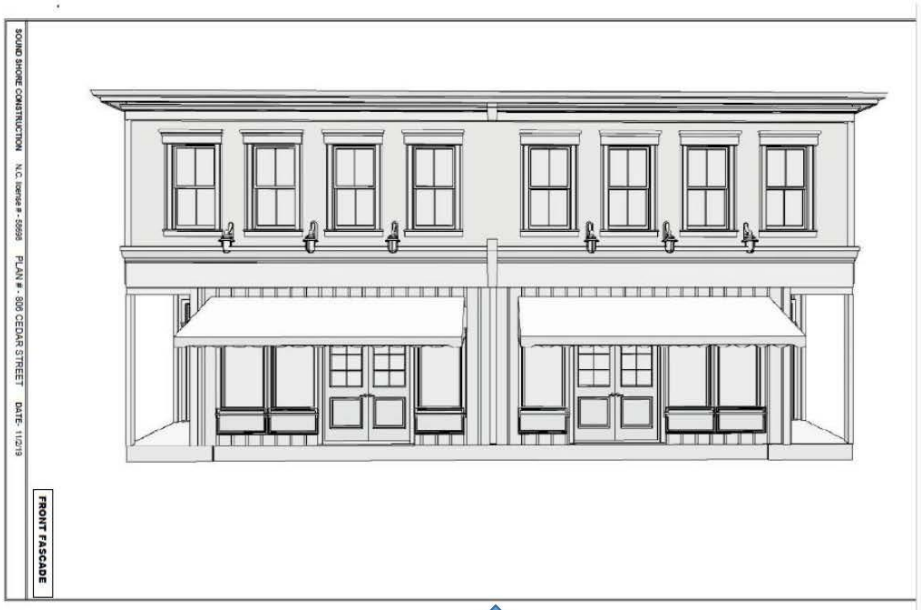
Site Plan

Landscaping Plan





Utility Plan



Front Facade

Requested Action

- Board Discussion

Board Options

- Recommend approval of the Site Plan.
- Recommend denial of the Site Plan based on specific failures to meet requirements of the LDO

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, Feb. 14, 2022

AGENDA CATEGORY: Items of Consent

SUBJECT: Wooden Boat Show

SUBJECT:

The Maritime Museum of Beaufort has submitted a request to host the Annual Wooden Boat Show. The event request is for Saturday, May 7, 2022. The event would be from 8:00 AM to 5:00 PM with set-up beginning at 6:30 AM and dismantling by 6:00 PM. The event application request to close Front Street between Turner and Orange Street to all traffic from 6:30 AM- 6:30 PM on May 7th.

This event is hosted by the Friends of the Museum. The purpose of the road closure is for wooden boat displays and other activities.

REQUESTED ACTION: Approval or denial of proposed event.

EXPECTED LENGTH OF PRESENTATION: 5 minutes

SUBMITTED BY: Rachel Johnson, Events Coordinator

BUDGET AMENDMENT REQUIRED: No

Date Application Received:

Permit Number:

TOWN of BEAUFORT
NORTH CAROLINA

APPLICATION FOR SPECIAL EVENT PERMIT

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

Events Coordinator, Town of Beaufort
701 Front Street
P.O. Box 390
Beaufort, NC 28516
Phone: (252) 728-2141 Email: r.johnson@beaufortnc.org

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

EVENT BASICS

Event Name: NC Maritime Museum Wooden Boat Show

Location of Event Site: NC Maritime Museum & Front Street

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

Run by:

Applicant (Organizer) Name: Brent Creelman Contact # 2524226452

Day of Event Contact #: 2524226452 Email: brent@maritimefriends.

Type of Event:

- X Festival
- ○ Parade
- ○ 5K Race
- ○ 10K Race

- ○ Music Event
- ○ Other _____

Actual Event Date(s): May 7, 2022 Time of Event: 10-4

Set-Up Date: May 7, 2022 Start Time: 6:30 AM

Tear Down Date: May 7, 2022 End Time: 6:00 PM

Estimated Attendance: 1000 Admission Fees: 0

Event Description:
DISPLAY OF WOOD BOATS, DEMONSTRATIONS, BOAT RIDES

ORGANIZER/APPLICANT INFORMATION

Name of Organization: FRIENDS OF THE MUSEUM

Primary Contact Person: BRENT CREELMAN

Mailing Address: 315 FRONT ST BEAUFORT

Email: brent@maritimefriends.org

Daytime Phone #: 252 728 2762 Cell Phone #: 252 422 6452

Alternate Contact Person: GRANT CANADAY Phone #: 910-934-3792

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

SITE PLAN

Site Plan Attached

- ☒ Yes
- ○ No

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

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

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

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

PARKS & PARKING LOTS REQUESTED

Please mark all that apply:

- ○ East Parking Lot
- ○ West Parking Lot
- ○ Craven Street Parking
- ○ Middle Lane
- ○ John Newton Park
- ○ Lynn Eury Park
- ○ Grayden Paul Park
- ○ Topsail Marine Park
- ✓ Other Please list: FRONT STREET BETWEEN TURNER & ORANGE

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

BARRICADES AT ORANGE & FRONT & TURNER & FRONT AND GATES TO ALLOW ACCESS TO THE PROPERTY WEST OF THE MUSEUM (307 FRONT)

OTHER EVENT DETAILS

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

NONE

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

ALCOHOL

Alcohol at the event YES ____ NO X Attach all required paperwork. Applicant is responsible for obtaining applicable ABC License and Liquor Liability Insurance. Applicant must provide a clearly marked and contained area for alcohol consumption and hire two Town of Beaufort police officers at a rate of $35 per hour for the duration. (The Police Chief will review the application for exceptions.) All local, state and Federal laws must be adhered to.

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

X _____ *(Applicant's Signature)*

ROAD CLOSURES

Does your event require a road closure? X YES _____ NO

Please provide specifics below:

Road	Set-Up Time	Event Start Time	Finish Time	Tear Down Time
Front Street	6:30 AM	10 AM	4 PM	6 PM

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

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

PARKING/PARKING LOTS

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

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

FRONT STREET BETWEEN DRAUGS & TURNER #s 173-183

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

BB&T LOT

Bicycle Parking: Yes X No _____

Additional Handicap Parking: Yes _____ No X Location: _____

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

NORMAL BEAUFORT PARKING

PARADE/WALK INFORMATION

_____

Parade Assembly Area: _____ Time: _____

Parade Dismissal Area: _____ Time: _____

Parade Start Time: _____

EMERGENCY MANAGEMENT

Route Map Attached: X YES _____ NO (Please note a route map is required) SEE SITE MAP

Designated Emergency personal/liaison (onsite): ERNEST CARAWAY

Cell #: 910-932-3792 Other Contact: _____

How will your event staff react to severe weather?
GATHER IN WATERCRAFT CENTER & MUSEUM

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

RISK ASSESSMENT

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

What training will you provide to your volunteers/staff/participants regarding emergencies?
VOLUNTEER ORIENTATION

TENTS

Will you have tents at your event? _____YES __X__NO

Please list the tent sizes: N/A

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

FOOD

Will there be food served at your event? _____YES __X__NO

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

If yes, have you contacted the Carteret County Health Department to set up inspections? _____YES _____NO

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

VENDORS

Will there be vendors selling items at your event? X Yes _____ No

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

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

CHECKLIST

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

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

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

Applicant's Signature _____ Date 1/19/22

Internal Use Only

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

Permit Issue Date: _____

Authorized Signature: _____

Insurance Certificate: Yes____ No ____

Permit Fee: Yes ____ No ____

BOC Approval Date: _____

Police Chief Approval: _____

Fire Chief Approval: _____

Internal Revenue Service

Date: September 27, 2004

Friends of the Museum North Carolina Maritime
Museum, Inc.,
315 Front Street
Beaufort, NC 28516-2124

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Person to Contact:
Jocie Bradshaw #31-02167
Customer Service Representative
Toll Free Telephone Number:
8:00 a.m. to 6:30 p.m. EST
877-829-5500
Fax Number:
513-263-3756
Federal Identification Number:
56-1278009

Dear Sir or Madam:

This is in response to your request of September 27, 2004, regarding your organization's tax-exempt status.

In February 1981 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

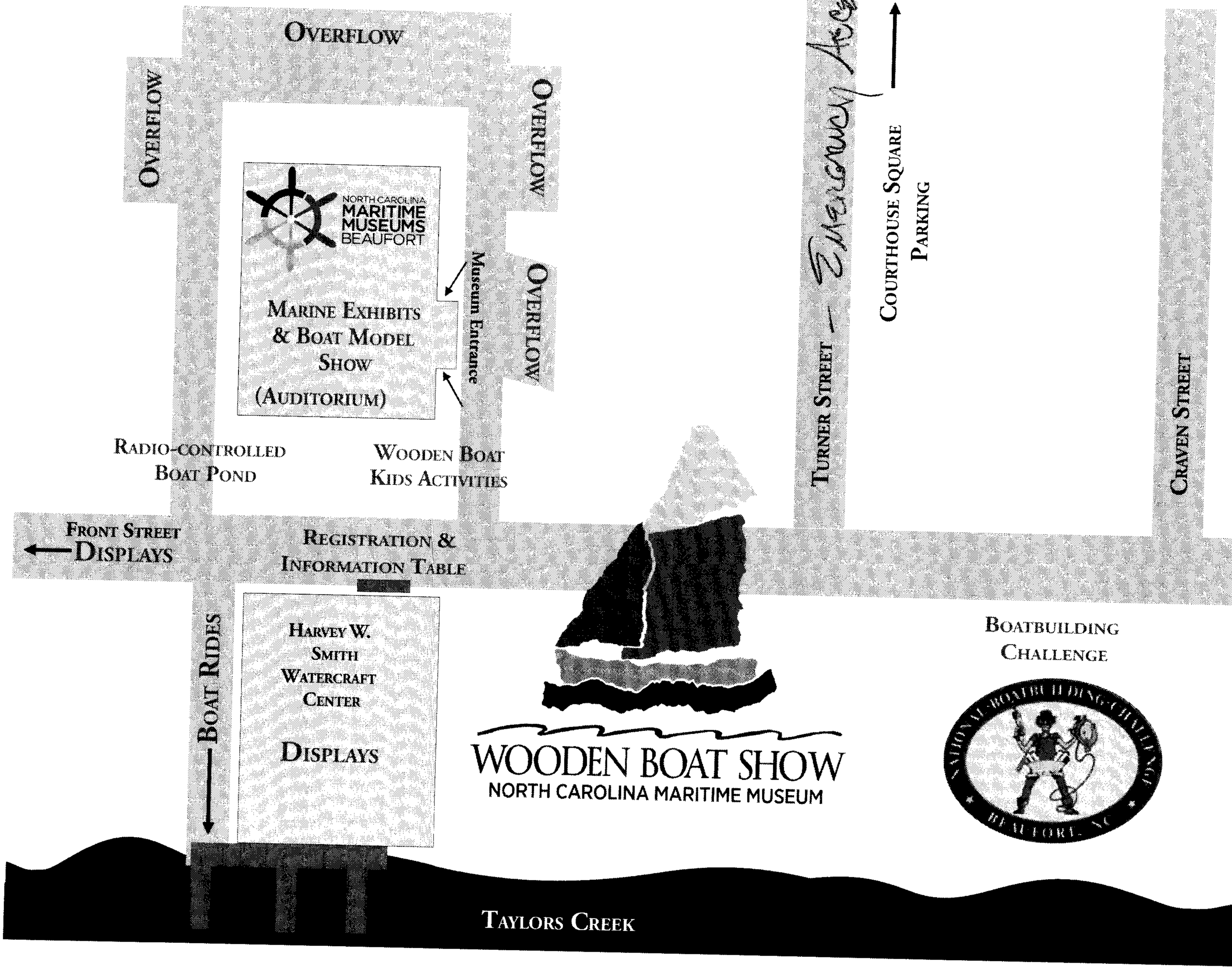
Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services


Overflow
Overflow
Overflow
Overflow
North Carolina Maritime Museums Beaufort
Marine Exhibits & Boat Model Show (Auditorium)
Museum Entrance
Radio-controlled Boat Pond
Wooden Boat Kids Activities
Turner Street
Courthouse Square Parking
Craven Street
Front Street Displays
Registration & Information Table
Boat Rides
Harvey W. Smith Watercraft Center
Displays
Boatbuilding Challenge
Wooden Boat Show
North Carolina Maritime Museum
Taylors Creek

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, Feb. 14, 2022

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Returning to In-Person Meetings

BRIEF SUMMARY:

Currently, all Town Boards (elected and volunteer) are conducting meetings virtually via Zoom with the exception of the Beaufort Harbor and Waterways Master Plan Advisory Committee who has permission to meet under a hybrid model at the Beaufort Hotel. All meetings will continue to be open to the public and individuals may join in-person or virtually via Zoom.

The current consensus of the Board of Commissioners is that the virtual platform is the best meeting method until COVID numbers decline and a hybrid option is available at the Train Depot. The topic is set to be discussed during each meeting.

REQUESTED ACTION:

Discuss returning to in-person meetings.

EXPECTED LENGTH OF PRESENTATION:

10 Minutes

SUBMITTED BY:

Mayor Harker

BUDGET AMENDMENT REQUIRED:

N/A

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, Feb. 14, 2022

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Update Golf Cart on Public Streets Ordinance

REQUESTED ACTION: Adopt updated Golf Cart Ordinance, Sections: 73.04, 73.05, 73.06, and 73.99**.** Updated sections reference an annual inspection and registration fee as well as align TOB requirements with state statutes regulating the operation of golf carts.

EXPECTED LENGTH OF PRESENTATION: 5 minutes

SUBMITTED BY: Chief Burdette, Police Dept.

BUDGET AMENDMENT REQUIRED: No

Sec. 73.04 - Registration and permit requirements.

(A) *Registration and permit required.* No golf cart may be operated on any public street, road, or highway within the town or on any property owned or leased by the town unless the golf cart has first been registered with the town and permitted as required herein. The registration and permit shall be renewed annually thereafter in accordance with the provisions of this chapter.

(B) *Application and permit.* The owner shall complete an application provided by the town and the golf cart shall be inspected by designated town staff for compliance with the provision of this chapter prior to the issuance of an annual permit. To evidence the registration, the owner shall be issued a unique license plate and annual registration decal which shall be displayed on the rear of the golf cart. The Board of Commissioners may establish, and amend from time to time, an annual registration fee for golf carts.

(C) *Basic requirements.* In order to register a golf cart and secure an annual permit, the owner and golf cart must meet the following basic requirements:

(1) All golf cart operators must be at least 16 years old and possess a valid driver's license. A golf cart may be operated without a valid driver's license by a driver or operator 18 years of age or older with a medical or physical condition that prevents that individual from being able to obtain a valid North Carolina driver's license but which would not prevent the safe operation of a golf cart, provided further such medical or physical condition must be evidenced by a certification from a licensed health professional attesting to such medical or physical condition and stating that same would not prevent the safe operation of a golf cart. Any driver or operator that is exempt from the requirement of a valid North Carolina license must still present and have on record and while operating a golf cart, a valid North Carolina Identification card.

(2) The owner must possess and maintain liability insurance in an amount not less than required by North Carolina law for traditional motor vehicles operated on a public highway in North Carolina;

(3) The golf cart must be registered to a physical address in Beaufort;

(4) The golf cart must not have been modified to exceed a speed of 20 mph; and

(5) The golf cart must have an identifiable identification number.

(D) *Required safety features.* In order to register a golf cart and secure an annual permit, a golf cart must have the following safety features installed:

(1) Two operating front headlights, visible from a distance of at least 250 feet;

(2) Two operating tail lights, with brake lights and turn signals, visible from a distance of at least 250 feet;

(3) A rear vision mirror;

(4) At least one reflector per side;

(5) A parking brake;

(6) Seat belts for all seating positions on the golf cart;

(7) A windshield; and

(8) Must be limited to a maximum of three rows of seats.

(E) *Inspection.* Prior to the issuance or renewal of an annual permit, designated town staff shall inspect the golf cart for compliance with the requirements of this chapter. No golf cart shall be registered and permitted unless if it in compliance with all requirements.

(F) *Acknowledgment.* Prior to issuance of an initial permit or annual renewal, the owner shall sign an acknowledgment that he/she has read and understands the provisions of this chapter.

(G) *Disqualified vehicles.* All-terrain vehicles, 4-wheel utility vehicles, go-karts, and other similar utility vehicles which are not manufactured for operation on a golf course, and/or a golf cart which has been modified so that it no longer meets the definition of golf cart may not be registered as a golf cart under this chapter or shall such vehicles be operated on the public roads, streets and highways within the town, unless such vehicles are registered and permitted under the motor vehicle laws of North Carolina.

Sec. 73.05 - Standards of operation.

It is unlawful to operate a golf cart on a public street, road or highway within the town unless the following requirements are met:

(A) A golf cart must display in a visible location on the rear of the golf cart a valid town-issued golf cart license plate and a current annual registration decal

(B) A golf cart may be operated on all public streets and roads in Beaufort, with the exception of Highway 70, Highway 101, Live Oak St north of Cedar Street, Carraway Drive and Turner Street north of Pine Street.

(C) Any person who operates a golf cart shall comply with § 73.04(C)(1). The driver and passengers must be properly seated while the golf cart is in motion, with seat belts properly fastened and may not be transported in a negligent manner. The seating capacity with seat belts shall not be exceeded. Age and weight appropriate child passenger restraint systems must be used when transporting a child of less than 8 years of age.

(D) No golf cart may be operated at a speed greater than reasonable and prudent for the existing conditions, and in no instance at a speed greater than 20 miles per hour.

(E) No golf cart may be operated in a careless or reckless manner.

(F) Golf carts must be operated in accordance with all applicable state and local traffic laws and ordinances, including all laws, regulations and ordinances pertaining to the possession and consumption of alcoholic beverages.

(G) Golf carts are subject to the same parking regulations as traditional motor vehicles, and may only be parked in the same manner and in the same places designated for the parking of golf carts and traditional motor vehicles.

(H) Golf carts are permitted to park in all parking spaces provided. The town encourages the use of one parking space for two golf carts.

(I) Golf carts may only park in handicapped spaces if the driver has a valid handicapped placard or sticker and the same is clearly posted or displayed in the golf cart.

(J) Golf carts may not be used for the purpose of towing another cart, trailer or vehicle of any kind, including a person on roller skates, skateboard, or bicycle.

(K) The possession of open containers of alcohol and/or consumption of alcohol by the driver and/or passengers of a golf cart is prohibited.

(L) The operator of a golf cart shall yield the right-of-way to traditional motor vehicles.

(M) Golf carts may not be operated on any sidewalk.

Sec. 73.06 – Regulation of golf cart rentals

If any individual or legal entity is engaged in the rental of golf carts, such individual or legal entity shall:

(A) Provide a legible copy of § 73.04 (C)(1) and § 73.05 of this chapter to any person renting a golf cart at the time of rental.

(B) Require the person renting the golf cart to sign an acknowledgement of receipt of a copy of § 73.04 (C)(1) and § 73.05 of this chapter at the time of rental.

(C) Maintain, for at least a period of one year, copies of all such acknowledgements of receipt, which are subject to inspection at reasonable times by the town. Such acknowledgements may be incorporated into the customer rental agreement.

Sec. 73.99 - Penalties and remedies

(A) Any person violating the motor vehicle laws of North Carolina, which shall also apply to golf carts registered under this chapter, shall be subject to the penalties prescribed in North Carolina law for said violation.

(B) Any person who knowingly allows an underage driver to operate a golf cart shall be charged and subject to the penalties prescribed in North Carolina law for contributing to the delinquency of a minor.

(C) Any person violating the provisions of this chapter or failing to comply with any of its requirements shall be required to pay a civil violation in the amount of $50.00.

(D) Any person violating the town's parking ordinances shall be subject to the penalties outlined for parking violations.

(E) Operating a golf cart under the influence of an impairing substance (such as alcohol or drugs) on a public street or road is a violation of North Carolina law, and is punishable as provided therein.

(F) The town may refuse to register and issue a permit for the operation of a golf cart, or may revoke a previously issued permit, if the registered golf cart and/or the owner of the golf cart is involved in three or more violations of this chapter and/or violations of North Carolina law within a three-year time period. The revocation and/or denial of a permit shall be effective for one year.

(G) The town may refuse to register and issue a permit for the operation of a golf cart, or may immediately revoke a previously issued permit, if the registered golf cart and/or the owner of the golf cart is charged with operating a golf cart under the influence of an impairing substance, aiding and abetting the operation of the golf cart under the influence of an impairing substance, or operating a golf cart in a careless and reckless manner. Said revocation and/or denial of a permit shall be effective for one year, unless the charge is dismissed or the owner and/or operator is acquitted, in which event the permit shall either be immediately reinstated or the application for the permit shall be approved if the conditions of the ordinance have been met.

Town of Beaufort, NC

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, Feb. 14, 2022

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Volunteer Board, Commission & Committee Appointments

SUMMARY: The current vacancies are as follows: Beaufort Harbor and Waterways Master Plan Advisory Committee (1); Board of Adjustment (2 In-Town Members; 1 ETJ Member); Historic Preservation Commission (4); Parks & Recreation Advisory Board (1); Planning Board (1)

A master list of candidates is attached, as well as their detailed applications.

REQUESTED ACTION: Make appointments to the above referenced vacancies and adopt the attached resolution regarding ETJ members.

EXPECTED LENGTH OF PRESENTATION:

15 minutes

SUBMITTED BY:

Elizabeth Lewis, Town Clerk

BUDGET AMENDMENT REQUIRED:

N/A

Applicant	Volunteer Board/Commission/Committee	Re-Appointment or New
Becky Bowler	Beaufort Waterways Master Plan Advisory Committee	New
Doug Brady	Beaufort Waterways Master Plan Advisory Committee	New
Norris Cotton	Beaufort Waterways Master Plan Advisory Committee	New
Barry Evans	Beaufort Waterways Master Plan Advisory Committee	New
Paula Gillikin	Beaufort Waterways Master Plan Advisory Committee	New
Tammy Hunsucker	Beaufort Waterways Master Plan Advisory Committee	New
Howard Paul	Beaufort Waterways Master Plan Advisory Committee	New
Susan Schmidt	Beaufort Waterways Master Plan Advisory Committee	New
Robert Shores	Beaufort Waterways Master Plan Advisory Committee	New
Hal Snyder	Beaufort Waterways Master Plan Advisory Committee	New
Jonathan Sprowl	Beaufort Waterways Master Plan Advisory Committee	New
George Stanziale	Beaufort Waterways Master Plan Advisory Committee	New
Dianne Tetreault	Beaufort Waterways Master Plan Advisory Committee	New
Doug Williams	Beaufort Waterways Master Plan Advisory Committee	New
Ann Carter	Board of Adjustment	New
Sandy Grotheer	Board of Adjustment	New
Tammy Hunsucker	Board of Adjustment	New
Wendi Oliver	Board of Adjustment	Re-Appointment
Sandra Grotheer	Historic Preservation Commission	New
Bradley Hedrick	Historic Preservation Commission	New
Ian Huckabee	Historic Preservation Commission	Re-Appointment
Tammy Hunsucker	Historic Preservation Commission	New
Joyce McCune	Historic Preservation Commission	Re-Appointment
Laurel Sanders	Historic Preservation Commission	New
Charlie Davis	Parks & Recreation Advisory Board	New

Rebecca Drohan	Parks & Recreation Advisory Board	New
Michael Rave	Parks & Recreation Advisory Board	Re-Appointment
Meg Risser	Parks & Recreation Advisory Board	New
Doug Williams	Parks & Recreation Advisory Board	New
Jamie Clark	Planning Board	New
Charlie Deaton	Planning Board	New
Tammy Hunsucker	Planning Board	New
Diane Meelheim	Planning Board	Re-Appointment

Becky Bowler

3.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Beaufort Harbor & Waterways Master Plan Advisory Committee

First Name *

Becky

Last Name *

Bowler

Email Address *

becky.bowler@gmail.com

Becky Bowler

3.

Home Address *

107 Harper Street, Beaufort NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Becky Bowler

3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Guggenheim Partners

What is your current job title? *

Managing Director - Strategic Partnerships Group, Guggenheim Investments

Years in your current position: *

16

Please provide a brief description of your duties *

My entire career has been in finance - currently at Guggenheim Partners, a $330 billion asset mgmt. firm. I've been w/ Guggenheim for 16 yrs, and am a Managing Director responsible for business development. My day-to-day experience — and how I'm measured by my employer — focuses on fund raising, project management & contract negotiation. I believe my professional skills will allow me to contribute meaningfully to the Harbor & Waterways Master Plan Advisory Committee.

Becky Bowler

3.

Please briefly describe your community activities and/or volunteer experience: *

Diversity, equity and inclusion has been a focus for me (for decades). I've served on Guggenheim Partners Corporate Social Responsibility Committee in addition to the firm's DEI + Veterans advancement programs.

I've also served on the Board of Directors and, currently, Finance committee for Hot Bread Kitchen (www.hotbreadkitchen.org). HBK is a highly regarded non-profit social enterprise organization dedicated to (1) small business incubation and (2) career skills training & placement for women and people of color.

If I'm selected for the Harbor & Waterways committee, I'm committed to serving with a lens on what provides quality of life and opportunity for all of Beaufort's citizens (current and prospective).

How long have you lived in the Town of Beaufort? *

full-time since 2020

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

Becky Bowler

3.

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Town of Beaufort Planning Board (current member)

Why are you interested in serving on this board/commission? *

I love living in and contributing to Beaufort! I was born and raised in eastern NC and have been spending time in Carteret Co. since I was a toddler. I believe my long-term professional and volunteer experience (described above and below) will be additive to the many skills of current Harbor & Waterways committee members.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Given my long-term experience in finance (incl. fund-raising, project management & contract negotiation), I believe I can be helpful in collaborating with Harbor & Waterways Master Plan Advisory Committee members, consultants and Town staff in a number of ways including, but not limited to, the following:

(1) Researching and securing funding for the project — e.g. through State & Federal grants potentially incl. funds from the new National Infrastructure Project Assistance grants — and many additional sources.

(2) Contract negotiation — will be key to prudently controlling costs for work to be undertaken and also the long-term execution of the Master Plan.

(3) Maximizing revenue generated for the Town of Beaufort (and, therefore, all the Town's citizens) — revenue generation will be contingent on many facets incl. successful negotiation of leases with concessionaires, for example.

Maybe most important, I'm proud to be viewed by my employer and co-workers as a "thinker and a do-er". I'm someone who likes to collaborate with others and to roll up my sleeves and put in the hard work (no task too big or small).

Becky Bowler

3.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Becky Bowler

3.

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Becky Bowler

3.

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 21 / 2022

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

This content is neither created nor endorsed by Google.

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Doug Brady 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Beaufort Harbor & Waterways Master Plan Advisory Committee

First Name *

Doug

Last Name *

Brady

Email Address *

dbradydev@gmail.com

Doug Brady

3.

Home Address *

805 Front St Beaufort NC

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Doug Brady

3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Self Employed

What is your current job title? *

Owner

Years in your current position: *

45

Please provide a brief description of your duties *

Life long resident of the county involved in various business ventures that include development, retail, wholesale sales

3.

Doug Brady

Please briefly describe your community activities and/or volunteer experience: *

8 years as county Commissioner. 3 years chairman
Combined 13 years on Carteret Heath Care Board 3 year chairman 5 years treasurer.
Combined 8 plus years on the former Carteret County Economic Development Commission. 3 years chairman
8 years Morehead City planning Board. 2 years chairman
Served on the following county boards.
Carteret County Airport Authority
Carteret County Health Board
Carteret County Marine Fisheries Advisory Board. Prior Chairman
Carteret County Tourism Development Authority
Beach Commission

Downtown Morehead City Revitalization Association. Prior President

Multiple terms on Beaufort Historical Association. Chairman 3 or 4 years
Served on Carteret County Chamber of Commerce Board of Directors
Founding Member and Chairman of NC Seafood Festival.

Former member of NC Legislative Seafood and Aquaculture Study Commission
Former Member of Atlantic States Marine Fisheries Commission
Former Member of NC Seafood Industrial Parks Commission
Co Chair of Plan It East. An 8 County planning exercise looking at the future of eastern North Carolina/ 2012? Sponsored by the U.S. Department of Defense.
Former Board Member Carteret County Sports fishing Association.

How long have you lived in the Town of Beaufort? *

15 years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Doug Brady

3.

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (•) No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

See above

Why are you interested in serving on this board/commission? *

I have a sincere interest in the waterfront of the Town and the associated channel maintenance and harbor line discussion. I have extensive experience working with CAMA, the Corp of Engineers and docks and seawall construction.

Please describe any background or abilities that qualify you to serve on this board/commission: *

See above

Doug Brady

3.

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

Ethnicity *

- ( ) Asian or Pacific Islander
- ( ) African American
- ( ) American Indian/Alaskan Native American
- ( ) Hispanic
- (●) Caucasian/Non-Hispanic
- ( ) Prefer not to say
- ( ) Other: _____

Doug Brady

3.

Which age group describes you? *

- 18-21
- 22-30
- 31-40
- 41-50
- 51-60
- 61+

How did you find out about the Beaufort Boards and Commission vacancies? *

- Town of Beaufort Website
- Email
- Newspaper
- Social Media
- Word of Mouth
- Other

Doug Brady

3.

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 31 / 2022

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Norris Cotton 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Beaufort Harbor & Waterways Master Plan Advisory Committee

First Name *

Norris

Last Name *

Cotton

Email Address *

Cottonn@me.com

Norris Cotton 3.

Home Address *

2211 Front Street, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/Å

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Norris Cotton

3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Morgan Stanley (Fully retire effective 1 May 2022)

What is your current job title? *

First Vice President, Financial Advisor

Years in your current position: *

28

Please provide a brief description of your duties *

Wealth management for individuals and families

Norris Cotton 3.

Please briefly describe your community activities and/or volunteer experience: *

Five years former board member and past President, Forest Hills Neighborhood Assn. Twenty five years former member and past President Durham/Orange Estate Planning Council. Six years former board member and past Board President of nonprofit Genesis Home. Six years former board member and Chair of Development Committee of nonprofit Triangle Land Conservancy. Numerous general volunteer events with MLK Day, Food Bank, river clean ups, etc.

How long have you lived in the Town of Beaufort? *

5 and a half years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Five years former board member and past President, Forest Hills Neighborhood Assn. Twenty five years former member and past President Durham/Orange Estate Planning Council. Six years former board member and past Board President of nonprofit Genesis Home. Six years former board member and Chair of Development Committee of nonprofit Triangle Land Conservancy.

Norris Cotton 3.

Why are you interested in serving on this board/commission? *

The research and recommendations of this committee are critical to the successful environmental, economic, and social growth and financial health of Beaufort for many years to come. This is my wife's and my community and we are passionate about the quality of life and future of Beaufort.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Twenty years in the US Marine Corps (retired a LtCol) developed organization and personnel management skills. Twenty eight years as a Financial Advisor developed strong financial analytical processes and logical thought. I have two MBAs. One from Mississippi State University with emphasis in Management and one from The George Washington University with emphasis in Finance. I hold certifications as a Certified Financial Planner (CFP) and a Certified Investment Management Analyst (CIMA). I have substantial experience with boats and sailing and hold a Coast Guard Captain's License.

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

Norris Cotton 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

Norris Cotton 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ◉ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other:

Date of Submission *

MM DD YYYY

01 / 17 / 2022

Norris Cotton 3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

This content is neither created nor endorsed by Google.

Google Forms

Barry Evans - 252-515-0407
barry.evans@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Barry Evans - 252-515-0407
barry.evans@gmail.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Barry

Last Name *

Evans

Email Address *

barry.evans@gmail.com

Home Address *

210 ELM ST

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Barry Evans - 252-515-0407
barry.evans@gmail.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

n/a

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

n/a

Telephone Number *

2525150407

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

Barry Evans - 252-515-0407
barry.evans@gmail.com

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Identity Industries Corp

What is your current Job Title? *

Security Architect

Years in your current position: *

3 years but less than 7 years

Please provide a brief description of your duties: *

Security Consulting

Barry Evans - 252-515-0407
barry.evans@gmail.com

Please briefly describe your community activities and/or volunteer experience:

I served a 3 year term on the board of directors of Durham County Wildlife Club and have regularly volunteered for NC Engineers Week as well as the local Military Appreciation Day and Beach Sweep events locally.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

What is your connection to Beaufort? *

Grew up in New Bern, spent my youth fishing & diving in this area before eventually purchasing a boat and then a home in Beaufort and making it my full time residence a few years later.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Barry Evans - 252-515-0407
barry.evans@gmail.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A

Why are you interested in serving on this board(s)/commission(s)? *

Beaufort's access to the waters of the Crystal Coast defines it, it's what drew me here as a kid diving the rock jetties and fishing. Protecting that access and the quality of the resource here is in the best interests of us all.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

In support of the Harbor Committee, I have a current USCG OUPV Captains License, I have a PADI Dive Master certification as well as technical diving certs, and am fluent in the IT and digital mapping/charting technologies relevant to those topics.

Paula Gillikin 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Beaufort Harbor & Waterways Master Plan Advisory Committee

First Name *

Paula

Last Name *

Gillikin

Email Address *

pcgillikin@gmail.com

Paula Gillikin 3.

Home Address *

410 Margaret St (building home at 117 Willow St)

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

410 Margaret St, Beaufort (ETJ of Beaufort)

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Paula Gillikin

3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

N.C. Division of Coastal Management > Coastal Reserve & National Estuarine Research Reserve

What is your current job title? *

Central Sites Manager (Environmental Specialist)

Years in your current position: *

14

Please provide a brief description of your duties *

Responsible for all aspects of managing the Rachel Carson and Permuda Island Reserves and performing marine operations and captaining duties at the Reserve and Division levels.

Paula Gillikin 3.

Please briefly describe your community activities and/or volunteer experience: *

I have served as a volunteer in various capacities throughout the community including with the Town (described elsewhere in this application). The following are select volunteer positions I've held: Guardian ad Litem, Bonehenge Whale Center President, spay-neuter group president, and advisory committee to the Brandt Animal Foundation.

How long have you lived in the Town of Beaufort? *

39 years (most of this was within Town corporate limits; the other was just outside of Town limits in the ETJ)

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Planning board; Housing Authority (current); various Town committees including the CAMA Land Use Plan steering committee.

Paula Gillikin 3.

Why are you interested in serving on this board/commission? *

I'd like to contribute professional and personal knowledge and expertise to support effective and efficient planning for dredging, a possible mooring field, and waterway activities while protecting the Rachel Carson Reserve and serving the needs of our local community and visiting boaters. I manage the Rachel Carson Reserve in Beaufort, thus I am a State employee and to avoid any perceived conflicts of interest, I would abstain from providing input on or voting on the Town dock contract and focus on providing input on environmental matters, related government processes and laws (the mooring field would likely within partially within Reserve boundaries), technical aspects of creating an environmentally friendly mooring field, funding projects, and more.

An additional point of clarification I'd like to make is that I recently moved outside of the corporate town limits but still live in "Beaufort" in the ETJ while my new home is being built at 117 Willow Street (within corporate limits). I also work full time in the corporate limits of the Town of Beaufort.

Please describe any background or abilities that qualify you to serve on this board/commission: *

The following knowledge, skills, and qualifications are relevant to my service on this committee:

*Degrees in environmental science and public policy and 14 years of experience in this field
*Environmental impact assessment and restoration including established relationships with the Army Corps, NOAA (best practices to install moorings), Division of Coastal Management, researchers, and others.
*Understanding of habitat change and sediment dynamics in and around the Rachel Carson Reserve
*Trained in facilitation and conflict resolution
*Manage the Rachel Carson Reserve
*Master Captain
*Boating and sea experience of 30 years, including extensive boating locally and cruising in North Carolina, along the eastern seaboard, and the Bahamas.
*Project management
*Successful track record in project-based grant writing bringing in over 1.4M for various organizations within the past 5 years

Paula Gillikin 3.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Paula Gillikin 3.

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ◉ 41-50
- ○ 51-60
- ○ 61+

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Paula Gillikin 3.

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 18 / 2022

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Google Forms

Tammy Hunsuc 3.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Beaufort Harbor & Waterways Master Plan Advisory Committee

First Name *

Tammy

Last Name *

Hunsucker

Email Address *

tammy.hunsucker@gmail.com

Tammy Hunsuc 3.

Home Address *

107 Live Oak St

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Tammy Hunsuc 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Claritas

What is your current job title? *

Senior Director, Product Leadership

Years in your current position: *

8

Please provide a brief description of your duties *

Experienced product leader with demonstrated history of working in data, digital, services and software product strategy. Currently focused on key initiatives and product solutions blending core Claritas data assets with marketing technology and acquired solutions (M&A) to meet the ever-evolving needs of the marketplace.

Tammy Hunsuc 3.

Please briefly describe your community activities and/or volunteer experience: *

Involved in outreach activities and fundraising. Chaired and Co-Chaired annual event raising donations to 20+ non-profit organizations. The annual event raises over $25k distributed to local non-profits and national organizations across multiple causes while providing hands-on education of their efforts to church members and guest. Overnight volunteering with women's homeless shelter as well as meal preparation. Local volunteering with fundraising events to support the East Carteret Marching Mariners. Other volunteering includes working with food banks, meal serving and preparation, environmental clean-up events and other fund-raising events for local and national organizations.

How long have you lived in the Town of Beaufort? *

More than 15 years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Tammy Hunsuc 3.

Why are you interested in serving on this board/commission? *

Beaufort is my hometown and I want to see its natural beauty protected while also providing for economic vitality that the citizens should enjoy. I have a master's degree in Urban Geography/Transportation Planning as well as 3+ years in a PhD program in Economic Development. It is my desire to use my background to help the committee with the research required to bring voices of all stakeholders to the table when planning for the future of the harbor and town. I strongly believe that communities can balance economic development and growth while protecting the environment and all natural assets.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Masters degree in Urban Geography and 3+ years in PhD program in Economic Development; understanding of the community from many years as a resident as well as understanding the varying views of the citizens and stakeholders.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Tammy Hunsuc 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

Tammy Hunsuc 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 12 / 2022

Tammy Hunsuc 3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

This content is neither created nor endorsed by Google.

Google Forms

Howard Paul 650-918-8677
hap1000@me.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Howard Paul 650-918-8677
hap1000@me.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Howard

Last Name *

Paul

Email Address *

hap1000@me.com

Home Address *

1538 Ann St

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Howard Paul 650-918-8677
hap1000@me.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

1538 Ann St

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

1538 Ann St

Telephone Number *

6509188677

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

Howard Paul 650-918-8677
hap1000@me.com

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Retired

What is your current Job Title? *

Retired

Years in your current position: *

3 years but less than 7 years

Please provide a brief description of your duties: *

I owned a Commercial Shelving company that worked with Hospitals, BioTechs, and Retail Store Chains both nationally and internationally

Howard Paul 650-918-8677
hap1000@me.com

Please briefly describe your community activities and/or volunteer experience:

I have volunteered at the Museum, Watercraft Center, and with The Friends of the Museum Junior Sailing Program.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

2 years but less than 5 years

What is your connection to Beaufort? *

I was told about the museum while I was living in Oriental. I came to see it and shortly after started volunteering there. Within 6 months I moved to Beaufort. That was in October 2016.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Howard Paul 650-918-8677
hap1000@me.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

N/A

Why are you interested in serving on this board(s)/commission(s)? *

Having started my own company and been a sailor all my life I understand the challenges and needs that will need to be addressed by the Advisory Board.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I have been a sailor my entire life Professionally and as a sport. I have sailed extensively in the Great Lakes, on the West Coast, and along the East Coast. I have owned two boats while being here in Beaufort. I currently have a USCG Captains License.

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

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Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Susan

Last Name *

Schmidt, PhD

Email Address *

susankiwi15@gmail.com

Home Address *

1527 Ann St, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

252-269-0032

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

self-employed

What is your current Job Title? *

Developmental Editor

Years in your current position: *

7 years or more

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

Please provide a brief description of your duties: *

For 10 years I polish book manuscripts for publication, particularly scientific and academic. I am listed among Top Ten Editors in New England; Harvard, MIT, UMass recommend me to faculty. I retired after 30+ years teaching Environmental Decision-Making: UVa, Duke, NC State, Brevard, Warren Wilson, NC School of Science & Math. I have had a Captain's License 38 years. In 1980s, 5 years, I delivered sailboats from Chesapeake & Beaufort to West Indies. In 2002, I cruised Chesapeake Bay 6 months, 2000 miles in a small boat following Capt John Smith (my book: "Landfall Along the Chesapeake, Johns Hopkins UP).

Please briefly describe your community activities and/or volunteer experience: *

When I arrived in Beaufort in 1979, Nature Conservancy appointed me Steward of Carrot Island. As Water Quality Scientist for NC Coastal Management 80-82, I wrote Resource Inventory, Management Plan, & Funding Proposal to establish NC Estuarine Reserve System & to buy Rachel Carson Preserve. Now, I volunteer at Bonehenge sighting dolphins for photo-ID and sweeping floors and for Master Gardeners maintaining NC Maritime Museum gardens. I skipper sailboats for Maritime Museum, serve on boards of Junior Sailing, Crossroads, Local Food Network.

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Moved to Beaufort 42 years ago; homeowner 40 years

Susan Schmidt - 252-269-0032
susankiwi15@gmail.com

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Town Strategic Planning Committee

Why are you interested in serving on this board(s)/commission(s)? *

I love the waters around Beaufort. I have education, training, & skills I can share.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Post-doc in Collaborative Problem-Solving at NC State's Natural Resources Leadership Institute; Doctorate American Lit, Masters in Environmental Sciences/ Water Ecology & Engineering. Professor of Environmental Decision-Making 30 years. Captains License 38 years. Volunteer shorebird monitoring at Rachel Carson Preserve. Concerned citizen.

Robert Shores - 205-616-7641
bshores@shorespc.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Robert Shores - 205-616-7641
bshores@shorespc.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Robert

Last Name *

Shores

Email Address *

bshores@shorespc.com

Home Address *

112 Pollock Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Robert Shores - 205-616-7641
bshores@shorespc.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

n/a

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

n/a

Telephone Number *

2056167641

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

Robert Shores - 205-616-7641
bshores@shorespc.com

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

self

What is your current Job Title? *

Attorney

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Civil Litigation

Robert Shores - 205-616-7641
bshores@shorespc.com

Please briefly describe your community activities and/or volunteer experience: *

Boy Scouts of America volunteer committee member at local council level

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

<2 years

What is your connection to Beaufort? *

Our son has a home here. Our children and grandchildren live in Raleigh

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Robert Shores - 205-616-7641
bshores@shorespc.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

n/a

Why are you interested in serving on this board(s)/commission(s)? *

To become involved in local activities and to, hopefully, improve local conditions.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

My involvement and achievements with Boy Scout activities in Birmingham, Alabama.

Hal Snyder 252-515-1735
halksnyder@hotmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk Allen Coleman, at a.coleman@beaufortnc.org or 252-728-2141 ext. 233

Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Hal Snyder 252-515-1735
halksnyder@hotmail.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Hal

Last Name *

Snyder

Email Address *

halksnyder@hotmail.com

Home Address *

802 Pirates Landing Drive

PO Box 505

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Hal Snyder 252-515-1735
halksnyder@hotmail.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

n/a

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

n/a

Telephone Number *

252-515-1735

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

Hal Snyder 252-515-1735
halksnyder@hotmail.com

Please select your highest level of COMPLETED education: *

- ( ) Less than a High School Diploma or Equivalent (GED)
- ( ) High School Diploma or Equivalent (GED)
- (•) Associates Degree
- ( ) Bachelor's Degree
- ( ) Master's Degree

Who is your current Employer? *

self employed

What is your current Job Title? *

Ship's Master

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

Boat Captain and Yacht Broker

Hal Snyder 252-515-1735
halksnyder@hotmail.com

Please briefly describe your community activities and/or volunteer experience: *

Coast Guard Liaison Officer/Director, Medical Center/VP Business and Civic Org

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

more than 15 years

What is your connection to Beaufort? *

Grew up in Carteret County been on the water since age 10. It's home.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Hal Snyder 252-515-1735
halksnyder@hotmail.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

On Ocracoke, not Beaufort

Why are you interested in serving on this board(s)/commission(s)? *

As this is new I would like to use my experience and insight to help in the early setup.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

Have worked, lived, and played on the waters of Beaufort most of my adult life. The future of these waters both ecologically and economically is paramount to the future of Beaufort.

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Choose

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

Jonathan

Last Name *

Sprowl

Email Address *

Jsprowl28@gmail.com

Home Address *

204 Second Street Beaufort

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

204 2nd Street Beaufort

Are you a full-time resident of the Town of Beaufort? *

- ○ Yes
- ◉ No

Are you a part-time resident of the Town of Beaufort? *

- ◉ Yes
- ○ No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

1412 Lakestone Village Ln Fuquay Varina, NC 27526

Telephone Number *

919 830 8984

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

BASF Corporation

What is your current Job Title? *

Customer Service Manager

Years in your current position: *

3 years but less than 7 years

Please provide a brief description of your duties: *

Responsible for the order to cash process and inventory management for a $300M business segment. Manage a team of 8 employees. Previous to this position I have 30years of experience as Human Resource Manager, 20 of those years with BASF.

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

Please briefly describe your community activities and/or volunteer experience.

Board member of home owners associations, Sunday school teacher at One Harbor Beaufort

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

5 years but less than 10 years

What is your connection to Beaufort? *

Home owner

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Jonathan Sprowl - 919-830-8984
Jsprowl28@gmail.com

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

NA

Why are you interested in serving on this board(s)/commission(s)? *

My interest is the sustainability of our waterway, ecosystem, natural resources and economy. I am interested in finding a solutions that provide the best balance between these competing interests.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

My years of human resource background have provided me with strong team building, communication, public speaking, negotiations, and project management skills. I also have experience with meeting financial targets, working directly with customers, logistics and supply planning through my customer service position.

I am also OUPV licensed and have over 40 years of boating experience.

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

Volunteer Boards, Commissions, and/or Committees' Application

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Board (s) / Commission (s) Selection

Please select in order of preference:

CHOICE 1 *

Advisory Board(s) / Commission (s) Interested in:

Planning Board

CHOICE 2

Advisory Board(s) / Commission (s) Interested in:

Beaufort Harbor & Waterways Master Plan Advisory Committee

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

CHOICE 3

Advisory Board(s) / Commission (s) Interested in:

Choose

Contact Information

First Name *

George

Last Name *

Stanziale

Email Address *

gstanziale@stewartinc.com

Home Address *

302 Gordon Street, Beaufort

Is your mailing address the same as your home address? *

- ○ Yes
- ◉ No

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter N/A *

115 Cofield Circle, Durham, NC 27707

Are you a full-time resident of the Town of Beaufort? *

- ○ Yes
- ◉ No

Are you a part-time resident of the Town of Beaufort? *

- ◉ Yes
- ○ No

If you are a part-time resident of Beaufort, please provide your other address. If you are a full-time resident of Beaufort, please put N/A below. *

N/A

Telephone Number *

9199497482

Employment/Education/Volunteer Experience

Please summarize your education, work and volunteer experience in the spaces below OR submit a cover letter and/or resume to a.coleman@beaufortnc.org and request this to be attached to your application.

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Stewart Engineering Inc.

What is your current Job Title? *

President, CBDO

Years in your current position: *

7 years or more

Please provide a brief description of your duties: *

As president of a 200+ person professional services firm, I serve as an executive committee leader, carry out the firms strategic growth initiatives, oversee firmwide Business Development and serve as Principal in charge of specific projects as a Landscape Architect and Master Planner with 45 years experience as well as lead zoning and entitlement processes for certain key projects.

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

Please briefly describe your community activities and/or volunteer experience: *

- Founding member and Chair seven years of the Durham Appearance Commission (7 years)
- Vice Chair and member of the Durham Convention Center Authority (5 years)
- Member of the Mayors council to develop Crime Prevention Through Environmental Design (CPTED) principals and guidelines for the City of Durham
- Founding member and Board member of the Triangle District of the Urban Land Institute (ULI)
- Mentor leader for young leaders for ULI District Council
Founding member, Urban Land Institute Carolinas
- Founding member, co-Chair and Chair of of the Rethinking Southern Cities Council of ULI Carolinas
- President, immediate past president and current member of the NC State University College of Design Board
- Visiting lecturer on zoning, the zoning process, and the Landscape Architects role in the process, NC State University College of Design
- Committee member to develop a new Master's Degree program in Real Estate Development, NC State University
- Visiting lecturer, Duke University department of Engineering on the development and entitle process
Visiting lecturer on the development process, design and the Developers role, UNC Chapel Hill, Kenan Flagler school of real estate
- Programming committee member for the annual NC State University Urban Design Conference (multiple years and current)

Background

Please tell us more about you. You must be a Town of Beaufort resident to serve on one of the Town's boards and commissions.

How long have you lived in the Town of Beaufort? *

10 years but less than 15 years

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

What is your connection to Beaufort? *

Quality of life on the water, its history and access to the islands and fishing. in addition, worked on or currently working on several projects for the town including:
- Author of the Gateways Master Plan
- New Turner Street Bridge design concept
- Turner Street streetscape improvements
- The Beaufort Comprehensive Plan and UDO update
- Design of the new Cedar Street Park
- ADA Transition Plan

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Background Continued

List any Boards you have served on in the past. If this is your first time, please enter N/A *

Durham Appearance Commission, Durham Convention Center Authority

George Stanziale - 919-949-7482
gstanziale@stewartinc.com

Why are you interested in serving on this board(s)/commission(s)? *

My wife and I are spending considerably more time in town since Covit and will continue to do so. I love to be involved in my community and utilize my experience and knowledge to better my community. as a landscape Architect and master Planner with 45 years experience, I have been involved in more than 200 rezoning's nationally and and countless development projects. I enjoy the zoning and development process and feel i would bring significant development experience to the planning board and or the Harbor and waterways advisory committee.

Please describe any background or abilities that qualify you to serve on these board(s)/commission(s): *

I have a degree in Architecture and Landscape Architecture and have practiced for 45 years. I have been involved in the master planning, design, construction and entitlements of various project types nationally that include master planned communities, mixed use, hospitality, healthcare, higher education, retail and office. I have taught classed on the development and zoning and entitle processes. I am President of a large design and engineering firm and previously worked internationally on resort and hospitality projects.

I understand the political process and understand how to conduct and participate in public meetings and community input meetings.

Dianne Tetreault 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Beaufort Harbor & Waterways Master Plan Advisory Committee

First Name *

Dianne

Last Name *

Tetreault

Email Address *

diannetet@cs.com

Dianne Tetreau 3.

Home Address *

4005 Galantis Dr. #204H Morehead City, NC

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Dianne Tetreau 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Retired - Texas Instruments, Accenture

What is your current job title? *

Worked in International Marketing & Training

Years in your current position: *

36 years - Texas Instruments, 4 - Accenture

Please provide a brief description of your duties *

I am currently retired and a volunteer as: BOD Friends of the NC Maritime Museum; Beaufort Game Faire; the Port Officer (Welcoming Committee) for Beaufort, NC for 2500 member International Ocean Cruising Club (Sailboat organization), and nominee for Seven Seas Cruising Club (Eastern US boating organization) Beaufort Port Officer.

Dianne Tetreau 3.

Please briefly describe your community activities and/or volunteer experience: *

Friends of the Museum - Active member/advisor of the Jr. Sailing Program committee, Wooden Boat Show committee; recently elected to 3rd 3 year term on the BOD. Member of Beaufort Game Faire BOD focusing on environmental conservation and Eastern North Carolina history and Culture preservation. Both organizations are 501C and emphasis is on promoting the waterman and outdoor lifestyle to both children and adults. In my 1st year as OCC Port Officer, I introduced 24 international sailboat families to Beaufort. Two boats, from France, stayed at anchor and in a marina after visiting the Harvey Smith Watercraft Center. Both sailors built their own Paddleboards while the wives & 4 children enjoyed the Carteret County history and activities. Seeing the horses from their boat each morning was a highlight for the children. In November of 2018, I had 7 sailboats (20 visitors) at anchor or in a marina who learned about America's Thanksgiving traditions and loved the BHA Thanksgiving Feast. In my 2nd year as OCC Port Officer, I received Port Officer of the Year (one PO out of 250 Port Officers) as recommended by visiting OCCmembers to Beaufort. I give each visiting boat a jar of the Ann Street Men's Club Heavenly Peanuts as a welcome to Beaufort gift. Some say they come back again for the peanuts.

How long have you lived in the Town of Beaufort? *

Radio Is. Olde Towne YC 2009-2019 MHC since March 2019

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Dianne Tetreau 3.

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Why are you interested in serving on this board/commission? *

I may not currently live in Beaufort, but I do have a unique constituency base and a over riding interest in what happens to the Waterways & harbors in Beaufort.. My husband and I lived on our 40 ft sailboat sailing the Caribbean for 8 years, after retiring in Dallas, TX. Therefore, I have a greater understanding of the needs, wants, and limitations of the "cruising" community. These "cruising" sailors have made their sailboat their home, as my husband and I did. Just as any home owner wants to do, the cruiser wants to keep the water clean/never pollute (because he/she has to make drinking water from it), preserve/obey the marine and fishing laws because it is harder to get to a grocery store and seafood is good eating; meet their new neighbors (both on land or on another boat) and learn local customs and laws where ever they travel. I talk with these cruisers and they tell me about where they have been and what is good or not so good about where the have "dropped the anchor". I want to help this Advisory Board hear what I hear from cruisers who come for 1-2 days and end up staying for a week or leave after a day. And, more importantly, I want to be able to tell the cruisers about the awesome improvements Beaufort is making in order to make their visit here the best ever.. Many have told me that they quit coming because of the derelict boats and unknown underwater obstacles in Taylors Creek. They are encouraged by the recent improvements. I have already heard from 5 boats who will be leaving the Caribbean in March/April and heading this way.

Please describe any background or abilities that qualify you to serve on this board/commission: *

I understand the specific requirements for large or small sailboats (OCC Boats are 70 feet or less) that have very tall masts (can't get under power lines or bridge to enter Towne Creek) or very deep keels. I know the managers of all the marinas and can work with them to solve special needs. I would be able to invite a cruiser, who happened to be in town, to one of the Advisory Board meetings, for a first hand discussion.

Dianne Tetreau 3.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Dianne Tetreau 3.

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Dianne Tetreau 3.

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 18 / 2022

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Doug William 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Beaufort Harbor & Waterways Master Plan Advisory Committee

First Name *

Doug

Last Name *

Williams

Email Address *

freesailr@gmail.com

Doug William 3.

Home Address *

1501 Ann Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Doug William 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Retired

What is your current job title? *

Retired

Years in your current position: *

Retired

Please provide a brief description of your duties *

N/A

Doug William 3.

Please briefly describe your community activities and/or volunteer experience: *

Friends of NC Maritime Museum Board. BHA volunteer for replacing double decker bus barn doors and siding.

How long have you lived in the Town of Beaufort? *

Part time since 2006. Full time since 2020.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Friends of NC Maritime Museum.

Doug William 3.

Why are you interested in serving on this board/commission? *

I am an avid kayaker, sailor, and power boater and love Beaufort and want to see the community prosper and thrive as we continue to grow. The importance of Beaufort as an active popular stop on the inter coastal waterway is important to our town and its future. We must decide the best ways to respect our history and protect our environment as we strive to provide access and availability to all stakeholders.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Retired former President of HOOKER Furniture Corp. a top ten furniture manufacturer and international sourcing company. I have served on several boards and committees. Friends of NC Maritime board 6 yrs. President Chatmoss Country Club, Martinsville VA. Henry County Va Economic Development Board. Patrick Henry Community College Foundation.

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

Doug William 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

Doug William 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- (●) Town of Beaufort Website
- ( ) Email
- ( ) Newspaper
- ( ) Social Media
- ( ) Word of Mouth
- ( ) Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 17 / 2022

Doug William 3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Ann Carter 3.

Volunteer Boards, Commissions, and/or Committees' Application

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Board of Adjustment

First Name *

Ann

Last Name *

Carter

Email Address *

cartertilebeaufort@gmail.com

Ann Carter 3.

Home Address *

1113 Front St.

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Ann Carter 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ◉ Associates Degree
- ○ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

not employed

What is your current job title? *

retired

Years in your current position: *

N/A

Please provide a brief description of your duties *

retired

Ann Carter 3.

Please briefly describe your community activities and/or volunteer experience: *

former town commissioner, volunteer BSC

How long have you lived in the Town of Beaufort? *

30+ years, also grew up in Beaufort

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

planning board, BOA, town board

Ann Carter 3.

Why are you interested in serving on this board/commission? *

As a long time resident of Beaufort I am interested in maintaining the character of the town as realistically as reasonable and have a working knowledge of current ordinances and requirements

Please describe any background or abilities that qualify you to serve on this board/commission: *

long time resident, former business involved in construction, former experience on planning board and BOA

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Ann Carter 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

Ann Carter 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ◉ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 05 / 2022

Ann Carter 3.

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- (●) Yes
- ( ) No

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Sandy Grothee 3.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Board of Adjustment

First Name *

Sandra (Sandy)

Last Name *

Grotheer

Email Address *

grotheersandy@gmail.com

Sandy Grothee 3.

Home Address *

125 Whimbrel Way

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Sandy Grothee 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

AT&T

What is your current job title? *

Sales Director

Years in your current position: *

10 years

Please provide a brief description of your duties *

I am responsible for leading a team of IT Sales and IT Engineers supporting and driving sales growth of Fortune 100 clients. I leverage both internal resources (Finance, Solution, delivery and billing organizations) to deliver complex, end to end IT services. I manage client relation, develop execute strategy, manage financial budget and Human resources.

Sandy Grothee 3.

Please briefly describe your community activities and/or volunteer experience: *

Most recently, I have been a member of the Beaufort Lions Club. I have been Room Mother and HS Booster Club Lacrosse Representative (responsible for fund raising) multiple years.

How long have you lived in the Town of Beaufort? *

I have had a 2nd home in Beaufort for over 15 years. I have been full time in Beaufort since the onset of COVID. I am currently building a house at 312 Ann Street and living in Beau Coast until my house is finished.

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Sandy Grothee 3.

Why are you interested in serving on this board/commission? *

I have had a home in Beaufort for over 15 years. I would like to serve on the Board of Adjustment to give back and support the shaping of the future of the Town of Beaufort.

Please describe any background or abilities that qualify you to serve on this board/commission: *

During my 30+ years of leadership experience as an IT Leader, I have developed strong complex, strategic, critical thinking skills. In particular, I am a fact and data oriented decision maker. I believe I can make positive contribution to the Town of Beaufort Board of Adjustment Commission.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Sandy Grothee 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

Sandy Grothee 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 01 / 2022

Sandy Grothee 3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Tammy Hunsucker 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Board of Adjustment

First Name *

Tammy

Last Name *

Hunsucker

Email Address *

tammy.hunsucker@gmail.com

Tammy Hunsucker 3.

Home Address *

107 Live Oak St Beaufort NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Tammy Hunsucker 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Claritas

What is your current job title? *

Senior Director, Product Leadership

Years in your current position: *

8+ years

Please provide a brief description of your duties *

Experienced product leader with demonstrated history of working in data, digital and software product strategy. Currently focused on key initiatives and product strategies blending core Claritas data assets with marketing technology and acquired solutions (M&A) to meet the ever-evolving needs of the marketplace.

Tammy Hunsucker 3.

Please briefly describe your community activities and/or volunteer experience: *

Involved in outreach activities and fundraising, serving as chair and co-chair of annual event raising over $25K annually to support local and national non-profits across multiple causes. Volunteer experience with women's homeless shelter, food banks, meal serving/preparation, environmental education and local school organizations. Most recently, I have been very involved with the East Carteret High School band focused on fundraising events to support continued musical education of local students.

How long have you lived in the Town of Beaufort? *

15+ years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Tammy Hunsucker

3.

Why are you interested in serving on this board/commission? *

Beaufort is my hometown and I am very interested in the future of this town. I would like to see it's natural beauty and historic assets protected while also providing for economic vitality that all citizens should enjoy. I have a masters degree in Urban Geography/Transportation Planning as well as 3+ years in a PhD program in Economic Development. It is my desire to use this background to help the community. I strongly believe that communities can balance economic development and growth while protecting the environment and all natural and historic assets.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Masters degree in Urban Geography/Transportation Planning and 3+ years in a PhD program in Economic Development as well as years of understanding the varying views of the citizens and stakeholders of this community

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Tammy Hunsucker 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

Tammy Hunsucker 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ( ) Town of Beaufort Website
- ( ) Email
- ( ) Newspaper
- ( ) Social Media
- (•) Word of Mouth
- ( ) Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (•) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 31 / 2022

Tammy Hunsucker

3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Wendi Oliver 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Board of Adjustment

First Name *

Wendi

Last Name *

Oliver

Email Address *

wendi28516@gmail.com

Wendi Olive 3.

Home Address *

2401 Front Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Wendi Olive 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ◉ Associates Degree
- ○ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Front Street Village

What is your current job title? *

Co-Owner

Years in your current position: *

14

Please provide a brief description of your duties *

Vice Chair of whatever needs to be done :)

Wendi Olive 3.

Please briefly describe your community activities and/or volunteer experience: *

Serve on several non-profits in Carteret County.

How long have you lived in the Town of Beaufort? *

2002

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Board of Adjustments for one term

Why are you interested in serving on this board/commission? *

To participate in our community in a meaningful way.

Wendi Oliv 3.

Please describe any background or abilities that qualify you to serve on this board/commission: *

I try to do research and understand the guidelines for the position I am applying.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other:

Wendi Olive 3.

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ◉ Other

Wendi Olive 3.

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

12 / 23 / 2021

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- (●) Yes
- ( ) No

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Sandy Grothee 3.

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Advisory Board/ Commission Interested in: *

Historic Preservation Commission

First Name *

Sandra (Sandy)

Last Name *

Grotheer

Email Address *

grotheersandy@gmail.com

Sandy Grothee 3.

Home Address *

125 Whimbrel Way

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

I am currently renting at 125 Whimbrel Way, Beaufort, NC 28516. I will be moving to 312 Ann Street, Beaufort, NC by April 1, 2022.

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Sandy Grothee 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

AT&T

What is your current job title? *

Sales Director

Years in your current position: *

15 years

Please provide a brief description of your duties *

Responsible for leading a team on sales people and engineers to grow and support AT&T Enterprise business clients.

Sandy Grothee 3.

Please briefly describe your community activities and/or volunteer experience: *

I was active as Room Mother and Lacrosse Team Mom throughout my children's school life.

How long have you lived in the Town of Beaufort? *

I have had a 2nd home in Beaufort for 15+ years. I have been a full time resident, working remotely, with the onset of COVID.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Sandy Grothee 3.

Why are you interested in serving on this board/commission? *

I am interested is supporting the Town of Beaufort Historic Preservation Committee having lived in the Historic District for 5+ years (I previously owed 212 Ann Street.) and appreciate the Town's approach maintaining Beaufort's Historic culture. I would like to support my community.

Please describe any background or abilities that qualify you to serve on this board/commission: *

I believe my business experience would be an asset to maintaining Beaufort's Historic District. I will bring perspective, collaboration and the ability to make fact based decisions to the committee.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Sandy Grothee 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

Sandy Grothee 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 31 / 2022

Sandy Grothee 3.

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- (●) Yes
- ( ) No

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3.

Bradley Hedrick

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Advisory Board/ Commission Interested in: *

Historic Preservation Commission

First Name *

Bradley

Last Name *

Hedrick

Email Address *

sparkytect@hotmail.com

3.

Bradley Hedrick

Home Address *

315 Hedrick Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

3.

Bradley Hedrick

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Williams Electric

What is your current job title? *

Electrician

Years in your current position: *

1.5

Please provide a brief description of your duties *

Perform all aspects of electrical installations and repair

3.

Bradley Hedrick

Please briefly describe your community activities and/or volunteer experience: *

Former President of Historical Association, Prince William County, VA Served 3 years of Board of Code Appeals, Fredericksburg, VA

How long have you lived in the Town of Beaufort? *

Beaufort 1.5 years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

3.

Bradley Hedrick

Why are you interested in serving on this board/commission? *

I have a desire to help maintain the historical integrity of the town while increasing its appeal to locals and visitors.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Degree in Historic Preservation, Mary Washington College

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

Bradley Hedrick 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

Bradley Hedrick 3.

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- (●) Town of Beaufort Website
- ( ) Email
- ( ) Newspaper
- ( ) Social Media
- ( ) Word of Mouth
- ( ) Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

12 / 31 / 2021

3.

Bradley Hedrick

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- (●) Yes
- ( ) No

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Google Forms

3.

Ian Huckabee

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Historic Preservation Commission

First Name *

Ian

Last Name *

Huckabee

Email Address *

ian@crewcoastal.com

Home Address *

313 Ann Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

3.

Ian Huckabee

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Self-employeed

What is your current job title? *

President/Broker

Years in your current position: *

2

Please provide a brief description of your duties *

Own and operate a real estate business

3.

Ian Huckabee

Please briefly describe your community activities and/or volunteer experience: *

Current HPC board member; member of Beaufort Rotary; former board chair and board member, NC Museum of Life and Science; Board Member, TechHome Division, Consumer Technology Association (formerly Consumer Electronics Association)

How long have you lived in the Town of Beaufort? *

2 years FT, owned a home in Beaufort since 6/2017

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Current HPC board member; former board chair and board member, NC Museum of Life and Science; Board Member, TechHome Division, Consumer Technology Association (formerly Consumer Electronics Association)

3.

Ian Huckabee

Why are you interested in serving on this board/commission? *

I feel very fortunate to live in Beaufort and seek to do my part to help maintain and promote its charm through community involvement. It's important to preserve the qualities that have landed Beaufort in such high regard regionally and nationally. The historic, charming, and quaint waterfront town has been recognized by TravelMag as the #1 Coolest Small Town in America. Southern Living voted Beaufort as the South's best small town, and Porter Briggs calls it the Nicest Place in the South. Proper stewardship, through the Town of Beaufort's HPC, BOA, and Planning Board, is vital to preserving the wonderful lifestyle Beaufort offers. I feel my experience would allow me to contribute meaningfully in this regard.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Most notably, from 2001-2010, I was involved in new home construction in Pinehurst and Chapel Hill, NC. I worked closely with the Village of Pinehurst Planning and Inspections, which maintains tight guidelines on all construction, as well as with the architectural review boards for National Golf Club (now Pinehurst No. 9), Pinewild Country Club in Pinehurst, and Briar Chapel in Chapel Hill. My experience with covenants, conditions and restrictions (CC&Rs) and architectural review board policies and procedures will help me to serve as a member of the HPC.

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

3.

Ian Huckabee

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

3.

Ian Huckabee

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 06 / 2022

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

This content is neither created nor endorsed by Google.

Google Forms

Tammy Hunsucke 3.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Historic Preservation Commission

First Name *

Tammy

Last Name *

Hunsucker

Email Address *

tammy.hunsucker@gmail.com

Tammy Hunsucke 3.

Home Address *

107 Live Oak St

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Tammy Hunsucke 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Claritas

What is your current job title? *

Senior Director, Product Leadership

Years in your current position: *

8+

Please provide a brief description of your duties *

Experienced product leader with a demonstrated history of working in data, digital and software product strategy. Currently focused on product solutions blending core Claritas data assets with marketing technology and acquired solutions (M&A) to meet the ever-evolving needs of the marketplace.

Tammy Hunsucke 3.

Please briefly describe your community activities and/or volunteer experience: *

Involvement in outreach and fundraising activities, serving as Chair and Co-Chair for several years raising over $25K annually for local and national non-profit organizations. Additionally, I have volunteered in women's homeless shelter, food banks, environmental education, meal preparation and other activities. Most recently, I have been very involved with the East Carteret High School band focused on fundraising events to support musical education opportunities for local students.

How long have you lived in the Town of Beaufort? *

15+ years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Tammy Hunsucke 3.

Why are you interested in serving on this board/commission? *

Beaufort is my hometown and I am very interested in planning for its future. I believe we can protect our natural and historic assets while also providing economic vitality. I have a masters degree in urban geography/transportation planning as well as 3+ years in a PhD program in Economic Development. It is my desire to leverage my background to help the community. I strongly believe that the future of Beaufort should balance economic development while protecting the historic assets and the environment.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Masters degree in urban geography and 3+ years in PhD program in Economic Development; understanding of the community from many years as a resident as well as understanding the varying views of the citizens

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Tammy Hunsucke 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

Tammy Hunsucke 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 31 / 2022

Tammy Hunsucke 3.

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- (●) Yes
- ( ) No

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Joyce McCune 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Historic Preservation Commission

First Name *

Joyce

Last Name *

McCune

Email Address *

joyce@historicbeaufort.com

Joyce McCune 3.

Home Address *

608 Ann Street

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (•) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (•) No

Joyce McCune 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Self employed- Clawsons/Aqua/Fishtowne Brewhouse/Backstreet

What is your current job title? *

Co-owner

Years in your current position: *

36 years

Please provide a brief description of your duties *

Working with our partners and our teams of managers and employees to see that the businesses are well run.

Joyce McCune 3.

Please briefly describe your community activities and/or volunteer experience: *

Have served on the Beaufort Historic Preservation Commission since June 2019. I was elected Vice-Chair this year. I am also active in the Beaufort Garden Club, and I am currently on the Board of the Beaufort Historic Association.

How long have you lived in the Town of Beaufort? *

40 years

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Beaufort Historic Preservation Commission

Joyce McCune 3.

Why are you interested in serving on this board/commission? *

I have a keen interest in history and preservation. The Historic District of Beaufort is an important part of what makes Beaufort a special place to live, work and play. It is important to me that we preserve the integrity of the Historic District for future generations.

Please describe any background or abilities that qualify you to serve on this board/commission: *

I have lived in the Beaufort Historic District for 39 years and have co-owned commercial buildings in the Downtown Historic District for 36 years. I have experience as a citizen bringing applications before the BHPC for renovations and additions to my 1896 home, as well as renovations and new construction on our commercial buildings downtown. I have just completed a term on the BHPC and have served as Co-Chair.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Joyce McCune 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

Joyce McCune 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ◉ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 05 / 2022

Joyce McCune 3.

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- (●) Yes
- ( ) No

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Laurel Sanders 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Historic Preservation Commission

First Name *

Laurel

Last Name *

Sanders

Email Address *

sanders4gso@me.com

Laurel Sanders

3.

Home Address *

1004 Ann Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Laurel Sanders 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

I am semi-retired, self-employed and do volunteer work.

What is your current job title? *

genealogist, and President of the North Carolina Genealogical Society

Years in your current position: *

8 as a professional genealogist, 4 as president

Please provide a brief description of your duties *

family history research, consulting and training

Laurel Sanders

3.

Please briefly describe your community activities and/or volunteer experience: *

Member of the Beaufort Historical Association, had our home on the tour last year; volunteer with the Chaffee Zoo in Fresno 1994-1997; Symphony League of Kalamazoo, MI 1999-2000; Master Gardener volunteer in Guilford County 2008-2012; NCGS 2014-present (dates are to the best of my recollection)

How long have you lived in the Town of Beaufort? *

5 years part-time and 2 years full-time

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

North Carolina Genealogical Society; North Hampton Homeowner's Association

Laurel Sanders

3.

Why are you interested in serving on this board/commission? *

I would like to get more involved in activities in Beaufort. I enjoy researching the history of families and of old homes. I believe it's important to preserve examples of historic architecture for future generations and to make sure the stories behind the homes are also preserved.

Please describe any background or abilities that qualify you to serve on this board/commission: *

I have no formal education in historic preservation, but history and research are interests of mine. I have experience serving on boards and working with volunteers.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Laurel Sanders

3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

Laurel Sanders

3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ◉ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 31 / 2022

Laurel Sanders

3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Charlie Davis 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Parks & Recreation Advisory Board

First Name *

Charlie

Last Name *

Davis

Email Address *

charles_davis@outlook.com

235

Charlie Davis 3.

Home Address *

122 Lennoxville Point Road, Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (•) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (•) No

Charlie Davis 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Carteret County Government

What is your current job title? *

Office Technician

Years in your current position: *

8 months

Please provide a brief description of your duties *

Answer phone calls, send emails and other correspondence, scan files, serve on safety committee for Veterans Services Office

Charlie Davis 3.

Please briefly describe your community activities and/or volunteer experience: *

Former Vice Chair of the Parks and Recreation Advisory Board for Beaufort, NC

How long have you lived in the Town of Beaufort? *

1996-2017, 2019-present

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

2016-2017 Vice Chair of the Parks and Recreation Advisory Board for Beaufort, NC

Charlie Davis 3.

Why are you interested in serving on this board/commission? *

I have always had a passion public service. I wish I was able to have served longer on the Parks and Recreation Board, however I moved to Boone, NC to attend App State. I believe we should have representatives from all generations so all voices are heard.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Former Vice Chair of the Parks and Recreation Advisory Board for the Town of Beaufort, Bachelors Degree in Political Science, previous volunteer for the Carteret County Democratic Party.

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

Charlie Davis

3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ◉ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ○ 61+

Charlie Davis

3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- (●) Town of Beaufort Website
- ( ) Email
- ( ) Newspaper
- ( ) Social Media
- ( ) Word of Mouth
- ( ) Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

12 / 29 / 2021

Charlie Davis

3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Rebecca Droh 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Parks & Recreation Advisory Board

First Name *

Rebecca

Last Name *

Drohan

Email Address *

rrdrohan@gmail.com

Rebecca Drol 3.

Home Address *

311 Jones Avenue Apartment 2

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Rebecca Drol 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Coastal Carolina Riverwatch

What is your current job title? *

White Oak Waterkeeper

Years in your current position: *

6 months as Waterkeeper, 3 years with Coastal Carolina Riverwatch

Please provide a brief description of your duties *

Preforming fieldwork, advocacy, outreach, and education related to water quality in the White Oak River basin.

Rebecca Drol 3.

Please briefly describe your community activities and/or volunteer experience: *

I have been active in the Beaufort community through engaging with citizens and officials on local issues. I coordinate the Ocean Friendly Establishments program, of which many local Beaufort businesses are part of. I have regularly tabled at the Farmers Market as a nonprofit representative. I have participated in planting projects such as at Grayden Paul Park.

How long have you lived in the Town of Beaufort? *

3 years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Rebecca Drob 3.

Why are you interested in serving on this board/commission? *

Parks and recreation serve a vital role in environmental protection, wildlife habitat, and community building, all of which I am passionate about. I think Beaufort has some great projects and services in place, and look forward to the future of parks in our town.

Please describe any background or abilities that qualify you to serve on this board/commission: *

My educational background is in Sustainable Development and I was employed at Hemlock Bluffs State Nature Preserve in Cary, NC. My current employment at Coastal Carolina Riverwatch is centered around environmental issues.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Rebecca Drol 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ◉ 31-40
- ○ 41-50
- ○ 51-60
- ○ 61+

Rebecca Droh 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ○ Yes
- ○ No
- ◉ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 20 / 2022

Rebecca Drob 3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Michael Rave 3.

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Advisory Board/ Commission Interested in: *

Parks & Recreation Advisory Board

First Name *

Michael

Last Name *

Rave

Michael Rave

3.

Email Address *

michael.rave85@gmail.com

Home Address *

121 Palmetto Place Circle, Beaufort NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

n/a

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Michael Rave

3.

Are you a part-time resident of the Town of Beaufort? *

- ○ Yes
- ◉ No

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Carolina East Physicians, Carolina East Medical Center

What is your current job title? *

Physician

Years in your current position: *

7

Michael Rave

3.

Please provide a brief description of your duties *

Full Range of Cardiology Services

Please briefly describe your community activities and/or volunteer experience: *

Parks and Recreation Advisory Board (two previous terms), Beaufort Food and Wine, Beaufort Historical Association, Past Chief of Staff Carteret Health Care

How long have you lived in the Town of Beaufort? *

7 years full time

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

Michael Rave

3.

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Parks and Recreation (two prior terms)

Why are you interested in serving on this board/commission? *

Opportunity to assist in developing and guiding a vibrant community park system linking outdoor healthy recreational activities, water access, a walk-able community, preservation of historic spaces and ensuring health of natural resources.

Please describe any background or abilities that qualify you to serve on this board/commission: *

32 years as a physician dedicated to public health, retired after 34 years of uniformed service in the Army including senior command and staff leadership positions, masters degree in strategic policy, currently serving second term on this board as the Vice Chair.

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

Michael Rave

3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

Michael Rave

3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ◉ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

11 / 02 / 2021

3.

Michael Rave

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Google Forms

3.

Meg Risser

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Parks & Recreation Advisory Board

First Name *

Meg

Last Name *

Risser

Email Address *

mrisser51@gmail.com

3.

Meg Risser

Home Address *

118 Moore Street, Beaufort NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

3.

Meg Risser

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Retired

What is your current job title? *

Not employed

Years in your current position: *

4

Please provide a brief description of your duties *

Retired RN

3.

Meg Risser

Please briefly describe your community activities and/or volunteer experience: *

'Baking for Good' Interfaith Community Food Assistance Initiative / Broad Street Vaccine Clinic / Secretary of Saint Paul's Board of Episcopal Church Women

How long have you lived in the Town of Beaufort? *

4 years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

3.

Meg Risser

Why are you interested in serving on this board/commission? *

Would like to be of service in Beaufort's Parks and Recreational planning and improvement.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Retired with last 10 years in an RN supervisory position at a major Hospital system and served on numerous committees that involved planning and improving the workplace.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Meg Risser

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

3.

Meg Risser

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ◉ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 11 / 2022

3.

Meg Risser

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Doug Williams 3.

Volunteer Boards, Commissions, and/or Committees' Application

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Parks & Recreation Advisory Board

First Name *

Doug

Last Name *

Williams

Email Address *

freesailr@gmail.com

Doug Williams

3.

Home Address *

1501 Ann Street

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Doug Williams

3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ◉ Bachelor's Degree
- ○ Master's Degree

Who is your current Employer? *

Retired

What is your current job title? *

Retired

Years in your current position: *

10

Please provide a brief description of your duties *

Former President, HOOKER Furniture Corp. Martinsville VA.

Doug Williams

3.

Please briefly describe your community activities and/or volunteer experience: *

Friends of NC Maritime Museum Board. BHA project volunteer work on Bus barn.

How long have you lived in the Town of Beaufort? *

Part time since 2006. Full time since 2020.

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Friends of NC Maritime Museum 6 years.

Doug Williams

3.

Why are you interested in serving on this board/commission? *

I am an avid kayaker, sailor, and power boater. I would like to see Beaufort improve upon facilities available for residents and visitors in the areas of water access, parks and green areas. Biking and walking trails are also very important as we are seeing the continued growth of new housing in our area. I am also very aware of Beaufort's history and want to help preserve and retain that for our citizens.

Please describe any background or abilities that qualify you to serve on this board/commission: *

I have served on numerous boards and committees in professional, municipal and private organizations. President , Chatmoss Country Club Martinsville Va. Patrick Henry Comm College Foundation. Henry County Va Economic Development Commission.

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

Doug Williams 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

Doug Williams

3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- (●) Town of Beaufort Website
- ( ) Email
- ( ) Newspaper
- ( ) Social Media
- ( ) Word of Mouth
- ( ) Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 17 / 2022

Doug Williams

3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Jamie Clark 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Planning Board

First Name *

Jamie

Last Name *

Clark

Email Address *

clarkjamie15@gmail.com

Jamie Clark

3.

Home Address *

107 Beaufort Walk

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Jamie Clark 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

University of Miami contracted to NOAA

What is your current job title? *

Senior Research Associate II

Years in your current position: *

2

Please provide a brief description of your duties *

As a Fisheries Biologist, I study the life history of various species of Atlantic fishes. I calculate the age of fish otoliths then supply this data for stock assessments. Currently, I am utilizing a form of spectroscopy to model and predict ages of White Grunt otoliths. During the warmer months, I get the opportunity to go out on research cruises that study fishery abundance and diversity within the southern Atlantic. Prior to this position, I worked with the Sea Turtle Team at the Beaufort Lab, studying sea turtle life history and movement patterns within coastal NC.

Jamie Clark

3.

Please briefly describe your community activities and/or volunteer experience: *

I find joy in serving my community and helping where I can. I have been a member of the Beaufort Lions Club since I moved here in the summer of 2018. Since then, I have served as Vice President during 2019-2020, President during 2020-2021, and now the Co-Treasurer from 2021-2022. As a Lion, I have served on the planning board for several Beaufort Bridge Runs, assisted with serving meals, pranced in Beaufort's holiday parades, fundraised for several special projects, and served a multitude of individuals in need. I have volunteered at the North Carolina Aquarium at Pine Knoll Shores and have organized several education outreach events dedicated to sharing marine science with the public. I have also participated in the Terrapin Tally at the Rachel Carson Reserve to estimate abundance of Diamondback Terrapins. Most recently, I have begun planning a project with NC State Parks and the Beaufort Lions Club to restore trails within Rachel Carson Reserve.

How long have you lived in the Town of Beaufort? *

4

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Jamie Clark

3.

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Why are you interested in serving on this board/commission? *

I am interested in serving on the Planning Board because I hope to help Beaufort prepare for sea level rise, conserve our town's history, make educated plans for development, and overall listen and respect the ideals of the citizens of Beaufort. I hope to help Beaufort conserve its charm yet plan for a sustainable future.

Please describe any background or abilities that qualify you to serve on this board/commission: *

With my combined education and leadership experience, I believe that I will make a positive and valuable contribution to Beaufort's Planning Board. I feel that I illustrate strong and youthful leadership, an aptitude to work with others in a team to achieve a like-minded goal, and an enthrallment for the town of Beaufort. While in the Beaufort Lions Club, I have made significant modernizations to the club that have allowed us to continue our work during the pandemic and stay active in our community. I have contributed to the marketing of local events to draw in tourists for our local economy. I understand the meaning of true teamwork from being a Captain of my high school varsity basketball team to becoming the President of the Beaufort Lions Club to leading my own female young professional organization here in Beaufort. My participation and leadership of these collaborative organizations demonstrates the team focused mindset and people first approach I'd bring to the position. I would seek to value others' perspectives and orchestrate productive discussion to achieve our goals. I have visited Beaufort since I was a year old, noticing the sense of community and uniqueness around this charming town. I have yearned to become a part of the community and perpetuate the inclusiveness that Beaufort offers. I believe that I can assist the Beaufort Planning Board with development decisions and thereafter recommendations to the Board of Commissioners if nominated to serve.

Jamie Clark

3.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Jamie Clark

3.

Which age group describes you? *

- ○ 18-21
- ◉ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ○ 61+

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Jamie Clark 3.

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 20 / 2022

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Charlie Deaton 3.

Volunteer Boards, Commissions, and/or Committees' Application

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Advisory Board/ Commission Interested in: *

Planning Board

First Name *

Charlie

Last Name *

Deaton

Email Address *

Charlesddeaton@gmail.com

Charlie Deaton 3.

Home Address *

617 Broad St

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Charlie Deaton 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

NCDEQ/NC Coastal Reserve

What is your current job title? *

Research associate

Years in your current position: *

3

Please provide a brief description of your duties *

Responsible for providing research support for policy-making by NCDEQ and for coastal resilience planning at the Rachel Carson Reserve, as well as water quality monitoring, GIS mapping, data analysis, and field support for academic partners working at the Coastal Reserve's 10 reserve sites across North Carolina.

Charlie Deaton 3.

Please briefly describe your community activities and/or volunteer experience: *

Eastern Carteret Collaborative: community conversations to develop a network with a systemic vision of community and climate resilience for eastern Carteret County

Carteret for Science: helped develop a network of scientists to promote science-based policy and citizen engagement in science education

Rett Newton for Senate campaign: volunteer organizer for 2022 US Senate campaign

Regular participant in CAMA land use plan meetings, bike/ped planning meetings, and frequently attend board of commissioners meetings

How long have you lived in the Town of Beaufort? *

6 years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

Charlie Deaton 3.

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Why are you interested in serving on this board/commission? *

I want to serve on the planning board to bring the perspectives of Beaufort's younger residents and its long term renters. Our town's housing issues have been worsening for several years, but the lack of long term rental housing (and especially housing that is affordable for the town's workforce) has only recently begun to be seriously discussed. The planning board needs the voice of someone who has been living with our housing shortage and thinking about solutions for years. According to census data, roughly half of Beaufort's full time residents are long term renters, and we have long been underrepresented on the town's boards, and I hope to provide a voice for fixing our town's housing shortage through the work of the planning board.

Please describe any background or abilities that qualify you to serve on this board/commission: *

As an employee of the NC Coastal Reserve (part of the Division of Coastal Management/CAMA), I'm experienced at conducting research to inform decision-making on environmental issues, which will be beneficial to bring to the planning board. Further, I've worked with the Eastern Carteret Collaborative on developing broad understandings of what resilience should look like for our part of the country, including issues like the environment, affordable housing, and development. I've also formerly worked on helping Williamsburg, VA develop its bicycle and pedestrian infrastructure plans. And as someone who has been directly impacted and forced to move by our town's growing rental housing shortage, I bring the perspective of the town's residents who are most impacted by the board's decisions - a voice that has been notably absent over the years.

Charlie Deaton 3.

Gender *

- (●) Male
- ( ) Female
- ( ) Prefer not to say
- ( ) Prefer to self describe
- ( ) Nonbinary or third party

Ethnicity *

- ( ) Asian or Pacific Islander
- ( ) African American
- ( ) American Indian/Alaskan Native American
- ( ) Hispanic
- (●) Caucasian/Non-Hispanic
- ( ) Prefer not to say
- ( ) Other: _____

Charlie Deaton 3.

Which age group describes you? *

- ○ 18-21
- ◉ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ○ 61+

How did you find out about the Beaufort Boards and Commission vacancies? *

- ◉ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ○ Other

Charlie Deaton 3.

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- (●) Yes
- ( ) No
- ( ) Maybe
- ( ) Other: _____

Date of Submission *

MM DD YYYY

01 / 19 / 2022

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Tammy Hunsucke 3.

Volunteer Boards, Commissions, and/or Committees' Application

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If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Planning Board

First Name *

Tammy

Last Name *

Hunsucker

Email Address *

tammy.hunsucker@gmail.com

Tammy Hunsuck 3.

Home Address *

107 Live Oak St

Is your mailing address the same as your home address? *

- (•) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

N/A

Are you a full-time resident of the Town of Beaufort? *

- (•) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (•) No

Tammy Hunsucke 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Claritas

What is your current job title? *

Senior Director, Product Leadership

Years in your current position: *

8

Please provide a brief description of your duties *

I am an experienced product leader with demonstrated history of working in data, digital, services and software product strategy. Currently I am focused on key initiatives and product solutions blending core Claritas data assets with marketing technology and acquired solution services (M&A) to meet the ever-evolving needs of the marketplace.

Tammy Hunsucke 3.

Please briefly describe your community activities and/or volunteer experience: *

I have been involved for many years in outreach and fundraising efforts of my church. I served as Chair and Co-Chair for multiple years on an annual event that raises over $25k annually for 20+ non-profit organizations. The annual event raises donations as well as awareness of the wonderful work of local and national non-profit organizations. Additionally, I have served as an overnight volunteer for a women's homeless shelter as well as assisted with meal preparation. Other volunteer efforts include local volunteering with fundraising events to support the East Carteret High School band, food banks, meal serving & preparation, environmental clean-up events to name a few.

How long have you lived in the Town of Beaufort? *

15+ years

Are you currently serving on a Town Advisory Board/Commission? *

- ○ Yes
- ◉ No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ○ Yes
- ◉ No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

N/A

Tammy Hunsucke 3.

Why are you interested in serving on this board/commission? *

Beaufort is my hometown. I understand that growth is inevitable, and change is the only constant. As we look to the future of this town, I want to see it's natural beauty and historic assets protected while also providing for the economic vitality that all citizens should enjoy. I have a master's degree in Urban Geography/Transportation Planning as well as 3+ years in a Phd program in Economic Development. It is my desire to leverage my background to assist the committee and town with the research required to ensure all voices are heard as well as consider stakeholders at the table when planning the future of the town. I strongly believe that communities can balance economic development and growth while protecting the environment along with cultural and historic assets.

Please describe any background or abilities that qualify you to serve on this board/commission: *

Masters degree in Urban Geography/Transportation Planning and 3+ years in a PhD program in Economic Development; understanding of the community from many years as a resident as well as a keen understanding of the varying views of the citizens and stakeholders of this town.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Tammy Hunsucke 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ◉ 51-60
- ○ 61+

Tammy Hunsucke 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ◉ Word of Mouth
- ○ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

01 / 12 / 2022

Tammy Hunsucke

3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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Google Forms

Diane Meelhei 3.

Volunteer Boards, Commissions, and/or Committees' Application

On behalf of the Beaufort Commissioners, Town Manager, and Town staff, we are pleased you are interested in becoming a member of one of the Town's vital Boards, Committees, or Commissions.

One major way residents can have a positive impact on the future of the Town of Beaufort is volunteering to serve on the Town's various advisory boards and commissions. Residents who volunteer for these positions are an important link that connects the public to its governing body and are the advisers who make recommendations that ultimately shape the future of our Town. To learn more about the role of each advisory board visit the Volunteer Boards and Commissions page: (https://www.beaufortnc.org/bc).

If you wish to be considered for appointment to an advisory board, please complete this application. Once you click submit, your application will be routed to the TOWN CLERK. For more information about this application or it's process, you may contact the Town Clerk, Elizabeth Lewis at e.lewis@beaufortnc.org or 252-728-2141 ext. 233

Advisory Board/ Commission Interested in: *

Planning Board

First Name *

Helen Diane

Last Name *

Meelheim

Email Address *

dmeelheim@aol.com

Diane Meelhei 3.

Home Address *

120 Gordon St Beaufort, NC 28516

Is your mailing address the same as your home address? *

- (●) Yes
- ( ) No

Please provide your preferred mailing address below. If your mailing address is the same as your home address please enter: N/A *

NA

Are you a full-time resident of the Town of Beaufort? *

- (●) Yes
- ( ) No

Are you a part-time resident of the Town of Beaufort? *

- ( ) Yes
- (●) No

Diane Meelhei 3.

Please select your highest level of COMPLETED education: *

- ○ Less than a High School Diploma or Equivalent (GED)
- ○ High School Diploma or Equivalent (GED)
- ○ Associates Degree
- ○ Bachelor's Degree
- ◉ Master's Degree

Who is your current Employer? *

Retired but volunteering as a Nurse Practitioner and previously employed by Open Water Medical in Beaufort and Morehead.

What is your current job title? *

Family Nurse Practitioner volunteer

Years in your current position: *

44

Please provide a brief description of your duties *

Medical care

Diane Meelhei 3.

Please briefly describe your community activities and/or volunteer experience: *

Beaufort Planning Board currently, Beaufort Housing Authority currently serving, St Paul's Episcopal Church Vestry currently serving, Resilient Beaufort Work Group and CAMA Land Use Plan Steering Committee currently. Volunteering for Broad Street Clinic as a health care provider for four years. I served in the US Army for 27 years, now retired, with multiple deployments as a Family Nurse Practitioner.

How long have you lived in the Town of Beaufort? *

Since January 2011

Are you currently serving on a Town Advisory Board/Commission? *

- (●) Yes
- ( ) No

Do you have any personal or business interest that could create a conflict (either real or perceived) if appointed? *

- ( ) Yes
- (●) No

List any Boards you have served on in the past. If this is your first time, please enter: N/A *

Currently serving on Planning Board and Beaufort Housing Authority

Diane Meelhei 3.

Why are you interested in serving on this board/commission? *

I would like to be reappointed to continue with the important work of the Planning Board.

Please describe any background or abilities that qualify you to serve on this board/commission: *

One term on the planning Board which ends January 31, 2022 and education as an attorney, recently retired.

Gender *

- ○ Male
- ◉ Female
- ○ Prefer not to say
- ○ Prefer to self describe
- ○ Nonbinary or third party

Diane Meelhei 3.

Ethnicity *

- ○ Asian or Pacific Islander
- ○ African American
- ○ American Indian/Alaskan Native American
- ○ Hispanic
- ◉ Caucasian/Non-Hispanic
- ○ Prefer not to say
- ○ Other: _____

Which age group describes you? *

- ○ 18-21
- ○ 22-30
- ○ 31-40
- ○ 41-50
- ○ 51-60
- ◉ 61+

Diane Meelheir 3.

How did you find out about the Beaufort Boards and Commission vacancies? *

- ○ Town of Beaufort Website
- ○ Email
- ○ Newspaper
- ○ Social Media
- ○ Word of Mouth
- ◉ Other

Are you able to attend regularly boards or commission meetings (virtually or in-person)? *

- ◉ Yes
- ○ No
- ○ Maybe
- ○ Other: _____

Date of Submission *

MM DD YYYY

12 / 12 / 21

Diane Meelhei

3.

I understand this application is a public record and I certify that the facts contained in this application are true and correct to the best of my knowledge. This application will remain on file in the Office of the Town Clerk for 1 year. *

- (●) Yes
- ( ) No

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RESOLUTION OF THE TOWN OF BEAUFORT, NORTH CAROLINA BOARD OF COMMISSIONERS REQUESTING THAT THE CARTERET COUNTY BOARD OF COMMISSIONERS FILL VACANT TOWN OF BEAUFORT PLANNING BOARD SEATS AND BOARD OF ADJUSTMENT SEATS

WHEREAS, the Town of Beaufort ("the Town") is a North Carolina municipal corporation organized and existing pursuant to Chapter 160A of the North Carolina General Statutes; and,

WHEREAS, North Carolina General Statutes §160D-301 and §160D-302 authorize the creation, by ordinance, of a town planning board and town board of adjustment, respectively; and,

WHEREAS, the Town has, by ordinance, created a planning board in Section 22 of its Land Development Ordinance ("LDO") and a board of adjustment in Section 21 of the LDO; and,

WHEREAS, North Carolina General Statute §160D-307 requires that when a town "elects to exercise extraterritorial powers under this Chapter, it shall provide a means of proportional representation based on population for residents of the extraterritorial area to be regulated;" and,

WHEREAS, Section 22(A)(1) of the Town's LDO, consistent with North Carolina General Statutes §160D-307, provides that, "Two members [of the Planning Board] shall reside within the Town's extraterritorial jurisdiction (ETJ) and be appointed by the Carteret County Board of Commissioners;" and similarly Section 21(A)(1) of the Town's LDO provides that, "Two regular and one alternate member (of the Board of Adjustment) shall be appointed by the Carteret County Board of Commissioners (CC BOC) and shall reside within the Town's extraterritorial jurisdiction (ETJ);" and,

WHEREAS, one of the Planning Board regular member seats designated for residents of the Town's ETJ will become vacant on March 18, 2022;

WHEREAS, one of the Board of Adjustment regular member seats designated for residents of the Town's ETJ is currently vacant; and,

WHEREAS, N.C. Gen. Stat. §160D-307(B) and Sections 22(A)(1) and 21 (A)(1) of the Town's LDO provide that if the Carteret County Board of Commissioners fails to make these appointments within 90 days after receiving a resolution from the Town's Board of Commissioners requesting that the appointments be made, the Town's Board of Commissioners may make the appointments;

NOW THEREFORE, THE BOARD OF COMMISSIONERS OF THE TOWN OF BEAUFORT HEREBY RESOLVES AS FOLLOWS:

Section 1. The Town hereby requests that the Carteret County Board of Commissioners appoint a qualified individual to fill the vacant Town Planning Board regular member seat designated for a resident of the Town's ETJ and to appoint a qualified individual to

fill the vacant Board of Adjustment regular member seat designated for a resident of the Town's ETJ.

Section 2. The Town hereby notifies the Carteret County Board of Commissioners of its intent to fill the vacant Town Planning Board regular member seat and the vacant Town Board of Adjustment regular member seat, both of which are designated for residents of the Town's ETJ if, within 90 days of receipt of this Resolution, the Carteret County Board of Commissioners does not fill these vacancies.

Section 3. This Resolution shall be effective upon adoption.

Section 4. That the Town Manager, Clerk and/or Attorney are authorized to take all actions necessary to accomplish the purposes of this Resolution.

ADOPTED THIS _____ DAY OF _____, 2022.

TOWN OF BEAUFORT

By: _____
SHARON HARKER, Mayor

(Town Seal)

_____
Elizabeth Lewis, Town Clerk

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM Monday, Feb. 14, 2022

AGENDA CATEGORY: Items for Discussion and Consideration

SUBJECT: Wastewater Asset Management Plan

BRIEF SUMMARY:

The Town of Beaufort was awarded a grant by the North Carolina Division of Water Infrastructure via the Asset Inventory and Assessment grant program. This grant facilitated the recent completion of a Wastewater Asset Management Plan (WWAMP). The WWAMP is intended to help facilitate the proper operation and maintenance of wastewater collection and transmission assets, so that they provide the required level of service for present and future customers in a sustainable and cost-effective manner. To this end, the completed WWAMP provides: 1) an inventory of collection and transmission system assets; 2) an assessment as to the conditions of those assets; and 3) a ranking of the assets according to their criticality. Lastly, the WWAMP includes a recommended 10-year Capital Improvements Plan that was developed based upon the information inventoried, the assessment, and the rankings. The result is a document for use as a system management tool, a planning tool during the Town's annual budgeting process, and as an aid when applying for various funding opportunities.

Town staff recommends that the Board of Commissioners consider adopting the WWAMP as a planning document. An overview of the WWAMP was provided during the January 24, 2022 Work Session Meeting

REQUESTED ACTION:

Adoption of the Wastewater Asset Management Plan

EXPECTED LENGTH OF PRESENTATION:

30 minutes

SUBMITTED BY:

Greg Meshaw, Public Services Director/Town Engineer

BUDGET AMENDMENT REQUIRED:

No

RESOLUTION OF THE TOWN OF BEAUFORT
ADOPTING A WASTEWATER ASSET MANAGEMENT PLAN
RESOLUTION NO. 22-001

WHEREAS, asset management is a process water and wastewater utilities can use to make sure that planned maintenance can be conducted and capital assets (pumps, motors, pipes, etc.) can be repaired, replaced, or upgraded on time and that there is sufficient funding for it; and

WHEREAS, asset management is the practice of managing infrastructure capital assets to minimize the total cost of owning and operating these assets while delivering the desired service levels; and

WHEREAS, the Town of Beaufort desires to utilize asset management to pursue and achieve sustainable infrastructure and to develop a high-performing asset management program to include detailed asset inventories, operation and maintenance tasks, and long-range financial planning; and

WHEREAS, the development of an asset management plan with good data-including asset attributes (e.g., age, condition, and criticality), life-cycle costing, proactive operations and maintenance, and capital replacement plans based on cost-benefit analyses-can be the most efficient method of meeting this challenge; and

WHEREAS, an asset management plan for the Town's wastewater collection and transmission system was developed by engineering professionals in conjunction with Town staff as evidenced by the Wastewater Asset management Plan ("WWAMP") attached hereto; and

WHEREAS, the Board of Commissioners desires to formally adopt the WWAMP as a planning document for use in maximizing the life expectancy of the Town's capital assets and to also plan and budget for system upgrades, maintenance and repair as may be needed in the future in order to provide the rate payers of Beaufort with a system that performs efficiently from both and operations and financial perspective.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Town of Beaufort that the Wastewater Asset Management Plan attached hereto is hereby formally adopted.

Adopted this _____ day of _____, 2022

_____
Sharon Harker, Mayor

_____
Elizabeth Lewis, Town Clerk

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

Board of Commissioners
Virtual Regular Meeting
6:00 PM – Monday, Feb. 14, 2022

AGENDA CATEGORY:	Quasi-Judicial Proceeding
SUBJECT:	Case #22-01 Special Use Permit for an Accessory Dwelling Unit at 308 Ann Street

BRIEF SUMMARY:

The applicant wishes to apply for a Special Use Permit for an Accessory Dwelling Unit for 308 Ann Street in a rear structure on the property to also house a garage.

At their January 18, 2022 meeting the Planning Board unanimously recommended approval of the Special Use Permit.

REQUESTED ACTION:

Conduct an evidentiary hearing.

Provide findings and render a decision with or without conditions based on those findings.

EXPECTED LENGTH OF PRESENTATION:

15 Minutes

SUBMITTED BY:

Kyle Garner, AICP

Planning & Inspections Director

BUDGET AMENDMENT REQUIRED:

N/A

BOARD OF COMMISSIONERS REPORT

To: Honorable Mayor & Board of Commissioners

From: Kyle Garner, AICP, Planning Director

Date: January 19, 2022

Case No.: 22-01

THE REQUEST: Special Use Permit for Accessory Dwelling Unit

BACKGROUND:

Location:	308 Ann Street
Owner:	Scott Davidson
Applicant:	Sarah Afflerbach – Go Architecture
Requested Action:	Conduct Evidentiary Hearing and Provide Findings & Decision
CAMA Land Use:	Public & Institutional
PIN:	730617103546000
Size:	.184 Acres
Existing Land Use:	Vacant Lot – Former First Baptist Parsonage
Adjoining Land Use & Zoning:	North - Single-Family Residences; Zoned R-8 South – First Baptist Parking Lot – Zoned TR (Transitional) West – Single Family Residences - Zoned R-8 East – Single-Family Residences; Zoned TR
SPECIAL INFORMATION:	This property has been granted a Certificate of Appropriateness from the Historic Commission to construct a single-family dwelling with detached garage. Prior to the new dwelling the site was the Former First Baptist parsonage. At their January 18, 2022 meeting, after some discussion, the Planning Board recommended approval of the Special Use Permit for an accessory dwelling unit.
Public Utilities:	Water Existing Service Sanitary Sewer Existing Service

ACTION:

1. Conduct Evidentiary Hearing
2. Provide Findings & Render a Decision with or without conditions based on those Findings

Exhibit - A

STAFF COMMENTS:

- This application is for a Special Use Permit for an Accessory Dwelling Unit per the TR Zoning District.
- The property owner has been through the Historic Commission to obtain a Certificate of Appropriateness.
- Accessory Dwelling Units are not uncommon in the historic district as there are at 3 within one block of this property.
- The request is consistent with the current Land Use Plan – (***See Application***)

SECTION 20 Special Use Permit (*Town of Beaufort Land Development Ordinance*)

E) Required Findings

1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:

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

b) The application is complete;

c) The location and character of the use will be in conformity with the Town's land use plan and other comprehensive planning elements;

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

e) The proposed special use will not substantially injure the value of adjoining or abutting properties;

f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,

g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

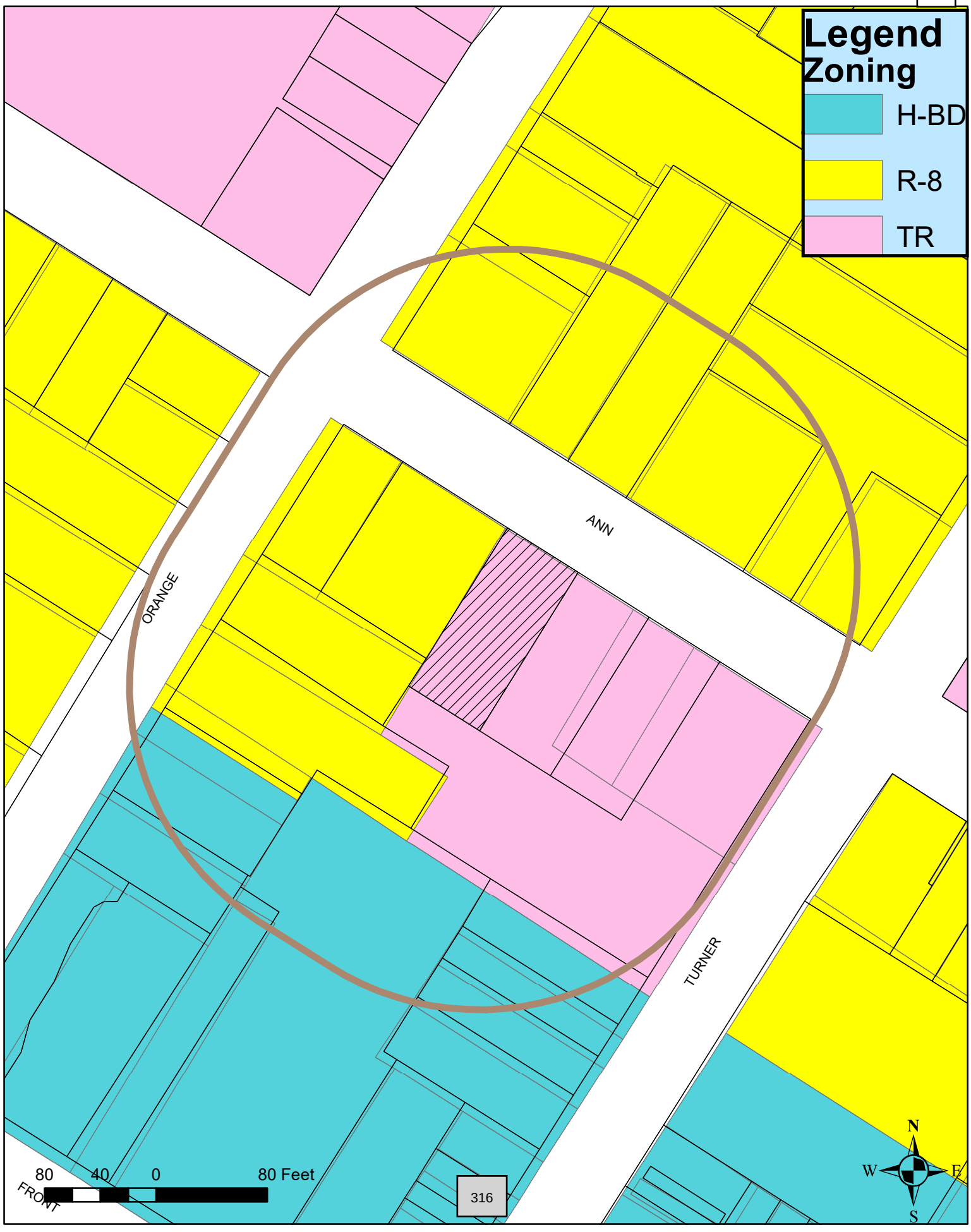
Exhibits:

B- Vicinity Map
C - Zoning Map
D - CAMA Land Use Map
E – List of Property Owners within 200 feet
F - Application to include Site Plan
G - Section 20 Special Use Permit Information

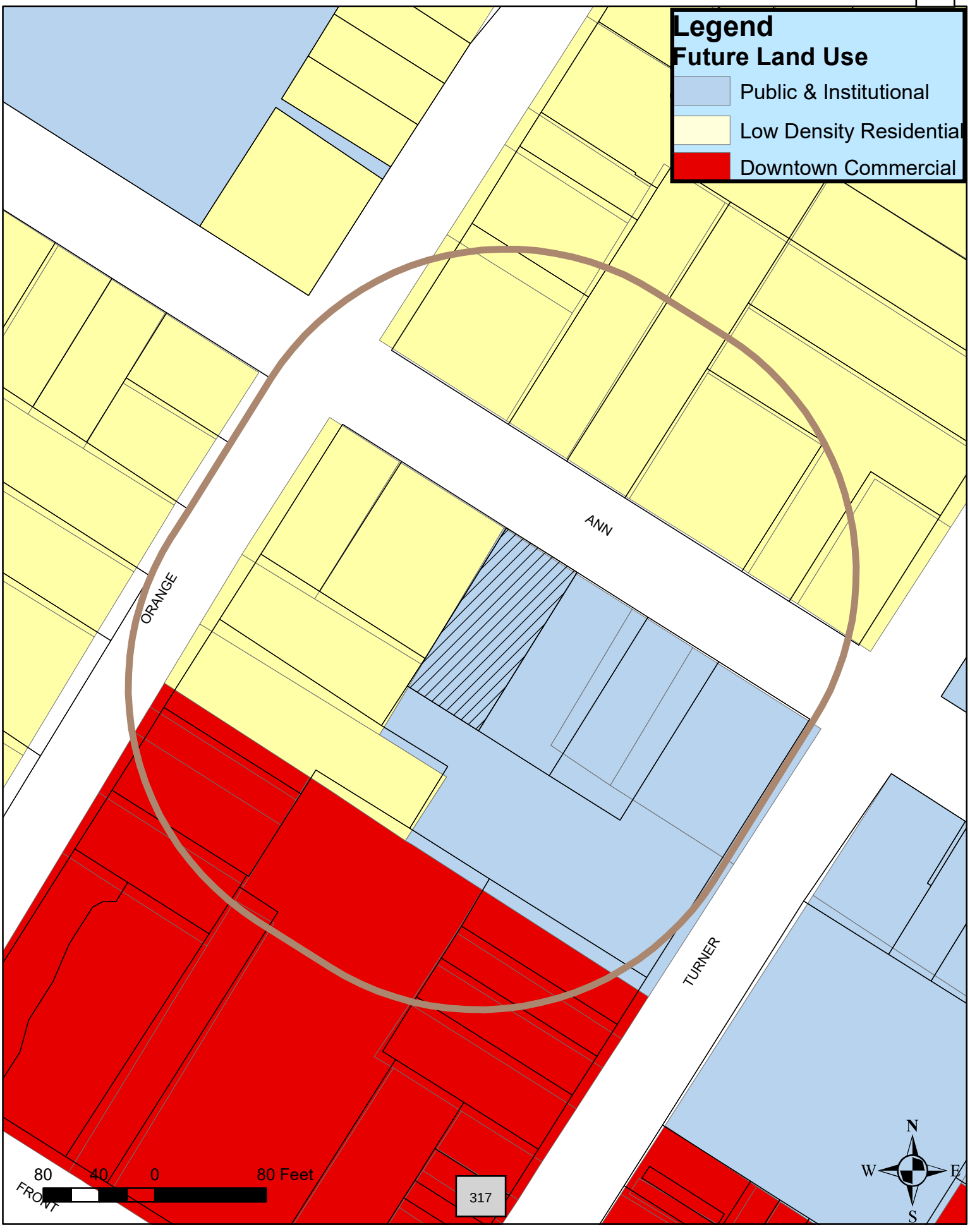
Case # 22-01 - Special Use Permit - Owners Within 200 Feet - 308 Ann St



Case # 22-01 - Special Use Permit - Zoning Map - 308 Ann Street



Case # 22-01 - Special Use Permit - CAMA Map - 308 Ann Street



OWNER	IAIL_HOU	MAIL_ST	MAIL_CITY	L_ST	IAIL_ZI	MAIL_ZI	MAIL_ADD2
AB CAUSEWAY LLC	5206	HOLLY COURT	MOREHEAD CITY	NC		28557	
ADAIR,GEOFFREY GLENN	1344	PINE VALLEY DRIVE	NEW BERN	NC		28562	
BEAUFORT HISTORICAL ASSOCIATIO	150	TURNER STREET	BEAUFORT	NC		28516	
BEAUFORT INVESTMENTS LLP	608	ANN STREET	BEAUFORT	NC		28516	
COLLINS,RICHARD A JR	2533	LAUREL CHERRY STREET	RALEIGH	NC		27612	
DAVIDSON,ARIAIL SCOTT			ASPEN	CO		81612	PO BOX 5141
FIRST BAPTIST CHURCH BEAUFORT	403	ANN STREET	BEAUFORT	NC		28516	
GOELLNER,ALBERT J ETUX RUTH	118	ORANGE ST	BEAUFORT	NC		28516	
GROTHEER,SANDRA F	125	WHIMBREL WAY	BEAUFORT	NC		28516	
HARRIS,STEPHEN W JR ETUX MARGE	2816	CHELSEA CIRCLE	DURHAM	NC		27707	
HUCKABEE,IAN DOUGLAS ETUX TRAC	313	ANN STREET	BEAUFORT	NC	2105	28516	
MOSIER,DAVID W JR ETAL	305	ANN STREET	BEAUFORT	NC		28516	
MOSIER,WILLIAM H ETUX LAURA R	305	ANN STREET	BEAUFORT	NC		28516	
MOUNTCASTLE,RICHARD ETUX AMAND	12121	CASTLE RIDGE ROAD	RALEIGH	NC		27614	
NEWTON,FRANCES S TRUSTEE	301	ANN STREET	BEAUFORT	NC		28516	
NIXON-MOORE,MARY ELLEN	307	FRONT STREET	BEAUFORT	NC		28516	
OLD CAUSEWAY THOROUGHFARE LLC	4737F	ARENDELL STREET	MOREHEAD CITY	NC		28557	
SIMPSON,ANN KINDELL	3100	MORROW FARM LANE	CHAPEL HILL	NC		27516	
STATE OF NORTH CAROLINA	1321	MAIL SERVICE CENTER	RALEIGH	NC	1321	27699	
STEPHENSON,CATHERINE POTTER	116	ORANGE ST	BEAUFORT	NC		28516	
TAYLOR,NELSON W III ETUX PATRI	311	ANN ST	BEAUFORT	NC		28516	
THE '04 THOMAS O HOLLINSHED TR	100	S RIDGE STREET	SOUTHERN PINES	NC		28387	
WILLIS,BEN M	2737	SPIEGEL DR	VIRGINIA BEACH	VA		23454	

APPLICATION FOR A SPECIAL USE PERMIT

Instructions:

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

APPLICANT INFORMATION

Applicant Name: GO Architectural Design, PLLC

Applicant Address: 1202A Pollock Street

Phone Number: (252) 633-0322 Email: sarah@goarchdesign.com

Property Owner Name: Scott Davidson

Address of Property Owner: 308 Ann Street, Beaufort, NC 28516

Phone Number: (970) 948-4800 Email: scott@christiesaspenre.com

PROPERTY INFORMATION

Property Address: 308 Ann Street, Beaufort, NC 28516

15-Digit PIN: 730617103546000 Lot/Block #: TOWN OF BEAUFORT TOWN OF BEAUFORT PAGE

Size of Property (in square feet or acres): 0.184 Current Zoning: TR

Current Use of Property: Previously Single Family Requested Use: Residential Single Family

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

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

The town's website address is www.beaufortnc.org.

Sarah Afflerbach — Applicant Signature — 12.8.21 — Date of Applicant's Signature

Scott Davidson — Property Owner Signature (if different than above) — 12/8/21 — Date of Owner's Signature

OFFICE USE ONLY Revised 8/2020

Date: _____ Reviewed for Completeness By: _____

Received by: _____ Date Deemed Complete and Accepted: _____

ARCHITECTURAL DESIGN PLLC

December 08, 2021

Kyle Garner
701 Front St.
Beaufort, NC 28516

RE: 308 Ann Street, Beaufort, NC

Dear Kyle,

Thank you for your help taking this project through the Historic Preservation Commission. We understand that having a habitable accessory dwelling unit in our zoning area requires a Special Use Permit and we would like to apply for this permit.

The owner is looking toward the future in anticipation of needing a caretaker and would like to provide this habitable accessory dwelling unit for such a use. We also understand that there are other properties in the area that have similar structures with similar uses.

Attached are the pertinent Land Development Ordinance sections, site survey with the new structures located, plans and elevations of the structure, and photos of the streetscape. Please let us know if you need anything else to get this project on the schedule for a Special Use Permit.

Thanks again for your help.

Sincerely,

Sarah Afflerbach

Sarah Afflerbach, AIA, LEED AP

Land Development Ordinance

Definitions – page 16
Accessory Dwelling Units/Structures. Accessory Dwelling Units/Structures are commonly understood to be a separate additional living unit or structure, including kitchen, sleeping, and bathroom facilities, attached to or detached from the primary residential unit, on a single-family lot. They shall be subordinate in size, location, and appearance to the primary residential unit and may or may not have separate means of ingress or egress.

H) TR Transitional District. – page 63
Purpose: This intent of this district is to serve as a transition between residential and more intensive districts. This includes residential and commercial uses with a low noise and traffic impact which would generally be considered compatible with a residential area which may or may not have buffering requirements as documented in section 19 of this Ordinance. Uses in this district which require potable water or sanitary sewer must be connected to municipal water and municipal sewer.

B) Transitional District (TR). – page 99, 100
6) Special Uses (Special Uses text may be found in section 20 of this Ordinance).
Accessory Dwelling Unit

E) Required Findings. – page 190
1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:

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

308 Ann Street is located in the TR District and this is an allowable use with a Special Use Permit.

b) The application is complete;

We have reviewed our application with the City staff and believe it is complete.

c) The location and character of the use will be in conformity with the Town's land use plan and other comprehensive planning elements;

The Town of Beaufort NC CAMA Core Land Use Plan (map below) shows on page 90 that 308 Ann Street is located in the Public & Institutional Use area. Page 94 of the Core Land Use Plan, Item D. states that for Public and Institutional designated areas may also include R-8 Medium Density Residential zoning districts which per the Town of Beaufort, NC Land Development Ordinance, page 82 allows for Accessory Dwelling Units provided they have a Special Use Permit which is what we are seeking.

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

We are proposing a residential driveway similar to the surrounding houses and properties.

e) The proposed special use will not substantially injure the value of adjoining or abutting properties;

The owner has obtained an appraisal for the designed project by a licensed appraiser and the accessory dwelling unit shows an added value to the overall project.

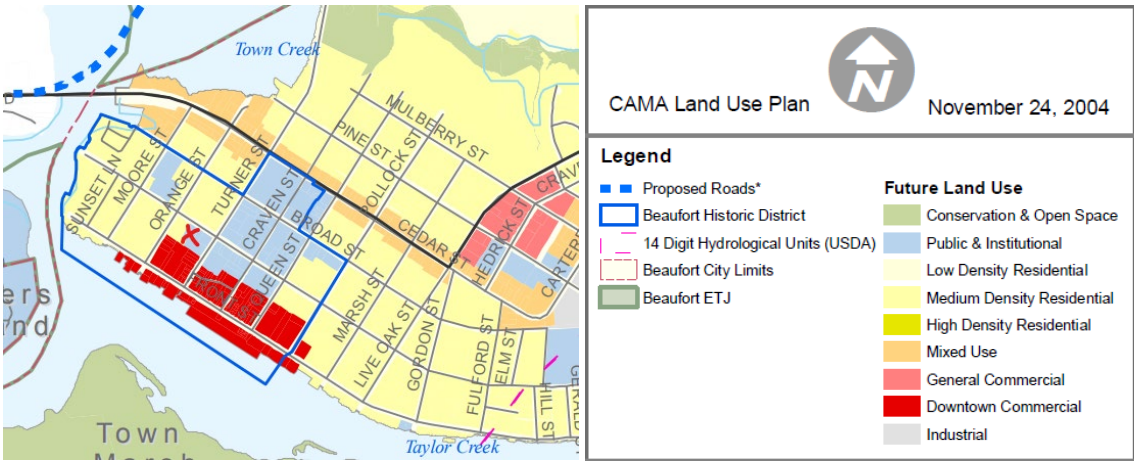
f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,

It is our understanding that there are similar accessory dwelling unit structures in the immediate vicinity, and this has not caused any harm to the neighborhood.

g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

The proposed use is allowed per the Town of Beaufort, NC Land Development Ordinance, and the CAMA Core Land Use plan.

CAMA Core Land Use Plan
308 Ann Street – Public & Institutional



Photos of Streetscape, Site and Adjacent Homes:

308 Ann Street, Beaufort, NC 28516



308 Ann Street – Existing Site



Street view West on Ann Street



Street view West on Ann Street



Street view West on Ann Street



Street view East on Ann Street

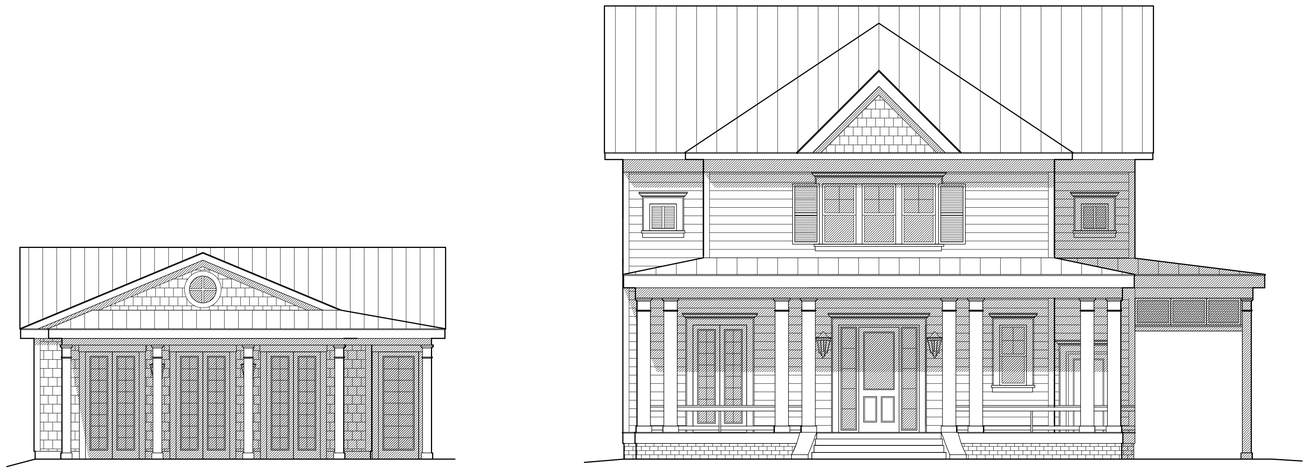


Street view East on Ann Street



Street view East on Ann Street

DAVIDSON - CUSTOM HOME

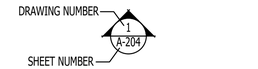


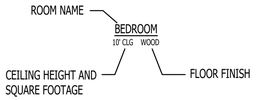
SCALE: 3/16" = 1'-0"

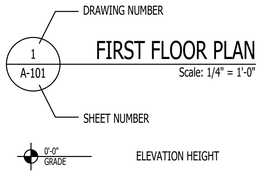
KEYS & SYMBOLS

DOOR & WINDOW SIZE KEY

2060 = 2'-0" WIDE X 6'-0" HIGH







ELECTRICAL ELEGEND

- RECEPTACLE
- FLOOR RECEPTACLE
- GFCI RECEPTACLE
- WATER PROOF RECEPTACLE
- SWITCH
- 3 WAY SWITCH
- FAN / LIGHT
- SECURITY LIGHT
- CEILING MOUNT
- WALL SCONCE
- CEILING PENDANT
- FAN / LIGHT
- 6" RECESSED CAN
- DIRECTIONAL PIN LIGHT
- FLUORESCENT
- UNDER-COUNTER
- CABLE
- GARAGE DOOR OPENER W/ LIGHT

SHEET SCHEDULE

G-101	TITLE SHEET
C-101	SITE PLAN
A-101	FIRST FLOOR PLAN
A-102	SECOND FLOOR PLAN
A-103	ROOF PLAN
A-201	ELEVATIONS
A-202	ELEVATIONS
A-203	ELEVATIONS
A-204	COTTAGE ELEVATIONS
A-205	COLOR CHOICES

SQUARE FOOTAGE

HEATED / COOLED	
FIRST FLOOR PLAN	1,573 SF
SECOND FLOOR PLAN	1,373 SF
TOTAL	**2,949SF**
DEPENDANCY	447 SF
NON HEATED	
GARAGE	305 SF
FRONT PORCH	413 SF
SCREENED PORCH	241 SF
1ST FL REAR DECK	337 SF
2ND FL REAR DECK	337 SF
TOTAL	**1,633 SF**

ARCHITECTURAL DESIGN PLLC

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DAVIDSON CUSTOM HOUSE

308 ANN STREET, NEW BERN, NC 28516

THIS PLAN HAS BEEN PREPARED TO MEET TOP PROFESSIONAL STANDARDS AND PRACTICES, HOWEVER, BUILDING CODES AND ENVIRONMENTAL CONDITIONS VARY FOR DIFFERENT LOCATIONS. IT IS THE RESPONSIBILITY OF THE PURCHASER OF THIS PLAN TO PERFORM THE FOLLOWING BEFORE BEGINNING CONSTRUCTION. VERIFY ALL DIMENSIONS PRIOR TO PROCEEDING WITH CONSTRUCTION. VERIFY COMPLIANCE WITH ALL LOCAL CODES. PLANS INDICATE LOCATIONS ONLY; ENGINEERING ASPECTS SHOULD INCORPORATE ACTUAL SITE CONDITIONS. HVAC & PLUMBING LAYOUTS ARE NOT INCLUDED. THESE SHOULD BE OBTAINED FROM A LOCAL MECH. CONTRACTOR OR ENGINEER TO ENSURE COMPLIANCE WITH LOCAL CODE AND THAT EQUIPMENT IS SIZED CORRECTLY FOR YOUR PARTICULAR REGION AND CONDITIONS. VERIFY ALL STRUCTURAL ELEMENTS WITH LOCAL ENGINEER.

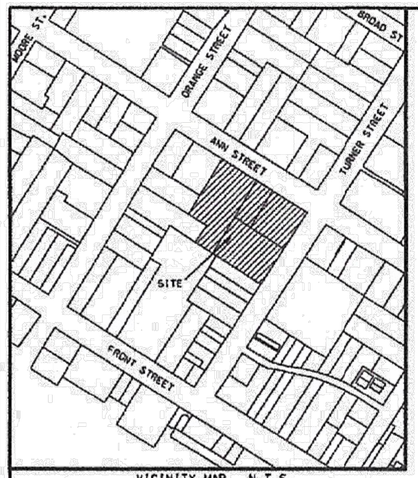
G-101

TITLE SHEET

11.22.2021
DAVIDSON - 308 ANN ST

312 ANN STREET

8,040 SQUARE FEET
VACANT LOT EXCEPT FOR
EXISTING WOOD FENCE
ALONG NE & SE LOT LINES



VICINITY MAP N.T.S.

COVERAGE	
LOT SIZE 60'X134'	8,040 SF
HOUSE FOOTPRINT	2,627 SF
DEPENDENCY FOOTPRINT	752 SF
TOTAL	3,379 SF
LOT COVERAGE	42%



CERTIFICATE OF OWNERSHIP

I HEREBY CERTIFY THAT I AM THE OWNER OF THE PROPERTY SHOWN AND DESCRIBED HEREON WHICH IS LOCATED WITHIN THE SUBDIVISION JURISDICTION OF BEAUFORT. AND THAT I HEREBY ADOPT THIS PLAN OF SUBDIVISION WITH MY FREE CONSENT. AND ESTABLISH MINIMUM BUILDING SETBACK LINES AS NOTED.

OWNER DATE

OWNER DATE

TOWN APPROVAL

THIS IS AN EXEMPT SUBDIVISION PURSUANT TO THE TOWN OF BEAUFORT SUBDIVISION ORDINANCE ARTICLE V SECTION 1A: COMBINATION OR RECOMBINATION OF PREVIOUSLY PLATTED LOTS.

Kyle Dawson, Plng Director 6/30/2020

DATE: PLANNING DIRECTOR

REVIEW OFFICER CERTIFICATION

COUNTY OF CARTERET

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

Regan Ratcliff 6/30/2020

REVIEW OFFICER DATE

REGISTER OF DEEDS CERTIFICATION

FILED FOR REGISTRATION AT 4:32 PM O'CLOCK

GRAPHIC SCALE: 1/16"=1'-0"
16' 0 8' 16' 32'

1 C-101 SITE PLAN 1/16" = 1'-0"

NORTH

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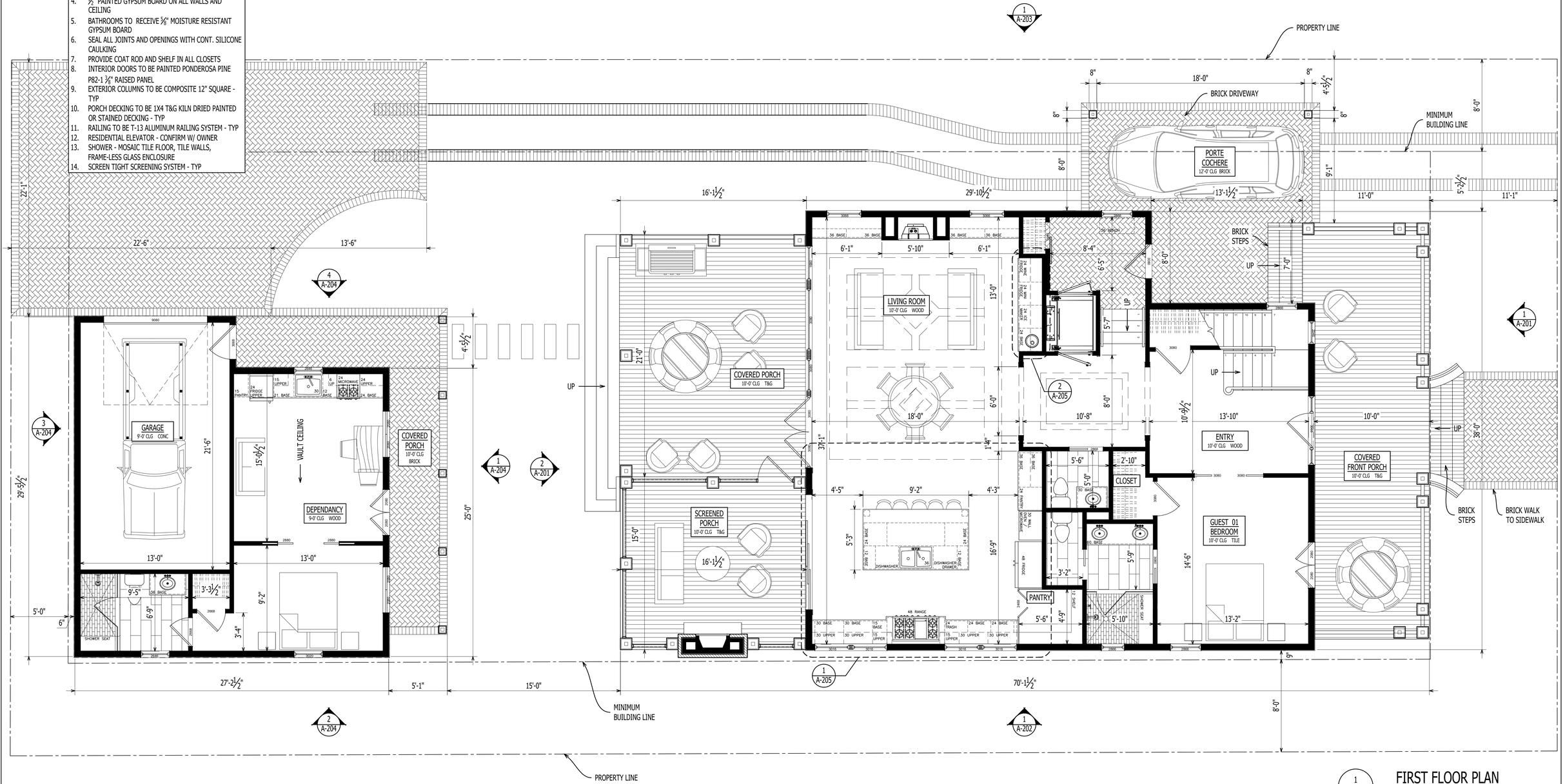
C-101

SITE PLAN

11.22.2021
DAVIDSON - 308 ANN ST

NOTES

1. DIMENSIONS ARE TO FACE OF STUD - THIS SHEET
2. ALL EXTERIOR WALLS - 2X6 WOOD STUD @ 16" O.C.
3. ALL INTERIOR WALLS - 2X4 WOOD STUD @ 16" O.C.
4. ½" PAINTED GYPSUM BOARD ON ALL WALLS AND CEILING
5. BATHROOMS TO RECEIVE ⅝" MOISTURE RESISTANT GYPSUM BOARD
6. SEAL ALL JOINTS AND OPENINGS WITH CONT. SILICONE CAULKING
7. PROVIDE COAT ROD AND SHELF IN ALL CLOSETS
8. INTERIOR DOORS TO BE PAINTED PONDEROSA PINE P82-1 ⅜" RAISED PANEL
9. EXTERIOR COLUMNS TO BE COMPOSITE 12" SQUARE - TYP
10. PORCH DECKING TO BE 1X4 T&G KILN DRIED PAINTED OR STAINED DECKING - TYP
11. RAILING TO BE T-13 ALUMINUM RAILING SYSTEM - TYP
12. RESIDENTIAL ELEVATOR - CONFIRM W/ OWNER
13. SHOWER - MOSAIC TILE FLOOR, TILE WALLS, FRAME-LESS GLASS ENCLOSURE
14. SCREEN TIGHT SCREENING SYSTEM - TYP



1 A-101 **FIRST FLOOR PLAN**
Scale: 1/4" = 1'-0"

GRAPHIC SCALE: 1/4"=1'-0"
4' 0 2' 4' 8'

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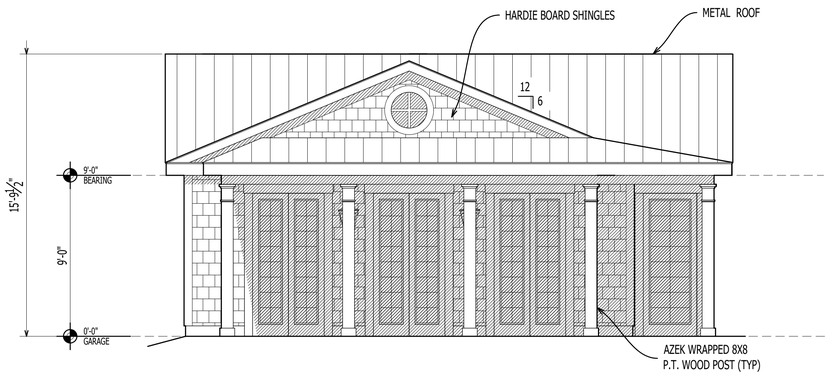
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DAVIDSON CUSTOM HOUSE

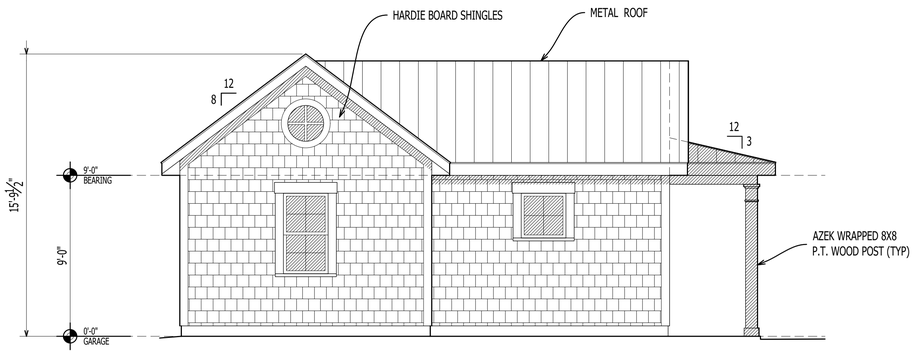
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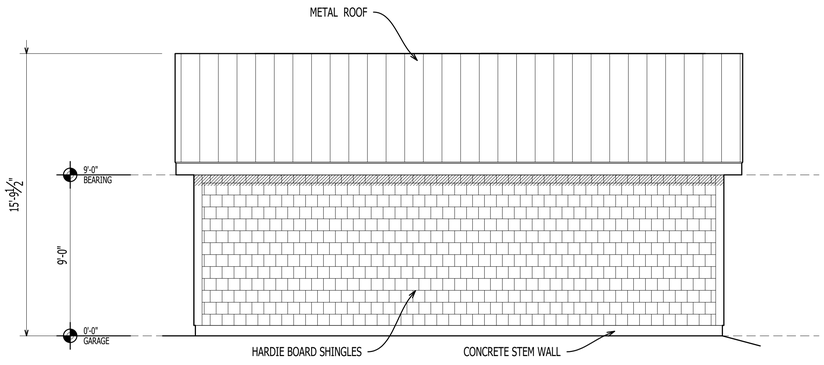
A-101
FIRST FLOOR PLAN
11.22.2021
DAVIDSON - 308 ANN ST



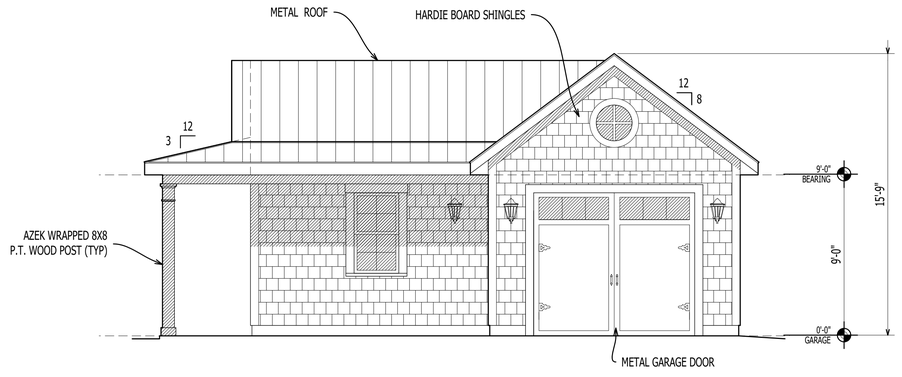
1 A-204 **GARAGE ELEVATION**
Scale: 1/4" = 1'-0"



2 A-204 **GARAGE ELEVATION**
Scale: 1/4" = 1'-0"



3 A-204 **GARAGE ELEVATION**
Scale: 1/4" = 1'-0"



4 A-204 **GARAGE ELEVATION**
Scale: 1/4" = 1'-0"

GRAPHIC SCALE: 1/4"=1'-0"
4' 0 2' 4' 8'

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A-204

GARAGE ELEVATIONS

11.22.2021
DAVIDSON - 308 ANN ST

SECTION 20 Special Use Permits

A) ***General.***
Special uses are practices which are not permitted by right in any zoning district in the Town of Beaufort, but may only be granted after due consideration by the Board of Commissioners (BOC). The consideration of a special use application is a quasi-judicial function requiring evidentiary hearings and specific findings of fact. Special use permits may only be granted by the BOC following a recommendation by the planning board and the quasi-judicial review process as stipulated in this section.

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

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

2) Whenever an application is submitted for a special use permit in a residential zone, the applicant shall also include:
   a) A narrative which illustrates the appropriateness of the proposed use in a residential zone. This narrative shall also describe all the architectural design features which make the proposed use and associated building compatible with the urban character of the residential neighborhood;
   b) The submitted site plan shall also include all street front architectural elevation drawings to insure the building(s) compatibility with the surrounding residential structures; and,

c) Additionally, the BOC and town staff may require a professional rendering or any other graphic illustration of the proposed structure.

3) The application shall be reviewed by town staff and submitted with comments and recommendation to the planning board for review. After the planning board makes its recommendation, the application shall be forwarded to the BOC for consideration.

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

The Town shall schedule a quasi-judicial proceeding for the application and BOC consideration after reasonable opportunity for staff and planning board review by providing public notice no more than thirty days after receipt of the completed application. The notice of a quasi-judicial proceeding shall be given using the standards set forth is section 3-E of this Ordinance with the exception of the following:

1) The notice shall be given once a week for two successive calendar weeks and published in a newspaper having general circulation within Town. The first publishing shall not be less than ten days or not more than twenty-five days before the date affixed for the hearing. In computing such period, the day of publication is not to be included but the day of the hearing shall be included as documented.

2) All property owners within two hundred feet (200') of the lot boundaries on all sides of the subject lot as listed in the county tax records shall be mailed by the Town a notice of the quasi-judicial proceeding on the proposed special use application by first class mail at the address listed for such owners on the county tax abstracts. The notice shall identify the location and briefly describe the proposed special use. Section 3-E (2) of this Ordinance gives direction on when the notices shall be mailed.

3) The Town shall prominently post a sign giving notice of the quasi-judicial proceeding on or immediately adjacent to the subject area reasonably calculated to give public notice of the proposed special use public hearing not more than ten days prior to the hearing date. The wording of such sign should be similar to what is in section 3-E (4) of this Ordinance.

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

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

1) The BOC shall hold the quasi-judicial proceeding and consider relevant information regarding whether the required findings under subsection E of this section exist and whether the special use is appropriate in the proposed location. The BOC shall hear relevant information from the applicant, adjoining property owners, the Town Manager, the planning board, planning officials, and any interested or affected members of the public. Parties may appear in person, by designee, or by attorney to present information relevant to the requirements of the Ordinance.

2) The BOC shall consider whether the application complies with each individual required finding specified in subsection E of this section. The BOC need not make the required findings at the time of the hearing and may call for additional information if needed. If the special use permit application is approved, the BOC motion shall contain language showing all the required findings under subsection E of this section have been met, and in the absence of specific findings, it shall be conclusively presumed the application complies with all the findings in subsection E of this section.

3) The BOC shall render a decision within a reasonable period of time not to exceed ninety days after holding the quasi-judicial proceeding for the proposed special use application.

The BOC need not issue a decision at the time of the hearing if additional information is needed and may continue said hearing until a later date.

4) If the application is found not to be in compliance with one or more of the required findings of subsection E of this section or any other applicable section of this Ordinance, the application shall be denied. Such motion shall specify the particular findings the application fails to meet. It shall be conclusively presumed the application complies with all requirements not noted by the BOC in their motion to deny the application.

5) Notwithstanding the specific requirements of this Ordinance, the BOC may impose additional conditions and reasonable requirements upon the requested special use permit in order to ensure the use is consistent with the required findings as specified under subsection E of this section. The BOC may place an expiration date on the special use permit if a building permit is not secured within a certain period of time. If the special use permit is not renewed periodically by the recipient of the permit, it will expire on the date given to the permit by the BOC.

6) After the BOC renders its decision on the special use permit application, the reasons for granting or denying the application shall be made in writing. A written copy of the conclusion(s) of the BOC about the facts of the case and the board's corresponding decision shall be forwarded to the applicant within ten days.

E) ***Required Findings.***

1) In addition to any other findings or requirements as specified by any other section of this Ordinance, before any application for a special use may be granted or denied, the BOC shall make each of the following findings:
   a) The proposed use is an allowable special use in the zoning district it is being located within;
   b) The application is complete;
   c) The location and character of the use will be in conformity with the Town's land use plan and other comprehensive planning elements;
   d) Streets, driveways, parking lots, traffic control, and any other traffic circulation features shall be designed and provided in accordance with current traffic engineering standards and Town regulations and found to be adequate for the proposed special use;
   e) The proposed special use will not substantially injure the value of adjoining or abutting properties;
   f) The proposed special use will be compatible and in harmony with adjoining land uses and the development patterns of the immediate area; and,
   g) The proposed use will not materially endanger the public health or safety of the community if located where proposed and developed according to the submitted and approved plan.

2) The BOC shall make its findings based on "competent evidence" as described in N.C.G.S. 160A-393 (k) and will be cognizant the statute provides in part "competent evidence "shall not be deemed to include the opinion testimony of lay witnesses as to any of the following:
   a) The use of property in a particular way would affect the value of other property.
   b) The increase in vehicular traffic resulting from a proposed development would pose a danger to the public safety.

c) Matters about which only expert testimony would generally be admissible under the rules of evidence.

3) Compatibility Standards for Special Uses in Residential Zones:
In deciding whether the architectural elements of the proposed special use in a residential zone will be compatible with the adjoining buildings, the BOC shall review said proposal in reference to the following architectural elements:

a) Size (footprint);
b) Height;
c) Proportion and scale;
d) Roof shape(s);
e) Setbacks;
f) Location, size, and number of openings (doors and windows);
g) Materials;
h) Color; and,
i) Texture.

F) ***Special Use Guidelines.***

1) Adult Establishments.

a) No building, structure, or any portion thereof nor any portion of a lot or parcel or property shall be used for an adult establishment at a location closer than one thousand feet (1000') from any other adult establishment; or closer than one thousand feet (1000') from any residentially zoned property, pre-school, child care, nursery school, day care, K-12 school, public playground, or church situated within the Town limits or the ETJ.

b) Plans are required and must show:
   i) Locations of buildings and signs and the size of the plan;
   ii) Proposed points of access and egress and patterns of circulation;
   iii) Layout of parking spaces;
   iv) Lighting plan inclusive of wattage and illumination; and,
   v) Landscape plan.

2) Day Care Centers (Including Kindergarten).

a) One parking space shall be provided for each adult attendant and one parking space provided for every six children or fraction thereof.

b) Section 19 of this Ordinance gives the screening/buffering and fencing guidelines required for this application.

c) Plans are required and must show:
   i) Location and approximate size of all existing and proposed structures and buildings within the site and on the lots adjacent thereto;
   ii) Proposed points of access and egress and pattern of circulation;
   iii) Layout of parking spaces;
   iv) Location and extent of open play area(s);
   v) Day care center shall provide one hundred square feet (100 ft^2) of play area space per pupil.

vi) Outdoor play area shall be enclosed by a solid or open fence or wall at least four feet (4') in height. Where the outdoor play area is directly adjacent to a residentially used or zoned lot, a solid fence or wall at least six feet (6') high or the maximum applicable fence or wall height limitation for the district or an open fence at least four feet high (4') and a screen planting designed to grow three feet (3') thick and six feet (6') high shall be created. The BOC may at its discretion, require additional screening/buffering and/or fencing elements to be located adjacent to abutting nonresidential land uses.

vii) In residential districts, a day care center shall not be operated between the hours of 7:00 p.m. and 7:00 a.m. unless with written approval by the BOC.

viii) Landscape plan.

3) Radio or Television Transmitter.
   a) Minimum lot area – at least three acres in area.
   b) One parking space is required at the site.
   c) Plans are required and must show:
      i) Location and approximate size of all existing and proposed structures within the site and within one thousand linear feet in all directions;
      ii) Proposed points of access and egress;
      iii) Proposed off-street parking spaces; and,
      iv) Protective fencing at least six feet (6') high with three stands of barbed wire turned out and ten feet (10') from the perimeter of the antenna base shall be established.

4) Telecommunication Tower.
   a) Guy-wire towers shall not be permitted.
   b) Co-location towers shall be permitted.
   c) Height of communication towers shall be regulated by the Federal Aviation Administration (FAA).
   d) Communication towers are prohibited in front yards and shall be in compliance with the Telecommunication Act of 1996.
   e) Local governments have no ability to prohibit towers on the basis of environmental or health issues according to the Federal Radio Frequency Emission Standards.
   f) The BOC may deny a permit based upon a tower's influence on property value or aesthetics.
   g) A minimum lot size of one-half acre per tower shall be met; however, the Telecommunication Tower shall be placed on a lot of sufficient size, and in a position on the lot, if the tower falls, no part of it will fall onto adjacent property. Variances shall not be allowed.
   h) Landscaping and screening/buffering are required as approved by the planning board and according to section 15 and section 19 of this Ordinance.
   i) A six-foot (6') high protective barrier shall be required around the base of the tower. The barrier shall be a masonry wall, chain link fence, solid wood fence, or opaque barrier as described in section 19 of this Ordinance.
   j) Setback requirements shall be according to the district in which the tower is located.
   k) Towers shall be lighted to satisfy the FAA requirements.

l) Towers shall be removed within ninety days following abandonment of such towers.

m) Towers shall be removed by the property owner within one hundred eighty days following damage or termination of operation resulting in inoperable towers or towers where the owner of the tower shows no intent to repair said tower. Blown over towers shall also be removed by the owner of such tower under this guideline.

n) Any advertising signage is strictly prohibited on towers.

o) Towers shall be painted blue or gray if not otherwise required by the FAA.

p) The owner must provide adequate insurance coverage for any potential damage caused by or caused to the tower.

q) For permitting purposes, site plans are required as defined in section 18 of this Ordinance and shall show all of the following additional features:
   i) Identification of intended user of tower.
   ii) Documentation by registered engineer shows tower has sufficient structural integrity to accommodate more than one user.
   iii) Statement from owner indicating his intent to allow shared use of the tower and how others will be accommodated.
   iv) Evidence the property owners of residentially zoned/used property within three hundred feet of the base of the proposed tower, would be notified prior to the special use application being heard by the BOC.
   v) Documentation which shows towers over a certain height are absolutely necessary for the provision of service (i.e., a tower up to one hundred ninety-six feet (196') cannot provide a reasonable level of service).

r) The BOC shall determine if a tower is in harmony with the area and compatible with adjacent properties and may consider the aesthetic effects of the tower as well as mitigating factors concerning aesthetics. The BOC may disapprove a tower based on the grounds the aesthetic effects are unacceptable and a new site should be proposed. The following factors shall be considered:
   i) Protection of the view in scenic areas, unique natural features, scenic roadways, historic sites, etc.
   ii) Prevention of a concentration of towers in one certain area; and,
   iii) Height, design, placement, and other characteristics could be modified to have a less intrusive visual impact.

5) Marinas.

The requirements below are for marinas and for proper disposal of sewage from boats:

a) All slips over thirty feet (30') shall provide a permanent pump-out connection so a hose of not more than thirty feet (30') can reach the mid-point of the slip.

b) Any vessel with a permanently installed marine sanitation devise shall be located so the holding tank can be pumped-out using a hose not to exceed thirty feet (30').

c) Mobile pump-out equipment may not be used to meet the requirements of subsections 5a) and 5b) of this section.

d) A marina may not charge marina tenants an additional fee to pump-out their holding tanks.

e) When a T-head of a dock is unoccupied during regular business hours, the marina shall provide public access to the pump-out facility for a nominal fee.

6) Office: Small Business.

Property owners may be granted a special use permit for an Office: Small Business in a Residential Zoning District if identified as a *Small Business* as defined in section 4 of this Ordinance.

a) In addition to application requirements outlined in subsection B of this section, special use permit applications must include the following:
   i) Detailed narrative describing the activities associated with the requested use;
   ii) Number of employees requested to work on site;
   iii) Requested business hours of operation;
   iv) Estimated number of clients served on site per day; and,
   v) Detailed drawing or photographs, including measurements, of signage if requested.

b) Signage will be reviewed by the BOC at the time of the special use permit and will meet the following standards:
   i) Not more than one sign is permitted;
   ii) Sign will not exceed an area of two square feet (2 ft^2);
   iii) Colors will be compatible with those of the structure and will not detract from the residential characteristics of the structure;
   iv) Sign will be affixed flatly against the building; and,
   v) Directly lighted and/or neon signage is not permitted.

c) Conditions: The BOC may impose reasonable conditions as it deems necessary for the protection of the public health, general welfare, and public interest regarding:
   i) Compatibility. The compatibility of the proposal, regarding both use and appearance, with the surrounding neighborhood;
   ii) Hours of Operation. The frequency and duration of indoor/outdoor activities and the impact of the surrounding area;
   iii) Noise. The added noise level created by activities associated with the request;
   iv) Parking. The request will not generate a need for additional parking; and,
   v) Appearance. The general appearance will not be adversely affected by the location of the proposed use on the property.